

EDITING GUIDELINES

RECEIPT AND CONTROL OF QUESTIONNAIRES FROM THE NSO:

1. Review transmittals from the NSO-ITSD.
2. Separate the questionnaires with response from the spoilage.
3. Distribute questionnaires with response for review.
4. Bundle spoilage questionnaires and control for status monitoring.

INSTRUCTIONS FOR PROCESSING QUESTIONNAIRES WITH RESPONSE:

General:

1. Use red ballpen.
2. Check that attachments bear the establishment's record number and are securely stapled to the questionnaire.
3. The sequence of editing is as follows: details of address box, Part A.1, Part B, Part A.2 – 4 then Part C.
4. Read the remarks of the respondent as well as the NSO field personnel as they may provide explanations pertinent to their report.
5. Do not erase entries by the establishment and the NSO field personnel. Corrections must be done by crossing out neatly the original entry and writing close to it the new entry.
6. After questionnaire is reviewed, encircle the appropriate status code. See pages 31 - 32 of the manual. Types of status code OTH are as follows:
 - OTHE- employment is less than 50
 - OTHP- PSiC excluded from the scope of the survey

As these codes are not printed along with the other status codes in the cover page, write OTHE or OTHP, as the case may be, below the other status codes with the pertinent details enclosed in parenthesis:

Ex.

OTHE (30)

OTHP (L75111)

7. If in doubt, consult your supervisor/s.

Specific:

ADDRESS BOX IN COVER PAGE

1. Check changes in name and location in the spaces provided below the address label. Write the corrections / changes in the label. The format of the address label is as follows:

The Owner / Manager	xxxxxxxxxxxxx(ECN) – x (EO)		
Name of Establishment	Name of establishment		
Address 1: Floor, Bldg., No., Street	Address 1		
Address 2: Brgy., City / Municipality	Address 2		
Address 3: Province	Address 3		
RECNO	GEOCODE	PSIC	ATE

2. Write new GEO code if there are changes in address.

Example:

As Labeled:

THE OWNER / MANAGER	740200558096D-1
GRJ GARMENTS MFG	
108 NE TANGILE ST	
Parang, Marikina	
Metro Manila	

6522 137402007 D18990 4

Name: GRJ Boutique
Location: 19 San Jose St
Barangka, Marikina

To Correct:

Cross out neatly

Garments Mfg in “name”
108 NE Tangile St.
Parang

Last 3 digits in “GEO code”

Write

Boutique
10 San Jose St.
Barangka

001

3. Check the 1994 PSIC code in the address label with the reported economic activity and major products / goods / service in **Part A.1**. If there are changes, consult the **1997 Industry-Occupation List** to determine if recoded industry is still within the scope of the survey. If recoded industry:

a) **Falls out of scope**

Write OTHP below the status codes in cover page. Also write new PSIC. (see example in item 6 of general instructions)

b) **Still within the scope of the survey**

Cross out neatly original PSIC and write recoded 6-digit PSIC .

Consult Supervisor to check if PSIC is recoded correctly.

Example:

As reported in Part A.1:

Main economic activity:

RTW retailing

Major products/ goods/ service:

Ladies' RTW

To Correct:

Cross out neatly

Write

PSIC code D18990

G52322

4. Skip Part A.2-4. Proceed to Part B.

PART B: EMPLOYMENT AND WAGE RATES OF TIME-RATED WORKERS

Basic Pay:

1. Sum of entries in cols. 2, 4 and 6 should be equal to their respective totals.
2. Sum of sub-totals of cols. 2,4 and 6 should be equal to **Total**.

Intervening Question: Answer should be less than or equal to **Total** of Part B.1.- Basic Pay.

Allowance:

1. Sum of entries in cols. 8, 10 and 12 should be equal to their respective totals.
2. Sum of sub-totals of cols. 8, 10 and 12 should be equal to answer in intervening question.

PART A: GENERAL INFORMATION

1. Employment

- Total-**
1. Entry should be the sum of entries for time-rated and output rated workers.
 2. Entry should be equal to or greater than **Total** reported in Part B.1.
 3. If employment is less than 50, write status code OTHE below the codes in the cover page. Write beside it the actual employment.
 4. Stop processing. Treat questionnaire as spoilage and control for status monitoring.

- Time-rated-**
1. There should be entry here.
 2. Entry should refer to workers whose pay is based on a time-unit of work such as an hour, a day or a month.
 3. Entry should be less than or equal to reported total employment.

- Output-rated-**
1. There may or may not be an entry here.
 2. Entry should refer to workers whose pay is based on their output i.e., piece, task or pakyao.
 3. Entry should be less than reported total employment.

2. **Unionism-** Only one of the boxes should have a check mark.

3. **Collective Bargaining Agreement -**
1. If Yes in Unionism, there should be a check mark in one of the boxes.
 2. If NO, there should be no check mark in either box.

Treatment of erroneous entries:

As Reported		To Correct
Unionism	CBA	
Blank	Yes	Check Yes in Unionism
Blank	No	Check No in Unionism and cross out check mark in CBA
Blank	Blank	Check No in Unionism
No	Yes	Cross out check mark in CBA
No	No	Cross out check mark in CBA
Yes	Blank	Check No in CBA

PART C: EMPLOYMENT AND WAGE RATES OF SELECTED OCCUPATIONS:

1. Check the PSIC against the PSIC Range of the 1997 Industry -Occupation List.
2. If PSIC is included, there should be entries in Part C.
3. Check the occupations reported in Part C against the relevant industry in the list. Pay particular attention to establishments whose PSIC has been recoded.
 - a) If PSIC was recoded and occupations reported are not consistent with recoded PSIC, encircle RFV in status code then return questionnaire with verification slip (OWS Form 4a) and applicable occupational sheet to NSO.
 - b) If occupations are consistent with the PSIC, proceed with the questionnaire processing as follows, (Refer to job description in Part B of manual as needed.)

Edit on a per occupation basis

1. 1992 PSOC- Refer to the 1997 Industry-Occupation List and write the appropriate PSOC code.
2. Time-rated workers on full-time basis:

Both Sexes-	}	Entry should be equal to the sum of entries in col. 4.
Male		Entries should add up to Both Sexes.
Female		

Edit on a per line basis

1. Basic Pay

Col. 1 Time unit	1. There should be entry here if there are entries in cols. 2 and 4.
	2. Entry could either be hourly (H), daily (D) or monthly (M).
Col. 2 Basic Pay	1. There should be entry here if there are entries in cols. 1 and 4.
	2. Entry should refer to the actual basic pay of one (1) worker corresponding to a time-unit. The acceptable ranges are as follows:

Time Unit	Acceptable Ranges
Hourly (H)	P 8.00 - P 60.00
Daily (D)	P 75.00 - P 500.00
Monthly (M)	P 1,800.00 - P 30,000.00

Col.3 This space is provided for corrected entry in col. 2.

Col. 4 Full-time Workers There should be entry here if there are entries in cols. 1 and 2.

Edit on a per line basis

2. Allowances:

Col. 5 Time-unit 1. There should be entry here if there are entries in cols. 6 and 8.
2. Entry could either be hourly (H), daily (D) or monthly (M).

Col. 6 Allowances 1. There should be entry here if there are entries in cols. 5 and 8.
2. Entry should refer to the cash allowances of one (1) worker corresponding to a time-unit. The acceptable ranges are as follows:

Time Unit	Acceptable Ranges
Hourly (H)	P 1.00 - P 8.00
Daily (D)	P 10.00 - P 80.00
Monthly (M)	P 100.00 - P 10,000.00

Col. 7 1. This space is provided for corrected entry in col. 6.

Col. 8 Full-time There should be entry here if there are entries in cols. 5 and 6.

Sum of entries in col. 8 could be less than or equal to Both Sexes. There may be time-rated workers who are not receiving cash allowances.