

LN No.	ITEM DESCRIPTION	PREVIOUS QUARTER
	(1)	(2)
01	I. TOTAL EMPLOYMENT <i>(sum of A and B)</i> Report the total number of persons who worked in or for this establishment during the period nearest the 15th of each month. Employment in column (2) refers to the <u>average number</u> of persons who have worked or received pay during the previous quarter. Exclude workers on subcontract arrangement.	
02	A. WORKING OWNERS AND UNPAID WORKERS <u>Working owners</u> are those actively engaged in the management of the establishment but do not receive regular pay, i.e. not included in the payroll. Managers and directors of corporation working for pay should be reported as managers. <u>Unpaid workers</u> are persons working without regular pay for at least 1/3 of the working time normal to the establishment.	
03	B. PAID OFFICIALS AND WORKERS <i>(sum of 1 to 3)</i> Include full-time/part-time workers, employees on sick or maternity leave and on paid vacation or holiday and employees working away from this establishment paid by and under the control of this establishment.	
04	1. MANAGERS AND EXECUTIVES All salaried directors, managers, executives, officers, administrative and other officials of the same category. "Working Owners" receiving regular pay should be included in this category.	
05	2. PRODUCTION/CONSTRUCTION WORKERS All employees directly engaged in the production/construction activities of establishments. Include manual workers, clerical personnel and working foreman who fabricate, process, assemble, construct, install, etc. Exclude supervisory employees above working foreman level.	
06	3. OTHER EMPLOYEES All other employees not reported or included above.	
07	II. TOTAL COMPENSATION (PHP) <i>(sum of A and B)</i> Report salaries and wages before deduction for employees SSS/GSIS contributions, withholding taxes, etc. Include employer's counterpart contribution to SSS, GSIS, PHILHEALTH and others.	
08	A. TOTAL SALARIES AND WAGES <i>(sum of 1 to 3)</i> Include basic pay; overtime pay; cost-of-living allowances; vacation and sick leave pay; commissions; bonuses; dismissal or retirement pay; back pays and other benefits prior to deductions for employees SSS/GSIS, withholding taxes, etc.	
09	1. SALARIES OF MANAGERS AND EXECUTIVES	
10	2. SALARIES AND WAGES OF PRODUCTION/CONSTRUCTION WORKERS	
11	3. SALARIES AND WAGES OF OTHER EMPLOYEES	
12	B. EMPLOYER'S CONTRIBUTION TO SSS, GSIS, PHILHEALTH AND OTHERS Include all payments made by the employer on behalf of his employees to SSS, GSIS, Employees Compensation Commission, PHILHEALTH, pension and similar schemes.	
13	III. TOTAL VALUE OF PRODUCTION (PHP) - For Manufacturing Establishments only Report the value of all goods produced during the reference quarter. Valuation should be at producer's price; that is, the establishment price charged to customer. The valuation should include all duties and taxes on products when they leave the establishment.	
14	IV. TOTAL REVENUE/SALES (PHP) <i>(sum of A and B)</i> Report cash received or receivables for goods sold and/or services rendered. It also refers to the value of shipment of products manufactured or mined, sales of goods or commodities intended for resale in the condition as received, industrial services or industrial work done for others, and non-industrial services rendered to others.	
15	A. REVENUE/SALES FROM MAIN ECONOMIC ACTIVITY <i>Specify: _____</i>	
16	B. OTHER INCOME - Income from activities other than those reported under main activity. <i>Specify: _____</i>	
17	V. TOTAL INVENTORY OF GOODS (PHP) Report the value of stock of goods owned by and under the control of the establishment as of a fixed date, regardless of where the stocks are located. It is valued at current replacement cost based on market prices.	
18	VI. CAPACITY UTILIZATION (in percent) - For Manufacturing Establishments only Report the ratio of output to the maximum rated capacity. Entries must be in percentage. <u>RATED CAPACITY</u> - Largest volume of output possible at which the factory can operate with an acceptable degree of efficiency taking into consideration unavoidable losses of productive time (i.e. vacation, holidays and repairs to equipment and availability of materials).	

The report should cover the three months operation of your establishment for the ____ Quarter of the year 2016			DO NOT FILL (For PSA use only)	REMARKS	LN No.
FIRST MONTH	SECOND MONTH	THIRD MONTH			
(3)	(4)	(5)	(6)		
					01
					02
					03
					04
					05
					06
					07
					08
					09
					10
					11
					12
					13
					14
					15
					16
BEGINNING		ENDING			17
					18

REMARKS:**INSTRUCTIONS AND DEFINITION OF TERMS****GENERAL INSTRUCTIONS**

1. The report should cover only the activities or the operation of the particular establishment referred to in the printed address stub.
2. The activities and operation of ALL branches should be included in this report for establishments engaged in the following:
 - *construction;*
 - *electric cooperatives;*
 - *transport and storage;*
 - *travel agency and tour operator activities;*
 - *banks and insurance activities;*
 - *real estate activities;*
 - *security and investigation activities;*
 - *telecommunication activities and other reservation services and related activities.*
3. If internet facility is available, please access the on-line questionnaire and provide the needed information.
4. If internet facility is not available, accomplish this form to be collected by PSA field staff.
5. Values should be in Philippine Peso (PHP), omit centavos.
6. Preliminary estimates are acceptable if the report is not yet available. However, the final figure will be required for re-submission on-line or during the next visit of the PSA field staff.
7. **For manufacturing and mining establishments, *revenue*** refers to the value of shipments of products manufactured or mined. Shipments include sales and interplant transfers. Valuation of goods shipped is at ex-establishment price (including indirect taxes) and net of discounts, allowances and returned goods.
8. **For wholesale and retail trade establishments, repairs of motor vehicles, motorcycles establishments, *revenue*** refers to the sales of goods, and commissions and fees earned, *when not in combination* with manufacturing or wholesale or retail of these goods.
9. **For transportation/communication/storage establishments, *revenue*** refers to value of services rendered arising from the passenger's transportation, parking lots and total roads/bridges operation, rental of transport vehicle; telephone, telegraph and other communication services, local letter and parcel delivery, including messengerial services, and storage and warehousing services.
10. **For financing, insurance, real estate establishments, *revenue*** refers to interest/discount on loans, deposits, financing, bonds, money market,; service charges; dividend on equity investment securities, stock, others (for banking and other commercial finance); net premiums earned (for insurance companies); sale of real estate (for real estate companies); professional fees, business and other service fees (for business services); and commissions and fees earned.
11. **For service establishments, *revenue*** refers to the value of services rendered, e.g. tuition and matriculation fees for schools; medical, dental, and optical fees for hospitals, and clinics; professional fees; revenue from operation of hotels, restaurants, movie theaters, radio and television stations; laundries; barber and beauty shops and other personal services.

INSTRUCTIONS IN ACCOMPLISHING THE ON-LINE QUESTIONNAIRE

Website Address: <https://qspbi.psa.gov.ph>

LOGGING IN

1. The front page contains the message from the PSA National Statistician. Select the reference year of the report for submission on-line by clicking **Previous Year** or **Current Year**.
2. Read the content of the box "**Important**" to guide you in logging in.
3. **ECN** - Type the ECN (Establishment Control Number). The ECN is the 14 alpha-numeric characters found at the lower left of the address stub. Take note that the second to the last character in the ECN is an alpha character (a letter not a number) representing the establishment's sector code.
4. **Password** - a password will be provided and will be sent thru your registered email address.
 - a. **For first time users**, enter your e-mail address and click SUBMIT button, a password will be sent thru your registered email address in just few minutes.
 - b. **For registered users**, enter the correct password in the password field and click SUBMIT button.
 - c. In case you **forgot the password**, enter the ECN and click SUBMIT button, the password will be sent thru your registered email address.

DATA ENTRY

5. Page 1 shows the cover letter of the questionnaire and page 2 shows the general instructions and the definition of terms.
6. Pages 3 to 6 are the data entry pages that you need to fill-up every quarter for the whole year.
 - Page 3 is for the 1st quarter
 - Page 4 is for the 2nd quarter
 - Page 5 is for the 3rd quarter
 - Page 6 is for the 4th quarter

Ensure that the data shall be encoded to its corresponding quarterly data entry page.
7. For each quarter, check if the given information (such as business name, registered name, business address, etc.) about the establishment is correct and updated. If not, provide necessary correction/s or update/s.
8. Enter in the corresponding cells the information for each data items.
9. Enter the name and contact details of the certifying official in the certification portion below the page.
10. Do not forget to click the **SUBMIT** button to save and submit the data.

Please verify and check the entries before clicking the **SUBMIT** button. Once the **SUBMIT** button is clicked, the data will automatically be submitted in the PSA server. The system will send a confirmation letter using the email address provided. **Print this confirmation letter for future reference or as proof of submission.**
11. To have a copy of the report, click the "[**Create printable version**]" note found at the right most corner above the data entry page.

Processing Information: Do Not Fill (For PSA Use Only)

Activity	Name	Signature	Number of Items	Date
Field Office:				
Distributed by				/ /
Collected by				/ /
Field Edited by				/ /
Manually Processed by				/ /
Machine Processed by				/ /
Central Office:				
Validated by				/ /