

CODING AND EDITING GUIDELINES



# 2014 Survey on Costs & Returns of CAMOTE PRODUCTION

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## **FIELD EDITING AND CODING GUIDELINES**

The contents of the survey questionnaires must be edited prior to the encoding of data. Editing is the checking of the acceptability of data items based on the criteria like consistency with other data items, data ranges, and acceptability that will improve the quality of data items of the questionnaire. Editing should be done by block, by data item and by page.

### **I. General Instructions**

1. Use red ball pen in editing the accomplished questionnaire.
2. Editing aides such as manual of operations, editing guidelines, list of sample barangays, list of sample farmers, Philippine Standard Geographic Code (PSGC) and Philippine Standard Occupational Code (PSOC) should be at hand before editing starts.
3. Check the completeness, accuracy and consistency of the answers on the spaces provided in the questionnaire. Always look for marginal notes or explanations in cases of extreme or missing information. If no such notes are found and entries are inconsistent and/or incomplete, ask for assistance.
4. Check the pre-coded answers. There are answer spaces that require certain numbers of decimal places. This can be determined by the presence of decimal point, followed by underline/s as many as the required number of decimal places on the space provided.
5. For all open-ended questions including those with others (specify) indicate verbatim answer on the space provided.
6. Verbatim answer/s should be translated to English.
7. Do not erase an entry on the questionnaire. To correct an erroneous entry, cross it out with a single horizontal line and write the correction above the original entry.
8. Make sure that GO TO instructions are followed.
9. Write a dash (-) or place a horizontal line for items that are not applicable to denote that editing was done and that confirmation was made where entry is not necessary.

## **II. Editing Instructions**

### **A. Completeness Check**

1. Count the number of survey returns. The number should be equal to the number of samples by barangay indicated in the accomplished List of Sample Farmers.
2. Arrange the survey returns following the household number (**Hh No.**) indicated in the List of Sample Farmers. This process is necessary to determine the number of samples enumerated in one (1) barangay.
3. For each survey return, check the completeness of the number of pages to make sure that there is no missing pages.

### **B. Consistency and Accuracy Checks**

#### ***Block A. Geographic Information***

1. The codes for Region, Province, City/ Municipality and Barangay should be the same with the codes indicated in the Philippine Standard Geographic Code (PSGC).

#### ***Block B. Sample Identification***

1. Check the name of the sample farmer/operator if legibly written. It must be written in capital letters and in the Last Name, First Name and Middle Initial format. Opposite the name of the sample farmer/operator are two (2) boxes intended for the Household Number (HH No.). Check the Hh number against the accomplished list of sample farmer.
2. Check the age of the sample farmer/operator if properly accomplished. Below 15 years old is not a qualified sample farmer/operator.
3. Check the sex code if properly indicated. Acceptable codes are "1" if Male and "2" if Female.
4. Check the reported codes for the level of education completed. Acceptable codes are 01, 02, 03, 04, 05, 06, 07, 08, 09, 10.
5. Check the main occupation of the sample farmer/operator if properly accomplished. If the main occupation is crop farmer or livestock/poultry raiser, make sure that specific crop or type of livestock or poultry is indicated. For

each of the reported occupation, indicate the code for major occupation group they belong. Refer to the major group occupation code of Philippine Standard Occupational Classification (PSOC) or page 15 of this manual.

6. Review the number of years the sample farmer/operator had been engaged in camote farming as operator. Validate the entry by getting the difference between the current age and the number of years engaged in camote farming. The difference is the age when the operator started managing/operating the farm, it should be equal or greater than 15 years of age ( $\geq 15$ ).
7. Check the name of the respondent if legibly written. It must be written in capital letters, following the format: Last Name, First Name then Middle Initial.
8. Check the indicated code for the respondent's classification. Acceptable codes are 1, 2, 3, 4.
9. Be sure that contact number of the respondent or operator is available.

### ***Block C. Basic Characteristics of the Farm***

1. The total number of parcels operated by the sample farmer/operator should be greater than zero (0).
2. The total physical area of all parcels (Block C, Item 2) should be greater than or equal to the sum of all parcel area (Block C, Item 3.2). The area should be in hectare and in four (4) decimal places.
3. The total number of parcels planted to camote in Item 3 should be equal or less than the total number of farm parcels (Block C, Item 1).

Check the number of parcels enumerated in Item 3.1. The number of parcels listed should be equal to the number of parcels indicated in Item 3.

Check the total physical area of the parcels planted to camote. The sum of the physical area of the parcels planted to camote should be equal or less than the total physical area (Block C, Item 2). Physical area should be in hectare and in four (4) decimal places.

Check if there is only one parcel encircled as the focus parcel (Item 3.1).

4. Check the tenurial status of the focus parcel if properly indicated. Acceptable codes are: 1, 2, 3, 4, 5, 6, 7 and 8. For code **8-Others**, the tenurial status should be specified.

**Note: Always check the indicated codes against the codes enumerated at the bottom page of the questionnaire.**

5. The acceptable number of cropping in a year is 1, 2 or 3 for camote.
6. Check whether the cropping pattern is indicated. The number of cropping per year regardless of commodity (as indicated in the box) should be greater than or equal to the number of times the farmers planted camote in a year (Block C, Item 5).
7. Check the area planted of the focus parcel. Area planted should be equal or less than the physical area of the focus parcel in Block C, Item 3.1 and Item 3.2. This should be recorded in hectare and in four (4) decimal places.
8. Check the area harvested of the focus parcel. Area harvested should be equal or less than area planted (Item 6). The area should be in hectare and in four (4) decimal places.
9. Check the month and year of planting for camote if properly indicated. Acceptable **codes for month of planting** are: 01, 02, 03, 04, 05, 06, 07, 08, 09, 10, 11, and 12.
10. Check the harvest month and year of camote. Harvest month should be within the reference period, May 2013 to April 2014. Acceptable **codes for month of harvesting** are: 01, 02, 03, 04, 05, 06, 07, 08, 09, 10, 11, and 12.
11. Check if the **variety of camote planted** is properly specified on the space provided.
12. Check the indicated code for the main use of the variety (camote) planted. Acceptable codes are: “1” for Food and “2” for Feeds.
13. Check the indicated codes for the source/s of planting materials. Multiple answers are allowed. Acceptable codes for this data item are:

- |                 |                      |
|-----------------|----------------------|
| 1 - DA          | 5 - Co-Farmer        |
| 2 - RFU         | 6 - Own produced     |
| 3 - LGU         | 7 - Others (specify) |
| 4 - Cooperative |                      |

*For code 7, other source of planting materials should be specified on the space provided.*

**Note: The source(s) of planting materials should be consistent with Column 2 (mode of acquisition) of Block E, Material Inputs.**

**Block D. Farm Investments (owned and used in focus parcel)**

1. Only investment items owned and used/utilized in the focus parcel by the sample farmer/operator in camote production during the last completed harvest within May 2013 to April 2014 must be recorded. **Acquisition cost** of Investment items which are given / inherited must be imputed.
2. Editing of data must be one item at a time, starting from left to right, that is, Columns 2, 3, 4, 5, 6, and 7. If Column 2 has an entry, Columns 3, 4, 6, and 7 must have entries (except for camote farm and work animals). Column 5 may or may not have entry. If there are two or more units of similar item acquired on different years/occasions, the answers must be separated by a slash (/). Similarly, if Column 2 has two (2) or more entries separated by slash (/), the same should be observed for columns 3, 4, 5, 6 and 7.
3. If there are farm investments not enumerated, these should be specified on the space provided for others.
4. Farm land owned (in hectare) must have entry if the tenurial status of the focus parcel is coded as "1" Fully owned in Block C-Item 4, otherwise this item must be blank.
5. If there is/are work animal/s, there should be entries for Columns 2, 3 and 4. There should be no entries for Columns 5, 6 and 7.
6. Except for farm land owned, all entries in Column 2 must be written in whole numbers. Area of farm land owned should be in hectare and in four (4) decimal places.
7. Year must be in YYYY format. More than one items acquired in different years must be separated by slash (/). Acquisition cost must be in two (2) decimal places. Acquisition cost of more than one item acquired in different years must be separated also by slash (/).
8. Minor repair and improvement costs may not be filled up if no repair/improvement was made during the reference period. Entries in this column must be in two (2) decimal places.
9. Years of useful/serviceable life must be recorded in whole numbers. Entries for more than one item acquired in different years must be separated by slash (/).
10. Validate percent of use of the reported farm investments. An investment item could have been used for the production of crops other than camote during the reference period. In such case, the percent of use should be less than 100%. Similarly, if there were two or more parcels devoted to camote and the

farm investment (e.g., plow) was used in all parcels, then percent of use is less than 100%. Percent should be in two (2) decimal places.

11. Investment items with **less than one (1) year of estimated life should be reflected under Block G. Other Production Costs.**

***Block E. Material Inputs (used in focus parcel)***

1. Editing of data must be one item at a time, starting from left to right, that is, Columns 2, 3, 4, 5, 6, and so on. For **planting materials** (Item 1), if column 2 has entry, columns 3, 4, 5, 6, 8 or 9 must have entry. For **fertilizers, soil ameliorants and pesticides**, if Column 2 has entry, Columns 3, 4, 5, 6 or 7, 8 or 9 must have entries. Columns 6 and 7 are qualifiers for solid and liquid material inputs, respectively. Similarly, if Column 2 has two (2) or more entries separated by slash (/), the same should be observed for columns 3, 4, 5, 6 or 7, 8 or 9.
2. If there are material inputs used in the focus parcel but not enumerated in the questionnaire, they should be specified on the space provided for others.
3. Check and review if the product name and N-P-K content of the fertilizer used in the focus parcel is properly indicated. For pesticides applied, check if the product name of the pesticides is properly indicated.
4. Check the mode of acquisition. Acceptable codes are: **Purchased** 1.1, 1.2 and 1.3; **Own produced**, 2.1; **Received**, 3.1 and 3.2.
5. If the material input is purchased and discounted, check the indicated discount rate. It should be in percent with two (2) decimal places.
6. Check the quantity of input usage. Entries should be in three (3) decimal places.
7. Check and review the consistency of the form (solid or liquid) of the material input and the reported name of local unit.

Example:

**For solid or granule inputs**, the appropriate local units should be kilogram, gram, bag, sack, pack, box, etc.

**For liquid inputs**, the appropriate local units should be liter, milliliter, bottle, etc.

8. **If solid form, check the weight of one local unit in kilogram.** If the material input indicated is solid or granules, **Column 6** must be filled up. Entries should be in three (3) decimal places.

Example:

Name of local unit used:	Kilogram
Weight of one local unit in kilogram:	1.000

Name of local unit used:	Gram
Weight of one local unit in kilogram:	0.001

9. **If liquid input, check the volume of one local unit in liter.** If the material input is liquid, **Column 7** must be filled up. Entries should be in three (3) decimal places.

Example:

Name of local unit used:	Liter
Volume of one local unit in liter:	1.000

Name of local unit used:	Milliliter
Volume of one local unit in liter:	0.001

10. **If purchased,** check if the price is for one local unit. Entries should be in two (2) decimal places.

Example:

Local unit used is **sack** - *Price per local unit should be price of one **sack***  
Local unit used is **bottle** - *Price per local unit should be price of one **bottle***

**Note: Editors should be familiar with the prices of material inputs per unit of measure.**

11. **If not purchased,** the prevailing price should be consistent with the reported local unit in Column 5. Entries should be in pesos and in two (2) decimal places.
12. **Total quantity in kilogram** should be equal to the product of Columns 4 and 6 and should be written in three (3) decimal places.

13. **Total value (Column 11)** should be the equivalent amount in peso of the total quantity of solid inputs used. This should be equal to the product of Column 4 and Column 8 or 9 and should be written in two (2) decimal places.
14. **Total volume in liter** is equal to the product of Columns 4 and 7 and should be written in three (3) decimal places.
15. **Total value (Column 13)** should be the equivalent amount in peso of the total quantity of liquid inputs used. This should be equal to the product of Column 4 and Column 8 or 9 and should be written in two (2) decimal places.

**Note: Editor must be familiar with the average material inputs per hectare used by the farmer. For example, average quantity of planting materials, fertilizer and pesticides used per hectare.**

*Check computation of the total quantity and total value of each of the material inputs for both solid and liquid in Columns 10, 11, 12 and 13.*

*Countercheck entries in relation to other block/items in the questionnaire. There should be corresponding labor inputs on fertilizer and chemical application (Block F - Care of Crops).*

#### **Block F. Labor Inputs (in focus parcel)**

Editing of information on labor inputs is taken one row or one activity at a time, starting from Column 1 to Column 17.

1. Farm activities performed not enumerated should be specified on **Others**, specify verbatim answer.
2. The entries for the number of days worked should be in one (1) decimal place and should be average number of days of two or more persons worked at different number of days.
3. The entries for the number of hours worked per day should be in one (1) decimal place and should be average number of hours worked per day if two or more persons performed the farm activity at different number of hours.
4. Prevailing wage rate should have an entry if unpaid labor (operator, family and exchange) have entries. Check the acceptability of the indicated prevailing wage rate. Entries should be in two (2) decimal places.
5. Entries for the total payment of hired labor in cash and in kind must be in two (2) decimal places. It should reflect the total payment by major activity enumerated.

6. Check the food cost. This should correspond to the provision of food (meals and snacks) for hired labor and exchange labor by major activity performed, if any. Entries should be written in two (2) decimal places.

**Check for the Consistency of Farm Activities with other Blocks of the Questionnaire:**

1. **Plowing (man-animal)** - If this item has entry in Block F, then **either** the farm operator has work animal in Block D, Item 2 **or** the farm operator rented/borrowed the work animal in Block G, Item 4.3.
2. **Plowing (man-machine)** - If this item has entry in Block F, then either the farm operator has two-wheel/four-wheel tractor in Block D, Item 4.01 and 4.02 **or** the farm operator rented/borrowed the machine in Block G, Item 4.2. The same will be applied to other machines for consistency check.
3. **Fertilizer application** - If this item has entry, then there should be acquisition of fertilizer in Block E **either** in Item 2 (organic fertilizer) **or** Item 3 (Inorganic fertilizer).
4. **Soil ameliorant application** - If this item has entry, then there should be acquisition of soil ameliorant in Block E, Item 4.
5. **Pesticide application** - consistency check can be done for Block F, Item 6.06 and 6.09 and Block E, Item 5 (Pesticides)
6. **Harvesting** - If the harvesters of camote were paid in kind, then, the payment should be consistent in Block H, Item 2.02 (harvesters' share). The value of payment in kind should be equivalent to the ***quantity paid to the harvesters x farmgate price.***
7. **Harvesting (man-animal)** - If it has entry, then either the farm operator has farm animal in Block D, Item 2 **or** the farm operator rented the animal in Block G, Item 4.3.
8. **Harvesting (man-machine)** - If it has an entry either the farm operator has machine in Block D or the farm operator rented the machine in Block G, Item 4.2.
9. **Hauling of produce (man-animal)** - If it has entry, then either the farm operator has farm animal in Block D, Item 2 **or** the farm operator rented/borrowed the animal in Block G, Item 4.3.

10. **Hauling of produce (man-machine)** - If it has entry either the farm operator has machine/farm vehicle in Block D or the farm operator rented the machine in Block G, Item 4.2.

**Note: If the farm operator has machine in Block D that requires fuel, oil or electricity, then Block G, Item 7, 8 or 12 should have entry.**

### ***Block G. Other Production Costs (in focus parcel)***

Data items under “Other Production Costs” are also edited from left to right.

1. Accept the indicated land tax if the tenurial status is fully owned (Block C, Item 4). For those held under CLT/CLOA and owner-like possession, it may or may not have land tax.
2. Columns 2, 3, 5, 7, 8, and 9 must be in two (2) decimal places.
3. Imputed costs in Column 3 must have entry either the operator’s tenurial status of the farm land is “**rent free**”, borrowed the animal and/ or machine free of charge or the operator received the materials (e.g., fuel/oil) used.
4. For column 4 - What is the crop/commodity paid? Check and review if the crop name and the commodity paid were properly indicated.
5. Check if the total quantity and total value of each of the other production costs (Columns 8 and 9) were recorded properly.
  - a.) Total quantity in kilogram (Column 8) must be equal to the product of Number of local units (Column 5) and Weight of one local unit in kilogram (Column 7).
  - b.) Validate the Total value (Column 9). If payment made was in the form of camote, verify the price per local unit against the price per local unit from Block H (Disposition). For other commodities, the price per local unit should be comparable with the prevailing price in the locality.
6. If payment for caretaker/overseer’s wages, land lease/rental and other production costs were made in the form of camote, these must be reflected in Block H Item 2 (Disposition – Land lease / rental and other disposition item).
7. Payment for caretaker/overseer’s share/wage should be per cropping. If not, convert the payment into per cropping.

8. Payment for other permanent employee's salary (Item 3) should be per month.
9. Land lease / rentals should be per annum. If not, convert the payment per annum.
10. Payment for rentals of machine, animals, tools and equipment should be per cropping.
11. The cost of fuel and oil should be per cropping. Check the quantity and corresponding value. Quantity should be in liters and should be written in two (2) decimal places. For the total value, it should be in pesos and in two (2) decimal places.
12. Interest payment for crop loan (loan used in the production costs for the camote focus parcel) should be per cropping.
13. Expenses on sacks and tying materials should be per cropping.
14. Payment for electricity and water should be per month.

***Block H. Production and Disposition (in focus parcel)***

1. Check and validate the **quantity in local unit** (Item 1.1) reported. It should be equal to the total disposition (sum of Item 2.01 to Item 2.13 Others) and in two (2) decimal places.
2. Check and review the reported name of local unit. The name of the local unit indicated should be consistent with the commodity. For camote, name of local unit could be can, sack, basket, crate, kaing / tiklis, kilogram, etc.
3. Check and review the weight of one local unit in kilogram, the weight should be consistent with the local unit indicated in Item 1.2.
4. For the "**price per local unit**" it should be consistent with the local unit indicated in Item 1.2, for camote roots and planting materials (cuttings). Numerical entries must be in two (2) decimal places.
5. Check and review the **total disposition** reported. This should be equal to the **sum of Item 2.01 (sold/to be sold) to Item 2.13** (Other disposition) and in two (2) decimal places.

6. Check if Block H, Item 2. Disposition was filled up properly.

If there are entries in Block H, Item 2 – Disposition,

Landowner's share  
Land lease / rental  
Other disposition item

} Volume and value of share  
must be reflected under  
Block G - Other Production Costs

Harvesters' share

} Value of share must be reflected under  
Block F - Labor Inputs

The value of harvesters' share must equal to that in Block F - Labor Inputs, Activity 7.01, 7.02 or 7.03.

Example:

To compute the value of "harvesting" (Item 7.01, 7.02 and/or 7.03)

Harvesting (paid in kind) = (Item 2.02) harvesters' share X (Item 2.011)  
price per local unit.

For other laborers' share (payment can be camote and/or other agricultural commodity/ies), the peso equivalent may or may not be equal to the payment in kind reported in Block F, for it include other payment in kind for other laborers hired in other production activity.

**Block I. Production Related Information (in focus parcel)**

1. Only one code is accepted on the comparison of camote production during the reference period with the same period of last year. Acceptable codes are: 1, 2, 3 and 4. If the answer is code 3 and code 4, go to Item 3.
2. Multiple codes are accepted on the reasons for the change in production. Acceptable codes are 1, 2, 3, 4, 5 and 6 (Others). For code 6, specify reason. **Write the verbatim answer in every reason encircled.**
3. Multiple codes are accepted on the camote production related problems. Acceptable codes are 1, 2, 3, 4, 5, 6 and 7 (Others). For code 7, other production related problems should be specified.

***Block J. Marketing Related Information (in focus parcel)***

1. For Item 1, it only includes the **quantity of production sold**. Only one (1) code is accepted for major buyer except if the farmer sold the produce equally to two (2) buyers. Acceptable codes are 1, 2, 3, 4, 5, 6, 7, 8 and 9 (Others). For code 9, other major buyer should be specified.
2. For Item 2, this **should have entry even the sample farmer/operator did not sell his produce**. Multiple codes are accepted on the marketing related problems. Acceptable codes are 1, 2, 3, 4, 5 and 6 (Others). For code 6, the marketing problems should be specified.

***Block K. Access to Credit (in focus parcel)***

1. If the answer in Item 1- Have you availed of loan for camote production during the reference period? Is “**Yes**” (code 1), there should be entries in Items 2 to 4. If “**No**” (code 2), go to Block L.
2. Entries for the amount of loan (Item 2) and interest rate per annum (Item 4) should be in two (2) decimal places.
3. Only one code is accepted for the major source of loan. Acceptable codes are 1, 2, 3 and 4. For code 4, the other lending institutions should be specified.

***Block L. Farmer’s Participation in Camote Programs/Projects***

1. If the answer in Item 1- Are you aware of any government program/ intervention on camote? Is “**Yes**” (code 1), there should be an entry in Item 2. If “**No**” (code 2), go to Block M.
2. If the answer in Item 2 is “**Yes**” (code 1), there should be entries in Items 3 to 5. If “**No**” (code 2), go to Block M.
3. Multiple codes are accepted in Item 3. Acceptable codes are: 1, 2, 3, 4, 5, 6 and 7 (Others). For code 7, other benefits should be specified.
4. If the answer in Item 4 is “**Yes**” (code 1), there should be entry in Items 5. If “**No**” (code 2), go to Block M.
5. Acceptable codes for Item 5 are: “**1**” if Yes, and “**2**” if No.

### ***Block M. Other Information (for camote only)***

1. If the answer in Item 1 - Has climate change affected your farming practices? If **"Yes"** (code 1), there should be entry in Item 1.1. Multiple codes are accepted. Acceptable codes are 1, 2, 3, 4 5 and 6. If code 6, other effects should be specified. If **"No"** (code 2), go to Item 2.
2. If the answer in Item 2 - Did you practice any of the following organic/natural farming method? If **"yes"**, encircle code "1". Acceptable codes for practices in organic/natural farming are: 1, 2, 3, and 4. For code 4, the other practices should be specified. If the answer in Item 2 is **"No"** (code 2), go to Item 3.
3. If the answer in Item 3 - Are you a member of camote farmers' organization? If **"Yes"** (code 1), there should be entries in Item 3.1- specify the name of organization. Item 3.2 - benefits received from the farmers' organization. Acceptable codes are: 1, 2, 3, 4, and 5.  
For code 5, other benefits should be specified. If **"No"** (code 2), go to Block N.

### ***Block N. Plans and Recommendations***

1. Acceptable codes for Item 1 are: 1, 2 and 3. For code 3, other plans should be specified.
2. Multiple codes are accepted for Item 2. Acceptable codes are: 1, 2, 3, 4, 5, 6, 7, 8 and 9. For code 9, other recommendations to improve camote production should be specified.

### ***Block O. Interview / Survey Particulars***

After editing the questionnaire, the field editor should affix his/her name and signature, and date the questionnaire was edited. Also, the PASO should affix his/her name and signature and the date the questionnaire was reviewed.

### III. CODING INSTRUCTIONS

1. Block B. Item 4. Level of education completed - **use two (2) digit codes.**

Acceptable codes are as follows:

<b>Level of Education</b>	<b>Code</b>	<b>Level of Education</b>	<b>Code</b>
Elementary level	<b>01</b>	College graduate	<b>06</b>
Elementary graduate	<b>02</b>	Post-graduate	<b>07</b>
High school level	<b>03</b>	Vocational	<b>08</b>
High school graduate	<b>04</b>	Pre-school	<b>09</b>
College level	<b>05</b>	No-schooling	<b>10</b>

2. Block B. Item 5. Main Occupation - **use the three (3) digit codes.** Refer to the Philippine Standard Occupational Classification (PSOC) for the specific occupation specified in the space provided. Use the major occupation group codes. For Farmers, Forestry Workers and Fisherman use the specific code by sub-occupation group as illustrated below. Acceptable codes are as follows:

<b>Major Occupation Group</b>	<b>Code</b>
1. Officials of Government and Special Interest Organizations, Corporate Executives, Managers Managing Proprietors and Supervisors	<b>100</b>
2. Professionals	<b>200</b>
3. Technicians and Associate Professionals	<b>300</b>
4. Clerks	<b>400</b>
5. Service Workers and Shop and Market Sales Workers	<b>500</b>
6. Farmers, Forestry Workers and Fishermen	<b>600</b>
- Field Crop Farmers	<b>611</b>
- Orchard Farmers	<b>612</b>
- Ornamental and Other Plant Growers	<b>613</b>
- Livestock and Dairy Farmers	<b>621</b>
- Poultry Farmers	<b>622</b>
- Other Animal Raisers	<b>629</b>
- Forestry and Related Workers	<b>630</b>
- Fishermen	<b>640</b>
- Hunters and Trappers	<b>650</b>
7. Craft and Related trade Workers	<b>700</b>
8. Plant and Machine Operators and Assemblers	<b>800</b>
9. Elementary Occupation: Laborers and Unskilled Workers	<b>900</b>
10. Special Occupations	<b>010</b>

3. Block E - Material Inputs used - write the specific code of the **name of local unit** (column 5); refer to Annex 1.
4. Block G - Other Production Costs - write the specific code of the **name of local unit** (Column 6), refer to Annex 1.
5. Block H - Production and Disposition - write the specific code of the **name of local unit** (Item 1.2), refer to Annex 1.

**ANNEX I****LIST OF LOCAL UNIT CODES**

<b>CODE</b>	<b>LOCAL UNIT</b>	<b>CODE</b>	<b>LOCAL UNIT</b>	<b>CODE</b>	<b>LOCAL UNIT</b>
1	Bakat	36	Petiole	71	Litsihan
2	Bag	37	Pieces/Ears/Whole	72	Loaf
3	Basin/Baniera	38	Plstic Bags/Cellophane	73	ML/Milliliter
4	Bale	39	Plate/Saucer	74	Pan
5	Basket/Buslo	40	Plot	75	Pouch
6	Box/Case/Pail	41	Quintal	76	Pulp
7	Bunch	42	Red Bag	77	Rapang
8	Bundle/BDL	43	Roll	78	Sachet
9	Caltex/Mobil/Shell/Tabo	44	Sack/Cavan	79	Saga
10	Can/Salmon Can/Milk Can	45	Sipi	80	Slice
11	Cart	46	Stem	81	Split
12	Crate	47	Tons	82	Stick/Tuhog
13	Bars	48	Bareta	83	Strip
14	Fingers	49	Pile/Tumpok	84	Takal
15	Fruit	50	Lamp	85	Tapok/Tapol
16	Gallon	51	Buik/Bulto	86	Tin
17	Ganta	52	Lamut	87	Tray
18	Hand	53	Gipit	88	Tuber
19	Head	54	Bukag	89	Pounds (lbs.)
20	Hill	55	Bottle	90	Quart
21	Kaing/Tiklis	56	Bird	91	Pint
22	Kerosene Can	57	Bowl	92	50 ML
23	Cups	58	Bulb/Cloves	93	500 ML
24	Kilos	59	Chupa	94	100 ML
25	Lemon Can	60	Gayat	95	1000 ML
26	Liter	61	Glass	96	Board feet
27	Mano	62	Grams	97	Taro
28	Nut	63	Pack/Balot/Supot		
29	Pair	64	Container		
30	Pandac	65	Cutting		
31	Panigo/Paniga	66	Dozen		
32	Pardo	67	Pitcher		
33	Picul	68	Balde/Block		
34	Per Cake	69	Set		
35	Per Hundred	70	Layer		

**PHILIPPINE STATISTICS AUTHORITY**  
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