OFFICE EDITING AND DATA VALIDATION GUIDELINES

2004 Occupational Wages Survey

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OBJECTIVES

These Guidelines are prepared to facilitate office editing/review of questionnaires retrieved from the field and validation of data entry. In particular, these:
- Define the responsibilities of the Survey Supervisor, Reviewer/Validator and the monthly PBIs;
- Guide office personnel in the logical sequence of activities from receipt of questionnaires from the field to re-validation of re-encoded survey data; and
- Enable the Reviewer/Validator to detect and correct errors in the accomplished questionnaires.

As review of questionnaires have already commenced at the time of the issuance of these Guidelines, Reviewers should refer back to the questionnaires already reviewed to ensure that specific instructions of these Guidelines have been met.

The scope of the Guidelines is from receipt of questionnaires from the field up to re-validation of re-encoded survey data. Annex A is the list of industries covered by OWS. Annex B is the list of the 43 specific industries for which occupations are being monitored. Annex C lists the survey critical activities and the corresponding parameters and quality standards of quantity, accuracy and timeliness. These control points are being put in place in order to improve reliability and timeliness of survey data.

Chapter I
SUPERVISOR'S GUIDELINES

1.1. Completeness Check
Cover Page
a. Any change in the name and address of the establishment should be completely written in the appropriate spaces, not in the address label. Establishment name should refer to its trade/patented name.
b. Only the change in the EIN can be written under the neatly crossed out EIN in the address label.
c. If the questionnaire has been accomplished by the **head office**, its complete details should have been written in the spaces provided.
d. Only one status code "For Field Personnel" should have been encircled. If status is DUP, EIN of duplicated questionnaire should be specified. If status is OSP, the new PSIC should be written in the space provided. If status is OTH, details should be provided.

Part D. Certification
a. Check that all required information about the respondent/contact person in the establishments have been completely and legibly written.
b. The respondent/contact person may or may not have comments on data provided for the 2004 OWS, results of the 2002 OWS, presentation and packaging and response on time spent in answering the questionnaire.

Part E. Survey Personnel
a. Check that the NCR enumerator has affixed his/her name and date when the questionnaire was retrieved or was found to be spoilage.
b. If RET questionnaires pass completeness check, affix name and date in the space provided for Supervisor before turning over questionnaires, together with FM-BLES 03-3.10 Enumerator's Weekly Performance, to Reviewer.

Attachments
Any attachments by the establishment should be stapled on page 11 of the questionnaire. The corresponding **EIN** should be written on the upper right hand corner of each page of the attachment.

1.2. Consistency Check
For common samples **retrieved simultaneously**, entries for comparable items of inquiry should be the same for both BITS (June 30, 2004) and OWS. These are the data items found in the section on General Information of each questionnaire. If the corresponding data are not consistent, return both questionnaires to the enumerator for verification with the establishment. FM-BLES 03-3.10 of the enumerator should be adjusted accordingly.

1.3. Authenticity Check
Select **one or two questionnaires** from the weekly RET submissions of each enumerator and verify its authenticity, through monthly PBIs, with the contact person in the establishment. Have contact person verify visit of the enumerator, his/her actual participation in the survey and all contact details in the Certification portion. Remember that failure of the Enumerator on authenticity check is a ground for pre-termination of contract. In cases like this, proceed with appropriate proceedings.

1.4. Verification of Spoilage
a. Turn over **all** spoilage questionnaires, except REF, to monthly PBI for verification of spoilage status together with FM-BLES 03-3.10. For a verified spoilage questionnaire, monthly PBI encircles appropriate status code "For BLES Personnel".
b. Affix name and date in space provided for Supervisor in "Survey Personnel" of the questionnaire.
c. Update FM-BLES 02-2.1a Supervisor's Control List.
d. If found not a spoilage questionnaire, monthly PBI should address a new questionnaire. Supervisor should check completeness of address label. Turn over questionnaire to concerned enumerator for delivery.

1.5. Follow-up on Refusals
a. Do 4th and final callback to refusing respondent (REF) to convince him/her to participate in the survey/s.
b. If establishment refuses, encircle REF in status code "For BLES Personnel" and affix name and date for Supervisor in the "Survey Personnel" of the questionnaire.
c. Update FM-BLES 02-2.1a.

1.6. Batch Labeling
a. Batch verified spoilage questionnaires in ascending EIN.
b. Each batch of 40 questionnaires should be securely bound and labeled in the following format:

AREA	FORMAT
NCR ONCR	NCRX-Sn ONCR-Sn (for use of Sr. LEO) Where: X – Supervisor code S – Spoilage n – Sequence number from 1 to n

c. Supervisor (or Sr. LEO) initials on batch label.
d. Store in designated area.

1.7. Questionnaires Considered RET1 or RET2
a. Receive FM-BLES 03-3.10 from Reviewer.
b. Update FM-BLES 02-2.1a based on the form.

1.8. Questionnaires for Verification
a. Receive questionnaires for verification from Reviewer together with corresponding Verification forms.
b. Return questionnaires and Verification forms to enumerator for verification with the establishment. Explain if necessary the items being verified.

Chapter 2
REVIEWER'S GUIDELINES

2.1. **General Instructions**

a. Use **green** ballpoint in editing.

b. For NCR, receive questionnaires for review from the Area Supervisor together with FM-BLES 03-3.10. For ONCR, get questionnaires from the designated area.

c. If the reported employment is **less than 40**, discontinue review. However, the PSIC code in Part I item 1 should be updated as applicable. Encircle OSE in status code "For BLES Personnel'. Affix name and date for Reviewer in "Survey Personnel" of the questionnaire (NCR or ONCR, as the case may be). Turn over spoilage questionnaires to Area Supervisor (NCR) or Sr. LEO (ONCR) for batching.

d. If the Reviewer finds out that the report is consolidated and it passes review, write "CET" in the status code "For BLES Personnel".

e. Entry by the respondent that needs to be revised should not be erased or obliterated. The original entry should be lined out neatly. The correct/new entry should be legibly written close to the crossed out entry.

f. The Reviewer should affix her initial beside data values in the questionnaire she verified with the respondent. For ONCR, the Sr. LEO should affix her initial beside the data values she accepted without establishment verification, e.g. can be decided at BLES level.

g. If during the questionnaire review, **inconsistent** entries are noted in the questionnaire, these should be encircled. This questionnaire is subject to verification.

h. **All** seemingly spurious questionnaires should be noted. Instruct monthly PBI to verify specific data items with contact person in the establishment. Remember that spurious submission is a ground for Enumerator's pre-termination of contract. Inform Supervisor for the conduct of appropriate proceedings.

i. Where there are no numeric values to report, entry should be "–" . If entry is NA, NAP or None, line out entry and write "–".

j. Where details are provided, these should add up to respective totals. In case of discrepancy, sum of details should prevail over reported total.

k. The **comments** of the respondent on p.19 of the questionnaire should be read as these may provide explanations relevant to the accomplished questionnaire.

l. Affix name and date for Reviewer in the certification section of the questionnaire (NCR or ONCR as the case may be).

m. Use FM-BLES 04-4.7 Monitoring of Data Processing Activities for record purposes.

n. If problems (not explicitly explained in the Office Editing and Data Validation Guidelines), arise, the Reviewer should **consult** his/her Sr. LEO while the latter his/her Supervising LEO.

2.2. Specific Instructions

    2.2.1. Cover Page

        a. If there are changes in the address of the establishment, write the corresponding 9 digit GEOCODE in the space provided for sample establishment. If the barangay is not indicated, barangay code is "000".

        b. If the questionnaire was endorsed to its head office and appropriate spaces for head office particulars were provided, write the corresponding 9 digit GEOCODE in the space provided for head office. If the barangay is not indicated, barangay code is "000".

2.2.2 Part A: General Information (Page 3)

1. Main economic activity	Entry should clearly describe the main economic activity. Otherwise, verify with the establishment. This serves as basis for determining the occupations to be reported in Part C Employment and Wage Rates of Time Rate Workers in Selected Occupations.
Major products/ goods or services	Entry should refer to the **specific** products/goods produced or services provided. In case the establishment has several products/goods or services, the first entry should be the basis for specific industry coding. Fill out the 6 digit alpha-numeric 1994 PSIC code in the space provided, whether it is the same or not.
2. Total employment	Entry should be equal to or greater than reported Total (sum of cols. 2, 4 and 6) of Part B.1 - Basic Pay. Otherwise, verify with the establishment. **If unverifiable**, copy the Total (sum of cols. 2, 4 and 6) in Part B.1.
Establishment Characteristics	
a. Ownership	There should only be **one** box checked. Otherwise, verify with the establishment.
b. Multinational	There should only be **one** box checked. Otherwise, verify with the establishment.
c. Market	There should only be **one** box checked. Otherwise, verify with the establishment.

2.2.2 Part A: General Information (Page 3) *(cont'd)*

Establishment Characteristics	
d. With Union	There should only be **one** box checked. If none of the boxes is checked but **Yes** is checked in item e, check **Yes** in this item. If none of the boxes is checked in this item and in item e, verify with establishment.
e. With CBA	If **Yes** in Item d, there should be a check mark in one of the boxes in this item. If answer is **No** in item d, there should be no check mark in either box in this item.

2.2.3. Part B: Employment and Wage Rates of Time-Rate Workers on Full-time Basis (Pages 4-5)

1. Basic Pay		
Cols. 2,4 and 6	Full-time workers	If entries are repetitive (same entries reported in all columns), verify with establishment. If there are no entries but Total Employment in Part A is equal to or greater than 40, verify with establishment.
	Subtotals	These should be the corresponding sum of entries in cols. 2, 4 and 6.
	Total	Entry should be the sum of the sub-totals of cols. 2, 4 and 6. This should be **less than or equal** to Total Employment reported in Part A. If entry is greater than Total Employment in Part A, verify with establishment. **If unverifiable,** cross out entry in Part A and write beside it the Total (sum of cols. 2, 4 and 6) in Part B.1.
2. Allowances		
Cols. 8, 10 and 12	Full-time workers	If entries are repetitive (same entries reported in all columns), verify with establishment. There should be entries here if there is allowance data reported in any of the occupations in Part C.
	Subtotals	These should be the corresponding sum of entries in cols. 8, 10 and 12.
	Total	Entry should be the sum of the sub-totals of cols. 8, 10 and 12. It should also be **less than or equal to Total (sum of cols. 2, 4 and 6)** in Part B.1. Otherwise, verify with establishment.

2.2.4. Part C: Employment and Wage Rates of Time-Rate Workers on Full-time Basis in Selected Occupations (Pages 6-16)

Occupation		The respondent should write the occupation title (as found in the occupational sheet) for which he/she is providing data. In case a monitored occupation corresponds to two or more occupations in the establishment (e.g. Production Supervisors and General Foremen were reported separately by the establishment), merge the details of such occupations under one occupation title and code accordingly.
1992 PSOC		Care should be exercised in writing the 4 digit 1992 PSOC code for each occupation. Refer to the occupational sheets of the Field Operations Manual (appendix i – xliv).
1. Hiring/ Entry Rate Col. 2	Time unit (H-hour; D-day; M-month)	Entry should either be H (hour), D (day) or M (month). If there is an entry, there should be corresponding entry in col. 3.
Col. 3	Basic Pay/ Allowance	Entry should refer to the basic pay and allowances in the occupation of new hires effective June 30, 2004. This should correspond to the reported time unit in col. 2. If ranges are given, retain only the minimum or the lower end of the pay range. The basic pay/allowance should be lower than the actual basic pay and allowance of any of the occupations reported in item 4a col. 2 and 4b col. 5. Otherwise, verify with establishment. If hiring rate is more than one, convert to monthly equivalent, e.g. Hourly rate * 206.88888, Daily rate * 26.08333. Then, choose the lower rate. Cross out other rates provided.
2. Minimum Educational Requirement		There should only be one box checked. If more than one box is checked, retain the lower educational requirement. If none of the boxes is checked, verify with the establishment.

2.2.4. Part C: Employment and Wage Rates of Time-Rate Workers on Full-time Basis in Selected Occupations (Pages 6-16) *(cont'd)*

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3. Minimum Years of Related Experience		There should only be one box checked. If more than one box is checked, retain lesser years of required related experience. If none of the boxes is checked, check "None".
4. Existing Wage Rates 4a. Basic Pay		
Col. 1	Time unit (H-hour; D-day; M-month)	Entry for each line could either be H (hour), D (day) or M (month). If there is an entry, there should be corresponding entries in cols. 2 and 3.
Col. 2	Basic Pay per Worker	Entry should refer to the **actual basic pay** corresponding to the reported time unit in col. 1. It should be greater than or equal to hiring rate (basic pay) in Item 1 col. 3. In case range is provided, compute average basic pay. Basic pay of Unskilled Workers should be the lowest compared to the other occupations reported. Otherwise, verify with establishment. Acceptable Limits: {TABLE} If entry falls outside acceptable limit, verify with the establishment.

The nested table under Col. 2:

Time Unit	Amount	
	Lower Limit	Upper Limit
Hourly	15.00	200.00
Daily	130.00	1,000.00
Monthly	3,500.00	75,000.00

2.2.4. Part C: Employment and Wage Rates of Time-Rate Workers on Full-time Basis in Selected Occupations (Pages 6-16) *(cont'd)*

Col. 3	Full-Time Workers (Both Sexes)	Entry should refer to the number of full-time workers receiving the corresponding basic pay per reported time unit in col. 1. If there is an entry, there should be corresponding entries in cols. 1 and 2.
	Total (Sum of col. 3)	Entries in col. 3 should add up to the reported total. It should be **equal** to the total number of time-rate workers on full-time basis in the occupation reported in Item 5. Otherwise, verify with establishment. **If unverifiable,** entry here should prevail over entry in Item 5.
4b.Allowances Col. 4	Time unit (H-hour; D-day; M-month)	Entry for each line could either be H (hour), D (day) or M (month). If there is an entry, there should be corresponding entries in cols. 5 and 6.
Col. 5	Allowances per Worker	Entry should refer to the **actual allowance** corresponding to the reported time unit in col. 4. It should be greater than or equal to hiring rate (allowance) in Item 1 col. 3. In case range is provided, compute average allowance. Acceptable Limits:

Time Unit	Amount	
	Lower Limit	Upper Limit
Hourly	2.00	100.00
Daily	10.00	500.00
Monthly	300.00	30,000.00

If entry falls outside acceptable limit, verify with the establishment.

2.2.4. Part C: Employment and Wage Rates of Time-Rate Workers on Full-time Basis in Selected Occupations (Pages 6-16) *(cont'd)*

Col. 6	Full-Time Workers (Both Sexes)	Entry should refer to the number of full-time workers receiving the corresponding allowance per reported time unit in col. 4. If there is an entry, there should be corresponding entries in cols. 4 and 5.
	Total (Sum of col. 6)	Entries in col. 6 should add up to the reported total. It should be **less than or equal** to reported total in col. 3. Otherwise, verify with establishment.
5. Time rate workers on full-time basis		Entry should be equal to the Total (sum of col. 3) in Item 4a. Otherwise, verify with establishment. **If unverifiable,** Total (sum of col. 3) in Item 4a should prevail over entry here. 1. Divide Female by Both Sexes to get share of female workers. 2. Multiply the share of females, with the total in Item 4a col. 3 to get adjusted number of female workers. 3. Cross out entry for Both Sexes and replace with Total in Item 4a col. 3. 4. Subtract number of female workers from adjusted Both Sexes to get number of adjusted male workers.

2.3. Verification of Inconsistent/Questionable Entries

Accomplish OWS Form 1 (Verification Form) in duplicate, specifying the establishment's name, address, other particulars and details of entry/s for verification.

The original copy should be stapled to the questionnaire and returned to:
- NCR: Area Supervisor for verification of the enumerator
- ONCR: Sr. LEO in-charge for transmittal to the concerned Regional Supervisor for verification of concerned enumerator.

The duplicate copy of OWS Form 1 shall be retained by the Reviewer to keep tab of the questionnaire for verification.   Follow-up with Supervisor (NCR) or Sr. LEO (ONCR) from time to time. Also Reviewer should inform encoder about such establishments for status encoding including any changes in name, address, PSIC/GEO codes or employment.

2.4. Batch Labeling

2.4.1. Batch RET1/RET2 questionnaires in ascending EIN.
2.4.2. Each batch of 40 questionnaires should be securely bound and labeled in the following format:

AREA	FORMAT
NCR ONCR	NCRX-Rn ONCRX-Rn (This includes ONCR samples with Head Offices in NCR) Where: X – Reviewer code R – Retrieved n – Sequence number from 1 to n

2.4.3. Affix initial in batch label.
2.4.4. Store in designated area.

Chapter 3
DATA VALIDATOR'S GUIDELINES

After batch encoding, a validation proooflist shall be generated to check accuracy of data encoding. At the same time, a rejection list shall also be generated to check the correctness of editing/review of questionnaires according to the office editing guidelines. The rejection list also captures errors in data encoding.

a. Use **red** ballpoint in validation.

b. Check accuracy of data encoding by comparing the data values in the validation prooflist with those of the corresponding questionnaire.

c. Check correctness of review based on rejection list. If data value in the questionnaire was found to have been initialed by the Reviewer or Sr. LEO, accept data as is. Initial beside the data value in the rejection list.

d. Should there be corrections, legibly and neatly write these beside the crossed out original data values in the validation prooflist and rejection list.

e. Use FM-BLES 04-4.7 to record data validation activities and initial on batch label.

f. Monitor accuracy of review and encoding using FM-BLES 04-4.8 Monitoring of Accuracy in Data Processing.

g. If problems (not explicitly explained in the Office Editing and Data Validation Guidelines), arise, the Reviewer should **consult** his/her Sr. LEO while the latter his/her Supervising LEO.

After incorrect data discovered during data validation have been re-encoded, Validator should request encoder to print the pertinent records to ensure that data have been correctly re-encoded.

a. Use red ballpoint in re-validation.

b. Check accuracy of data re-encoding by comparing the data values in the re-validation prooflist with the original validation prooflist.

c. Should there be corrections, legibly and neatly write these beside the data value in the re-validation prooflist. Another print-out on this should be requested from encoder to ensure the correctness of the 2nd re-encoding.

d. Use FM-BLES 04-4.7 to record data re-validation activities and initial on batch label.

e. Monitor accuracy of re-encoding using FM-BLES 04-4.8.

f. If any, insert re-validation print-outs in batch together with the other lists.

g. If problems (not explicitly explained in the Office Editing and Data Validation Guidelines), arise, the Reviewer should **consult** his/her Sr. LEO while the latter his/her Supervising LEO.

Annex A

INDUSTRIES COVERED BY OWS

	Description	1994 PSIC
	MINING AND QUARRYING	**C**
1.	Metallic Ore Mining	C10
2.	Non-Metallic Mining and Quarrying	C11
	MANUFACTURING	**D**
3.	Manufacture of Food Products	D15 (excl. D155)
4.	Manufacture of Beverages	D155
5.	Manufacture of Tobacco Products	D16
6.	Manufacture of Textiles	D17
7.	Manufacture of Wearing Apparel	D18
8.	Tanning and Dressing of Leather; Manufacture of Luggage and Handbags	D19 (excl. D192)
9.	Manufacture of Footwear	D192
10.	Manufacture of Articles of Bamboo, Cane, Rattan and the Like; Manufacture of Plaiting Materials	D20 (excl. D201)
11.	Manufacture of Wood, Wood Products and Cork, Except Furniture	D201
12.	Manufacture of Paper and Paper Products	D21
13.	Publishing, Printing and Reproduction of Recorded Media	D22
14.	Manufacture of Coke, Refined Petroleum and Other Fuel Products	D23
15.	Manufacture of Chemicals and Chemical Products	D24
16.	Manufacture of Rubber Products	D251
17.	Manufacture of Plastic Products	D252
18.	Manufacture of Glass and Glass Products	D261
19.	Manufacture of Cement	D262
20.	Manufacture of Other Non-Metallic Mineral Products, n.e.c.	D269

	Description	1994 PSIC

	MANUFACTURING *(cont'd)*	**D**
21.	Manufacture of Basic Metals	D27
22.	Manufacture of Fabricated Metal Products, Except Machinery and Equipment	D28
23.	Manufacture of Machinery and Equipment	D29
24.	Manufacture of Office, Accounting and Computing Machinery	D30
25.	Manufacture of Electrical Machinery and Apparatus	D31
26.	Manufacture of Radio, Television and Communication Equipment and Apparatus	D32
27.	Manufacture of Medical, Precision and Optical Instruments, Watches and Clocks	D33
28.	Manufacture of Motor Vehicles, Trailers and Semi-Trailers	D34
29.	Manufacture of Other Transport Equipment	D35
30.	Manufacture and Repair of Furniture	D36
31.	Recycling	D37
32.	Manufacturing, N.E.C	D39
	ELECTRICITY, GAS AND WATER SUPPLY	**E**
33.	Electricity, Gas, Steam and Hot Water Supply	E40
34.	Collection, Purification and Distribution of Water	E41
35.	**CONSTRUCTION**	**F45**
	WHOLESALE AND RETAIL TRADE; REPAIR OF MOTOR VEHICLES, MOTORCYCLES AND PERSONAL AND HOUSEHOLD GOODS	**G**
36.	Sale, Maintenance and Repair of Motor Vehicles and Motorcycles, Retail Sale of Automotive Fuel	G50
37.	Wholesale Trade and Commission Trade, Except of Motor Vehicles and Motorcycles	G51

Description	1994 PSIC
WHOLESALE AND RETAIL TRADE; REPAIR OF MOTOR VEHICLES, MOTORCYCLES AND PERSONAL AND HOUSEHOLD GOODS *(cont'd)*	**G**
38. Retail Trade, Except of Motor Vehicles and Motorcycles, Repair of Personal and Household Goods	G52
39. **HOTELS AND RESTAURANTS**	**H55**
TRANSPORT, STORAGE AND COMMUNICATIONS	**I**
40. Land Transport; Transport Via Pipelines	I60
41. Water Transport	I61
42. Air Transport	I62
43. Supporting and Auxiliary Transport Activities; Activities of Travel Agencies	I63
44. Post and Telecommunications Services except National Postal Activities	I64 (excl. I64110)
FINANCIAL INTERMEDIATION	**J**
45. Banking Institutions except Central Banking	J65 (excl. J65100)
46. Non-Bank Financial Intermediation	J66
47. Insurance and Pension Funding, Except Compulsory Social Security	J67
48. Activities Auxiliary to Financial Intermediation	J68
REAL ESTATE, RENTING AND BUSINESS ACTIVITIES	**K**
49. Real Estate Activities	K70
50. Renting of Machinery and Equipment Without Operator, Personal and Household Goods	K71
51. Computer and Related Activities	K72
52. Research and Development	K73
53. Miscellaneous Business Activities	K74

Description	1994 PSIC
54. **PRIVATE EDUCATION SERVICES**	**M81**
55. **HEALTH AND SOCIAL WORK EXCEPT PUBLIC MEDICAL, DENTAL AND OTHER HEALTH SERVICES**	**N85** (excl. N8511)
OTHER COMMUNITY, SOCIAL AND PERSONAL SERVICE ACTIVITIES	**O**
56. Sewage and Refuse Disposal, Sanitation and Similar Activities	O90
57. Recreational, Cultural and Sporting Activities	O92
58. Other Service Activities	O93

The following industries are **excluded** from the survey:

Description	1994 PSIC
Agriculture and Forestry	A01-A05
Fishing	B06
National Postal Activities	I64110
Central Banking	J65100
Public Administration and Defense and Compulsory Social Security (e.g. DOLE, PNP, SSS, GSIS)	L75
Public Education Services	M80
Public Medical, Dental and Other Health Services	N8511
Activities of Membership Organizations (e.g. ECOP, TUCP)	O91
Extra-Territorial Organizations and Bodies (e.g. ILO, UNDP)	Q99

INDUSTRIES WITH SELECTED CCUPATIONS

Description	1994 PSIC
MINING AND QUARRYING	**C**
1. Metallic Ore Mining	C10
2. Non-Metallic Mining and Quarrying	C11
SELECTED MANUFACTURING	**D**
3. Manufacture of Food Products and Beverages	D15
4. Manufacture of Textiles	D17
5. Manufacture of Wearing Apparel	D18
6. Tanning and Dressing of Leather; Manufacture of Luggage, Handbags and Footwear	D19
7. Manufacture of Wood, Wood Products and Cork, Except Furniture;	D201
8. Manufacture of Paper and Paper Products	D21
9. Publishing and Printing	D221/D222/ D223
10. Manufacture of Coke, Refined Petroleum and Other Fuel Products	D23
11. Manufacture of Chemicals and Chemical Products	D24
12. Manufacture of Rubber Products	D251
13. Manufacture of Plastic Products	D252
14. Manufacture of Other Non-Metallic Mineral Products	D26
15. Manufacture of Basic Metals	D27
16. Manufacture of Fabricated Metal Products, Except Machinery and Equipment	D28
17. Manufacture of Machinery and Equipment	D29
18. Manufacture of Electrical Machinery and Apparatus	D31
19. Manufacture of Radio, Television and Communication Equipment and Apparatus	D32

	Description	1994 PSIC
20.	Manufacture of Motor Vehicles, Trailers and Semi-Trailers	D34
21.	Building and Repairing of Ships and Boats	D351
22.	Manufacture and Repair of Furniture	D36
	ELECTRICITY, GAS AND WATER SUPPLY	**E**
23.	Electricity, Gas, Steam and Hot Water Supply	E40
24.	Collection, Purification and Distribution of Water	E41
25.	**CONSTRUCTION**	**F45**
	WHOLESALE AND RETAIL TRADE; REPAIR OF MOTOR VEHICLES, MOTORCYCLES AND PERSONAL AND HOUSEHOLD GOODS	**G**
26.	Sale, Maintenance and Repair of Motor Vehicles and Motorcycles	G501/G502/ G503/G504
27.	Wholesale Trade, Except of Motor Vehicles and Motorcycles	G51
28.	Retail Trade, Except of Motor Vehicles and Motorcycles	G521/G522/G523/G524/G525
29.	**HOTELS AND RESTAURANTS**	**H55**
	SELECTED TRANSPORT, STORAGE AND COMMUNICATIONS	**I**
30.	Bus Line Operation	I6011
31.	Other Land Transport	I60 excl. I6011
32.	Water Transport	I61
33.	Air Transport	I62
34.	Supporting and Auxiliary Transport Activities; Activities of Travel Agencies	I63
35.	Post and Telecommunications except National Postal Activities	I64 (excl. I64110)
	SELECTED FINANCIAL INTERMEDIATION	**J**
36.	Banking Institutions except Central Banking	J65 (excl. J65100)

	Description	**1994 PSIC**
37.	Non-Bank Financial Intermediation	J66
38.	Insurance and Pension Funding, Except Compulsory Social Security	J67
	SELECTED BUSINESS ACTIVITIES	**K**
39.	Computer and Related Activities	K72
40.	Accounting, Bookkeeping and Auditing Activities; Tax Consultancy	K7412
41.	Architectural, Engineering and Related Technical Consultancy	K7421
42.	**PRIVATE EDUCATION SERVICES**	**M81**
43.	**PRIVATE MEDICAL, DENTAL AND OTHER HEALTH SERVICES**	**N8512**

QUALITY STANDARDS IN DATA COLLECTION AND PROCESSING
(The standards/specifications are in bold italics.)

Activity	Parameter	Reference Document/ Record	Performance Rating				Time
			Rating	Quantity	Quality		
Supervise delivery and retrieval of questionnaires	Performance rate[1]	-FM-BLES 03-3.17 (based on electronic file) -Questionnaires with encoded status	1	95% or more	XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX		Fixed, not for rating
			2	89-94%	XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX		
			3	***85 -88%***	XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX		
			4	75-84%	XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX		
			5	74% or lower	XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX		
Edit/review questionnaires	Quantity	-FM-BLES 04-4.7 -Edited questionnaires	1	52 or more	***No error***		Fixed, not for rating
	Accuracy[2]	-FM-BLES 04-4.8 -Rejection list	2	47- 51	1 - 10% error rate		
			3	***40 - 46 qn/manday***	11 - 25% of total edited questionnaires with errors		
			4	21 -39	26 - 50% error rate		
			5	20 or lower	More than 50% error rate		
Encode status of questionnaires	Quantity	-FM-BLES 03-3.19 -Encoded questionnaires	1	78 or more	***No error***		Fixed, not for rating
	Accuracy[3]	-FM-BLES 04-4.8 -FM-BLES 03-3.17 -FM-BLES 03-3.19	2	69 - 77	1 - 10% error rate		
			3	***60 - 68 qn/manday***	11 - 25% of total encoded questionnaires with errors		
			4	31- -59	26 - 50% error rate		
			5	30 or lower	More than 50% error rate		

[1] Performance rate = {RET / [Sample - (Refused + CBL + PCL + TCL + STR + DUP + OSP + OSE + OTH)]} x 100
where REF should be subject to 3 callbacks by Enumerator and one follow-up by Supervisor and the rest subject to verification by monthly PBIs.

[2] To be determined by Validator. While the data value may be outside the acceptable limits, e.g. rejected, Reviewer commits no error if his/her initial or that of Sr. LEO is found beside the data value in the *questionnaire*. This means that the data value has been evaluated and accepted as such. Validator should initial beside the data value in the *rejection list*.

[3] To be determined by Sr. LEO *prior to table generation*. Encoder commits no error if number of RET and spoilage questionnaires in *final* FM-BLES 03-3.17 are consistent with number of RET and Spoilage questionnaires *summarized* over all FM-BLES 03-3.19.

QUALITY STANDARDS IN DATA COLLECTION AND PROCESSING *(cont'd.)*
(The standards/specifications are in bold italics.)

Activity	Parameter	Reference Document/ Record	Performance Rating				Time
			Rating	Quantity	Quality		
Encode data	Quantity	-FM-BLES 04-4.7 -Encoded questionnaires	1	65 or more	*No error*		Fixed, not for rating
	Accuracy[4]	-FM-BLES 04-4.8 -Validation prooflist	2	58 - 64	1 - 10% error rate		
			3	*50 - 57 qn/manday*	11 - 25% of total encoded questionnaires with errors		
			4	26 - 49	26 - 50% error rate		
			5	25 or lower	More than 50% error rate		
Validate encoded data	Quantity	-FM-BLES 04-4.7 -Encoded questionnaires	1	78 or more	*No error*		Fixed, not for rating
	Accuracy[5]	-FM-BLES 04-4.8 -Output tables -Validation prooflist -Re-validation prooflist (pertinent establishment records) -Rejection list -Edited questionnaires	2	69 - 77	1 - 10% error rate		
			3	*60 - 68 qn/manday*	11 - 25% of total validated questionnaires with errors		
			4	31- -59	26 - 50% error rate		
			5	30 or lower	More than 50% error rate		

[4]To be determined by Validator. Encoder commits no error if *all* data in questionnaires are correctly encoded or re-encoded as needed.
[5]To be determined by Sr. LEO *during output table generation*. Inconsistencies in output tables are attributable to failure of Validator to correct errors due to encoding per validation prooflist or editing per rejection list.

QUALITY STANDARDS IN DATA COLLECTION AND PROCESSING *(cont'd.)*
(The standards/specifications are in bold italics.)

Activity	Parameter	Reference Document/ Record	Performance Rating				Time
			Rating	Quantity	Quality		
Re-encode corrected data	Accuracy[4]	-FM-BLES 04-4.8 -Output tables -Validation prooflist -Re-validation prooflist (pertinent establishment record) -Rejection list -Edited questionnaires	1	XXXXXXXXXXXX	***No error***		Fixed, not for rating
			2	XXXXXXXXXXXX	XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX		
			3	XXXXXXXXXXXX	XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX		
			4	XXXXXXXXXXXX	With errors		
			5	XXXXXXXXXXXX	XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX		
Revalidate re-encoded data	Accuracy[6]	-FM-BLES 04-4.8 -Output tables -Validation prooflist -Re-validation prooflist (pertinent establishment record) -Rejection list -Edited questionnaires	1	XXXXXXXXXXXX	***No error***		Fixed, not for rating
			2	XXXXXXXXXXXX	XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX		
			3	XXXXXXXXXXXX	XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX		
			4	XXXXXXXXXXXX	With errors		
			5	XXXXXXXXXXXX	XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX		
Generate output tables	Timeliness	SPR	XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX				See below

[4]To be determined by Validator. Encoder commits no error if *all* data in questionnaires are correctly encoded or re-encoded as needed.
[6]To be determined by Sr. LEO during *output table generation*. Inconsistencies in output tables are attributable to failures of Encoder to re-encode corrected data and of Validator to ensure that Encoder re-encoded corrected data. This means that Encoder and Validator are *both* in error at the same time.

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Notes:
1. The DOLE Modified Performance Evaluation System is the reference in the development of performance ratings on quantity, time and acceptability.
2. Regardless of the number of errors committed in **one** questionnaire for a **specific** data processing activity, treatment is only **one** questionnaire with error.

Performance Rating for Quantity		Example:			
		Target:	40 edited questionnaires per manday		
1	130% or more of planned target	*Accomplished:*	50 *where 50 is 1100 edited questionnaires/22 mandays*		
2	115 - 129% of planned target		*Mandays is total number of hours spent/7 hours*		
3	100 -114% of planned target				
4	51 - 99% of planned target	*Computation:*	50/40 x 100 = 125%		
5	50% or less of planned target	*Rating:*	2 or Very Satisfactory		
Performance Rating for Time		**Example 1:**		**Example 2:**	
		Target:	4 weeks	*Target:*	3 days
1	50% or less of time allotted	*Accomplished:*	1 week	*Accomplished:*	5 days
2	51 - 99% of time allotted				
3	100% of time allotted	*Computation:*	1/4 x 100 = 25%	*Computation:*	5/3 x 100 = 167%
4	101 - 129% of time allotted	*Rating:*	1 or Outstanding	*Rating:*	5 or Poor
5	130% or more of time allotted				

Guidelines on PSIC

1. If there are more than one (1) major products/services reported but one of these products/services is included in the original industry classification, retain the PSIC code.

    Example :
    Main economic activity
    A. selling of construction materials, oil and automotive fuel .

    Applicable PSIC:
    - Selling of construction materials – G52344
    - Selling of automotive fuel-G50500

    Original PSIC – G50500

    B. Private elementary education/private secondary education

    Applicable PSIC
    - private elementary education – M81120
    - private secondary education- M 81210

    Original PSIC – M81120

2. If the reported product is generic, but have the same first two (2) digits as the original PSIC, retain the PSIC code.

    Example :
    Main Economic Activity – manufacture of undergarments
    Original PSIC –D18110 (mfg. of men's/boys garments)

3. If reported product is specific, apply the 5 digits specific code.

    Example:
    Main Economic activity – mfg of infants' powdered milk (D15230)
    Original PSIC – D15220- mfg of powdered milk (except for infants) and condensed or evaporated milk.

    Change the PSIC to D15230

4. Change the PSIC Code if there is a reported turn around of main economic activity, the specific coding would be based on the first product/service reported.

    Example:

    a. From manufacturing to trade
    b. From construction to landscaping
    c. From wholesaling to business services
    d. From financing to trade
    e. From water transport to fishing ----etc

5. If in doubt consult your designated PSIC code specialist.
    LSSD - Tess, Avic
    EMSD - Soc, Susan, Delia
    LRSD - Melinda, Imelda

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