2006 CENSUS OF PHILIPPINE BUSINESS AND INDUSTRY- INTEGRATED PROCESSING SYSTEM USERS MANUAL

CHAPTER I - Introduction

1.1 The 2006 Census of Philippine Business and Industry (CPBI)

The 2006 Census of Philippine Business and Industry is a forerunner of the 2000 CPBI and a continuing activity of the National Statistics Office. It aims to collect information on the structure and trends of economic activities in the entire country for the year 2006.

The data collected from the CPBI will constitute bases upon which the government and the private sector can formulate policies and evolve economic development plans.

All information collected in the 2006 CPBI refers to calendar year 2006. Employment data collected is, however, as of November 15, 2006. If the establishment uses fiscal year, this is acceptable provided previous year annual reports used the same period of reporting.

The nationwide undertaking is confined to the **formal sector** of the economy and as such excludes the *"informal"* sector.

1.2 The CPBI Phases of Activities

Processing of the 2006 Census of Philippine Business and Industry involves manual processing of the census questionnaires and machine processing of the census data utilizing microcomputers.

Manual processing involves field editing of the accomplished CPBI questionnaires upon collection by DOSs/SCOs/statistical staff and hired statistical researchers, and manual editing to be done by the provincial statisticians and DSOs/SCOs following the editing instructions in the Field Operations Manual. Manual Processing also includes bundling of the questionnaires before transmitting it to NSO-ITSD. Verification of the edited questionnaires will be done by the staff of ITSD subject matter divisions.
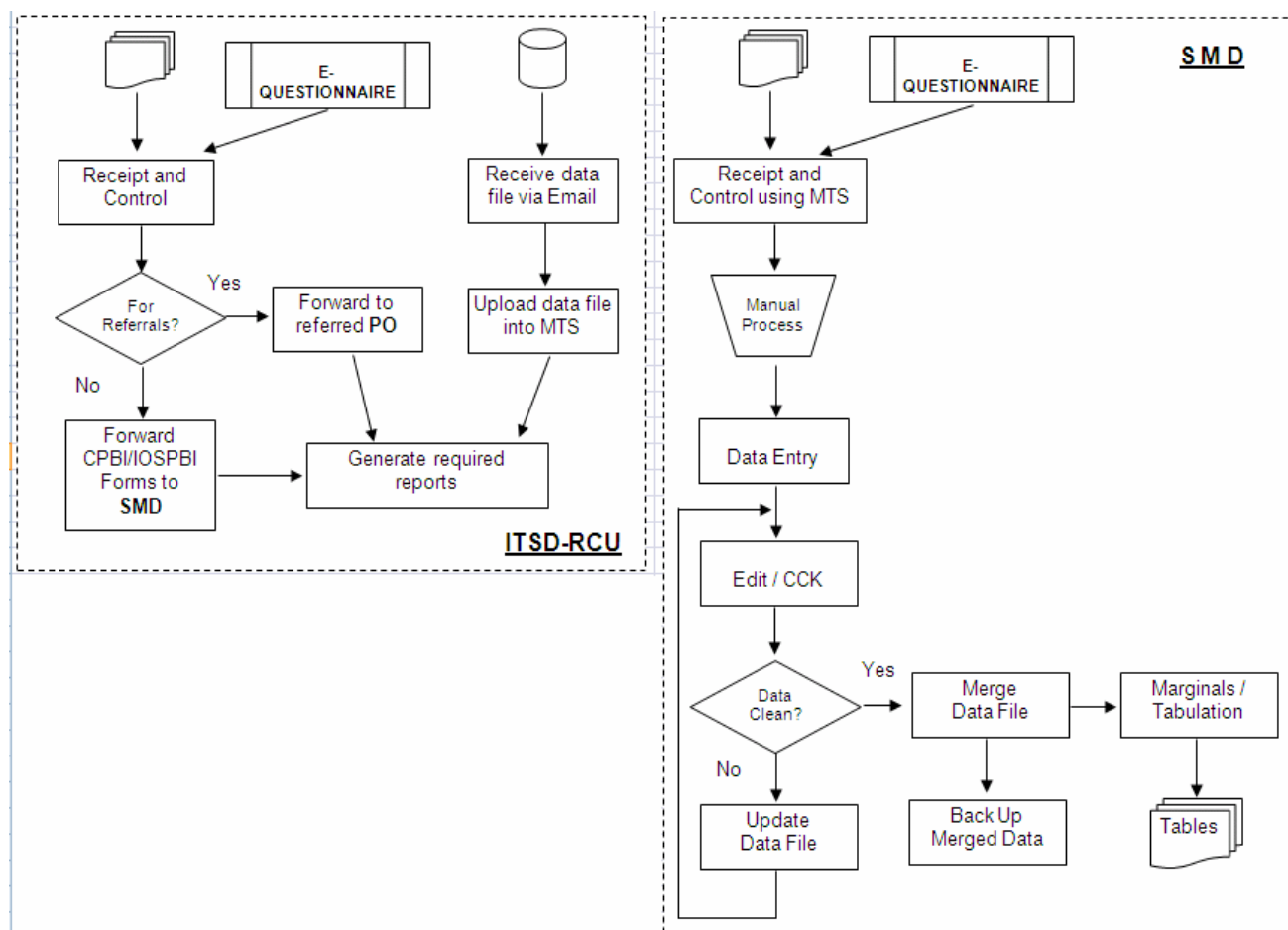
Machine processing includes data entry, validation and encoding of updates, generation of completeness check, summary file report and statistical tables. All phases of the machine processing will be done by the ITSD-SMD statisticians. The ITOD will also be tapped from time to time to help in the data entry process.

This manual is designed to guide the users in the machine processing of questionnaires and census data. It discusses the flow of operation under a centralized processing scheme.
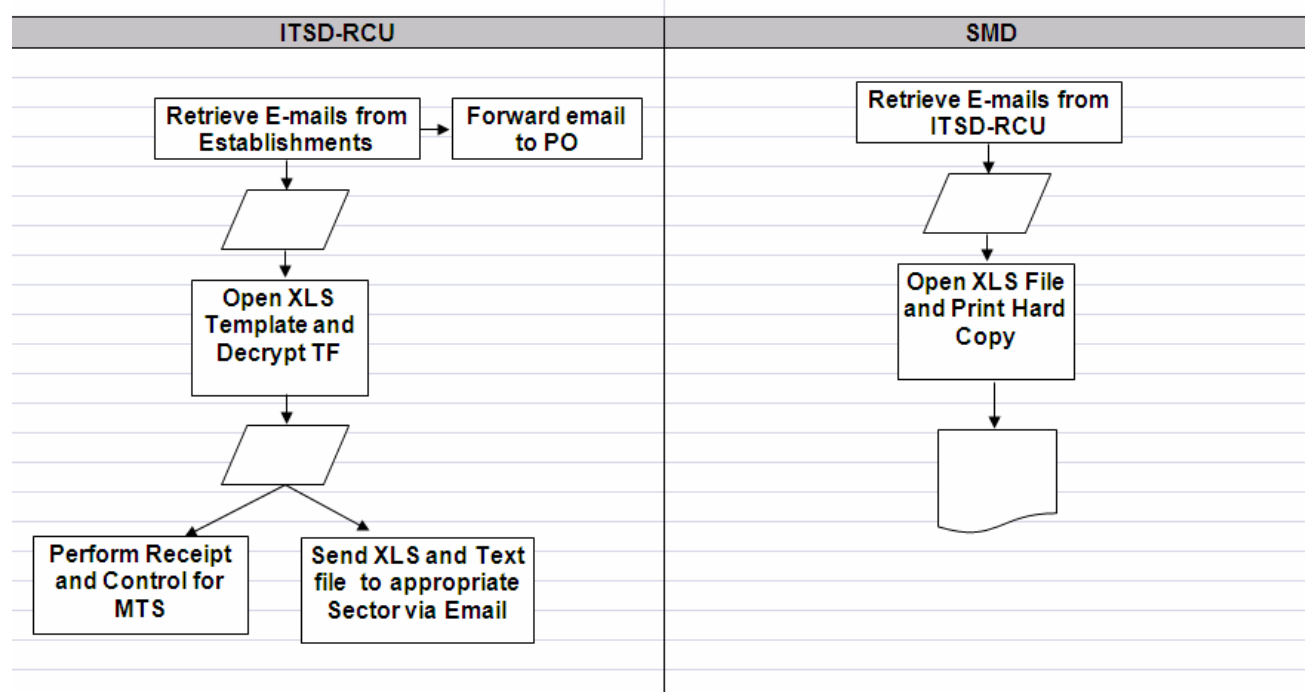
The **2006 Census of Philippine Business and Industry-Integrated Processing System (CPBI-IPS)** system, a customized application, was developed to complete the different phases of the machine processing. The *2006 CPBI- IPS* is a window-based application that can be used for data entry, machine edit and completeness check and generation of all the required statistical tables.

To give you the overall view of the machine-processing phase, figure 1 presents the detailed flow of machine processing using the **CPBI-IPS** system.

Figure 1. Detailed Flow of Machine Processing

Process Flow the CPBI E-Questionnaire

ITSD-RCU	SMD

ITSD-RCU:
- Retrieve E-mails from Establishments → Forward email to PO
- Open XLS Template and Decrypt TF
- Perform Receipt and Control for MTS
- Send XLS and Text file to appropriate Sector via Email

SMD:
- Retrieve E-mails from ITSD-RCU
- Open XLS File and Print Hard Copy

1.3 The CPBI Questionnaire

The 2006 CPBI made used of four types of questionnaires.

Form Type	Sector
CPBI Form 1	Agriculture, Forestry and Fishing
CPBI Form 2	Mining and Quarrying, Manufacturing, Electricity, Gas and Water
CPBI Form 3	Construction
CPBI Form 4	Business and Services

Each type of questionnaire has a cover page that includes a control panel.

1.3.1 The Control Panel

FOR NSO USE ONLY															
FN		QN	QR	ECN											
IND				PROV-MUN		BGY		SZ		LO	EO				

The Control Panel contains the following codes:

- ♦ FN (Folio Number)
- ♦ QN (Questionnaire Number)
- ♦ QR (Quality of Report
- ♦ ECN (Establishment Control Number)
- ♦ IND   (Economic Activity)
- ♦ PROV-MUN (Combined Province and Municipality code)
- ♦ BGY (Barangay Code)
- ♦ SZ   (Employment Size)
- ♦ LO (Legal Organization)
- ♦ EO (Economic Organization)

Except for the folio number all codes in the control panel should be encoded. See to it that the cells in the control panel are filled out before folioing.

1.4 The E-questionnaire

The CPBI e-questionnaire is an electronic copy of the CPBI census form. The file is in excel format and can be accessed using Microsoft Office Excel. Every page in the CPBI form has a corresponding worksheet in the e-questionnaire.

A gray background is use for all page headers, titles, definitions, instructions, etc. The information in the gray background cannot be edited.

The white areas within the gray background are called the **data cells**. This is the area where the information will be keyed-in.

- Make sure that you have thoroughly read all the instructions before you fill-up every data cell in the e-questionnaire.

- Data cells may contain the actual values or codes assigned to possible values.

The entry in this data cell is the actual year when operation started. E.g. 1945, etc.

The entry in this data cell is the code corresponding to value. E.g. **2** for Partnership

- Make sure to fill-up all data cells in a particular sheet before proceeding to the next sheet. To go to the next sheet, simply click on the name of the sheet or click on "*Continue on Next Sheet*" displayed at the bottom of the sheet.

To go to the next sheet, click on the name of the sheet.

- To save the keyed-in information in excel format, simply press **CTRL S**.

- If all the required data has been keyed-in, generate the transmittal file.

To generate the transmittal file, simply click on the button found on the last sheet.

Generate Transmittal File

The generate transmittal file button will create two text files. One text file will contain all the values that were entered in all the data cells. The other text file will contain the **encrypted values** that were entered in all the data cells. The encrypted text file will be the file to be emailed to NSO.

- Email the encrypted file (**prefix with word ENCRYPTED**) to NSO with the following details:

      To: CPBI@census.gov.ph
      From: <your email address>
      Subject: **CPBI Transmittal File**

      <please include in the body of the email>

      Name of Establishment
      Address of Establishment
      ECN

1.5 Batching / Folioing

The questionnaires are bound together to form one folio. Generally, one folio contains 20 questionnaires. For the last folio, it may contain at most 25 questionnaires. To folio or bundle questionnaires the following steps should be undertaken:

♦ Sort questionnaires by sector and by area
♦ Determine the number of folios based on the instructions
♦ Print folio cover
♦ Folio questionnaires
♦ Attach/Paste folio cover for each folio
♦ Fill in the number of questionnaires for each folio on the boxes of the folio cover provided for this purpose

To determine the number of folios for each **sector** and **area**, the following steps should be followed:

Note: Area refers to the province, city or districts in NCR as indicated in the list of area codes in Appendix G, page 110-111.

<u>**Number of folios per sector per area**</u> is computed using this formula:

If total sample >= 20

No. of folios = int(total sample/20)   if mod(total sample/20) < 6   (1)

= int(total sample/20)+1   if mod(total sample/20) >= 6   (2)

otherwise   No. of folios = 1.   (3)

Where: **int** refers to the integer value of the operation while **mod** refers to the remainder.

<u>**Distribution of sample per sector per area:**</u>

(1)   last folio = 20 + mod(total sample/20), others 20
(2)   last folio = mod(total sample/20), others 20
(3)   only folio = total sample

Example:

1.   Sector = A, Area = 01, no. of sample = 63

Folio AL0101 = 20
      AL0102 = 20
      AL0103 = 23

2.   Sector B, Area = 02, no. of sample = 66

Folio BL0201 = 20
         BL0202 = 20
         BL0203 = 20
         BL0204 = 6

The folio cover is generated by the system and the detailed instruction in the generation of this form is found in Chapter 6. An example of the folio cover is found in Appendix O, page 120.

The **folio cover** contains the following information:

☺ Folio label/number	1-digit sector code (alpha) + 2-digit area code + 2-digit sequential folio number
☺ Sector	1 digit alpha and description
☺ Area	2-digit region code, 2-digit province code, province/area name
☺ Folio number	2-digit folio number
☺ Number of questionnaires	2 boxes are provided to write in the number of questionnaires contained in the folio
☺ Machine processing activity	Folioing, data entry, key verification, and modification
☺ Date started	Date when the machine processing activity started
☺ Date finished	Date when the machine processing activity ended/finished
☺ Signature	of the person who performed the data processing activity

1.6   The Data Entry Process

The first step in the machine processing of the questionnaire is Data Entry or the keying/encoding of the entries in the questionnaire. This process also covers the key verification on the data and the updating of mis-keyed and corrected entries. Great care must be given in this processing phase, as the output of this step will determine the quality of output of the 2006 CPBI operation.

The **Data Entry** application program consists of several screens. Each screen has several edits that validate the values as they are entered / encoded. Most of these edits are range

checks but some are consistency checks between items. Extreme care should be exercised to avoid missing or duplicating some records.

Sequence of Keying

For Each Batch/Folio

➢ Key-in the questionnaire for the batch/folio one after another. Starting with the questionnaire on top of the rest. Do likewise for the additional folios, if any. Folio Number is automatically supplied.

For Each Questionnaire

➢ Key-in the entries in the questionnaire page by page proceeding from left to right.

➢ Enter the item codes/value fields on each page from top to bottom.

1.7 General Instruction in Keying

During data entry, CSEntry uses colors to indicate the status of each field.

➢ **White** – The field has not been entered yet. If you see data in this field, this means you have entered this field, but you have gone backward and entered a different value for a previous field which caused the underlying logic to make you skip over the white field. In this case, the white field will be written as blank in the data file.

➢ **Green** – The field has been entered. The field's value, as you see it on the screen, will be written in the data file.

➢ **Yellow** – This color only appears in operator controlled applications. The field has been entered but you have then gone backward. The field's value, as you see it, will be written to the data file.

➢ **Gray** - The field cannot be entered. The application designer has defined it as either "protected" or "mirror".

➢ **Light Gray** - The field is "persistent". It takes its value from the previous case. You can change the value by using the **F7** key.

1.7.1 Skipping of Mandatory Fields

Be guided by the instructions that should be followed during the keying process.

➢ Press Ctrl **"/" Key** to skip any mandatory field which has no corresponding entry in the questionnaire for numeric keypad.

1.7.2 Edit Releases

A blinking message may appear on the screen after a field has been entered. This maybe due to the range checks specified for that field or inconsistency with a value earlier encoded.

In either case, the **Data Entry** process is temporarily halted because the program is waiting for a confirmation or a correction of the erroneous value.

In such instances,

➢   Compare the entry on the questionnaire against the fields on screen.

If what had been entered is really the entry on the questionnaire,

➢   Press **F8**.

Edit Releases must only be made if the entry is exactly the same as the entry on the questionnaire.

Otherwise,

➢   Enter the correct value.

1.7.3 Recognizing Editing Marks

The questionnaires to be keyed have undergone manual editing. Thus, you should be able to recognize different editing marks present in the questionnaire.

1.7.4 Color Hierarchy

Since several persons may have reviewed the questionnaire entries, it is possible to find an entry corrected several times. When the corrections are written using different media, take note of the medium used in writing the correction.

Refer to the following color/medium hierarchy to determine which correction takes precedence over the other.

Color	**Rank**

- **Encircled pencil** (correction made by field worker after re-visit of the establishment   ---   **highest**

- **Red**

- **Black**

- **Blue**

- **Pencil** (original entries)   ---   **lowest**

1.7.5 Keying Interruptions

To minimize duplicates and missing records, Keying interruptions should only be made after a **complete questionnaire has been keyed**. It will be more tedious to insert records of an incompletely keyed questionnaire later.

In the case of an unavoidable interruption, the screen at which the operator is working on should be left as is and the questionnaire page folded diagonally before leaving the workstation.

➢   Save the batch before leaving the workstation.

Before resumption of keying,

➢   Match the details of the record displayed on screen with those on the page.

Note:

When the keying of a questionnaire is interrupted by power failure, voltage fluctuations or brownout, the keyed records are **NOT SAVED**. The whole questionnaire may have to be re-keyed again.

1.7.6 Referrals and Problem Recordings

Consult your Supervisor when you encounter keying problems. **Uniformity** in resolving problems should be observed. The general rule should be: **When in doubt, consult**. Some of the problems you may bring to your supervisor's attention are the following:

    ➢   Keying instructions/procedures not clearly stated or keying cases not in this manual;

    ➢   Geographic identification coding problems;

    ➢   Unreadable entries;

    ➢   Valid entries flagged as erroneous by the program; and

    ➢   Other unexpected program actions.

CHAPTER II – System's Overview

The 2006 Census of Philippine Business and Industry-Integrated Processing System (CPBI-IPS) is a Window-based application system developed primarily to input data gathered from the census. Specifically, the CPBI-IPS is designed to encode the data from the questionnaires, perform checks on the completeness and validity of the questionnaires and consistency of data items and to come up with statistical tables and other outputs related to the census. The system also has the capability to identify errors and inconsistencies in the data not captured during manual processing or errors committed by the encoders during data entry.

Reports on data entry operator's performance, progress of data processing and status of completeness are also generated by the system as well as forms that can be used by the receipt and control clerk such as Folio Cover, Receipt and Control Form and Sample Establishment Control Form.

2.1 System Input and Outputs

The source document of CPBI Integrated Processing System is the 2006 CPBI questionnaires (CPBI Form 1, CPBI Form 2, CPBI Form 3 and CPBI Form 4). Expected to be generated from the processing system are statistical tables, publications, public use files (PUF) and other control forms.

2.2 System Requirements

To run the system, the minimum system requirements should be:

- ♦ Pentium Processor
- ♦ 64MB of RAM for acceptable performance
- ♦ SVGA monitor
- ♦ Mouse & Keyboard
- ♦ At least 1GB of Free Hard Drive Space
- ♦ Microsoft Windows XP

2.3 Installing the 2006 CPBI-IPS System

The system comes with an installation CD. To install the system, follow the procedures stated below:

♦ Mount the installation CD in the CD-ROM drive. Browse the content of the CD using Windows Explorer

♦ Double click on

SetUp.exe

The system then displays the following screen:
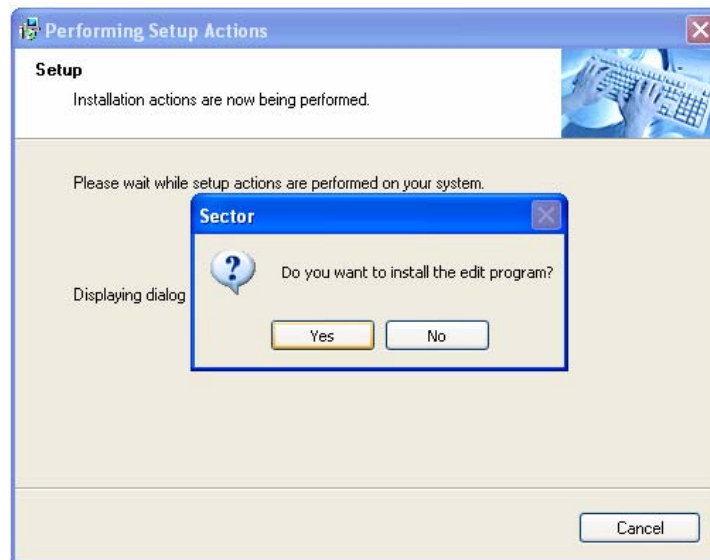
♦ Click on the *"Yes"* button to install the edit programs. The system then asks for the type of questionnaire you will be using. Click *"Yes"* button on the appropriate type of Form.

♦ Follow the setup wizard and fill up the necessary information that the system requires.

♦ After you supply the needed information, the system display the status of the installation as shown below:
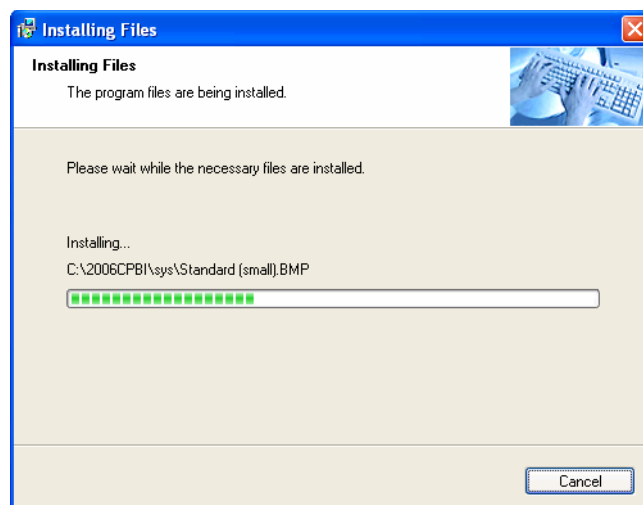
2.4 The 2006 CPBI-IPS Modules

The 2006 CPBI-IPS system has eight Main Modules, namely:

- ◆ Data Entry
- ◆ Validate Data
- ◆ Generate Reports
- ◆ Generate Forms
- ◆ Generate Tables
- ◆ Utilities
- ◆ ISIC Rev 4
- ◆ Create Data

2.4.1 Data Entry Module

This Module enables the user to enter the data from the different type of questionnaires. The system automatically uses the correct data entry screens for a particular sector.

2.4.2 Validate Data Module

This module has the following options: Check Completeness, and for Consistency of entries and Invalid Values

Checking Completeness Option

This option will generate the completeness check listing for editing, viewing and or printing. The list contains the sample establishments in a specified area and industry domain, its characteristics and status. The Check for Completeness option is the second validation process done after the Check for Consistency of Entries and Invalid Values Option.

Checking for Consistency of Entries and Invalid Values Option

This option is being run to check on the validity of entries/values encoded. In this process the keyed entries/values will be matched against the batch/folio for modification.

2.4.3 Generate Reports Module

This module has the following options: Daily Productivity Report, DE Operator Productivity Report, Status of Completion Report (by Sector), Status of Completion Report (by Area)

Daily Productivity Report Option

This report is being generated to display the number of folios encoded and the total number of questionnaires entered by each operator daily.

Data Entry Operator Productivity Report Option

This option is being generated to display the Keyer's output submitted daily with corresponding number of folio/s and questionnaire/s encoded.

Status of Completion Report (by Sector) Option

This option is being generated to display the status of completion report of data encoding by Sector and to monitor the expected and actual number of folios and questionnaires encoded for each Sector and Province.

Status of Completion Report (by Area) Option

This option is being generated to display the status of completion report of data encoding and to monitor the expected and actual number of folios and questionnaires encoded for each Province and Sector.

2.4.4 Generate Forms Module

This module generates the following reports: Receipt and Control Form, Sample Establishment Control Form and Folio Cover.

Receipt and Control Form Option

This option generates a blank Receipt & Control Form for the use of the Receipt & Control Clerk in recording the status of folioing, data entry, key verification and modification for machine processing.

Sample Establishment Control Form

This option generates a partly filled-up Sample Establishment Control Form for the use of R & C Clerk in keeping track of the questionnaires. This is used in recording the folio number and the questionnaire number of each of the Sample Establishment.

Folio Cover Option

This option generates a blank Folio Cover to be used as cover for each folio which indicates the assigned folio number and other information needed for recording purposes and machine processing.

2.4.5 The Utilities Module

This module has the following options: Configuration, Users Reference File, Folio Reference File, Establishment Allocation Reference File, Sample Establishment Reference File and Back-up.

Configuration Option

This option will enable you to set the following:

- ♦ Region
- ♦ Area
- ♦ Data Path – Path where the data is located
- ♦ Output Path – Path where listings and reports can be found
- ♦ Back-up Path - Path where back-up of data files, Folio Reference file and CCK listing (CPBI-IPS Report 5) is located

User Reference File Option

This option will be used to View, Add, Edit, or Delete the list of authorized 2006 CPBI-IPS system users.

Folio Reference File Option

This option displays the list of assigned folios for viewing, adding, editing or deleting.

Establishments Allocation Reference File Option

This option will enable you to view the distribution of establishments allocated by Sector and Province.

Sample Establishments Reference File

This option displays the list of sample establishments and their corresponding IDs.

Back-up

This option will enable you to back-up data files, folio reference file and CCK listing (CPBI-IPS Report 5).

2.4.6 Help

This module has two options: Editing Guide and About CPBI-IPS.

Editing Guide

This options displays the list of error messages and corresponding actions to be taken. This serves as a guide during machine validation. This can be found in Appendix A pages 80 to 101 of this manual.   .

About CPBI-IPS

If you have inquiries about CPBI-IPS, this option displays the phone numbers and email addresses of the persons to contact for any technical problem that may occur.

CHAPTER III- Running the System

3.1 Running the 2006 CPBI Integrated Processing System

The first thing to do is to start the system,

➤   Double Click on
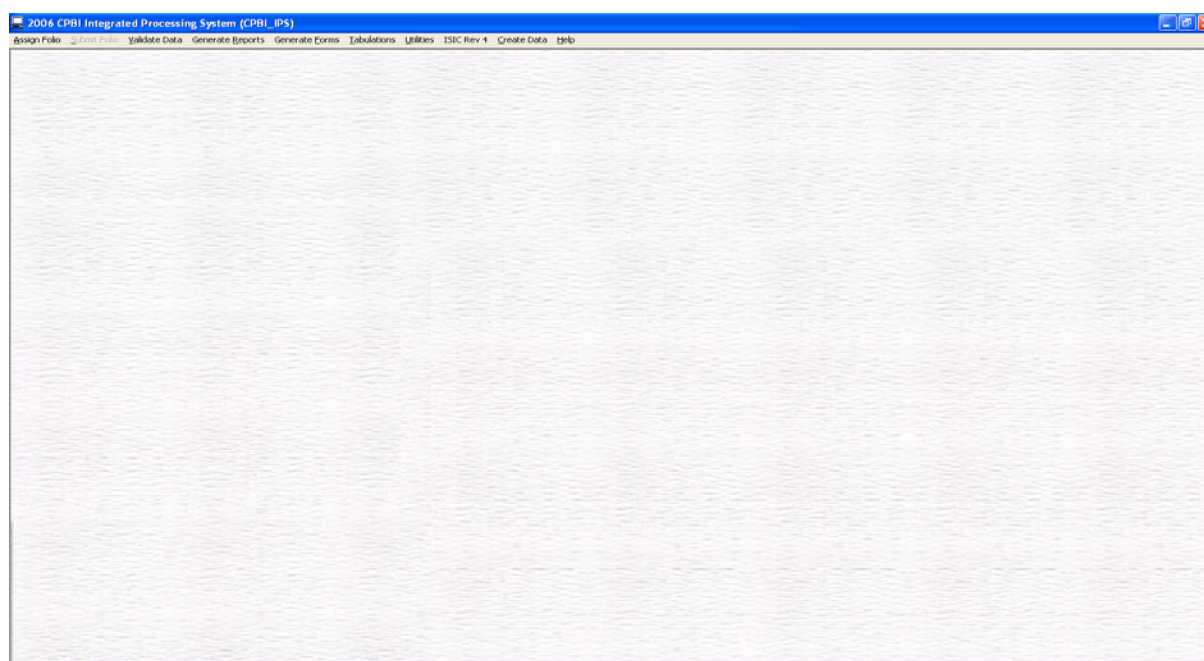
The system then displays the welcome screen shown as follows:

The system will prompt you to supply the **User Name** and **Password**.

➢ Type the **User Name** and **Password**, then, click the **OK** button.
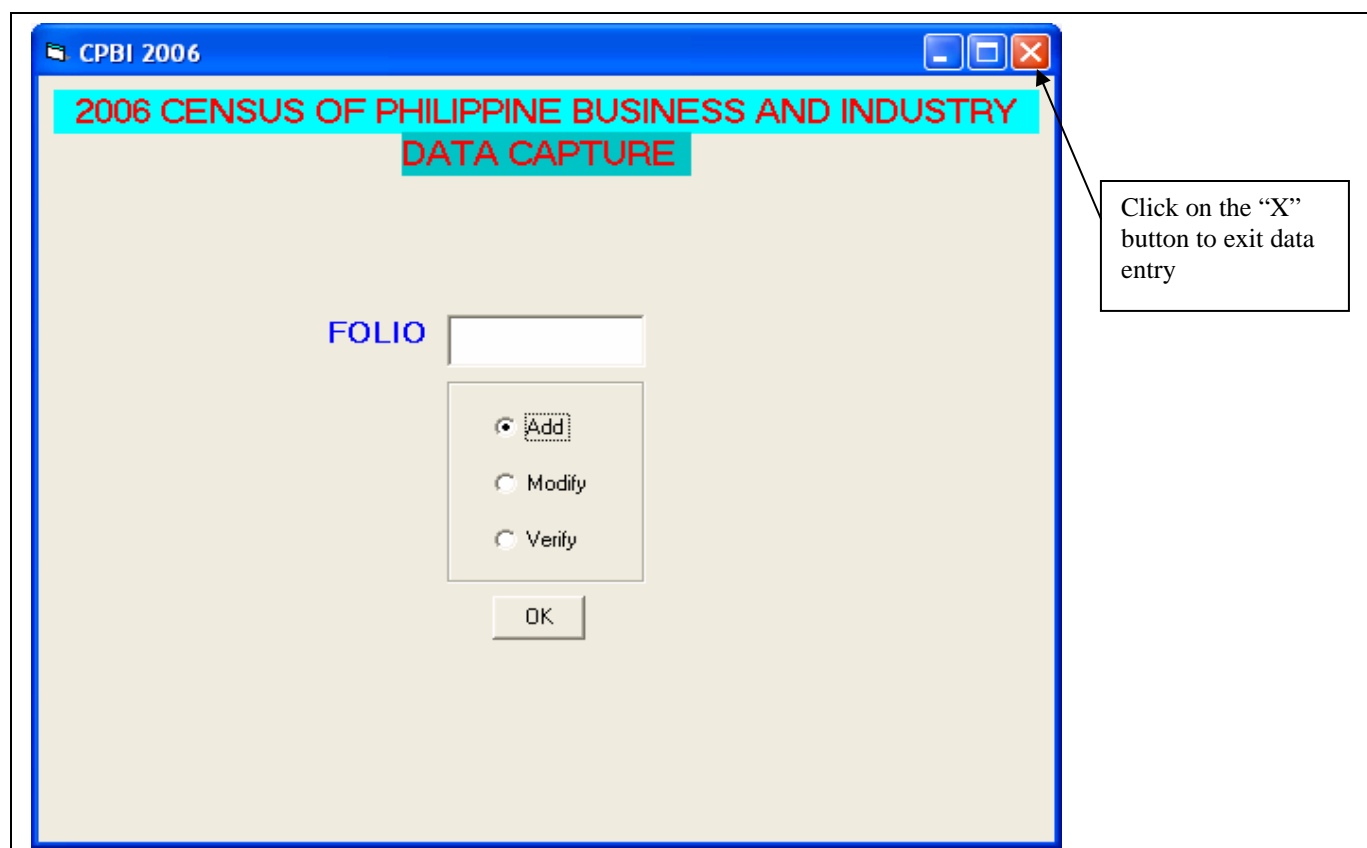
The **Main Menu** screen will now be displayed

3.2 The Data Entry Options

This menu option allows for encoding of the different CPBI forms. It also allows verifying or modifying of previously entered data.

Once you select the data entry option, the system displays the following window:

Click on the "X" button to exit data entry

Supply the folio / filename using the following naming convention:

SCppff   *where*   **S**   sector
                                  C   class (L for large, S for small)
                                  pp   province code
                                  ff   folio number (sequencial)

3.2.1 Modes of Operation

The different modes of operation that the system allows are as follows:

Add case – This mode allows the keying of new records in the questionnaire(s).

Modify case – This mode allows insertion or deletion.

Verify case – This mode allows re-entering of records originally keyed in the Add mode. The re-entered values are compared with the original values. If the two values differ, a mismatch is flagged. Compare the value then correct the erroneous entry/ies, if any.

Mark the desired mode then click the "Ok" button to start the session.

3.2.2 The Add Case Option

The system will automatically show the first form in the application when you begin adding a case. The cursor will appear in the first field on the form, ready for you to enter data. You may be required to press the Enter Key when you have finished keying data for a field, depending on your application. Otherwise, the cursor will automatically move to the next field once the current field is filled in. In any case, you can press Enter to move to the next field if the current field is not filled in. This application has been designed with skip logic.

The Screens

Be guided by the instructions that should be followed during the keying process. There are entries which are automatically prefixed with zeros.

- **The Questionnaire Cover**

  ➢ Key-in the necessary entries needed to fill-in the Identification and Other Information on screen.

Note: The **Folio Number** is automatically displayed on the screen.

Every page in a particular questionnaire has a corresponding data entry screen. You may use the navigation keys (arrow keys) to go from one screen to another. Refer to the online documentation of CSPro for the full functionality of the data entry program.

The confirmation message below will be displayed after each questionnaire is keyed.
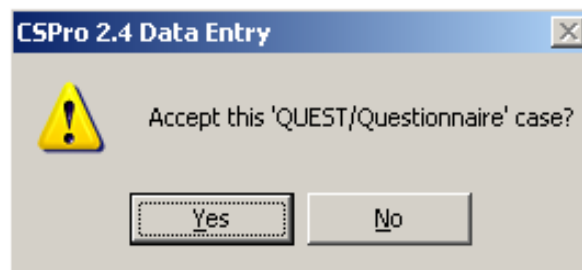
➢ Click on the **Yes** button to confirm, otherwise click **No**.

To stop the "Add" mode, simply click on the stop button ■ or press Ctrl_S. To exit the data entry program, simple press Alt_F4. The system then brings you back to the main interface.

3.2.3 The Verify Case Option

When this option is marked, verification of keyed-in or encoded data is to be done. It allows re-entering of records originally keyed in the Add mode. The re-entered values are compared with the original values. This process will ensure a high rate of accuracy.

The procedures and screens are the same that of the Add mode.

3.2.4 The Modify Case Option

The **Modify** mode is used to correct, delete or insert record(s) and questionnaire(s) in a particular folio / file. This process is usually done during the editing phase.

- **How to Change Entry/ies**

  ➢ Select the appropriate **Folio, Questionnaire**, or **Record Screen** that needs changes.

  ➢ Position the cursor to the field to be changed by pressing the **Enter Key** as many times as needed to reach the desired field.

  ➢ Enter the new value for the field.

  ➢ Enter the corrections on the screen.

  ➢ Press the **Enter Key** as many times as needed to reach the end of the screen or record.

- **How to Insert Record/s**

  ➢ Display the record adjacent to the record(s) or questionnaire(s) to be inserted.

  ➢ Press **F3** to insert the new record before the current one or **Ctrl + F3** to insert after the current record.

  ➢ Press **F5** to select the record type.

  ➢ Fill-up the new record.

> ➢ Repeat the process until all records to be inserted at this location are created.

- **How to Delete Record/s or Questionnaire/s**

    ➢ Select the appropriate questionnaire or record screen.

    ➢ Press **F4**.

    ➢ Reply **Yes** to the confirmation prompt.

- **Ending a Folio**

    ➢ Press the **Esc Key** to end the work on the current folio or **F12/Ctrl F12** to end the Add Case option. The program will prompt the user to enter the Folio Number of a new folio or press the **Esc Key** to exit from the system or enter the Folio Number of the folio that needs to be updated.

CHAPTER IV- Validate Module

4.1 The Machine Edit Cycle

Upon completing the data entry step for a folio, the data can now be subjected to a detailed validation process. Note that you should not run the machine validation for *folios/batches* that has not yet been verified. The machine edit, which is the first validation step, checks the individual records and data fields for

- ➢ range errors
- ➢ invalid record types
- ➢ missing item codes
- ➢ inconsistencies of a data item with other data items within a record, and
- ➢ missing records.

The machine field edit process follows a cycle. The initial step of the cycle is to subject a verified batch to the machine edit program. The run generates a reject listing called the error listing.

The error listing should be verified against the questionnaire entries and necessary corrections posted on the printout. The corrections are made on the data file as well as in the questionnaires, if needed. After modification, the data files are once again

subjected to another pass of the edit program. This run-verify-update cycle should stop only when there are no more errors in the listing or when the errors left are acceptable ones.

Machine edit is done after the verification of a batch file. This program is run again after all the batches for a particular province has been completely keyed-in.

4.2 Running the Check for Consistency of Entries and Invalid Values Option

This option is being run to check on the validity of entries/values entered. In this process the keyed entries/values will be matched against the batch/folio for modification.

Note that only the green folder icons will be displayed on the right pane of the screen indicating that only those folios for modification can be checked for consistency of entries and invalid values.

The screen displays the keyed entries/values which will be matched against the batch/folio for modification.

Note:

Correction or editing of entries can be done simultaneously in this module by minimizing the screen and open the batch. In this process, you can check on the entries and can immediately correct them.

To run this module, Select and click the Validate Data Module from the Main Menu.

Validate Data	Generate Reports	Generate Forms	Utilitie
Check for Consistency of Entries and Invalid Values			
Check for Completeness			

➢ Click **Check Inconsistencies of Entries and Invalid Values** option.

| Validate Data	Generate Reports	Generate Forms	Utilitie
Check for Consistency of Entries and Invalid Values			
Check for Completeness			

➢ The screen below will be displayed. Then, select/choose a sector for validation.
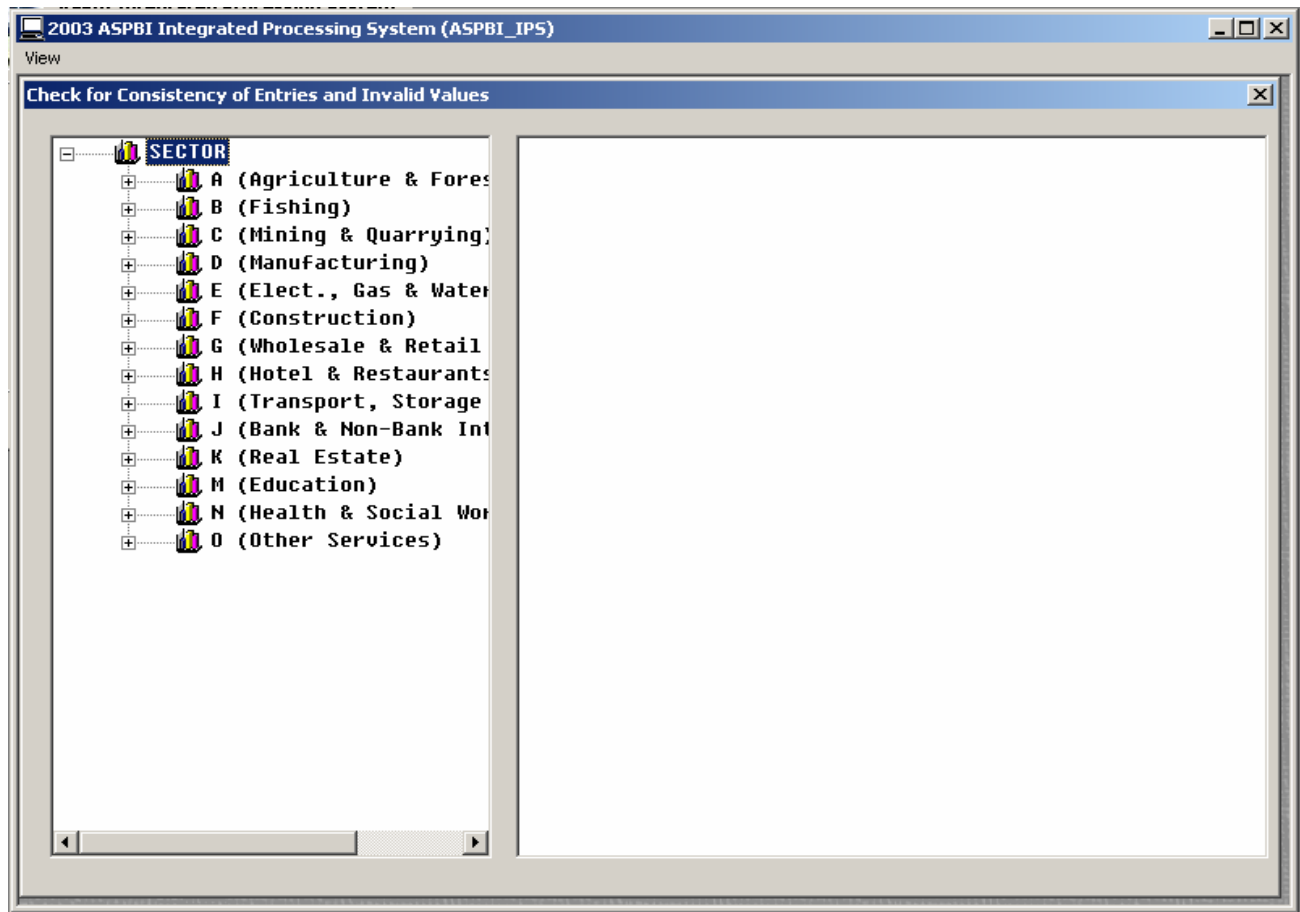
➢ After selecting a sector, click the plus (**+)** sign to display the area. Or,
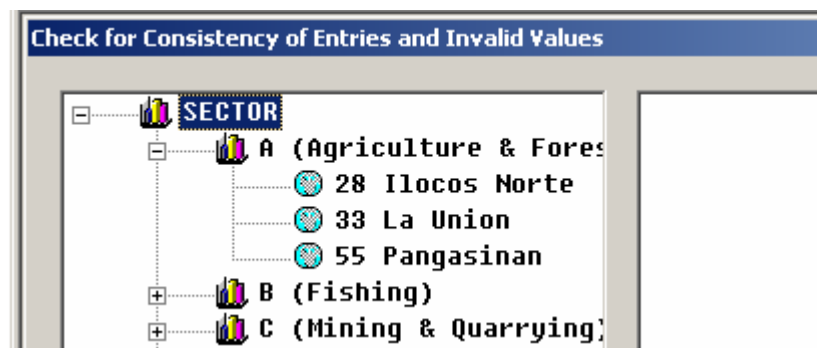
➢ if you click the **sector** all folios **(green folder icons)** for validation will be displayed.
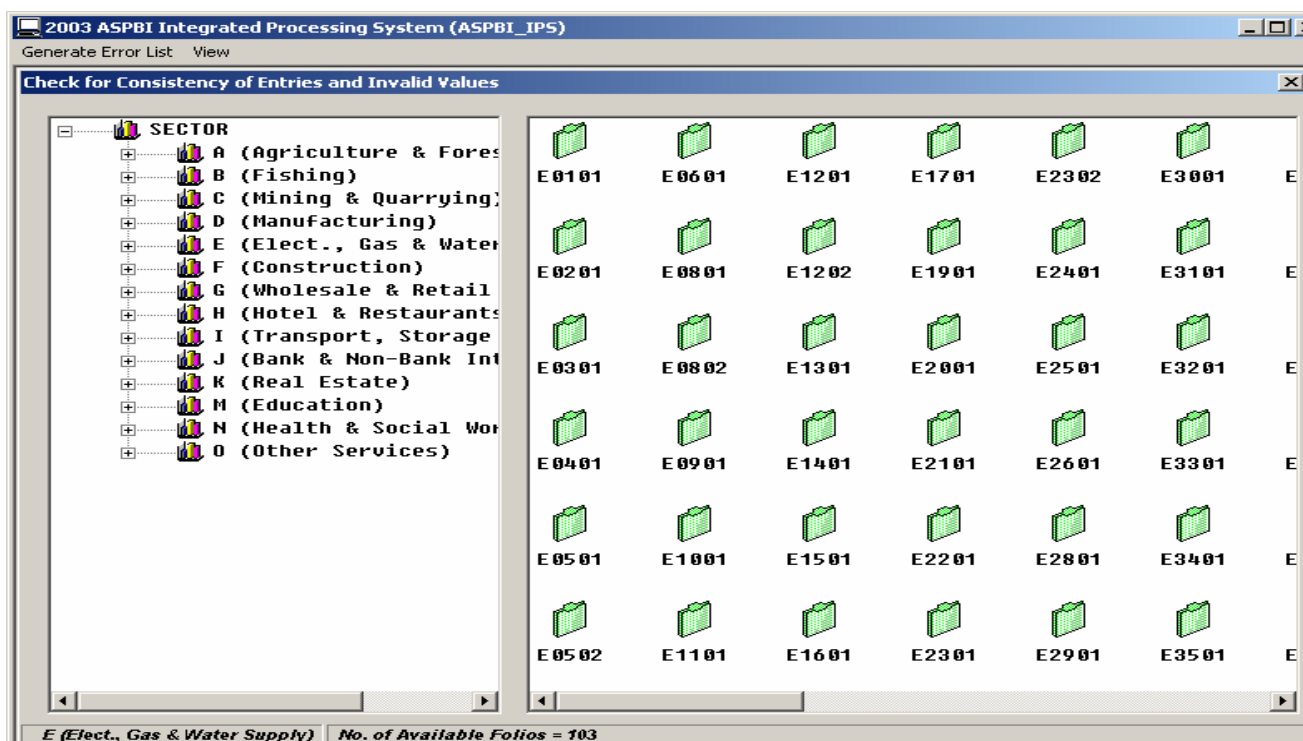
Validation can be done in two ways, you can validate one folio alone or two or more folios.

➢ Click the folder icon or batch you want to validate. *Note also that you can choose a folio/s or batch/es to validate. A folio or batch closes once the icon is selected. Clean data file/s can be excluded in the validation.*

To validate all batches or green folder icons, Click the **first folder icon and press the Shift key** then **Click the last folder icon.** This will automatically close the icons ready for validation.

➢ Click **Generate Error List** sub menu. The screen that will appear first is shown below.

To view **the Error Listing,** close the above screen and the Error Listing now will be displayed.

*Note: You can correct the error listing on screen by simply **minimizing the screen** and **open the batch** or you can reflect corrections on the print out. You can print the reject listing through laser printer or dot matrix printer.*

4.3 How to Verify and Update Reject Listing

1. Use **Red Ballpen** in verification

2. Verify encoded data with the entries in the questionnaire

3. If there are inconsistencies between the encoded data and data in the questionnaire, ensure that the editing procedures were adopted or followed.

4. If there are changes, write on the space nearest the item to be corrected, the updated value or figure in the reject listing. This will be the guide of the encoder in reflecting corrections in the data files.

5. To correct erroneous entry, line out and write the correction above it or the space nearest. Do not overwrite.

6. See the following codes to indicate any correction/action taken during verification

     D – Delete record/line number

     C – Correct/insert a record or line number

     A - Accept

   Note: If there are changes, ensure that such changes are reflected in the data files and in the questionnaire/s.

7. See Appendix A for a complete list of error messages and the corresponding action to be taken for easy reference.

4.4 Modification of Data

After verification of errors and the corresponding corrections are made in the error list, the data can now be subjected to modification. To reflect the updates in the appropriate folios / file, go to "Data Entry" option, supply the folio and select Modify mode.

4.5 The Completeness Check

The Completeness Check compares the responding samples with that of the Sample Establishment Reference File. In this process, establishments which are not responding, not in the list of sample as well as unmatched ID are also detected.

The **Check for Completeness** cycle starts upon completion of the **Data Entry** operations for the province. The listing generated by the run is verified and the data files are updated. The data will be subjected to several passes until the data for the province

is *"cleaned"* (or there are no more errors detected by the **Check for Completeness** program).

After all provinces for a region have been declared *"clean"*, a regional run of the program consisting of all the provinces is also to be done.

4.6 Running the Check for Completeness Option

∫ Select and click the **Validate Data Module** from the **Main Menu**

∫ Click the **Completeness Check** from the option window

∫ Wait. It takes time to process the completeness check if there are large samples in the province.

4.7 The Print-out Format

The screen now displays the Completeness Check Listing Report for verification.

The **Completeness Check Listing** contains the list of establishments and their geographic ID, ECN, Folio and Questionnaire Numbers, PSIC, Size, LO and EO.

Error messages are written in the remarks portion of the listing. Error messages that could be possibly displayed are **No response, Not in the List of Samples** and **Verify ID.** A list of these error messages and the actions to be taken for each error messages is found on Appendix B.

CHAPTER V - Generate Reports Module

Generate Reports Module

To run this module,

➢ Click **Generate Reports** from the **Main Menu**.

The screen displays the following options for selection.

> *Reminder:*
> *Run the **Utilities** first particularly the **Configuration** Option and the **Sample Establishment Reference Files** before generating reports to refresh the data files.*

5.1 CPBI-IPS Report 1 - Daily Productivity Report Option

At the **Generate Reports** module options,

➢ Click **Daily Productivity Report.**

The screen below will be displayed where you can view the daily output of the keyer by number of folios and questionnaires keyed-in.

You can view the succeeding reports by clicking the **page indicator** located at the bottom left portion of the screen.

5.2 CPBI-IPS Report 2 - Keyer Productivity Report Option

At the **Generate Reports** module options,

> ➤ Click **Keyer Productivity Report.**

All the number of submitted folios of the Keyer will be displayed with corresponding assigned folios, date submitted and the total number of questionnaires for each folio.

You can view the succeeding reports by clicking the **page indicator** located at the bottom left portion of the screen.

5.3 CPBI-IPS Report 3 - Status of Completion Report by Sector Option

At the **Generate Reports** Module options,

➢ Click **Status of Completion Report by Sector**.

The sample screen below will be displayed where the expected and actual folios and questionnaires of each province/area can be viewed by **Sector**.

Status of Completion Report (By Sector)

Zoom 100%

2003 Annual Survey of Philippine Business and Industry
ASPBI-IPS Report 3

NSO

Status of Completion Report (By Sector)
As of Tuesday, April 27, 2004

[C] Mining & Quarrying	No. of Folios Expected | Actual	No. of Questionnaires Expected | Actual
01 91 NCR I	1	1
Sub Total	1	1

[D] Manufacturing	No. of Folios Expected | Actual	No. of Questionnaires Expected | Actual
01 91 NCR I	4	82
Sub Total	4	82

Pages: 2
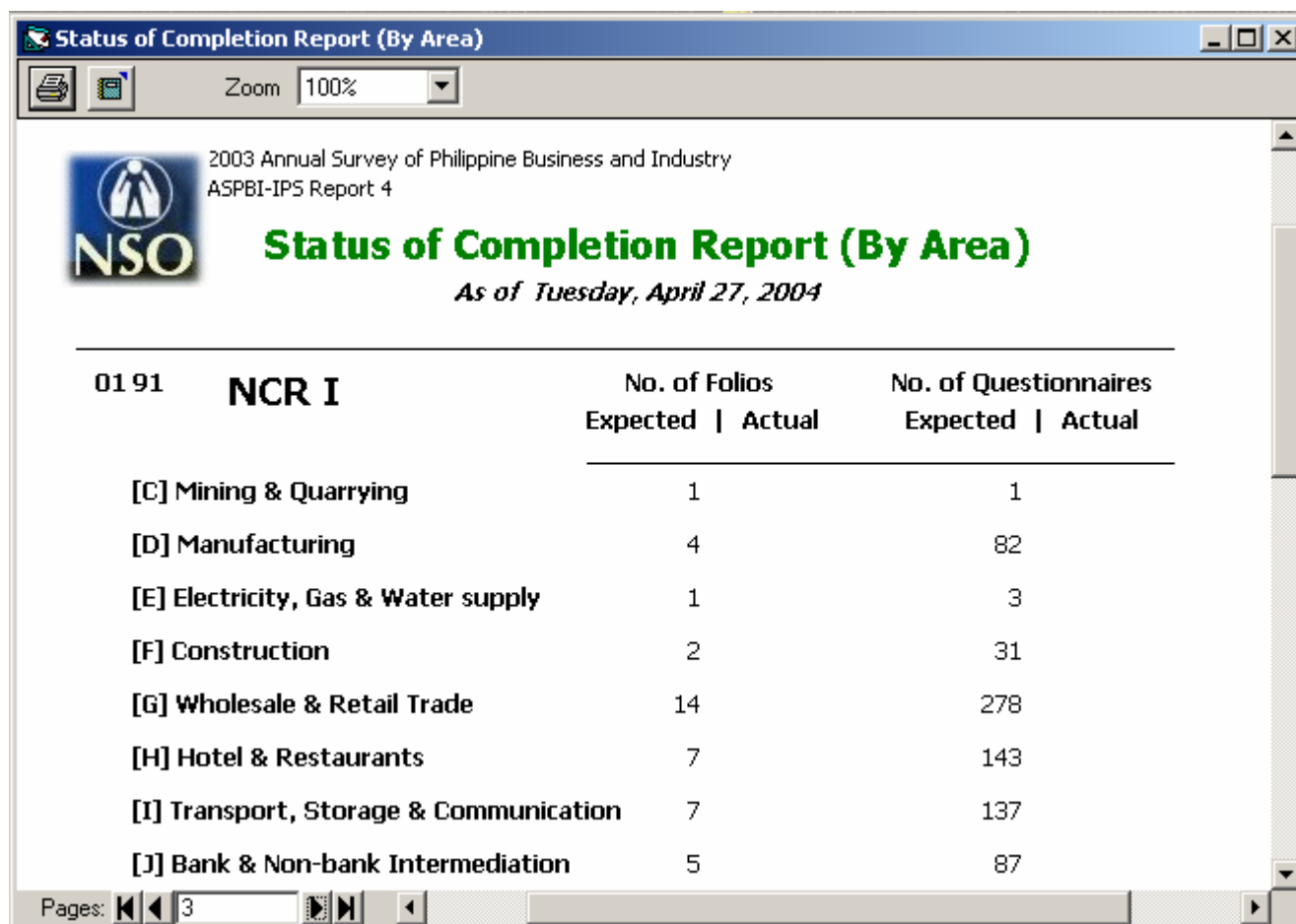
You can view the succeeding reports by clicking the **page indicator** located at the bottom left portion of the screen.

5.4   CPBI-IPS Report 4 - Status of Completion Report by Area Option

At the **Generate Reports** Module options,

➢   Click **Status of Completion Report by Area**.

The sample screen below will be displayed where the expected and actual folios and questionnaires can be viewed by **Area**.

Status of Completion Report (By Area)

Zoom 100%

2003 Annual Survey of Philippine Business and Industry
ASPBI-IPS Report 4

Status of Completion Report (By Area)
As of Tuesday, April 27, 2004

01 91 **NCR I**	No. of Folios Expected | Actual	No. of Questionnaires Expected | Actual
[C] Mining & Quarrying	1	1
[D] Manufacturing	4	82
[E] Electricity, Gas & Water supply	1	3
[F] Construction	2	31
[G] Wholesale & Retail Trade	14	278
[H] Hotel & Restaurants	7	143
[I] Transport, Storage & Communication	7	137
[J] Bank & Non-bank Intermediation	5	87

Pages: 3

You can also view the succeeding reports by clicking the **page indicator** located at the bottom left portion of the screen.

CHAPTER VI – Generate Forms Module

Generate Forms Module

To run this module,

> Click **Generate Forms** from the **Main Menu**.

The screen displays the following options for selection.

> Receipt and Control Form
> Sample Establishment Control Form
> Folio Cover

Reminder:
 *Run the **Utilities** first particularly the **Configuration** Option and the **Sample Establishment Reference Files** before generating forms to refresh the data files.*

6.1 CPBI-IPS Form 1 - Receipt and Control Form Option

At the **Generate Forms** module options,

> Click **Receipt and Control Form**.

A blank **Receipt and Control Form** for Machine Processing will be displayed for printing to be used by the Receipt and Control Clerk.

Receipt and Control Form — □ X

🖨 🖳   Zoom 75% ▼

ASPBI-IPS Form 1

2003 Annual Survey of Philippine Business and Industry

Receipt and Control Form for Machine Processing

FOLIO	FOLIOING			DATA ENTRY			KEY VERIFICATION			MODIFICATION		
	DATE FOLIOED	NO. OF QUEST.	SIGNA-TURE	DATE RECEIVED	DATE RETURNED	SIGNA-TURE	DATE RECEIVED	DATE RETURNED	SIGNA-TURE	DATE RECEIVED	DATE RETURNED	SIGNA-TURE
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)
91	NCR I											
C9101												
D9101												
D9102												
D9103												
D9104												
E9101												
F9101												
F9102												

Pages: �▮◀ 1 ▶▮▶ ◀

Note: Click the **page indicator** located at the bottom left portion of the screen if you want to view the succeeding pages.

All the columns except Column 1 are to be filled-in:

Column 1 – represents the pre-printed folio number
Column 2 – date when the questionnaires are folioed
Column 3 – the number of questionnaires folioed
Column 4 – the signature of the person who did the folioing
Column 5 – the date when the folio is received by the encoder for data entry
Column 6 – the date when the folio is returned by the encoder after the data entry
Column 7 – the signature of the encoder/keyer
Column 8 - the date when the folio is received for key verification by the key verifier
Column 9 – the date when the folio is returned by the key verifier after key verification
Column 10- the signature of the key verifier
Column 11 – the date when the folio is received by the one who will perform the modification
Column 12 – the date when the folio is returned to the receipt and control clerk
Column 13 – the signature of the person who did the modification

6.2 CPBI-IPS Form 2 - Sample Establishment Control Form Option

At the **Generate Forms** module options,

➢ Click **Sample Establishment Control Form**.

A **Sample Establishment Control Form** for Machine Processing will be displayed for printing. This will be used by the Receipt and Control Clerk to record the folio number and the questionnaire number of establishments. This is used in keeping track of the questionnaires.

In case of establishments not in the list of samples, allot some space for it.


```
Sample Establishment Control Form                                    _ □ ×

  🖨  🗗         Zoom  100%   ▼
```

ASPBI-IPS Form 2

2003 Annual Survey of Philippine Business and Industry

Sample Establishment Control Form

GEO-ID	ECN	ESTABLISHMENT NAME	PSIC	FOLIO	QN	REMARKS
16 02	AGUSAN DEL NORTE					
02 06 008	020600021299C4	APPLICADOR REYNALDO	C1132			
02 06 006	020600008396D5	ARANETA RENATO LIMESTONE QUARRYING	C1132			
02 06 006	020600013899C2	BIOL LIMESTONE QUARRYING	C1132			
02 04 001	020400001096C8	CAHAGAYAN MINERAL RESOURCES CORPORATION	C1191			
02 06 006	020600014199C9	CORDOVA LILIA LIMESTONE QUARRYING	C1132			
02 06 008	020600020799C9	DEJOLDE LIMESTONE POWDER PROPRIETOR	C1132			
02 06 008	020600021000C6	DEL DIYA ELDIDIO LIME	C1132			

```
Pages: |◄ ◄ 1        ► ►|      ◄                                    ►
```

Note: Click the **page indicator** located at the bottom left portion of the screen if you want to view the succeeding pages.

6.3 CPBI-IPS Form 3 - Folio Cover Option

At the **Generate Forms** module options,

➢ Click **Folio Cover**.

A blank Folio Cover will be displayed for printing. This will be used as cover for each folio to indicate the assigned folio number and other information needed for recording purposes and machine processing.

Note: Click the **page indicator** located at the bottom left portion of the screen if you want to view the succeeding pages.

CHAPTER VII – Tabulation Module

This module allows the user to perform two processes in order to produce the required statistical tables.

7.1   Adjust Weight

This option displays the weight reference file for a particular sector. It allows the user to modify the Big N (Total Establishments) and Small N (Total Samples). It also allows computation of the actual total samples based on the data files and generation of weights. This process **should be done first** before generation of the tables.

Weight Reference file for ALL Establishment!

reg	area	sizegrp	geodom	psic	N	n	N / n	n'	N / n'
01		01		J01000	36	9	4	0	0
01		01		J02000	33	8	4.125	0	0
01		01		J03000	60	15	4	0	0
01		01		J04000	227	57	3.982456	0	0
01		01		J05000	10	3	3.333333	0	0
01		01		J06000	82	21	3.904762	0	0
01		01		J09000	3	3	1	0	0
01		01		J10000	1	1	1	0	0
01		01		J11000	1	1	1	0	0
01		01		J12000	1	1	1	0	0
01		2		J01000	33	8	4.125	0	0
01		2		J02000	8	3	2.666667	0	0
01		2		J03000	14	4	3.5	0	0
01		2		J05000	2	2	1	0	0
01		2		J06000	27	7	3.857143	0	0
01	ILOCOS NORTE	3	2800	J66983	1	1	1	0	0
01	LA UNION	3	3300	J65941	5	5	1	0	0
01	LA UNION	3	3300	J66110	1	1	1	0	0
01	PANGASINAN	3	5500	J65941	5	5	1	0	0

Size Group
- All Size Group
- Small Establishments
- Large Establishments

Compute n Prime
- Compute Number of Responding Establishments

Update Weights
- Generate New Weights

- Print Out
- Exit

To Update the **N** and **n**, simply click on the desired cell. Once the cell is highlighted you may enter the new value. Press the *"enter"* key afterwards to save the updates.

Buttons:

- ♦ **All Size Group**   This button displays all the establishments
- ♦ **Small Establishments**   This button displays establishments with ATE size 0-2
- ♦ **Large Establishments**   This button displays establishments with ATE size 3-9

- ♦ **Compute Number of**   This button computes for the N prime (actual
  Responding Establishments   total samples) based on the data files

♦ *Generate New Weights*   This button computes the weights for **N/n** and **N/n'**.

♦ *Print Out*   This button generates a print out for the computed weights

♦ *Exit*   This button returns control on the main menu.

7.2   Run Tables

This option generates all the required statistical tables for a particular sector.

The five parameters that you need to set before generating the tables are as follows:

Tally Files   - this controls which folios/files will be included in the tabulation.

        All Data Files – will tally all folios/files found in the data path
        Selected Files – will tally only the files the user specified. You may use wildcards (***** and **?**) in specifying the folios/files.

For Example:

DL0101	- to tally folio DL0101
D?0101	- to tally folios of sector D; both large and small; with province 01 and folio 01
DS*.	- to tally all folios of sector D; small establishments only.

ATE Size - this controls which establishments are to be included in the tabulation.

All Sizes - all establishments regardless of ATE size.
ATE < 20 - establishments with ATE code 0 – 2
ATE >= 20 - establishments with ATE code 3 - 9

Weight - this controls if the user wants to generated a weighted tables or not and what specific weights will be used.

N / n - weights will be Total Establishments / Sample Establishments
N / n' - weights will be Total Establishments / **n** prime
Unweighted - no weights will be applied in the table

Stub Header - this indicates if the table to be generated will be National or Regional and up to what digit of the Industry code.

National - tables will be by Philippines and PSIC
Regional - tables will be by Regional and PSIC

2 PSIC - up to 2 digit PSIC
3 PSIC - up to 3 digit PSIC
4 PSIC - up to 4 digit PSIC
5 PSIC - up to 5 digit PSIC

Imputation - this will allow you to generate tables using the final data files including the imputed data file created using the "CREATE DATA" Module discussed in Chapter 10. To use the imputed data, simple put a check on the **"Use Imputed ECNs"**.

CHAPTER VIII – Utilities Module

The **Utilities Module** is a compilation of sub-modules that the system uses in maintaining the different system reference files.

8.1 Configuration Option

In selecting this option, the screen displays the current setting of the following: **Region, Sector, Area, Data Path, Output Path and Back-up Path.**

➢ Place the cursor to where editing is needed, then, overwrite the default entry.

> ➤ Click on the **Update** button to save all the changes made.

8.2 User Reference File Option

To select this option,

> ➤ Click **User Reference File**.

The screen displays the list of all the Data entry operators.

The **Keyer IDs** will all be preceded by **CO** followed by **S** for **Supervisor** and **K** for **Keyer** and the following **two digit code** should be assigned sequentially.

The Keyer can supply his password to prevent access by others and only the Supervisor can view this file. However, supplying of password is optional.

Note: The Add, Edit and Delete buttons below the window screen can be used to update the file.

- **Adding Keyer's Name in the List**

  ➢ Click the **Add** button.

    The cursor goes to the end of file and you are now prompted to enter the necessary entries.

  ➢ Press the **Enter Key** and the Keyer's Name will now be added in the file.

- **Editing Keyer's Name in the List**

  ➢ Click the **Edit** button.

  ➢ Place the cursor to the line where editing is needed. Then, start editing by overwriting the entries.

    When editing is complete,

  ➢ Click the **Update** button. The list will now be updated with the corrections you have made.

- **Deleting Keyer's Name in the List**

  ➢   Place the cursor to the Keyer's name to be deleted. Then,

  ➢   Click the **Delete** button.

    A warning message is displayed.
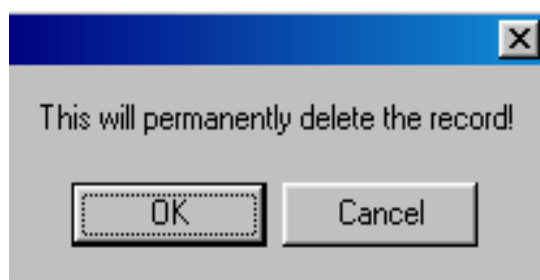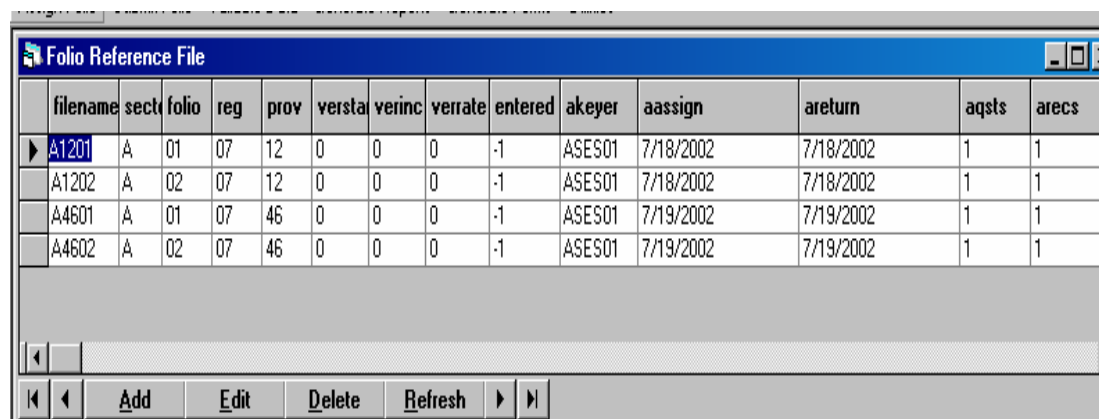
    Click the **Ok** button to proceed in deleting the name, otherwise, click the **Cancel** button.

8.3 Folio Reference File Option

From the **Utilities Module** options,

➢ Click **Folio Reference File.**

The screen will display the assigned folios for adding, editing and deleting.

	filename	sect	folio	reg	prov	versta	verinc	verrate	entered	akeyer	aassign	areturn	aqsts	arecs
▶	A1201	A	01	07	12	0	0	0	-1	ASES01	7/18/2002	7/18/2002	1	1
	A1202	A	02	07	12	0	0	0	-1	ASES01	7/18/2002	7/18/2002	1	1
	A4601	A	01	07	46	0	0	0	-1	ASES01	7/19/2002	7/19/2002	1	1
	A4602	A	02	07	46	0	0	0	-1	ASES01	7/19/2002	7/19/2002	1	1

Add   Edit   Delete   Refresh

Note:
The Add, Edit and Delete buttons below the window screen can be used to update the file. Same procedure is adopted for updating the file on page 72 of this manual.

8.4 Establishment Allocation Reference File

This option displays the folio/batch allocations by **Sector** and by **Province**.

	sect	reg	prov	name	folmin	folmax	nsample
▶	C	01	91	NCR I	1	1	1
	D	01	91	NCR I	1	4	82
	E	01	91	NCR I	1	1	3
	F	01	91	NCR I	1	2	31
	G	01	91	NCR I	1	14	278
	H	01	91	NCR I	1	7	143
	I	01	91	NCR I	1	7	137
	J	01	91	NCR I	1	5	87
	K	01	91	NCR I	1	6	119
	M	01	91	NCR I	1	3	60
	N	01	91	NCR I	1	2	31
	O	01	91	NCR I	1	2	35

Note:

The Add, Edit and Delete buttons below the window screen can be used to update the file. Same procedure is adopted for updating the file on page 72 of this manual.

8.5   Sample Establishment Reference File

This option displays the list of sample establishments and the establishments ID.

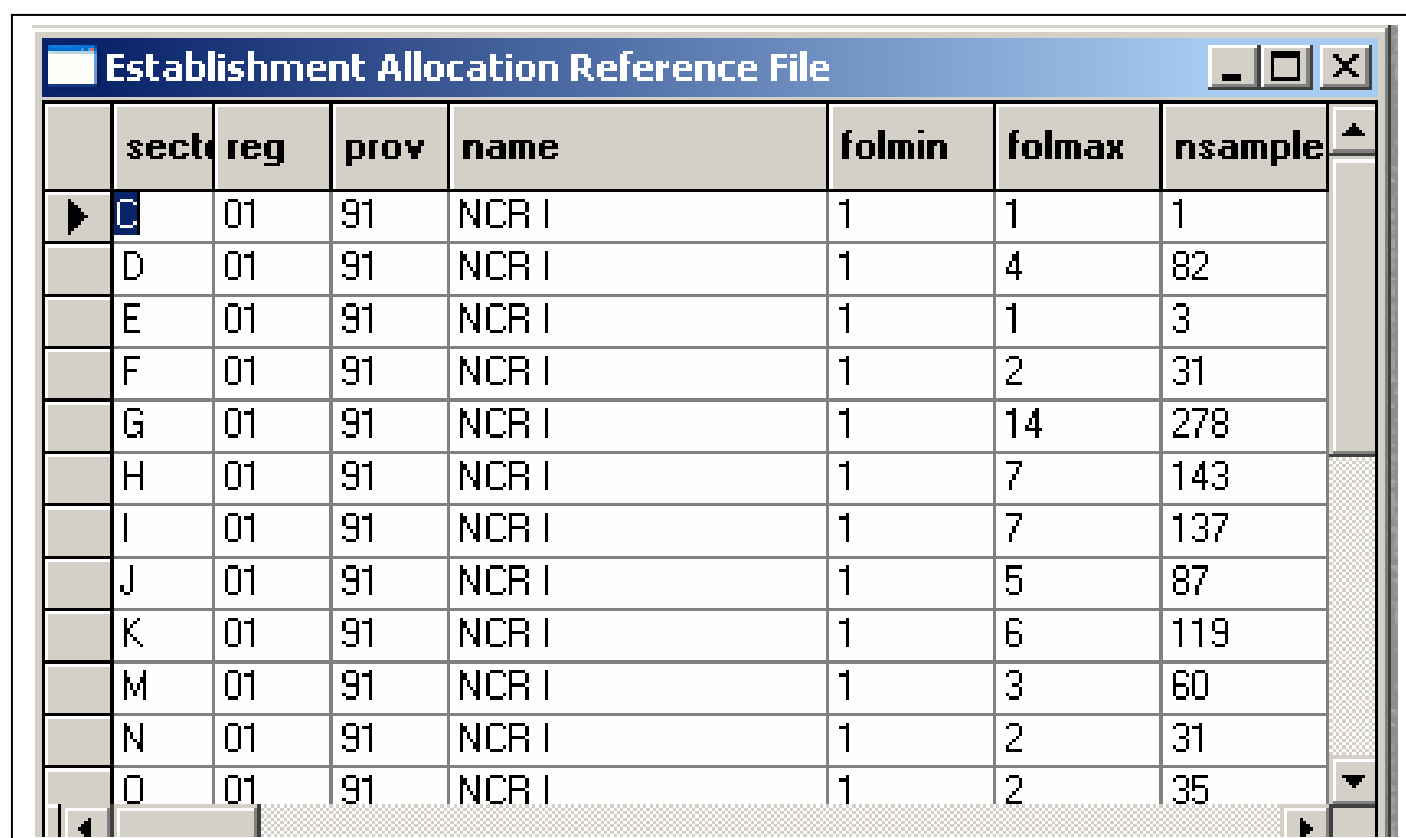| ecn	reg	reg_	prv_	prov	mun	bgy	est_name	psic94
150300004396A4	01	13	91	39	06	999	G V FLORIDA INTERNATIONAL INC	I60111
290300010096F9	01	13	91	39	14	999	SATRAP CONSTRUCTION CO INC	F45203
302200382496I5	01	13	91	39	01	999	NEGROS NAVIGATION CO INC	I61103
390100010696I6	01	13	91	39	01	999	TOTAL DISTRIBUTION & LOGISTICS SYS	I60132
390100043596G5	01	13	91	39	01	242	AUTOMATIC CENTRE	G52333
390100062496H8	01	13	91	39	01	004	BIG BITE HAMBURGER	H55220
390100070096G8	01	13	91	39	01	172	BREWMASTER INTERNATIONAL INC	G51223
390100089896G1	01	13	91	39	01	262	CENTRAL LOCKWOOD HARDWARE & LI	G51434
390100095296M3	01	13	91	39	01	260	CHIANG KAI SHEK COLLEGE	M81400
390100097096H5	01	13	91	39	01	242	CHOWKING	H55210
390100101896G0	01	13	91	39	01	147	COCA-COLA BOTTLERS PHILS INC	G51223
390100105796G6	01	13	91	39	01	173	CONSUELO METAL CORP	G51420
390100108996H9	01	13	91	39	01	263	COUNTRY CHICKEN RESTAURANT	H55210
390100111996G0	01	13	91	39	01	056	CRUZ PURING BOTTLE DEALER	G51493
390100130596D1	01	13	91	39	01	056	DESTILERIA LA FORTUNA INC	D15511
390100140696O1	01	13	91	39	01	207	DULCE MEMORIAL SERVICE	O93030
390100152896G5	01	13	91	39	01	092	EMERAGE AUTO SUPPLY	G50302
390100161796K2	01	13	91	39	01	256	EX BATAAN VETERANS SECURITY AGE	K74920
390100164896D1	01	13	91	39	01	056	FAIRLAND KNITCRAFT CO INC	D17310
390100174596D5	01	13	91	39	01	129	FLEET MOTOR SUPPLY	D34201
390100196996H3	01	13	91	39	01	242	GREENWICH	H55220
390100197796G0	01	13	91	39	01	056	GUANI MARKETING INC	G51211
390100209196M9	01	13	91	39	01	004	HOLY CHILD CATHOLIC SCHOOL	M81210
390100231550CM1	01	13	91	39	01	148	IMMACULATE CONCEPCION ACADEMY	M81210

Add   Edit   Delete   Refresh

Note: Editing is not allowed.

8.6 Back-Up

This option will enable you to back-up data files, folio reference file and CCK listing (CPBI-IPS Report 5). The message below will be displayed when you do back upping.
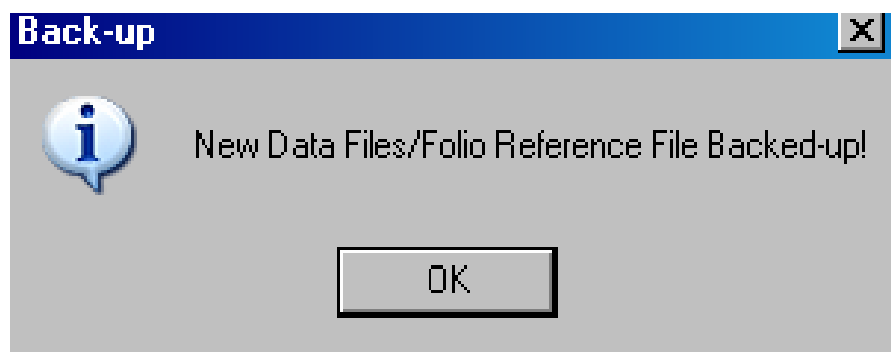
Reminder: **Backing-up of data files must be done at the end of the day and after all the sectors are clean ready for transmittal.**

CHAPTER IX – ISIC Rev 4 Module

This module allows conversion of the 6 digit PSIC into a 5 digit ISIC. It also allows generation of the statistical tables using based on the converted industry codes.

9.1 PSIC to ISIC

Input File Tab: You have to specify here the data files(s) you want to convert.
For example:
DL*. – for sector D, large establishments only…
DS*. – for sector D, small establishments only…
D*. – all data files of sector D

Click on the *"Convert Data File(s)"* button to convert all the selected data files specified in the Input File Tab.

This window **only** displays the files that match the descriptions in the Input File Tab.

The program will automatically assign the corresponding ISIC code if there is a one to one match with the PSIC. The program also produces a reject list for all PSIC that have multiple ISIC matches as shown below.

CPBI 2006 PSIC to ISIC CONVERSION
AS OF 10-15-2008

```
=====================================================================================================
==================
ECN          SECTOR CLASS REG PRV FN QN PSIC      ISIC          DESCRIPTION              | FOLIO
        MAIN ACTIVITY
        SECONDARY ACTIVITY
 *** REMARKS
   --> ACTION
=====================================================================================================
==================
020200039796D4   D   L    15  02   01 02 D15141   C1621   Manufacture of veneer sheets; manufacture of
                                                            plywood, laminboard, particle board and other
                                                            panels and boards

                                                   C1032 Production of canned fruit and vegetables
                                                   C1033 Production of fruit or vegetable juices
        FRESH FROZEN SHRIMPS                                                              | DL0201
        -
*** Blank ISIC code in data file w/ One to many Relatio
--> Set ISIC code to Blank
```

| ECN | Identification | PSIC | Possible ISIC Matches | Main Activity of Establishment | Folio |

```
-----------------------------------------------------------------------------------------------------
-------------
[STATISTICS]
TOTAL NO. OF FILES(S):1
TOTAL NO. QUESTIONNAIRE(S):1
PSIC & ISIC with:
    ONE TO ONE Relationship:   36
    ONE TO MANY Relationship:   1
No. of undefined ISIC CODE:    73
No. of blank ECN:2
```

Print the reject Listing. Based on the Main / Secondary Activity, select and mark the most appropriate ISIC match. Updating can be done using the data entry program.

9.2   Tables Using ISIC

This module performs the same as that as described in Chapter 7.2. The only difference is that instead of using PSIC, the tables will be generated using the ISIC.

CHAPTER X – Create Data Module

To create data files for Large and Small Establishments, select *"Create Data"* in the Main Menu. The following will be displayed:
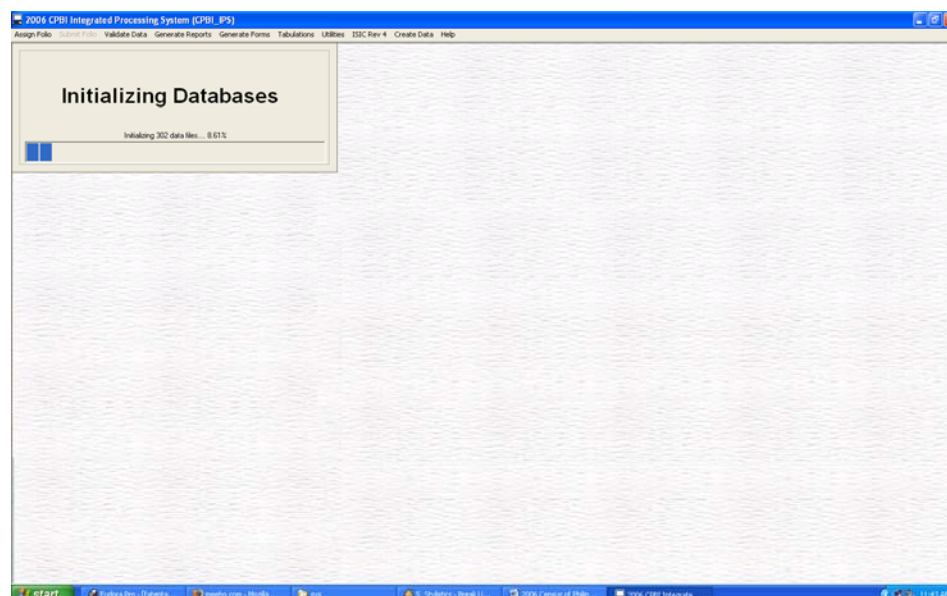
The program merges the data files in the *2006CPBI\DATA* folder. It also deletes the ECNs with the following status:

- Closed
- Duplicate
- TANR
- OS
- NYO

The merged file will be stored in *2006CPBI\IMP* folder with the following naming convention:

> *SC0000* *where* **S** – sector (A-O)
> **C** – class (L for large, S for small)
> (example: DL000 – merge file for sector D Large establishments)

The program then displays the following:
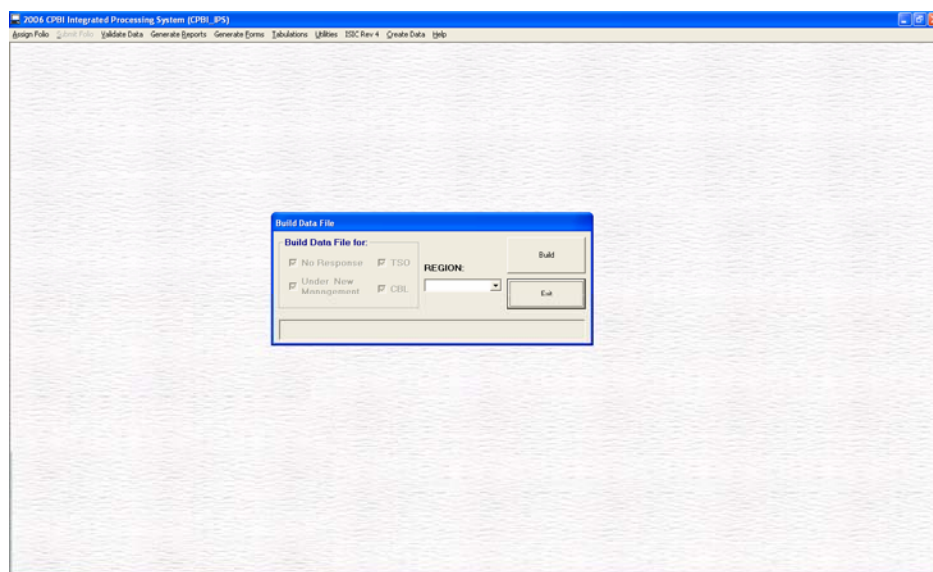
Click on the "Build" button to start creating records for the establishments having the following status:
- No Response
- TSO
- CBL
- Under New Management

Note: Make sure that you have updated the status of the establishments in the SRF before doing the imputation. Imputation should only be done after the completeness and validation processes have been completed.

A log file will be displayed once the imputation is completed. The log file contains the list of the ECNs to be imputed and the corresponding ECNs that were used to create their data file.

The imputed data files will be stored in *2006CPBI\IMP* folder with the following naming convention:

$$SC\textbf{0001} \quad where \quad \textbf{S} – sector (A-O)$$
$$\textbf{C} – class (L for large, S for small)$$

The updated program can generate tables using the imputed data files. When running the tabulation program, just simply click on the *"Use Imputed Files"* check box. This will enable the program to use the data files in the *2006CPBI\IMP* folder as input rather than the data files in the *2006CPBI\DATA* folder.