

OFFICE EDITING AND DATA VALIDATION GUIDELINES

2008 Occupational Wages Survey



Republic of the Philippines
DEPARTMENT OF LABOR AND EMPLOYMENT
BUREAU OF LABOR AND EMPLOYMENT STATISTICS
Manila, Philippines

July 2008



ISO 9001:2000 Certified

TABLE OF CONTENTS

Chapter		Page
	OBJECTIVES.....	1
1	SUPERVISOR'S GUIDELINES	
	1.1. COMPLETENESS CHECK.....	2
	1.2. CONSISTENCY CHECK	2
	1.3. AUTHENTICITY CHECK.....	3
	1.4. VERIFICATION OF SPOILAGE.....	3
	1.5. FOLLOW-UP ON REFUSALS.....	3
	1.6. BATCH LABELING OF SPOILAGE QUESTIONNAIRES.....	4
	1.7. QUESTIONNAIRES CONSIDERED RET1 OR RET2.....	4
	1.8. QUESTIONNAIRES FOR VERIFICATION.....	4
	1.9. QUESTIONNAIRES FOR ENDORSEMENT TO HEAD OFFICE..	4
2	REVIEWER'S GUIDELINES	
	2.1. GENERAL INSTRUCTIONS.....	5
	2.2. SPECIFIC INSTRUCTIONS.....	6
	2.2.1. COVER PAGE.....	6
	2.2.2. PART A - GENERAL INFORMATION.....	6
	2.2.3. PART B - EMPLOYMENT AND WAGE RATES OF TIME-RATE WORKERS ON FULL-TIME BASIS.....	7
	2.2.4. PART C - EMPLOYMENT AND WAGE RATES OF TIME-RATE WORKERS ON FULL-TIME BASIS IN SELECTED OCCUPATIONS.....	8
	2.3. VERIFICATION OF INCONSISTENT/QUESTIONABLE ENTRIES.....	11
	2.4. BATCH LABELING OF RETRIEVED QUESTIONNAIRES.....	12
3	DATA VALIDATOR'S GUIDELINES.....	13
	ANNEXES	
A	SPECIFIC GUIDELINES ON PSIC.....	14
B	INDUSTRIES COVERED BY OWS.....	15
C	INDUSTRIES WITH SELECTED OCCUPATIONS.....	19
D	QUALITY STANDARDS IN DATA COLLECTION AND PROCESSING.....	22

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 Area Supervisor, Reviewer and Validator;
- 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.

The scope of the Guidelines is from receipt of questionnaires from the field up to re-validation of re-encoded survey data.

Attached are annexes for reference by Area Supervisor, Reviewer and Validator.

- Annex A is the Specific Guidelines on PSIC.
- Annex B is the list of 65 industries covered by OWS.
- Annex C is the list of the 46 specific industries for which occupations are being monitored.
- Annex D 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. Check for completeness of address up to the barangay level.
- b. Any change in the name and address of the establishment should be completely written in the appropriate spaces and not in the address label. Establishment name should refer to its trade/patented name.
- c. Only the new/changed EIN is written under the neatly crossed-out EIN in the address label.
- d. If the questionnaire is accomplished by the **main/head office**, the complete details should be written in the spaces provided.
- e. Only one status code "For Field Personnel" should be encircled.
 - If status is DUP, EIN of duplicate 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.
- f. If status is CON, specify the EIN of questionnaire wherein the report is incorporated (EIN of CET questionnaire). In the other questionnaire where entries of the CON questionnaire/s were already incorporated encircle CET and specify the EIN of CON questionnaire/s. The CON or CET codes should be encircled in the **"For BLES Personnel."**
- g. See to it that the Establishment's Name and Address is in accordance with the **"Guidelines on Naming and Addressing of Establishments"**.

Part D. Certification

- a. Check if all required information about the respondent/contact person in the establishment are complete and legibly written.
- b. The respondent/contact person should have response on time spent in answering the questionnaire; comments on data provided for the 2008 OWS, results of the 2006 OWS and presentation and packaging; and check mark/s on participation in other government surveys.

Part E. Survey Personnel

- a. Make sure 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 passed the completeness check, Supervisor should affix name and date in the space provided before turning over questionnaires, together with FM-BLES 03-3.10 "Enumerator's Weekly Performance Report", to Reviewer.

Attachments

Any attachments by the establishment should be stapled on page 7 of the questionnaire. The corresponding **EIN** should be written on the upper right corner of each page of the attachment.

1.2. Consistency Check

BITS and OWS questionnaires ask for some information that pertain to reference periods which are one month apart, that is June 30, 2008 for BITS and July 31, 2008 for OWS. These items are:

Item of Inquiry	OWS Item No.	BITS Item No.
Main economic activity	Part A: item 1	Part I: item 1

Major products/goods or services	Part A: item 1	Part I: item 1
Employment	Part A: item 2	Part II: item 1
Time-rate workers on full-time basis	Part A: item 2 Part B: sum of totals of cols. 2, 4 and 6	Part II: item 2.5.1
Hourly	Part B: sum of entries of col. 2	Part II: item 2.5.1.1
Daily	Part B: sum of entries of col. 4	Part II: item 2.5.1.2
Monthly	Part B: sum of entries of col. 6	Part II: item 2.5.1.3

BITS entries for these items of inquiries may reflect a plus (+) or minus (–) 20% difference from corresponding OWS entries, i. e., employment is 200 in BITS while entry in OWS may vary from 160 to 240. It is the responsibility of the Supervisors to ensure that the entries referred to are at this range ($\pm 20\%$) when the questionnaires for the two surveys from the same establishments are **retrieved at the same time**. If not at the range, return both questionnaires to the enumerator for verification with the establishment. FM-BLES 03-3.10 “Enumerator’s Weekly Performance Report” of the enumerator should be adjusted accordingly.

1.3. Authenticity Check

One or two questionnaires from the weekly RET submissions of each enumerator should be selected and verified for its authenticity by supervisor/designated personnel, with the contact person in the establishment. Authenticity check shall be recorded in the **Supervisor’s Control List**. Request contact person to confirm 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 such cases, proceed with the proper action.

1.4. Verification of Spoilage

- Verify the status of **all** spoilage questionnaires, except REF. For a verified spoilage questionnaire, encircle appropriate status code in the portion “For BLES Personnel”. If status is OSE, write beside the code, the total employment reported in Part A item 2.
- Write name and date verified in space provided for Area Supervisor in Part E: Survey Personnel of the questionnaire.
- Update FM-BLES 02-2.1a “Supervisor’s Control List”.
- If found not a spoilage questionnaire, a new questionnaire should be addressed and returned to enumerator for delivery. Area Supervisor should check completeness of address label.

1.5. Follow-up on Refusals

- Do **4th and final callback** to refusing respondent (REF) to convince him/her to participate in the survey/s. Record in Supervisor’s Control List.
- If establishment refuses, encircle REF in Status Code “For BLES Personnel” and affix name and date of refusal in space provided for Area Supervisor in Part E: Survey Personnel of the questionnaire.
- Update FM-BLES 02-2.1a “Supervisor’s Control List.”

1.6. Batch Labeling of Spoilage Questionnaires

- Arrange verified spoilage questionnaires in ascending EIN and batch by 40’s, separately for NCR and ONCR.
- Label each batch in the following format:

AREA	FORMAT
NCR	NCRX-Sn
ONCR	ONCR-Sn where: X - Supervisor code S - Spoilage n - Sequence number from 1 to n

- c. Supervisor for NCR (or Senior LEO for ONCR) initials on batch label.
- d. Store in designated area.

1.7. Questionnaires Considered RET1 or RET2

- a. Receive FM-BLES 03-3.10 "Enumerator's Weekly Performance Report" from Reviewer.
- b. Update FM-BLES 02-2.1a "Supervisor's Control List."

1.8. Questionnaires for Verification

- a. Receive questionnaires for verification from Reviewer together with the corresponding Verification forms and FM-BLES 03-3.10 "Enumerator's Weekly Performance Report". Record these questionnaires as **RFV** in the Supervisor's Control List.
- b. Return questionnaires and Verification forms to enumerator for verification with establishment. Request Reviewer, if necessary, to explain to the Enumerator the items for verification.
- c. In case the NCR questionnaire for verification is not retrieved, inform Encoder about such establishments for status encoding (RFV). If there are changes in name, address, PSIC/GEO codes or employment size accomplish FM-BLES 03-3.9 "Sample Respondents with New Names and Addresses" and forward to Encoder for updating of Status Monitoring Database.

1.9. Questionnaires for Endorsement to Head Office

- a. List respondents using FM-BLES 03-3.15 "Questionnaires for Endorsement to Head Offices" and forward to Encoder for updating of Status Monitoring Database.

Chapter 2

REVIEWER'S GUIDELINES

2.1. General Instructions

- a. Use **green** ballpoint in editing the questionnaire.
- b. For NCR, receive questionnaires for review from the Area Supervisor together with FM-BLES 03-3.10 "Enumerator's Weekly Performance Report". For ONCR, receive batched questionnaires from Senior LEO or get questionnaires from the designated area.
- c. If the reported employment is **less than 16**, discontinue review. However, the PSIC code in Part A item 1 should be updated as applicable. Encircle OSE in status code "For BLES Personnel." Affix name and date for Reviewer in "Part E: Survey Personnel" of the questionnaire. Turn over spoilage questionnaires to Area Supervisor (NCR) or Senior LEO (ONCR) for batching.
- d. If the Reviewer finds out that the report is consolidated and it passes review, encircle "CET" in the status code "For BLES Personnel". Request Area Supervisor to look for the questionnaire/s in which reports are included in the CET questionnaire. Area Supervisor should make the necessary coding of status of the CON questionnaires.
- 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 his/her name beside data values in the questionnaire he/she revised. For ONCR, the Senior 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. The questionnaire is subject to verification. If necessary, explain to the NCR Enumerator the item/s in the Verification form to be verified.
- h. Likewise, inconsistent entries in the accomplished questionnaire from the Regional Offices should also be encircled. Accomplish the Verification form and photocopy the section/s containing the encircled entries for verification. Indicate the name, address and EIN of the establishment on the upper right corner of the questionnaire. The Senior LEO shall fax these together with the accomplished Verification form to the Regional Supervisor concerned.
- i. **All** seemingly spurious questionnaires should be noted in the Supervisor's Control List. Verify specific data item/s with contact person in the establishment. Remember that spurious submission is a ground for Enumerator's pre-termination of contract. Inform Area Supervisor to conduct of appropriate action.

- j. Where there are no numeric values to report, entry should be “–” (dash). If entry is NA, NAP or None, line out entry and write “–” (dash).
- k. Where there are changes in the Main Economic Activity, the correct/new PSIC code should be legibly written on the boxes provided for in Part A item 1.
- l. Where details are provided, these should add up to respective totals. In case of discrepancy, sum of details should prevail over reported total.
- m. The **comments** of the respondent on p. 10 of the questionnaire should be noted as these may provide explanations relevant to the accomplished questionnaire.
- n. Affix name of Reviewer and date of review in Part E: Survey Personnel of the questionnaire (NCR or ONCR as the case may be).
- o. Use FM-BLES 04-4.7 “Monitoring of Data Processing Activities” for record purposes.
- p. If problems (not explicitly explained in the Office Editing and Data Validation Guidelines) arise, the Reviewer should **consult** his/her Senior LEO while the latter should consult his/her Supervising LEO or Chief 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 GEO Code in the space provided for sample establishment. If the barangay is not indicated, barangay code should be “000”.
- b. If the questionnaire is endorsed to its **head office** and appropriate head office particulars are provided, write the corresponding 9-digit GEO Code in the space provided for head office. If the barangay is not indicated, barangay code should be “000.”
- c. The Reviewer should accomplish the status code in the portion “For BLES Personnel.”

2.2.2. Part A: General Information (Page 3)

1. Main Economic Activity	<p>Entry should clearly describe the main economic activity or business of the establishment.</p> <p>This serves as basis for determining the occupations to be reported in Part C: Employment and Wage Rates of Time-Rate Workers on Full-Time Basis in Selected Occupations.</p>
----------------------------------	--

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

Major Products/ Goods or Services	Major products/goods or services reported should be consistent with main economic activity. Fill out the 6-digit alpha-numeric 1994 PSIC (as amended) code in the space provided, whether it is the same or not. (See Annex A "Specific Guidelines on PSIC")
2. Employment	
Time-Rate on Full-Time Basis	Entry should be equal to reported Total (sum of cols. 2, 4 and 6) in Part B.1 - Basic Pay.
Time-Rate on Part-Time Basis	Accept with or without entry.
Output Rate Workers	Accept with or without entry.
Working Owners (without regular pay) and Unpaid Workers	Accept with or without entry.
Total	Entry should be the sum of entries in time-rate on full-time basis; time-rate on part-time basis; output rate workers; and working owners (without regular pay) and unpaid workers. Otherwise, verify with the establishment.

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 16, verify with establishment.
	Sub-totals	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 equal to time-rate workers on full-time basis reported in item 2 of Part A. Otherwise, verify with establishment.

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

2. Allowances		
Of the TOTAL (<i>sum of cols. 2, 4 and 6</i>) reported on page 4, how many received allowances?		If there is entry here, there should be entries in Part B.2. Entry should equal sum of cols. 8, 10 and 12.
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.
	Sub-totals	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) of Part B.1-Basic Pay. 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 6-9)

Occupation	<p>The respondent should write the occupation title (as found in the occupational sheet) for which he/she is providing data.</p> <p>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.</p> <p>In case, there are occupations/data which are not being monitored by the survey, cross out neatly such entries</p>
PSOC 2002 Update	Care should be exercised in writing the 4-digit PSOC 2002 Update code for each occupation. Refer to the occupational sheets of the Field Operations Manual (pp. i-xlvii).

2.2.4. Part C: Employment and Wage Rates of Time-Rate Workers on Full-Time Basis in Selected Occupations (Pages 6-9) (cont'd)

1. Hiring/Entry Rate		This part should be accomplished for all the monitored occupations.
a. Basic Pay		<p>Entry should refer to the basic pay applicable to new hires in the occupation. The corresponding time unit should be given by encircling H (hour), D (day) or M (month).</p> <p>The said basic pay should not be given in ranges.</p> <p>It should not be higher than the basic pay per worker reported in col. 2 of Current Wage Rates with the same time unit.</p>
b. No allowances or With allowances		<p>There should be only one check mark. If "With allowances" is checked, the allowances applicable to new hires should be provided together with the corresponding time unit by encircling H (hour), D (day) or M (month).</p> <p>The said allowances should not be given in ranges.</p> <p>It should not be higher than the allowance per worker reported in col. 5 of Current Wage Rates with the same time unit.</p>
2. Current Wage Rates		
2a. 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	<p>Entry should refer to the actual basic pay corresponding to the reported time unit in col. 1.</p> <p>In case range is provided, compute as follows: (Minimum + Maximum)/2.</p> <p>Basic pay of Unskilled Workers should be the lowest compared to the other occupations reported. Otherwise, verify with establishment.</p>

2.2.4. Part C: Employment and Wage Rates of Time-Rate Workers on Full-Time Basis in Selected Occupations (Pages 6-9) (cont'd)

Col. 2	Basic Pay per Worker	Time Unit	Acceptable Limits	
			Lower Limit	Upper Limit
		Hourly	15.00	200.00
		Daily	130.00	1,000.00
		Monthly	3,500.00	75,000.00
		If entry falls outside acceptable limit, verify with the establishment.		
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)	<p>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 3. Otherwise, verify with establishment.</p> <p>If unverifiable, entry here should prevail over Total in Item 3.</p>		
2b. 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	<p>Entry should refer to the actual allowances corresponding to the reported time unit in col. 4.</p> <p>In case range is provided, compute as follows: (Minimum + Maximum)/2.</p>		
		Time Unit	Acceptable Limits	
			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 6-9) (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.
3. Time-rate workers on full-time basis		
<p>Total should be equal to the Total (sum of col. 3) in Item 2a. Otherwise, verify with establishment.</p> <p>If unverifiable, to adjust for number of women and men workers:</p> <ol style="list-style-type: none"> 1. Divide entry for Women by original entry for Total to get share of women workers. 2. Multiply this share with the Total in Item 2a col. 3 to get adjusted number of women workers. 3. Cross out original entry for Total and copy Total in Item 2a col. 3. 4. Subtract adjusted number of women workers from revised Total to get adjusted number of men 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/ies for verification.

For NCR, the original copy should be stapled to the questionnaire and returned to the Area Supervisor for verification of concerned Enumerator. For ONCR, the Senior LEO should transmit/fax to the concerned Regional Supervisor a photocopy of the questionnaire with entry/ies for verification.

The duplicate copy of OWS Form 1 shall be retained by the Reviewer to keep tab of the questionnaire for verification. Follow up the questionnaire with Area Supervisor (NCR) or Senior LEO (ONCR) from time to time.

In case the ONCR questionnaire for verification is not retrieved, inform Encoder about such establishments for status encoding (RFV). If there are changes in name, address, PSIC/GEO codes or employment size, accomplish FM-BLES 03-3.9 "Sample Respondents with New Names and Addresses" and forward to Encoder for updating of Status Monitoring Database.

2.4. Batch Labeling of Retrieved Questionnaires

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

AREA	FORMAT
NCR	NCRX-Rn
ONCR	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 name in batch label.
- 2.4.4. Store in designated area.

Chapter 3

DATA VALIDATOR'S GUIDELINES

After batch encoding, a validation prooflist shall be generated to check accuracy of review and 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 in the corresponding questionnaire.
- c. If a seemingly erroneous data value in the questionnaire was initialed by the Reviewer or Senior LEO, accept data as is.
- d. Should there be a correction (error in review or encoding), write correction legibly and neatly beside the crossed out data value in the validation prooflist. Affix name beside the new data value in the validation prooflist.
- e. Use FM-BLES 04-4.7 "Monitoring of Data Processing Activities" to record data validation activities and affix name 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 Senior LEO while the latter his/her Supervising LEO.

After incorrect data discovered during data validation have been re-encoded, a re-validation prooflist should be printed containing the pertinent records to ensure that the revised values 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 a correction, (error in re-encoding), write correction legibly and neatly beside the data value in the re-validation prooflist. There should be another print-out containing the pertinent records to ensure the correctness of the 2nd re-encoding.
- d. Use FM-BLES 04-4.7 to record data re-validation activities and affix name on batch label.
- e. Monitor accuracy of re-encoding using FM-BLES 04-4.8.
- f. All validation/revalidation prooflists should be inserted in the corresponding batch of questionnaires.
- g. If problems (not explicitly explained in the Office Editing and Data Validation Guidelines) arise, the Reviewer should **consult** his/her Senior

Annex A

Specific 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:

If the main economic activity is:

- Selling of construction materials, oil and automotive fuel

Applicable PSIC:

- Selling of construction materials - G52344
- Selling of automotive fuel - G50500

Original PSIC - G50500, retain this PSIC code

- Private elementary education/private secondary education

Applicable PSIC

- private elementary education - M81120
- private secondary education - M 81210

Original PSIC - M81120, retain this PSIC code

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), retain PSIC code

3. If the 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 code to D15230

4. Change the PSIC Code if there is a reported change in main economic activity, the code should 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 land transport ---- etc.

5. If in doubt, consult the division's PSIC code specialist (Tess, Avic).

INDUSTRIES COVERED BY OWS

	1994 PSIC (as amended)	Description
	C	MINING AND QUARRYING
1.	C10	Metallic Ore Mining
2.	C11	Non-Metallic Mining and Quarrying
	D	MANUFACTURING
3.	D15 excl. D155	Manufacture of Food Products except Beverages
4.	D155	Manufacture of Beverages
5.	D16	Manufacture of Tobacco Products
6.	D17	Manufacture of Textiles
7.	D18	Manufacture of Wearing Apparel
8.	D191	Tanning and Dressing of Leather; Manufacture of Luggage and Handbags
9.	D192	Manufacture of Footwear
10.	D201	Manufacture of Wood and Wood Products except Furniture
11.	D202	Manufacture of Products of Bamboo, Cane, Rattan and the Like, and Plaiting Materials except Furniture
12.	D21	Manufacture of Paper and Paper Products
13.	D22	Publishing, Printing and Reproduction of Recorded Media
14.	D23	Manufacture of Coke, Refined Petroleum and Other Fuel Products
15.	D24	Manufacture of Chemicals and Chemical Products
16.	D251	Manufacture of Rubber Products
17.	D252	Manufacture of Plastic Products
18.	D261	Manufacture of Glass and Glass Products
19.	D262	Manufacture of Cement
20.	D269	Manufacture of Non-Metallic Mineral Products, n.e.c.
21.	D27	Manufacture of Basic Metals

1994 PSIC (as amended)		Description
D	MANUFACTURING (cont'd)	
22.	D28	Manufacture of Fabricated Metal Products, Except Machinery and Equipment
23.	D29	Manufacture of Machinery and Equipment, n.e.c.
24.	D30	Manufacture of Office, Accounting and Computing Machinery
25.	D31	Manufacture of Electrical Machinery and Apparatus, n.e.c.
26.	D32	Manufacture of Radio, Television and Communication Equipment and Apparatus
27.	D33	Manufacture of Medical, Precision and Optical Instruments, Watches and Clocks
28.	D34	Manufacture of Motor Vehicles, Trailers and Semi-Trailers
29.	D35 excl. D351	Manufacture of Other Transport Equipment except Building and Repairing of Ships and Boats
30.	D351	Building and Repairing of Ships and Boats
31.	D36	Manufacture and Repair of Furniture
32.	D37	Recycling
33.	D39	Manufacturing, n.e.c.
E	ELECTRICITY, GAS AND WATER SUPPLY	
34.	E40	Electricity, Gas, Steam and Hot Water Supply
35.	E41	Collection, Purification and Distribution of Water
36.	F45	CONSTRUCTION
G	WHOLESALE AND RETAIL TRADE; REPAIR OF MOTOR VEHICLES, MOTORCYCLES AND PERSONAL AND HOUSEHOLD GOODS	
37.	G50	Sale, Maintenance and Repair of Motor Vehicles and Motorcycles, Retail Sale of Automotive Fuel
38.	G51	Wholesale Trade and Commission Trade, Except of Motor Vehicles and Motorcycles
39.	G52	Retail Trade, Except of Motor Vehicles and Motorcycles and Repair of Personal and Household Goods

1994 PSIC (as amended)		Description
I		TRANSPORT, STORAGE AND COMMUNICATION
40.	H55	HOTELS AND RESTAURANTS
41.	I60 excl. I6011	Other Land Transport except Bus Line Operation
42.	I6011	Bus Line Operation
43.	I61	Water Transport
44.	I62	Air Transport
45.	I63	Supporting and Auxiliary Transport Activities; Activities of Travel Agencies
46.	I64 excl. I6411	Postal and Telecommunications Services except National Postal Activities
J		FINANCIAL INTERMEDIATION
47.	J65 excl. J6510	Banking Institutions Except Central Banking
48.	J66	Non-Bank Financial Intermediation
49.	J67	Insurance and Pension Funding except Compulsory Social Security
50.	J68	Activities Auxiliary to Financial Intermediation
K		REAL ESTATE, RENTING AND BUSINESS ACTIVITIES
51.	K70	Real Estate Activities
52.	K71	Renting of Machinery and Equipment Without Operator, Personal and Household Goods
53.	K72	Computer and Related Activities
54.	K73	Research and Development
55.	K74 excl. K7412, K7421, K74996 and K74997	Miscellaneous Business Activities
56.	K7412	Accounting, Bookkeeping and Auditing Activities; Tax Consultancy
57.	K7421	Architectural, Engineering and Related Technical Consultancy

	1994 PSIC (as amended)	Description
58.	K74996	Call Center Activities
59.	K74997	Medical Transcription and Related Outsourcing Activities
60.	M81	PRIVATE EDUCATION SERVICES
61.	N85 excl. N8511	HEALTH AND SOCIAL WORK EXCEPT PUBLIC MEDICAL, DENTAL AND OTHER HEALTH ACTIVITIES
	O	OTHER COMMUNITY, SOCIAL AND PERSONAL SERVICE ACTIVITIES
62.	O90	Sewage and Refuse Disposal, Sanitation and Similar Activities
63.	O92 excl. O92112	Recreational, Cultural and Sporting Activities
64.	O92112	Animated Films and Cartoons Production
65.	O93	Other Service Activities

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

	1994 PSIC (as amended)	Description
	A01-A05	Agriculture, Hunting and Forestry
	B06	Fishing
	I6411	National Postal Activities
	J6510	Central Banking
	L75	Public Administration and Defense and Compulsory Social Security (e.g. DOLE, PNP, SSS, GSIS)
	M80	Public Education Services
	N8511	Public Medical, Dental and Other Health Activities
	O91	Activities of Membership Organizations, n.e.c. (e.g. ECOP, TUCP)
	Q99	Extra-Territorial Organizations and Bodies (e.g. ILO, UNDP)

INDUSTRIES WITH SELECTED OCCUPATIONS

	1994 PSIC (as amended)	Description
	C	MINING AND QUARRYING
1.	C10	Metallic Ore Mining
2.	C11	Non-Metallic Mining and Quarrying
	D	SELECTED MANUFACTURING
3.	D15	Manufacture of Food Products and Beverages
4.	D17	Manufacture of Textiles
5.	D18	Manufacture of Wearing Apparel
6.	D19	Tanning and Dressing of Leather; Manufacture of Luggage, Handbags and Footwear
7.	D201	Manufacture of Wood and Wood Products except Furniture
8.	D21	Manufacture of Paper and Paper Products
9.	D221/D222/ D223	Publishing and Printing
10.	D23	Manufacture of Coke, Refined Petroleum and Other Fuel Products
11.	D24	Manufacture of Chemicals and Chemical Products
12.	D251	Manufacture of Rubber Products
13.	D252	Manufacture of Plastic Products
14.	D26	Manufacture of Other Non-Metallic Mineral Products
15.	D27	Manufacture of Basic Metals
16.	D28	Manufacture of Fabricated Metal Products, Except Machinery and Equipment
17.	D29	Manufacture of Machinery and Equipment, n.e.c.
18.	D31	Manufacture of Electrical Machinery and Apparatus, n.e.c.
19.	D32	Manufacture of Radio, Television and Communication Equipment and Apparatus
20.	D34	Manufacture of Motor Vehicles, Trailers and Semi-Trailers

1994 PSIC**Description**

<i>(as amended)</i>		
	D	MANUFACTURING (cont'd)
21.	D351	Building and Repairing of Ships and Boats
22.	D36	Manufacture and Repair of Furniture
	E	ELECTRICITY, GAS AND WATER SUPPLY
23.	E40	Electricity, Gas, Steam and Hot Water Supply
24.	E41	Collection, Purification and Distribution of Water
25.	F45	CONSTRUCTION
	G	WHOLESALE AND RETAIL TRADE; REPAIR OF MOTOR VEHICLES, MOTORCYCLES AND PERSONAL AND HOUSEHOLD GOODS
26.	G50 excl. G505	Sale, Maintenance and Repair of Motor Vehicles and Motorcycles except Retail Sale of Automotive Fuel
27.	G51	Wholesale Trade and Commission Trade, Except of Motor Vehicles and Motorcycles
28.	G52 excl. G526	Retail Trade except of Motor Vehicles and Motorcycles and Repair of Personal and Household Goods
29.	H55	HOTELS AND RESTAURANTS
	I	TRANSPORT, STORAGE AND COMMUNICATION
30.	I60 excl. I6011	Other Land Transport except Bus Line Operation
31.	I6011	Bus Line Operation
32.	I61	Water Transport
33.	I62	Air Transport
34.	I63	Supporting and Auxiliary Transport Activities; Activities of Travel Agencies
35.	I64 excl. I6411	Postal and Telecommunications Services Except National Postal Activities
	J	SELECTED FINANCIAL INTERMEDIATION
36.	J65 excl. J6510	Banking Institutions Except Central Banking
37.	J66	Non-Bank Financial Intermediation
1994 PSIC		Description
<i>(as amended)</i>		

	J	SELECTED FINANCIAL INTERMEDIATION (cont'd)
38.	J67	Insurance and Pension Funding except Compulsory Social Security
	K	SELECTED BUSINESS ACTIVITIES
39.	K72	Computer and Related Activities
40.	K7412	Accounting, Bookkeeping and Auditing Activities; Tax Consultancy
41.	K7421	Architectural, Engineering and Related Technical Consultancy
42.	K74996	Call Center Activities
43.	K74997	Medical Transcription and Related Outsourcing Activities
44.	M81	PRIVATE EDUCATION SERVICES
45.	N8512	PRIVATE MEDICAL, DENTAL AND OTHER HEALTH ACTIVITIES
	O	SELECTED OTHER COMMUNITY, SOCIAL AND PERSONAL SERVICE ACTIVITIES
46.	O92112	Animated Films and Cartoons Production

QUALITY STANDARDS IN DATA COLLECTION AND PROCESSING

(The standards/specifications are in bold italics.)

Activity	Parameter	Reference Document/ Record	Performance Rating for the Semester			
			Rating	Quantity	Quality	Time
Supervise delivery and retrieval of NCR questionnaires for follow-up including RFVs	Performance rate ¹	-FM-BLES 03-3.17 (based on electronic file) -Questionnaires with encoded status	5	95% or more	XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	Fixed, not for rating
			4	86 - 94%	XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	
			3	80 - 85%	XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	
			2	75 - 79%	XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	
			1	74% or lower	XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	
Deliver and retrieve NCR questionnaires for follow-up including RFVs	Performance rate ¹	-FM-BLES 03-3.17 (based on electronic file) -Questionnaires with encoded status	5	95% or more	XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	Fixed, not for rating
			4	86 - 94%	XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	
			3	80 - 85%	XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	
			2	75 - 79%	XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	
			1	74% or lower	XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	
Edit (NCR)/review (ONCR) questionnaires	Quantity	-FM-BLES 04-4.7 -Edited questionnaires	5	55 or more	No error	Fixed, not for rating
	Accuracy ²	-FM-BLES 04-4.8 -Validation proof list	4	47- 54	1 - 10% error rate	
			3	40 - 46 qn/manday	11 - 25% of total edited questionnaires	
			2	21 - 39	26 - 50% error rate	
			1	20 or lower	More than 50% error rate	
Encode status of questionnaires	Quantity	-FM-BLES 03-3.19 -Encoded questionnaires	5	82 or more	No error	Fixed, not for rating
	Accuracy ³	-FM-BLES 04-4.8	4	69 - 81	1 - 10% error rate	
			3	60 - 68 qn/manday	11 - 25% of total encoded questionnaires	
			2	31 - 59	26 - 50% error rate	
			1	30 or lower	More than 50% error rate	

$$\text{Performance rate} = (\text{RET} + \text{CET}) / [\text{Sample} - (\text{REF} + \text{Spoilage})] \times 100$$

²To be determined by Validator. While the data value may be outside the acceptable limits, e.g. rejected, Editor/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 *proof list*.

³To be determined by Sr. LEO *prior to table generation*, i.e. status reconciliation.

QUALITY STANDARDS IN DATA COLLECTION AND PROCESSING (cont'd)

(The standards/specifications are in bold italics.)

Activity	Parameter	Reference Document/ Record	Performance Rating for the Semester			
			Rating	Quantity	Quality	Time
Consolidate NCR enumerator's weekly performance report	Timeliness	SPR	5	XXXXXXXXXXXXXXXX	No error	50% or less of time allotted
	Accuracy ⁷	-FM-BLES 03-3.10	4	XXXXXXXXXXXXXXXX	1 summary report with errors	51 - 99% of time allotted
		-Edited and verified spoilage questionnaires	3	XXXXXXXXXXXXXXXX	2 summary reports with errors	100% of time allotted
		-Certificates of Appearance	2	XXXXXXXXXXXXXXXX	3 summary reports with errors	101 - 129% of time allotted
			1	XXXXXXXXXXXXXXXX	4 or more summary reports with errors	130% or more of time allotted
Review NCR enumerators summary report	Timeliness	SPR	5	XXXXXXXXXXXXXXXX	No error	50% or less of time allotted
	Accuracy ⁸	-FM-BLES 03-3.11	4	XXXXXXXXXXXXXXXX	1 summary report with errors	51 - 99% of time allotted
		-Edited and verified spoilage questionnaires	3	XXXXXXXXXXXXXXXX	2 summary reports with errors	100% of time allotted
		-Certificates of Appearance	2	XXXXXXXXXXXXXXXX	3 summary reports with errors	101 - 129% of time allotted
			1	XXXXXXXXXXXXXXXX	4 or more summary reports with errors	130% or more of time allotted
Prepare payroll	Timeliness	-SPR	5	XXXXXXXXXXXXXXXX	No error	50% or less of time allotted
	Accuracy ⁹	-FM-BLES 03-3.11	4	XXXXXXXXXXXXXXXX	1 payroll report with errors	51 - 99% of time allotted
		-FM-BLES 03-3.12	3	XXXXXXXXXXXXXXXX	2 payroll report with errors	100% of time allotted
			2	XXXXXXXXXXXXXXXX	3 payroll report with errors	101 - 129% of time allotted
			1	XXXXXXXXXXXXXXXX	4 or more payroll report with errors	130% or more of time allotted

⁷ A statistical table is considered without error if data is correctly encoded and formula used is correct. Evaluation on accuracy is to be determined by Supervising LEO. Concerned staff has to record evaluation in his/her Staff Performance Report (SPR).

⁸ To be determined by Supervising LEO. Evaluation on accuracy is to be recorded by Sr. LEO in her SPR.

⁹ To be determined by Supervising LEO. Evaluation on accuracy is to be recorded by Clerk III in her SPR.

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

QUALITY STANDARDS IN DATA COLLECTION AND PROCESSING (*cont'd*)

(The standards/specifications are in bold *italics*.)

Annex D

Performance Rating for Quantity		Example:	
5	more than 135% of planned target	55 questionnaires or more/manday	
4	115 - 135% of planned target	47 – 54 questionnaires/manday	
3	100 -114% of planned target	<i>40 – 46 questionnaires/manday</i>	
2	Derived from upper limit of Performance Rating 1 (i.e., upper limit of Performance Rating 1 plus 1) and lower limit of Performance Rating 3 (i.e., lower limit of Performance Rating 3 less 1)	21 – 39 questionnaires/manday	
1	50% or less of planned target	20 questionnaires or lower/manday	
Performance Rating for Time		Example 1:	Example 2:
5	50% or less of time allotted	<i>Target:</i> 4 weeks	<i>Target:</i> 3 days
4	51 - 99% of time allotted	<i>Accomplished:</i> 1 week	<i>Accomplished:</i> 5 days
3	100% of time allotted	<i>Computation:</i> $1/4 \times 100 = 25\%$ <i>Rating:</i> 5 or Outstanding	<i>Computation:</i> $5/3 \times 100 = 167\%$ <i>Rating:</i> 1 or Poor
2	101 - 129% of time allotted		
1	130% or more of time allotted		