OFFICE EDITING AND DATA VALIDATION GUIDELINES

2006 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 and Reviewer/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 Survey Supervisor, Reviewer and Validator.
- Annex A is the Specific Guidelines on PSIC.
- Annex B is the list of 60 industries covered by OWS.
- Annex C is the list of the 45 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. 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 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 CON, specify the EIN of questionnaire wherein the report is incorporated (EIN of CET questionnaire). If status is OSP, the new PSIC should be written in the space provided. If status is DUP, EIN of duplicated questionnaire should be specified. 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 response on time spent in answering the questionnaire; and comments on data provided for the 2006 OWS, results of the 2004 OWS and presentation and packaging.

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 Area Supervisor 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 hand corner of each page of the attachment.

1.2. 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. 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 cases like this, proceed with appropriate proceedings.

1.3. Verification of Spoilage
a. Turn over **all** spoilage questionnaires, except REF, to monthly PBI for verification of spoilage 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 Area 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.

1.4. 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 Area Supervisor in the "Survey Personnel" of the questionnaire.
c. Update FM-BLES 02-2.1a.

1.5. 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 for NCR (or Sr. LEO for ONCR) initials on batch label.
d. Store in designated area.

1.6. 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.

1.7. 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. Request Reviewer, if necessary, to explain to the Enumerator 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 16**, 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 "Part E: 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, 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 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. If necessary, explain to the enumerator the item/s in the Verification form to be verified.

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 Area 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. 10 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 (Part D) 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 on Full-Time Basis 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. (Please see Annex A "Specific Guidelines on PSIC")
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.

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 **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.
	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)** 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 6-9)

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.

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.)*

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 (pp. 1-xlvi)
1. Current Wage Rates		
1a. 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. 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><tr><td rowspan="2">Time Unit</td><td colspan="2">Amount</td></tr><tr><td>Lower Limit</td><td>Upper Limit</td></tr><tr><td>Hourly</td><td>15.00</td><td>200.00</td></tr><tr><td>Daily</td><td>130.00</td><td>1,000.00</td></tr><tr><td>Monthly</td><td>3,500.00</td><td>75,000.00</td></tr></table> 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)	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 2. Otherwise, verify with establishment. If **unverifiable**, entry here should prevail over entry in Item 2.

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)*

1b. 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. In case range is provided, compute average allowance. Acceptable Limits:

	Amount	
Time Unit	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.
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.
2. Time-rate workers on full-time basis		
		Entry should be equal to the Total (sum of col. 3) in Item 1a. Otherwise, verify with establishment. **If unverifiable,** Total (sum of col. 3) in Item 1a 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 1a col. 3 to get adjusted number of female workers. 3. Cross out entry for Both Sexes and replace with Total in Item 1a 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/ies 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 Area Supervisor (NCR) or Sr. LEO (ONCR) from time to time.

In case the questionnaire for verification is not retrieved, the Reviewer should inform encoder about such establishments for status encoding (RFV) 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 in 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 "Monitoring of Data Processing Activities" 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 values 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

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:
   A. 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

   B. 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 fishing ---- etc.

   5. If in doubt, consult your designated PSIC code specialist.
      LSSD - Tess, Avic

INDUSTRIES COVERED BY OWS

1994 PSIC		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
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; Manufacture of Other Products of Wood
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		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	Manufacture of Other Transport Equipment
30.	D36	Manufacture and Repair of Furniture
31.	D37	Recycling
32.	D39	Manufacturing, n.e.c.
	E	**ELECTRICITY, GAS AND WATER SUPPLY**
33.	E40	Electricity, Gas, Steam and Hot Water Supply
34.	E41	Collection, Purification and Distribution of Water
35.	**F45**	**CONSTRUCTION**
	G	**WHOLESALE AND RETAIL TRADE; REPAIR OF MOTOR VEHICLES, MOTORCYCLES AND PERSONAL AND HOUSEHOLD GOODS**
36.	G50	Sale, Maintenance and Repair of Motor Vehicles and Motorcycles, Retail Sale of Automotive Fuel
37.	G51	Wholesale Trade and Commission Trade, Except of Motor Vehicles and Motorcycles
38.	G52	Retail Trade, Except of Motor Vehicles and Motorcycles, Repair of Personal and Household Goods
39.	**H55**	**HOTELS AND RESTAURANTS**

1994 PSIC		Description
	I	**TRANSPORT, STORAGE AND COMMUNICATION**
40.	I60	Land Transport; Transport via Pipelines
41.	I61	Water Transport
42.	I62	Air Transport
43.	I63	Supporting and Auxiliary Transport Activities; Activities of Travel Agencies
44.	I64 (excl. I6411)	Post and Telecommunications Services except National Postal Activities
	J	**FINANCIAL INTERMEDIATION**
45.	J65 (excl. J6510)	Banking Institutions Except Central Banking
46.	J66	Non-Bank Financial Intermediation
47.	J67	Insurance and Pension Funding except Compulsory Social Security
48.	J68	Activities Auxiliary to Financial Intermediation
	K	**REAL ESTATE, RENTING AND BUSINESS ACTIVITIES**
49.	K70	Real Estate Activities
50.	K71	Renting of Machinery and Equipment Without Operator, Personal and Household Goods
51.	K72	Computer and Related Activities
52.	K73	Research and Development
53.	K74 (excl. K74996 and K74997)	Miscellaneous Business Activities
54.	K74996	Call Center Activities
55.	K74997	Medical Transcription and Related Outsourcing Activities
56.	**M81**	**PRIVATE EDUCATION SERVICES**
57.	**N85** (excl. N8511)	**HEALTH AND SOCIAL WORK EXCEPT PUBLIC MEDICAL, DENTAL AND OTHER HEALTH SERVICES**

1994 PSIC		Description
	O	**OTHER COMMUNITY, SOCIAL AND PERSONAL SERVICE ACTIVITIES**
58.	O90	Sewage and Refuse Disposal, Sanitation and Similar Activities
59.	O92	Recreational, Cultural and Sporting Activities
60.	O93	Other Service Activities

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

1994 PSIC	**Description**
A01-A05	Agriculture 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 Services
O91	Activities of Membership Organizations (e.g. ECOP, TUCP)
Q99	Extra-Territorial Organizations and Bodies (e.g. ILO, UNDP)

INDUSTRIES WITH SELECTED CCUPATIONS

1994 PSIC	**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
	D	**SELECTED 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.	G501/G502/ G503/G504	Sale, Maintenance and Repair of Motor Vehicles and Motorcycles
27.	G51	Wholesale Trade and Commission Trade, Except of Motor Vehicles and Motorcycles
28.	G521/G522/ G523/G524/ G525	Retail Trade except of Motor Vehicles and Motorcycles
29.	**H55**	**HOTELS AND RESTAURANTS**
	I	**SELECTED TRANSPORT, STORAGE AND COMMUNICATION**
30.	I6011	Bus Line Operation
31.	I60 excl. I6011	Other Land Transport
32.	I61	Water Transport
33.	I62	Air Transport
34.	I63	Supporting and Auxiliary Transport Activities; Activities of Travel Agencies
35.	I64 (excl. I6411)	Post and Telecommunications Except National Postal Activities

1994 PSIC		Description
	J	**SELECTED FINANCIAL INTERMEDIATION**
36.	J65 (excl. J6510)	Banking Institutions Except Central Banking
37.	J66	Non-Bank Financial Intermediation
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 SERVICES**

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

Activity	Parameter	Reference Document/ Record	Performance Rating for the Semester				Time
			Rating	Quantity	Quality		
Supervise delivery and retrieval of 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/review questionnaires	Quantity	-FM-BLES 04-4.7 -Edited questionnaires	5	52 or more	***No error***		Fixed, not for rating
	Accuracy[2]	-FM-BLES 04-4.8 -Rejection list	4	47- 51	1 - 10% error rate		
			3	***40 - 46 qn/manday***	11 - 25% of total edited questionnaires with errors		
			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	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	4	69 - 77	1 - 10% error rate		
			3	***60 - 68 qn/manday***	11 - 25% of total encoded questionnaires with errors		
			2	31- -59	26 - 50% error rate		
			1	30 or lower	More than 50% error rate		

[1] Performance rate = {(RET + CET) / (RET + CET + RFV + TCL + STR + REF + Unaccounted]} x 100

[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 for the Semester				Time
			Rating	Quantity	Quality		
Encode data	Quantity	-FM-BLES 04-4.7 -Encoded questionnaires	5	65 or more	*No error*		Fixed, not for rating
	Accuracy[4]	-FM-BLES 04-4.8 -Validation prooflist	4	58 - 64	1 - 10% error rate		
			3	*50 - 57 qn/manday*	11 - 25% of total encoded questionnaires with errors		
			2	26 - 49	26 - 50% error rate		
			1	25 or lower	More than 50% error rate		
Validate encoded data	Quantity	-FM-BLES 04-4.7 -Encoded questionnaires	5	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	4	69 - 77	1 - 10% error rate		
			3	*60 - 68 qn/manday*	11 - 25% of total validated questionnaires with errors		
			2	31- -59	26 - 50% error rate		
			1	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 for the Semester				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	5	XXXXXXXXXXXX	***No error***		Fixed, not for rating
			4	XXXXXXXXXXXX	XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX		
			3	XXXXXXXXXXXX	XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX		
			2	XXXXXXXXXXXX	With errors		
			1	XXXXXXXXXXXX	XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX		
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	5	XXXXXXXXXXXX	***No error***		Fixed, not for rating
			4	XXXXXXXXXXXX	XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX		
			3	XXXXXXXXXXXX	XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX		
			2	XXXXXXXXXXXX	With errors		
			1	XXXXXXXXXXXX	XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX		

[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.

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

(The standards/specifications are in bold italics.)

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

Note: Regardless of the number of errors committed in **one** questionnaire for a **specific** data processing activity, treatment is only **one** questionnaire with error.