

Please read this first

Inclusion:

- Include only the Philippine-based activities (including imports and exports) of the establishment referred to in the address label on the cover page.

Estimates

- If exact figures are not available in your records, please provide your best estimates.
- If an exact or detailed item is not applicable, indicate N. A.

Explanatory Notes and Definitions

- Explanatory notes and definitions are provided in the specific items. Please refer to the relevant **Include** and **Exclude** portions and other notes when providing responses for each item.

GENERAL INFORMATION ABOUT THE ESTABLISHMENT

1. Economic Activity or Business in 2006

Describe in detail the main and other activities of this establishment.
Specify major products or goods sold/produced and/or type of services rendered.

A. Main Activity (*Main Activity* refers to the activity that contributes the biggest or major portion of the gross income or revenue of this establishment.)

ISIC Code				

B. Secondary/Other Activities

2. Year Started Operation

Year when this establishment started operation: _____

3. Legal Organization in 2006

Mark (X) the box corresponding to the best description of the establishment.

- | | | |
|--|---|--|
| 1 <input type="checkbox"/> Single Proprietorship | 3 <input type="checkbox"/> Government Corporation | 5 <input type="checkbox"/> Cooperative |
| 2 <input type="checkbox"/> Partnership | 4 <input type="checkbox"/> Private Corporation | 6 <input type="checkbox"/> Others (foundation, NGOs, assoc., etc.) |

4. Economic Organization in 2006

Mark (X) the box corresponding to the best description of the establishment.

- 1 Single Establishment
- 2 Branch only
⇒ Provide details of Main Office below
- 3 Establishment and main office
(both located in the same address and with branches elsewhere)
- 4 Main Office only
- 5 Ancillary unit other than Main Office
⇒ Provide details of Main Office below

Single Establishment is an establishment which has neither branch nor main office.

Branch is an establishment which has a separate main office located elsewhere.

Main office is the unit which controls, supervises and directs one or more establishments of an enterprise.

Ancillary unit is the unit that operates primarily or exclusively for a related establishment or group of related establishments and provides goods or services that support but do not become part of the output of those establishments.

A Name of Main Office _____

B Address of Main Office _____

C Contact Person in Main Office

- | | |
|-----------------------------|-------------------|
| (1) Name _____ | (4) Fax No. _____ |
| (2) Title/Designation _____ | (5) E-mail _____ |
| (3) Tel. No. _____ | |

EMPLOYMENT

5. Number of Paid Employees who worked for this establishment as of 15 November 2006

INCLUDE:

- Full-time/part-time employees working in or for the establishment and receiving regular pay
- Employees working away from this establishment paid by and under the control of this establishment
- Employees on sick or maternity leave
- Employees on paid vacation or holiday
- Employees on strike
- Directors of corporations working for pay
- Executives/managers and other officers of the same category
- Working owners receiving regular pay
- Apprentices and learners receiving regular pay
- Any other employee receiving regular pay not reported above

EXCLUDE:

- Directors paid solely for their attendance at meetings of Board of Directors
- Consultants
- Workers on indefinite leave
- Working owners/members of cooperatives who do not receive regular pay
- Homeworkers
- Workers receiving commissions only

PAID EMPLOYEES BY SEX	NUMBER
a. Male	
b. Female	
c. Total (sum of a & b)	

6. Number of Unpaid Workers who worked for this establishment as of 15 November 2006

INCLUDE:

- Working owners who do not receive regular pay
- Apprentices and learners without regular pay
- Persons working for at least 1/3 of the time normal to the establishment without regular pay

EXCLUDE:

- Silent or inactive business partners

UNPAID WORKERS BY SEX	NUMBER
a. Male	
b. Female	
c. Total (sum of a & b)	

7. Total Employment of this establishment as of 15 November 2006

TOTAL EMPLOYMENT BY SEX	NUMBER
a. Male (sum of 5a & 6a)	
b. Female (sum of 5b & 6b)	
c. Total (sum of 7a & 7b)	

PRODUCTION WORKERS AND HOURS WORKED

8. Number of Production Workers as of 15 November 2006

(for Manufacturing, Mining and Quarrying, Electricity, Gas and Water establishments only)

INCLUDE:

- Working foremen
- Workers directly engaged in the production process

EXCLUDE:

- Apprentices and other learners receiving regular pay/not directly engaged in production process
- Managers, executives, administrative and technical personnel above foremen level
- Accounting and personnel staff
- Unpaid production workers

PRODUCTION WORKERS BY SEX	NUMBER
a. Male	
b. Female	
c. Total <i>(sum of a & b)</i>	

9. Total Hours Worked by Production Workers in 2006

Number of hours worked by production workers refers to the number of hours actually spent by production workers at work.

INCLUDE:

- Waiting time and overtime

EXCLUDE:

- Time for paid sick leave and paid vacation leave

PRODUCTION WORKERS BY SEX	NUMBER OF HOURS WORKED IN 2006
a. Male	
b. Female	
c. Total <i>(sum of a & b)</i>	

COMPENSATION

10. Gross Salaries and Wages paid by this establishment to its employees in 2006

Gross salaries and wages refer to payments in cash or in kind prior to any deductions for employee's contributions to SSS/GSIS, withholding tax, etc.

INCLUDE:

- Total basic pay
- Overtime pay (payment given for extra hours worked)
- Vacation, sick and maternity leave pay
- Bonuses
- Food, housing and cost of living allowances
- Commissions paid for salaried employees
- Commutable transportation and representation allowances
- Separation, retirement/terminal pay; gratuities, etc.

EXCLUDE:

- Cost of uniform/working clothes
- Reimbursable transportation and representation allowances

GROSS SALARIES AND WAGES	VALUE IN PESOS <i>(Omit Centavos)</i>

11. Total Employer's Contribution to SSS/GSIS, etc. in 2006

Employer's contribution to SSS/GSIS, etc. includes contributions to Employees Compensation Commission (ECC), PhilHealth, PAG-IBIG, SSS/GSIS, etc.

TOTAL EMPLOYER'S CONTRIBUTION TO SSS/GSIS, ETC.	VALUE IN PESOS <i>(Omit Centavos)</i>

REVENUE

12. Total Revenue in 2006

Revenue refers to cash received and receivables for products/by-products sold and services rendered.

Valuation: *Products/by-products sold should be in **producer price** (ex-establishment) net of discounts and allowances. Services rendered should also be in **producer price**.*

Producer price is the amount receivable by the producer from the purchaser for a unit of a product (good or service produced) as output, minus any VAT or similar deductible tax, invoiced to the purchaser. It excludes any transport charges invoiced separately by the producer.

INCLUDE:

- Goods transferred and services rendered to other establishments belonging to the same enterprise as this establishment which should be treated as sales and valued as if sold to a customer or **valued at cost**.
- Revenue from products made elsewhere for this establishment on a contractual basis from materials supplied by this establishment.
- Value of products/by-products sold to domestic market, transferred to other plants or establishments belonging to the same enterprise, directly exported, and sold to exporters.

Value of products sold to domestic market includes sales of products of this establishment to another establishment (producer, wholesaler, retailer, etc) of a different enterprise.

Interplant transfers include shipments to other domestic plants or establishments belonging to the same enterprise as this establishment. These should be valued as though sold.

Direct exports refer to products shipped directly by this establishment outside the country during the year.

TYPE OF REVENUE	VALUE IN PESOS (Omit Centavos)
a. Value of products/by-products sold (sum of 1 to 4)	
1. Value of products/by-products sold to domestic market other than interplant transfers	
2. Interplant transfers	
3. Direct exports	
4. Value of products sold to exporters	
b. Value of electricity sold	
c. Value of steam sold	
d. Value of water sold	
e. Value of industrial services done for others (sum of 1 and 2)	
1. Contract and commission work done for others	
2. Other industrial services done for others (INCLUDE: Industrial repair; Maintenance and installation work)	
f. Value of non-industrial services done for others (sum of 1 to 4)	
1. Rent income from land	
2. Rental income from building and structures	
3. Other rental income	
4. Other non-industrial services not included above (INCLUDE: Income from storage and warehousing; Income from freight, research, consultancy, and other professional and business services; Management fees; Subscriptions and membership fees; Delivery charges separately invoiced to customers. EXCLUDE: Payments received under hire purchase arrangements.)	
g. Value of goods for resale (Receipts from goods sold in the same condition as purchased.)	

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REVENUE (cont.)	
12. Total Revenue in 2006	
TYPE OF REVENUE	VALUE IN PESOS (Omit Centavos)
h. Interest income (INCLUDE: Interest on finance leases; Earnings on discounted bills; Interest from deposits in banks and other financial institutions; Interest/discounts on loans, deposits, financing, bonds, money market; etc.)	
i. Dividend income	
j. Commissions and fees earned (INCLUDE: Commission income; Income earned from wholesale on a fee or contract basis; Income earned through agents and brokers; Income earned from real estate activities on a fee or contract basis.)	
k. Other income (INCLUDE: Service charges, Royalties, Franchises, Foreign exchange gains, etc.) Specify: _____	
l. Total revenue (sum of a to l)	
m. Please specify the nature and amount of the single largest item included in Other income (reported in Item 12.k). Specify: _____	VALUE IN PESOS (Omit Centavos)
SUBSIDIES	
13. Subsidies received by this establishment in 2006	
<i>Subsidies refer to special grants in the form of financial assistance or tax exemption or tax privilege received from the government to aid and develop an industry. INCLUDE: Tax credit, tax and duty exemptions; Price support and price discount; Interest rate subsidy.</i>	
COST	
14. Total Cost incurred in 2006	
<p>Cost refers to all expenses incurred during the year whether paid or payable.</p> <p>Valuation: Goods and services should be in purchaser price. Purchaser price is the amount paid by the purchaser, excluding any VAT or similar deductible tax, in order to take delivery of a unit of a good or service. It includes any transport charges paid separately by the purchaser to take delivery at the required time and place.</p> <p>INCLUDE: Goods received from and services rendered by other establishments belonging to the same enterprise as this establishment. These should be valued as though purchased.</p> <p>EXCLUDE: Compensation of employees (Salaries and wages and employer's contribution are reported in Items 10 and 11.)</p>	
TYPE OF COST	VALUE IN PESOS (Omit Centavos)
a. Raw materials, other materials and supplies purchased (INCLUDE: Raw materials and fuels purchased that enter into the product; Containers and packing materials; Office supplies; Non-durable tools; Uniforms/working clothes and other supplies, etc.)	
b. Fuels, lubricants, oils and greases purchased	
c. Electricity and water purchased	
d. Cost of industrial services done by others (sum of 1 & 2)	
1. Contract and commission work done by others	
2. Other industrial services done by other (INCLUDE: Industrial repair; Maintenance and installation work; Drydocking.)	

COST (cont.)	
14. Total Cost incurred in 2006	
TYPE OF COST	VALUE IN PESOS (Omit Centavos)
e. Cost of non-industrial services done by others (sum of 1 to 4)	
1. Rent expense for land	
2. Rental expense for building and structures	
3. Other rental expense	
4. Other non-industrial services done by others (INCLUDE: Bank charges excluding interest; Insurance expense; Commission expense for non-regularly paid employees; Communication expense; Professional, business and other service fees; Transportation, representation and entertainment expense; Storage and warehousing fees, Stevedoring, forwarding and other freight charges, etc.)	
f. Goods purchased for resale (INCLUDE: Acquisition cost of goods purchased for resale without transformation or processing.)	
g. Interest expense (Interest paid for loans obtained from banks and other financial institutions. INCLUDE: Interest in respect of finance leases; Interest equivalent such as hedging cost. EXCLUDE: Bank charges other than interest.)	
h. Indirect taxes (Taxes, incidental to the production or sale of goods and services chargeable as expenses. INCLUDE: Net value added tax, Import duties, Business licenses, BIR stamps, Franchise tax and Real estate tax; and other local taxes. EXCLUDE: Income tax)	
i. Computer software expense (INCLUDE: Installation cost paid to external providers; Purchase cost. EXCLUDE: Computer software capitalized.)	
j. Research and experimental development (Amount spent on any systematic and creative work undertaken to increase the stock of knowledge and the use of this knowledge to create new or improved products, processes, services and other applications.)	
k. Bad and doubtful debts (INCLUDE: Bad debts, Doubtful debts, and/or provision for bad and doubtful debts. Report net of bad debts recovered.)	
l. Depreciation of fixed assets in 2006	
m. Other cost (INCLUDE: Royalties; Transmission and distribution cost of electricity; Foreign Exchange Losses; and all other cost not included elsewhere. EXCLUDE: Salaries and wages; SSS/GSIS and ECC contributions; Damages and losses; Amortization; Sales tax and excise duties payable to the government; Income tax and other direct taxes; Unrealized gains from revaluation of assets.)	
n. Total cost (sum of a to m)	
o. Please specify the nature and amount of the single largest item included in Other cost (reported in Item 14.m). Specify: _____	VALUE IN PESOS (Omit Centavos)

CAPITAL EXPENDITURES AND SALE OF FIXED ASSETS, INCLUDING LOSSES AND DAMAGES

15. Capital Expenditures and Sale of Fixed Assets, including Losses and Damages in 2006

Fixed Assets refer to physical assets (tangible) acquired and for use of this establishment and expected to have a productive life of more than one year. These include land; buildings, other structures and land improvements; transport equipment; machinery and equipment; sub-soil assets; and other fixed assets.

INCLUDE:

- Fixed assets received from other establishments belonging to the same enterprise as this establishment should be valued as though purchased.
- Delivery charges and installation costs, taxes and other necessary fees (import duties, registration fees, etc.)

EXCLUDE:

- Financing cost

Transport equipment

- Aircrafts, ships/vessels, trains, buses, cars and delivery trucks
- Other transport equipment

Sub-soil assets

- Coal, oil and natural gas reserves
- Metallic/non-metallic mineral reserves

ICT machinery and equipment

- Computer and peripherals
- Telecommunications equipment and apparatus

Other machinery and equipment

- Power plants
- Furniture and fixtures
- Electronic machinery and equipment, other than telecommunications

Capital Expenditures of fixed assets refer to the full value of fixed assets acquired in 2006 whether or not full payments have been made.

Sale of fixed assets refers to the actual amount received/realized (not book value) from the sale of fixed assets during the year including the value of fixed assets transferred to other establishments of the same enterprise.

Losses and Damages refer to the decrease in the book value of fixed assets due to theft, major catastrophe, and other accidental destructions.

TYPE OF FIXED ASSETS	VALUE IN PESOS (Omit Centavos)			
	CAPITAL EXPENDITURES OF FIXED ASSETS		SALE OF FIXED ASSETS	LOSSES AND DAMAGES
	Total (1)	Percent Directly Imported (2)		
a. Land				
b. Buildings, other structures and land improvements				
c. Transport equipment				
d. Machinery and equipment (sum of 1 & 2)				
1. ICT machinery and equipment				
2. Other machinery and equipment				
e. Sub-soil assets (for Mining only)				
f. Other fixed assets not included above, Specify: _____				
g. Total (sum of a to f)				

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CAPITAL EXPENDITURES FOR FIXED ASSETS (Cont.)**16. Capital Expenditures for All Fixed Assets by mode of acquisition in 2006**

⇒ Report the full value of all fixed assets acquired in 2006 by mode of acquisition as reported in Item 15. Total in this item should equal to the **Total** reported in Item 15 column 1.

New fixed assets refer to brand new fixed assets acquired during the year, including directly/newly imported fixed assets. **Directly/newly imported fixed assets** are considered new whether or not they were used before they were imported.

Major alterations and improvements on fixed assets are done to increase the performance or capacity of existing fixed assets or to significantly extend their previous expected service lives.

Used fixed assets refer to those that have been previously used within the country.

Fixed assets produced on own account refer to the physical assets produced by the establishment for its own use. It should be valued as the cost of all work put in place including overhead cost.

MODE OF ACQUISITION	VALUE IN PESOS (Omit Centavos)
a. New fixed assets	
b. Major alterations and improvements on fixed assets	
c. Land and used fixed assets	
d. Fixed assets produced on own account	
e. Total (sum of a to d)	

CAPITAL EXPENDITURES FOR INTANGIBLE ASSETS**17. Capital Expenditures for Intangible Assets in 2006**

⇒ Report the full value of all intangible assets acquired in 2006.

TYPE OF INTANGIBLE ASSETS	VALUE IN PESOS (Omit Centavos)
a. Computer software and databases (INCLUDE: Computer programs, Systems and applications software purchased, Computer software developed in-house, Computer databases purchased, and Computer databases developed in-house.)	
b. Other intangible assets (INCLUDE: Goodwill; Patents; Trademarks; Franchises; Licenses; Processes; Copyrights; Concessions or exclusive rights to exploit mineral deposits; Entertainment, literary or artistic originals.)	
c. Total (sum of a & b)	

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BOOK VALUE OF FIXED ASSETS**18. Book Value of Fixed Assets as of 31 December 2006**

Book value refers to the initial or acquisition cost of fixed assets less accumulated depreciation charges. Also include in Book Value as of December 31 the capital expenditures for the corresponding fixed assets.

TYPE OF FIXED ASSETS	VALUE IN PESOS (Omit Centavos)
a. Land	
b. Buildings, other structures and land improvements	
c. Transport equipment	
d. Machinery and equipment (sum of 1 & 2)	
1. ICT machinery and equipment	
2. Other machinery and equipment	
e. Sub-soil assets (for Mining only)	
f. Other fixed assets not included above, Specify: _____	
g. Total (sum of a to f)	

VALUE OF INTANGIBLE ASSETS**19. Total Value of Intangible Assets as of 31 December 2006**

TYPE OF INTANGIBLE ASSETS	VALUE IN PESOS (Omit Centavos)
a. Computer software and databases (INCLUDE: Computer programs, Systems and applications software purchased, Computer software developed in-house, Computer databases purchased, and Computer databases developed in-house.)	
b. Other intangible assets (INCLUDE: Goodwill; Patents; Trademarks; Franchises; Licenses; Processes; Copyrights; Concessions or exclusive rights to exploit mineral deposits; Entertainment, literary or artistic originals.)	
c. Total (sum of a & b)	

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CAPACITY UTILIZATION

20. Average Capacity Utilization Rate of this establishment in 2006
 (for *Manufacturing, Mining and Quarrying, Electricity, Gas and Water* establishments only)

Capacity utilization is the ratio of total output to the maximum rated capacity of this establishment.

Mark (X) the appropriate box describing capacity utilization of this establishment in 2006.

- | | | |
|--------------------------------------|--------------------------------------|---------------------------------------|
| 1 <input type="checkbox"/> Below 50% | 3 <input type="checkbox"/> 60% - 69% | 5 <input type="checkbox"/> 80% - 89% |
| 2 <input type="checkbox"/> 50% - 59% | 4 <input type="checkbox"/> 70% - 79% | 6 <input type="checkbox"/> 90% - 100% |

INVENTORIES

21. Inventories in 2006

Inventories refer to stocks of goods owned by or under the control of the establishment as of a fixed date, regardless of where the stocks are located.

*Stocks of raw materials, fuels and supplies should be valued at current replacement cost in **purchaser prices** at the indicated dates. Finished products, work-in-progress and goods for resale should be valued at **producer prices**.*

***Finished products** refer to the value of goods manufactured by this establishment that are ready for sale/shipment as of reference date.*

***Work-in-progress** refers to value of all materials which have been partially processed by the establishment but which are not usually sold or turned over to other establishments without further processing.*

TYPE OF INVENTORIES	VALUE IN PESOS (Omit Centavos)	
	As of 1 January 2006 (1)	As of 31 December 2006 (2)
a. Finished products		
b. Work-in-progress		
c. Goods for resale		
d. Raw materials and supplies		
e. Fuels, lubricants, oils and greases		
f. Others, Specify: _____		
g. Total (sum of a to f)		

22. REMARKS



23. Branches, Divisions, Plants owned or controlled (for Main Office)

⇒ Please use additional sheets if necessary.

List name, address and total employment (as of 15 November 2006 of branches, divisions, plants, or other establishments that this establishment owns or controls.

	NAME (1)	ADDRESS (2)	TOTAL EMPLOYMENT as of 15 November 2006 (3)	YEAR STARTED OPERATION (4)
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				

CERTIFICATION

I hereby certify that this report for the period _____ to _____ has been completed as accurately as the records of this establishment allow and with the best estimates in some instances.

Name _____ Signature _____

Title/Designation _____ Date _____

CONTACT PERSON

Person to be contacted for queries regarding this form:

Name _____ Address _____

Title/Designation _____

Tel. No. _____ Fax No. _____ Email Address _____

DO NOT FILL (FOR NSO USE ONLY)

Activity	Name	Signature	Date
Distributed by			/ /
Collected by			/ /
Field Edited by			/ /
Edited/Coded by			/ /
Verified by			/ /

THANK YOU FOR ACCOMPLISHING THIS FORM!