2015-2016 SURVEY OF FOOD DEMAND FOR AGRICULTURAL COMMODITIES
May 2016 Survey Round

SUPPLEMENTARY   GUIDELINES

A. Training / Briefing

1. Discuss the Field Operations Manual, Supplementary Guidelines, Field Editing Manual and other training materials.

2. Conduct mock interviews and dry-run exercises.

3. Clarify issues and concerns encountered during mock interviews and dry-run exercises.

4. Ask the SRs to fill-up the Training Evaluation Form.

5. Discuss the Timetable of Activities especially data collection period up to submission of survey returns.

6. Distribute assignments and the survey materials.

7. Consolidate the training evaluation forms and prepare report on the conduct of training for submission to Central Office (C.O.)

B. Data collection

1. Remind the SRs of the need to observe protocol. Conduct the usual courtesy call to the Barangay Official in getting permission for the conduct of SFD in the barangay. Afterwards, locate the <u>residential addresses</u> of the sample households using the provided list of sample households as reference (see attached template). Look for the respondent interviewed in the previous round's survey (the target respondent) and proceed with the interview based on the instructions in the SFD Field Operations Manual and Supplementary Guidelines. It is understood that the respondents interviewed last round met the following criteria set for the survey:

    - An adult household member, not necessarily the household head
    - Knowledgeable on the quantity of food consumption and consumption patterns of the household members
    - Willing to provide the information needed for the survey

2. During the visit, several scenarios may happen. Below are some tips that can aid the SRs in handling the following situations:

Scenario 1: Target respondent refuses to cooperate this time

Exert efforts to elicit respondent's cooperation. If he/she still refuses to cooperate, ask if there is <u>anyone else</u> in the household who is knowledgeable on the quantity of food consumption and consumption patterns of the household members and is willing to be interviewed. If **none**, politely thank that person and indicate on the list of samples the **code for refusal (code 30)** and the **name of** the **uncooperative respondent** as illustrated below.

However, if another member qualifies as respondent and is willing to provide the needed information, proceed with the interview using the questionnaire and indicate afterwards the result of call as shown in the figure below.

Scenario 2: Target respondent is not available at the time of visit, no other household member qualifies as respondent, or the entire household is temporarily away but is expected to be back within the survey period.

Indicate **code '41'** on the list of samples, and write the **name of informant** or the person who gave the information. Ask also when a call back can be made to the sample household.

One (1) callback (or 2 visits) for each sample barangay will be allowed for this survey. Indicate **result of the last callback** on the list of samples.

On the last callback, possible results are:

> 10 – completed
> 20 – not completed
> 30 – refused to be interviewed
> 41 – no qualified respondent/
>   household temporarily away
> 42 – area temporarily not accessible

REPUBLIC OF THE PHILIPPINES
PHILIPPINE STATISTICS AUTHORITY
QUEZON CITY

2015-2016 SURVEY OF FOOD DEMAND FOR AGRICULTURAL COMMODITIES
MAY 2016 Round

List of Sample Households

RESULT OF VISIT

10 - Completed
20 - Not completed
30 - Refused to be interviewed
41 - No qualified respondent / Household temporarily away
42 - Area temporarily not accessible
43 - Resides in another barangay

REGION: 02 - CAGAYAN VALLEY
   CODE - NAME

PROVINCE: 50 - NUEVA VIZCAYA
   CODE - NAME

QC NO.	MUN	BRGY	NAME OF MUNICIPALITY	NAME OF BARANGAY	BRGY CLASS 1-Urban 2-Rural	HH CODE	NAME OF HOUSEHOLD HEAD	RESIDENTIAL ADDRESS (House no., street name, purok / sitio)	NAME OF RESPONDENT LAST ROUND	CODE	For code 30: NAME OF RESPONDENT / For codes 41 to 43: NAME OF INFORMANT	NO. OF CALL-BACKS	RESULT OF LAST CALL-BACK (CODE)
001	01	009	AMBAGUIO	TIBLAC	2	01	ALLAWAS, DECORANI G.	CENTRO	ALLAWAS, MARY A.	10			
002	01	009	AMBAGUIO	TIBLAC	2	02	DAQUIOAG, JOEL B.	CENTRO	DAQUIOAG, JANET G.	10			
003	01	009	AMBAGUIO	TIBLAC	2	03	TAYABAN, CARMEN P.	UPPER TIBLAC	TAYABAN, APRINA P.	30	TAYABAN APRINA		
004	01	009	AMBAGUIO	TIBLAC	2	04	GUYON, CHARLIE L.	TIBLAC PROPER	GUYON, LEE ANN G.	41	GUYON, LEE ANN G.	1	10
005	01	009	AMBAGUIO	TIBLAC	2	05	DULAGAN, MARLO G.	TIBLAC CENTRO	DULAGAN, GIGI B.				

3

Scenario 3: Area is temporarily <u>not accessible</u>

Whenever applicable, **ask the informant when the area is most likely to be accessible** so that a callback can be made. If the **area cannot be accessed within the survey period**, write on the list of samples code **'42'** as well as the **name of the person who gave the information**.

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2015-2016 SURVEY OF FOOD DEMAND FOR AGRICULTURAL COMMODITIES
MAY 2016   Round

List of Sample Households

RESULT OF VISIT

10 - Completed
20 - Not completed
30 - Refused to be interviewed
41 - No qualified respondent / Household temporarily away
42 - Area temporarily not accessible
43 - Resides in another barangay

REGION: 02 - CAGAYAN VALLEY
CODE - NAME

PROVINCE: 50 - NUEVA VIZCAYA
CODE - NAME

QC NO.	MUN	BRGY	NAME OF MUNICIPALITY	NAME OF BARANGAY	BRGY CLASS 1-Urban 2-Rural	HH CODE	NAME OF HOUSEHOLD HEAD	RESIDENTIAL ADDRESS (House no., street name, purok / sitio)	NAME OF RESPONDENT LAST ROUND	CODE	For code 30: NAME OF RESPONDENT / For codes 41 to 43: NAME OF INFORMANT	NO. OF CALL-BACKS	RESULT OF LAST CALL-BACK (CODE)
001	01	009	AMBAGUIO	TIBLAC	2	01	ALLAWAS, DECORANI G.	CENTRO	ALLAWAS, MARY A.	10			
002	01	009	AMBAGUIO	TIBLAC	2	02	DAQUIOAG, JOEL B.	CENTRO	DAQUIOAG, JANET G.	10			
003	01	009	AMBAGUIO	TIBLAC	2	03	TAYABAN, CARMEN P.	UPPER TIBLAC	TAYABAN, APRINA P.	30	TAYABAN APRINA		
004	01	009	AMBAGUIO	TIBLAC	2	04	GUYON, CHARLIE L.	TIBLAC PROPER	GUYON, LEE ANN G.	41	GUYON, LEE ANN G.	1	10
005	01	009	AMBAGUIO	TIBLAC	2	05	DULAGAN, MARLO G.	TIBLAC CENTRO	DULAGAN, GIGI B.	10			
006	01	009	AMBAGUIO	TIBLAC	2	06	BENAYONG, ERICK A.	CENTRO TIBLAC	BENAYONG, ERICK A.	42	RULLODA, WILLIAM G.		
007	01	009	AMBAGUIO	TIBLAC	2	07	BACYAWAN, JERICK B.	CENTRO TIBLAC	BACYAWAN, JERICK B.	42	RULLODA, WILLIAM G.		
008	01	009	AMBAGUIO	TIBLAC	2	08	MATIS, MAYO L.	CENTRO TIBLAC	MATIS, JAY-ANN	42	RULLODA, WILLIAM G.		
009	01	009	AMBAGUIO	TIBLAC	2	09	CAYABAN, JODERICO T.	TIBLAC CENTRO	CAYABAN, JUVELYN M.	42	RULLODA, WILLIAM G.		
010	01	009	AMBAGUIO	TIBLAC	2	10	ABIADO, JIMMY A.	TIBLAC CENTRO	ABIADO, JERRY D.	42	RULLODA, WILLIAM G.		

Scenario 4: Sample <u>household resides in another barangay</u> already

This happens when the entire sample household **moved to another barangay after last round's survey period**. In this case, indicate **code '43'** as well as the **name of informant** on the list of samples.

REPUBLIC OF THE PHILIPPINES
PHILIPPINE STATISTICS AUTHORITY
QUEZON CITY

2015-2016 SURVEY OF FOOD DEMAND FOR AGRICULTURAL COMMODITIES
MAY 2016   Round

List of Sample Households

RESULT OF VISIT

10 - Completed
20 - Not completed
30 - Refused to be interviewed
41 - No qualified respondent / Household temporarily away
42 - Area temporarily not accessible
43 - Resides in another barangay

REGION: 02 - CAGAYAN VALLEY
CODE - NAME

PROVINCE: 50 - NUEVA VIZCAYA
CODE - NAME

QC NO.	MUN	BRGY	NAME OF MUNICIPALITY	NAME OF BARANGAY	BRGY CLASS 1-Urban 2-Rural	HH CODE	NAME OF HOUSEHOLD HEAD	RESIDENTIAL ADDRESS (House no., street name, purok / sitio)	NAME OF RESPONDENT LAST ROUND	CODE	For code 30: NAME OF RESPONDENT / For codes 41 to 43: NAME OF INFORMANT	NO. OF CALL-BACKS	RESULT OF LAST CALL-BACK (CODE)
001	01	009	AMBAGUIO	TIBLAC	2	01	ALLAWAS, DECORANI G.	CENTRO	ALLAWAS, MARY A.	10			
002	01	009	AMBAGUIO	TIBLAC	2	02	DAQUIOAG, JOEL B.	CENTRO	DAQUIOAG, JANET G.	10			
003	01	009	AMBAGUIO	TIBLAC	2	03	TAYABAN, CARMEN P.	UPPER TIBLAC	TAYABAN, APRINA P.	30	TAYABAN APRINA		
004	01	009	AMBAGUIO	TIBLAC	2	04	GUYON, CHARLIE L.	TIBLAC PROPER	GUYON, LEE ANN G.	41	GUYON, LEE ANN G.	1	10
005	01	009	AMBAGUIO	TIBLAC	2	05	DULAGAN, MARLO G.	TIBLAC CENTRO	DULAGAN, GIGI B.	43	RULLODA, WILLIAM G.		
006	01	009	AMBAGUIO	TIBLAC	2	06	BENAYONG, ERICK A.	CENTRO TIBLAC	BENAYONG, ERICK A.				
007	01	009	AMBAGUIO	TIBLAC	2	07	BACYAWAN, JERICK B.	CENTRO TIBLAC	BACYAWAN, JERICK B.				

Scenario 5: <u>Household head transfers to another household</u> which is not a sample household. Other household members remain in the sample household.

Ask the **name of the new household head** and indicate it in the list of samples above the name of former household head as shown below:

Name of former household head:
VENANCIO RUIZ

Name of new household head:
EDEN RUIZ

How to reflect correction in the list of samples:

RUIZ, EDEN
~~RUIZ, VENANCIO~~

3. Replacement of sample households **WILL NOT BE ALLOWED** because **PANEL** data should be generated. This will be used for the construction of demand function and elasticities of demand for major commodities.

4. SRs will be compensated only for the sample households that are **successfully enumerated**.

5. **Spot-checking and back-checking** will be conducted during and after the data collection period, respectively, by field supervisors and/or Central Office personnel. Information indicated in the **Result of Visit** portion of the list of samples will serve as one of the inputs in the **back-checking** activity.

6. Filling-out the questionnaire

- Accomplish the portion for Questionnaire Control Number (QCN) and Blocks A and B of the questionnaire before going to the sample households by copying the required information from the list of sample households. This is shown in the illustration below.

Illustration: List of samples with entries copied into the questionnaire

Republic of the Philippines
Philippine Statistics Authority
Quezon City

2015-2016 SURVEY OF FOOD DEMAND FOR AGRICULTURAL COMMODITIES

MAY 2016   Round

List of Sample Households

REGION: 06 - WESTERN VISAYAS   **PROVINCE: 79 - GUIMARAS**
                CODE - NAME   CODE - NAME

RESULT OF VISIT

10 - Completed
20 - Not completed
30 - Refused to be interviewed
41 - No qualified respondent / Household temporarily away
42 - Area temporarily not accessible
43 - Resides in another barangay

QC NO.	MUN	BRGY	NAME OF MUNICIPALITY	NAME OF BARANGAY	BRGY CLASS 1-Urban 2-Rural	HH CODE	NAME OF HOUSEHOLD HEAD	RESIDENTIAL ADDRESS (House no., street name, purok / sitio)	NAME OF RESPONDENT LAST ROUND	CODE	For code 30: NAME OF RESPONDENT For codes 41 to 43: NAME OF INFORMANT	NO. OF CALL-BACKS	RESULT OF LAST CALL-BACK (CODE)
001	01	003	BUENAVISTA	BANBAN	2	01	SUMALATAR ROSILDA G.	PUROK 1 BANBAN	SUMALATAR ROSILDA G.				
002	01	003	BUENAVISTA	BANBAN	2	02	PADILLA BERNALDO V.	PUROK 1 BANBAN	PADILLA KIRBY E.				
003	01	003	BUENAVISTA	BANBAN	2	03	TABUJARA JESUS U.	PUROK 2	TABUJARA MARY JEAN G.				

Republic of the Philippines
Philippine Statistics Authority
Quezon City

Approval No.: PSA   - 1519
Expires on 31 March 2016

CONFIDENTIALITY
(Information contained herein shall be kept strictly confidential.)

2015-2016 SURVEY OF FOOD DEMAND FOR AGRICULTURAL COMMODITIES
(**MAY**   Survey Round)

PC   - QC No.:
7   9   0   0   1

Indicate the household code HERE

A. GEOGRAPHIC INFORMATION

1. Region: WESTERN VISAYAS   0   6

2. Province: GUIMARAS   7   9

3. City/Municipality: BUENAVISTA   0   1

4. Barangay: BANBAN   0   0   3

4.1 Classification (encircle code):
        1 - Urban   (2) - Rural

B. SAMPLE HOUSEHOLD IDENTIFICATION

Household Serial Number (HSN):   0   1

1. Name of household head : SUMALATAR   ROSILDA   G.
                                        SURNAME   FIRST NAME   M.I.

2. Residential address   : PUROK 1 BANBAN
                                        COMPLETE RESIDENTIAL ADDRESS

3. Name of respondent   : SUMALATAR   ROSILDA   G.
                                        SURNAME   FIRST NAME   M.I.

4. Contact number of respondent : 09994418466

Note: indicate the household code beside the name of the household head.

- Once the target sample has been identified, start the interview. Be polite and courteous in asking questions. Begin with Block C of the questionnaire. Though this information were already asked in the previous survey rounds, there is still a need to ask them again to ensure that any addition/subtraction in the household membership will be captured.

7. Upon completion of the survey, the SRs are expected to take a second look or at least do a run-down of the questionnaires prior to submission to the Provincial Statistics Office (PSO).

8. The PSO staff should also fill-up the **Data Collection Feedback Sheet** and consolidate into one report regarding data collection. This will be part of the Narrative Report to be submitted to AAD through e-mail (**aadmas.psa@gmail.com**).

9. The PSO staff should submit to Agricultural Accounts Division (AAD) through e-mail (**aadmas.psa@gmail.com**), weekly report regarding *status of data collection* in the province until the activity is completed or the last sample/ questionnaire has been submitted to the PSO (**See Annex 1 – SFD Monitoring Template**).

C. Editing and Encoding of Survey Returns

1. Ensure that the submitted **survey returns** and **masterlist** are complete.

2. Sort / arrange the survey returns accordingly.

3. Start doing **manual editing**. The Field Operations Manual and Field Editing and Coding Guidelines must be at hand. This will help the editor in identifying common errors in the questionnaire.

4. Compare the records in Block C of the survey returns with the records found in the previous survey rounds' data files. Make sure that the information (Ex. age and educational attainment of household members) are consistent across survey rounds.

5. When all survey returns have been reviewed and edited, start encoding using the Excel-based data entry program.

6. The PSO staff should submit to Agricultural Accounts Division (AAD) through e-mail (**aadmas.psa@gmail.com**)**,** weekly report regarding *status of encoding* in the province until the activity is completed or the last sample/ questionnaire has been encoded (**See Annex 1 – SFD Monitoring Template**).

Reminders:

Take note of the following consistency measures that were commonly observed in the results of the previous survey rounds:

Block C – Household Members Particulars

- Line No. 1, Item 1 should be the name of the HOUSEHOLD HEAD and CODE 1 – HOUSEHOLD HEAD for Item 4.

- ITEM 5 – Highest Educational Attainment. The **verbatim answer** for the educational attainment must be **very specific** so that it can be properly coded. The corresponding codes are found in the EDITING and CODING GUIDELINES, pages 4 to 5. *Examples are ALS should be ALS – 3rd Year HS thus CODE 03 or ALS – Grade 5 thus code 1. K-12 equivalent should also be properly coded like Grade 7 to Grade 11 should be code 3 (High school level) while Grade 12 should be code 4 (High school graduate).*

- ITEM 6 – Main Occupation of Household Members. The **verbatim answer** for the occupation must be **very specific** so that it can be properly coded. The corresponding codes are found in the EDITING and CODING GUIDELINES, pages 5 to 6 and 15 to 31. A softcopy of the alphabetically arranged list of occupations are also given to the SFD Focal Person to facilitate the coding of occupations. *Examples are: OFW should be OFW –Caregiver thus code 500; Government Employee should be Gov't Employee – Administrative Clerk thus code 300; Driver should be Pedicab Driver thus code 900 or Jeepney Driver thus code 800; and Vendor should be Market Vendor thus code 500 or Ambulant Vendor thus code 900.*

Block D – Household Food Consumption and Food Source

- Item 2 (Total Quantity Consumed) should be those eaten/consumed by the household members who ate at least once during the past seven (7) days. Consumption of guests and/or animals/pets should not be reported in this item.

- Check consistency between Column 1 (Food Item), Column 3 (Local Unit) and Column 4 (Weight of One Local Unit in KILOGRAM) especially for Vegetable, Legumes and Condiments.
    - *Example 1*: The Food Item is Mongo. However, the Local Unit used is PIECE while the weight of one local unit in kilogram is 0.040KG. The correct local unit is likely PACK.

    - *Example 2*: The Food Item is Onion. However, the Local Unit used is PIECE and the weight of one local unit in KILOGRAM is 0.250KG. The weight of 0.250Kg (250 grams) per piece is very big and quite unusual. It could be that the local unit should be in PACK or the weight of one local unit should be around 0.025KG (25 grams).

    - *For Garlic*:
        - **Local unit is CLOVE – refers to** the small, individual segment of a garlic head and usually weighs 0.001KG (1 gram)

        - **Local unit is BULB – refers to** the whole **garlic** and usually weighs 0.010KG to 0.015KG for a small bulb, 0.020 to 0.030 for a medium bulb and around 0.040KG for a large bulb.

- Check consistency between Column 3 (Local Unit) and Column 4 (Weight of One Local Unit in KILOGRAM).

    - *Example 1*: Local Unit is in KILOGRAM but the reported weight of one local unit is 0.500KG. The correct weight should be 1.000KG.

    - *Example 2*: Local Unit is GRAM but the reported weight of one local unit is 0.010 or 0.100KG. The correct weight should be 0.001KG.

- Updates in the weight in kilogram of reported local units for garlic and onion are illustrated below:

			APPENDIX D
Weight in Kilograms of Reported Local Units and Product Forms (Revised)			
Commodity	Unit of Measurement	Weight in Kilogram	
	Local Unit Used	Mode	Range
9. VEGETABLES			
n. Onion (bulb)			
	bag	0.25	
	bulb (large)	0.18	0.09 - 0.20
	bulb (medium)	0.04	0.04 - 0.09
	bulb (small)	0.02	0.01 - 0.04
	bundle (bulb)		0.13 - 0.40
	pack	0.25	0.15 - 0.50
	piece (bermuda)	0.05	
	pile (big)		0.05 - 0.33
	pile (small)		0.02 - 0.04
o. Garlic			
clove	clove (large)	0.006	0.005 - 0.006
	clove (medium)	0.004	0.003 - 0.004
	clove (small)	0.002	0.001 - 0.002
bulb	bulb (whole - large piece)	0.06	0.05 - 0.06
	bulb (whole - medium piece)	0.04	0.03 - 0.04
	bulb (whole - small piece)	0.02	0.01 - 0.02
	bundle		0.18 - 2.00
	cup	0.20	
	pack (large)	0.20	
	pack (medium)	0.10	
	pack (small)	0.01	
	pack/plastic pack	0.15	0.01 - 0.25

- Check consistency between Column 1 (Food Item), Column 6 (Food Preparation/Consumption) and Column 7 (Food Source). All Bread, Sliced/Loaf Bread and Pandesal that were bought (source of food item) should be code 2 in the food preparation/consumption (delivered/take-out food that was consumed at home). It can only be prepared at home and consumed at home if the household themselves produced/baked it (source of food is OWN PRODUCED).

- Check consistency between Column 1 (Food Item), Column 3 (Local Unit) and Column 8 (Price per Local Unit).

  o *Example 1*: Food Item is OKRA. Local Unit is in PIECE but price per PIECE is P10.00 which is quite expensive. It could be that the given price by the respondent is per bundle thus the correct price per piece should be around P1.00 to P2.00.

  o *Example 2*: Food Item is GARLIC. Local Unit is in PACK (weight is 0.150KG) but price per PACK is P80.00 which is quite expensive. It could be that the given price by the respondent is per Kilogram thus the correct price per pack should be inquired.

Block G – Item 3, Number of Members who Ate Outside During the Past Seven Days

- For Columns 2 to 8 of the matrix under item 3, check the indicated number of household members who **"ate outside"** (i.e., restaurant, fast food, etc.). The indicated number in each cell must not exceed the total number of household members who ate at home at least once during the past seven (7) days or code 1

in Block C, Column 8. **Those with code 2 in Block C should not be counted as household members who ate outside.**

D. **Submission of Raw Data Files, Data Cleaning and Submission of Clean Data Files and Data Validation Files**

1. When all survey returns have been encoded and the RAW DATA FILES (**Error List Template_MAY_Ver1**) have been prepared, submit the file to AAD through e-mail (**aadmas.psa@gmail.com**).

2. Save the raw data file as **Error List Template_FEB_Ver 2** and conduct the data review / data cleaning. Follow the step-by-step procedure in cleaning the error list template (**See Annex 2 – Summary of instructions for the data review and data cleaning of the error list template**)

3. When data cleaning is finished, conduct Provincial Data Review (PDR) as well as Regional Data Review (RDR). After PDR and RDR, submit the clean data file (**Error List Template_FEB_Ver2**) and data validation file with the corresponding remarks on the Per Capita Consumption table (e-mail to **aadmas.psa@gmail.com**).

4. Submit a documentation report of the PDR and RDR (e-mail to **aadmas.psa@gmail.com**). This should contain date/s when the activity was held and the names of the PSO staff involved in the data review and the issues/concerns encountered plus the resolutions made by the PSO. Preferably, attach a photo documentation of the proceedings.

5. The PSO staff should submit to AAD through e-mail (**aadmas.psa@gmail.com**), weekly report regarding *status of submission of raw data file, data cleaning and submission of clean data file* in the province until the activity is completed (**See Annex 1 – SFD Monitoring Template**).

E. **Submission of Survey Returns**

1. After all the data files have been cleaned and submitted to AAD, prepare the necessary documents to be submitted to the Central Office, **Philippine Statistics Authority C/O General Services Division 11/F Eton Cyberpod Centris l, EDSA corner Quezon Avenue, Quezon City**.

    The following documents are:
    - Survey Returns (ex. target = 160)
      - *Some PSOs have lower targets since there were sample households who were no longer interviewed during the November Survey Round.*
    - Masterlist (C.O. copy)
    - Narrative report - from training to submission of raw data files.

    Note: The   narrative   reports   may   be   e-mailed   in   advance   to **aadmas.psa@gmail.com**.

Annex 1 – SFD Monitoring Template

Republic of the Philippines
Philippine Statistics Authority
Quezon City
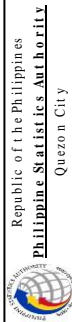
2015-2016 SURVEY OF FOOD DEMAND FOR AGRICULTURAL COMMODITIES (SFD)

WEEKLY STATUS REPORT (MAY Survey Round)

Province: _____

Target Sample Households: _____

Fill-out this template accordingly. Submit this on a weekly basis (every **THURSDAY**, from 8:00AM to 5:00PM) to AAD (email: **aadmas.psa.psa@gmail.com**)

AS of (date):	DATA COLLECTION (Target Date: MAY 16-21, 2016)		MANUAL EDITING (Target Date: MAY 30-JUNE 10, 2016)		DATA ENCODING (Target Date: JUNE 13-24, 2016)		SUBMISSION OF RAW DATA FILE (ERROR-LIST TEMPLATE VERSION 1) AND PROVINCIAL SUMMARY TABLE (DATA VALIDATION TEMPLATE) TO C.O. (Target Date: JUNE 24, 2016)		PROVINCIAL DATA REVIEW / REGIONAL DATA REVIEW				SUBMISSION OF SURVEY RETURNS TO C.O. (Target Date: JULY 11, 2016)	
									DATA CLEANING/ ERROR-LISTING (Target Date: JUNE 27-JULY 1, 2016)		SUBMISSION OF CLEAN DATA FILES -(ERROR-LIST TEMPLATE VERSION 2 -RDR VALIDATED & FINAL DATA VALIDATION TEMPLATE) TO C.O. (Target Date: JULY 4-8, 2016)			
	Number of Survey Returns Submitted by SRs	Remarks (% completion and Reason/s for delay or slow down of activity)	Number of Edited Survey Returns	Remarks (% completion and Reason/s for delay or slow down of activity)	Number of Encoded Survey Returns	Remarks (% completion and Reason/s for delay or slow down of activity)	Date submitted/ e-mailed to AAD	Remarks (% completion and Reason/s for delay or slow down of activity)	Date of Completion	Remarks (% completion and Reason/s for delay or slow down of activity)	Date submitted/ e-mailed to AAD	Remarks (% completion and Reason/s for delay or slow down of activity)	Date Submitted to CO	Remarks (Reason/s for delay or slow down of activity)
MAY 19, 2016														
MAY 26, 2016														
JUNE 2, 2016														
JUNE 9, 2016														
JUNE 16, 2016														
JUNE 23, 2016														
JUNE 30, 2016														
JULY 7, 2016														
JULY 14, 2016														

Prepared by:

_____
Name / Contact Number

Noted by:

_____
Name

SUMMARY OF INSTRUCTIONS FOR THE DATA REVIEW AND DATA CLEANING OF THE ERROR_LIST TEMPLATE

Block AB

1. Check for any **RED CELL** and update for corrections.
    If attrition, bypass RED CELL.

2. Check for any duplicates in QC No. and HHN
    If there are corrections, update/apply corrections across blocks/worksheets (AB up to 62)

BLOCK C

1. Check for any **RED CELL** and update for corrections.
2. Check RELATION vs HHM ID (count Relation CODE 1 – household head)
3. Check RELATION vs AGE (Relation CODE 1 – Household Head and CODE 2 - Spouse vs. AGE)
4. Check EDUC vs. AGE vs. OCCUPATION
5. Check ATE-AT-HOME (usually click code 2 – did not eat at home at least once) vs. AGE
6. Check EDUC-CODE vs. EDUC (verbatim answer). It should be specific and consistent with the code.
7. Check OCCU-CODE vs. OCCU (verbatim answer). It should be specific and consistent with the code. Use PSOC – Final Alphabetical Index-CD file.

BLOCK D

1. Check for any **RED CELL** and update for corrections.
2. Check COMMODITY NAME (Comm_Name) vs:
   - Quantity (QTY) - do a range check
   - NAME of Local Unit (L_U)
   - Weight of one local unit in KG (W_LU_Kg)
   - price of one local unit and/or Price/kg (derived)

   > Do this for all commodities simultaneously

     • For Bread and Egg, Local unit is piece, weight_kg = 1. This refers to 1 piece and Price is per piece. For SLICED/LOAF BREAD, the unit and price is per pack.
     • For Milk, the unit and price is per Liter.

3. For BREADS (buns, pandesal, sliced/loaf bread), check if bought/received. It should be Delivered/Take-out food consumed at home by household members (code 2).

BLOCK E
1. Check for any **RED CELL** and update for corrections.
2. Check range for each column (start from Column L to Column Q)

BLOCK F-G1

1. Check for any **RED CELL** and update for correction

BLOCK G2

1. Check for any **RED CELL** and update for any corrections
2. Check EATERS & NON-EATERS & "TRUE/FALSE" validation per day. Look for FALSE and updated the count of eaters.

By-Household-Per-Capita

1. Do range check for each commodity. Check extreme values (if any). Validate using records in Block D and Block C.

Once, all the data across blocks were <u>cleaned</u> (complete, consistent and accurate), check the estimated per capita of the province in the Per Capita worksheet. Thereafter, update the Data Validation Template with the final Per Capita Consumption from the Per Capita worksheet.

<u>Note: Detailed instructions are contained in the updated data processing manual distributed as PDF during the training on data processing, data review and validation at Ciudad Christhia Resort (for Visayas and Mindanao Group) and Makati Palace Hotel (for Luzon Group).</u>