REPUBLIC OF THE PHILIPPINES
PHILIPPINE STATISTICS AUTHORITY

01 April 2016

To   : **RSSOs / PSOs**

From   : **PSA-Central Office**, **AAD - MAS**

Subject: **Consolidated List of Issues/Concerns and Resolutions /Agreements on the Training on Data Processing, Data Review and Validation for 2015-2016 Survey of Food Demand for Agricultural Commodities (SFD)**

The following are the consolidated issues/concerns and resolutions/agreements gathered from the two batches of training: one for the Visayas and Mindanao group held from February 29 to March 4, 2016 at Ciudad Christia Resort and the other for the Luzon group held from March 14 to 18, 2016 at Makati Palace Hotel.

Use this as supplementary material in doing the Data Cleaning (running of error-lists and correction of errors) as well as in the conduct of Provincial and Regional Data Reviews. Likewise, this can be used as reference material for the May Survey Round - 3rd Level Training of SRs, field supervision and editing of survey returns at the Provincial Statistics Offices (PSO).

A. VISAYAS AND MINDANAO GROUP

TOPIC	ISSUES / CONCERNS	RESOLUTION/AGREEMENT
Data Cleaning/Error-listing	• Is there a way to automatically reflect the corrections in the error-list template to the data entry program?	• The system is not capable of that. If you edit and encode the corrections in the data entry program, you will need to re-open all the Data Entry files, then the Data Entry Flat File Template and update the Error-List Template again *(just like going back to first step)*. • The corrections are applied/reflected in the **Error List Template_Ver2**.

TOPIC	ISSUES / CONCERNS	RESOLUTION/AGREEMENT
		• This template captures all data items in the questionnaire although the data was just arranged in a flat manner that is why this is sometimes called as "flat file." • The orginal version of the file from the time it was encoded is kept intact in the Data Entry Flat File Template as well as in the **Error List Template_Ver1** that was submitted to the Central Office.
Data Cleaning/Error-listing	• Do we need to reflect the corrections we made in **Error List Template_Ver2** in the survey returns?	• Ideally, that is the right thing to do. If the PSO can do that within the target dates, then that would be very good. • However, considering the timetable of operations, updating/correcting of errors can be done in the **Error List Template_Ver2** as this file is a processed version of the actual survey returns.
Data Cleaning/Error-listing – Block C	• Some of the data items such as age and educational attainment vary greatly between survey rounds (*ex. member aged 4 years old in August Round then became 6 years old in November Round or member is College Level in August Round then*	• Verify the data items with the SR or the respondent using the contact numbers indicated in the survey returns. In addition, the field supervisors can do back-checking to validate the data items. • In Antique, the field supervisors had a photocopy of the first page

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Data Cleaning/Error-listing – Block C	*became Elementary Graduate in November Round*) . How should we do the matching of data items?	of the survey returns so that they can easily compare the data items and check for inconsistencies. This practice may be adopted by other PSOs.
Data Cleaning/Error-listing – Block D	• Can we bypass the red cell in the Total Quantity in Kilogram for specific commodities whose quantity consumed was derived (*Ex. quantity of rice consumed was computed from the day-to-day / meal-to-meal in the past seven days*)? In Bohol, they encoded the exact values up to 4 decimal places since those are the actual values derived from the respondents. According to Mr. Apari of Bohol, "If we round-off the total quantity in kilogram, there might be over-etimation and/or under-estimation of per capita consumption."	• No, it cannot be bypassed. • As per instruction in the field operations manual, total quantity in kilogram should be in three decimal places. Round-off the total quantity in kilogram into three decimal places. • With regard to the rounding-off, there is no need to worry about over-estimation/under-estimation as it will average out in the aggregated estimates. The estimated provincial per capita consumption is the average of the responses.
	• Appendix D – weight in Kilograms of Reported Local Units and Product Forms in the Field Operations Manual need to be updated	• Noted. *See updating for Onion and Garlic below*.

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Data Cleaning/Error-listing – Block D	especially for Onion and Garlic. Most of the time, the SRs and field supervisors refer to this (Appendix D) when the respondent cannot estimate the weight in kilogram of certain local units.	

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 (large)	0.006	0.005 - 0.006
clove	clove (medium)	0.004	0.003 - 0.004
	clove (small)	0.002	0.001 - 0.002
	bulb (whole - large piece)	0.06	0.05 - 0.06
bulb	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

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Data Cleaning/Error-listing – Block D	• Data in Canton with weight 0.050 to 0.060 kilogram and price ranging from P9.00 to P12.00 is actually the instant pancit canton.	• It should be added and/or inputted in Instant Noodles. If the weight and price per local unit is the same, add the quantity and get the average weight of one local unit in Kg and the average price. However, if weight of one local unit in KG and price differs, compute the Weighted average. Refer to page 9 of the Editing and

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		Coding Guidelines for the computation procedure.
Mock PDR / RDR	• How comparable are the per capita consumption results (2012 vs. 2015-2016)?	• Results are comparable since we use the same concept and the same sampling design and methodology. However, possible differences would arise since **we do not get exactly the same households across time periods.**
	• Is the 160 sample respondents enough to represent the province?	• Yes. • As per discussion in the first training on data processing, the number of household samples entails 5% margin of error at the province level, 3% at the regional level and 1% margin of error at the national level.
	• What if after all survey rounds have been completed and there are commodities (*ex. chevon*) that do not have data? Consumption of the commodity was not captured across survey rounds.	• In the reports, we explain these cases as **"no sample indication."** The Survey on Food Demand was not designed to capture purposively those households who consumed all the commodities specified in the questionnaire. • It is not always the case wherein if there is production in the area, the SFD should have data on consumption of the

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Mock PDR / RDR		commodity. Again, that is part of the limitation of the study/survey.
	• There are commodity items usually eaten in the province but not included in the list of commodities in the SFD. Can we include those commodity items in the remarks column as part of our justification for the low consumption level or non-consumption of certain food items?	• Yes. • AAD will prepare a template that would solicit all other food items commonly eaten in each province. This will be used as supporting document/reference in the analysis of data on SFD.
	• Can we have standard guidelines as to how PDR and RDR should be conducted? Should the RSSO staff provide reasons/remarks in the data validation template for the region?	• Yes, AAD will compose additional guidelines on the conduct of PDR and RDR. Basically, the procedures on how to conduct the said activities are presented in the data processing manual of SFD. • The Regional staff (focal person on SFD) should also provide reasons in terms of which province contributed to the high/low consumption levels of the specific commodities in the region. • Both PSOs and RSOs should enhance the reasons provided in the data validation template.

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Other Matters: Budget Allocation	• Is there a budget for encoding? • Was the budget for February Survey Round downloaded already?	• Yes. • Yes. The budget for February Survey Round was downloaded to the Region as early as December 23, 2015 as stated by the Accounting Division.
Timetable of Operations: Schedule of PDR and RDR	• Can we have extension on the date of PDR/RDR and submission of clean data files? The original target dates for the said activities (Apr. 4 -11, 2016) overlap with other activities in the field. Considering the number of available "agstat staff" in some provinces/ regions and the data cleaning procedures plus preparation of presentation materials, it would be difficult to comply to the schedule.	• Noted. • AAD will release a memorandum regarding revised timetable for PDR/RDR and submission of clean data files. In turn, the PSO focal persons especially those who attended the training on data processing, review and validation should ensure that the data files of February Survey Round to be validated during PDR and RDR have undergone the data review and data cleaning procedures taught in the said training. • The PSOs and RSSOs should submit/notify AAD regarding their target schedule for the PDR and RDR.

B. LUZON GROUP

TOPIC	ISSUES / CONCERNS	RESOLUTION/AGREEMENT
Data Processing Program	Why are we using MS Excel while most of the PSA Surveys and Census used CSPro?	• In the former BAS, CSPro was used for SFD and the program was developed by the Information and Communication Technology Division (ICTD). However, the survey results have to be converted to Excel format to be able to review the data files. For the 2015-2016 SFD, AASID technical division developed the data processing program using Excel which is more user friendly. However, it depends on the Management if they will standardize the data processing programs in all PSA Surveys using CSPro.
Data Processing Program: Data Validation Template – 2012 SFD vs 2015-2016 SFD results for chicken egg, duck egg, and breads	Estimated per capita consumption results of these commodities are not comparable across time. The same unit of measure should be used to make it comparable.	• In 2102 SFD, unit of measure is per KILOGRAM. However in 2015-2016 SFD, we used per PIECE for eggs, pandesal and buns while per PACK for sliced bread since it is more logical to use in the analysis (*Ex. On the average, the household consumed 30 pieces of pandesal during the reference period vs. On the average, the household consumed 0.315 KG of pandesal*). Likewise, the respondents can easily estimate the amount of egg and/or bread consumed using piece instead of kilogram.

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		• During data validation (PDR/RDR), one way of making the results comparable is by multiplying the consumption per piece/pack by the usual weight in kilogram of the commodity found in Appendix D of the Field Operations Manual.
Data Validation Template: 2012 SFD vs 2015-2016 SFD results	• How comparable are the results across time periods?	• Results are comparable since we use the same concept and the same sampling design and methodology. However, possible differences would arise since **we do not get exactly the same households across time periods.**
Data Encoding – Block AB: Sample Households who were not successfully interviewed	• What do we do with the households who were not successfully interviewed in the succeeding survey rounds?	• Report to AAD using the template on list of households not for inclusion (*attrition list*) and email to aadmas.psa@gmail.com • No need to encode geographical codes of the household who was not successfully interviewed in the data entry file.
	Specific cases: 1. Household was temporarily away at the time of data collection in February Survey Round. Five callbacks have been made.	• In case 1 and case 2, report in the attrition list. This Household will no longer be included in the masterlist for May Survey Round.

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Data Encoding – Block AB: Sample Households who were not successfully interviewed	2. Sample HH refused to be interviewed during February Survey Round. 3. In Oriental Mindoro, the sample household already transferred to Manila during November Round but were still included in the masterlist for February Round.	• For case 3, if the sample household was successfully included in the November Round, maintain the records in the error-list template_Nov_ver2 file. No need to encode geocodes for February Round. However, if the sample household was not successfully interviewed during November Round, remove the records in the error-list template_Nov_ver2 file and do not encode the geocodes in the February Round. To avoid cases like this, submit the attrition list immediately after manual editing of every survey round. This way, the C.O. can prepare the correct masterlist.
	• The sample household transferred to another house within the sample barangay. What to do with the data files?	• Keep the records of the sample household in the data file. Update only the residential address so that the masterlist will also be updated. Report this in the status report and in the data collection feedback sheet for it to be included in the narrative report.
	• Do we have a template where we can report the attritions / sample households not successfully interviewed?	• Yes. The template for the list of households not for inclusion (attrition list) for February and May Round is distributed in the training on data processing, data

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		review and validation together with other data files used in the training. Accomplish these templates immediately after data collection or manual editing of questionnaires. This way the sample weights to be used in the error-list template for the survey round will be updated before it will be sent to the PSO for error-listing/data cleaning procedure.
Data Encoding – Block B: Residential Address and Sample Household of August Round vs. November Round	• The residential address in August Round was incomplete. In turn, the address reflected in the masterlist for November Survey Round contained only the details provided in the previous survey round. When the SR came into the sample barangay using the masterlist, he/she looked for the target respondent. However, two persons of similar names were residents of the sample barangay. Unfortunately, the SR interviewed the wrong household for November Round. What to do with the data files given the above scenario ?	• For those cases where the SR interviewed different households in August and November Round, maintain the records in August Round and delete the corresponding records in the November Round and/or February Round. • Report this in the template of list of households not for inclusion so that it will no longer be reflected in the May Round masterlist of samples. Additionally, the sample weights used in computing the per capita consumption in the error-list template need to be adjusted in the C.O. • In order to avoid cases like this, it is recommended that the PSO focal person encode the complete

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		address including the house number. In case where there is no house number or street/sitio, put the barangay as address. Likewise, the PSO trainers should teach the SR how to locate/interview the same sample household during training/orientation of SRs especially for the May Survey Round.
Data Encoding – Block C	• In the last training on data processing at BSA Twin Towers, those household members aged 4 and below is code 99.	• Let us follow what is indicated in the Manual for data processing or in the Editing and Coding Guidelines where those members aged 0-3 years old will be code 99 while those members aged 4 years old and above who has not attended school will be code 10 (No Schooling).
	• In PSOC, the code is very specific upto 4 digits? What should we use in SFD?	• The SFD uses 3-digit codes only (ex. 100 – Managers, Proprietors…, 200 – Professionals, etc.). We followed the major occupation code indicated in the PSOC.
	• For farming-related occupation, do we need to specify the codes such as 611 – field crop farming, etc.?	• No need. Farming, fishery and forestry-related occupation will simply be code 600. However, farm laborers/helpers are code 900.

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Data Encoding – Block C	• In terms of highest educational attainment, do we need to specify the course of college graduates?	• Yes. Specify the course for consistency checking.
	• In August Round, the course of the household member was specified. However, in the November Round, only college graduate was recorded.	• Edit November Round data file. Put College Grad – specific course.
	• The household head as well as the number of household members varied in between survey rounds.	• It is possible that the household head as well as the number of household members changed in between survey rounds. Make sure that the masterlist is updated accordingly and ensure that the same sample household was interviewed across survey rounds despite changes in the household head and count of members.
	• In Visayas and Midanao Group, it was suggested that the first page of the survey returns be photocopied. The supervisors will handle the photocopies so they can easily validate the details recorded in Blocks A, B and C. It will also facilitate	• Noted. • For Luzon Group, many expressed their apprehension on the photocopying of survey returns as this could be prone to table survey.

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Data Encoding – Block C	consistency checking/matching of records between survey rounds during manual editing so that less errors will be captured in the data processing system.	
	• What if certain details, say age or educational attainment of household members varied from August, November and February Round?	• The field supervisor should decide which among the records should be followed since they have the first hand idea on which round were the data items collected correctly.
	• In the data entry program, only 20 rows were available. What to do if the sample household has more than 20 members?	• Do not encode the non-eaters (Code 2) since this will not affect the computation of per capita consumption. In case, all members are eaters, Notify Mr. Asley Navarro of C.O. and send (email to aadmas.psa@gmail.com) the error-list template plus the details of the household members which was not accommodated in the data entry program. This way, the error-listing program can be adjusted to capture the additional household member that was not captured in the data entry program.

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Data Encoding – Block D	• In Romblon, one of the sample households own a bakery wherein the workers were usually served meals but are not actually regarded as members of the household. What if the consumption of the workers were also reported in Block D?	• Verify with the SR or the sample respondent. Ask the estimated consumption of the household members only. The consumption of workers should not be included.
	• In Isabela, one sample household reported 5Kg consumption of rice within the reference period. Coinsidering the number of eaters, the reported quantity is too high. In the PSO, they suspected that the amount of rice leftover wasted or fed to pets/animals was included in the quantity reported in Block D.	• Verify with the SR or sample respondent. The quantity reported in Block D should be the quantity consumed by the household members only. The quantity of rice leftover wasted or fed to pets/animals should be reported in Block E.
Data Encoding – Block D Block E and the Computation of Per Capita Consumption	• Clarification on how the per capita consumption is derived. In Cavite, there are households whose per capita consumption are too high and so the PSO staff suspected that the quantity fed to pets/animals might have been reported in Block D. In addition, the sample respondents usually answer quantity	• Food consumption is determined for each food item, by estimation of household-level food consumption within and outside the household. It comprises of four (4) components as follows: (A) - Food prepared at home and consumed at home by household members (B) - Delivered / take out food consumed at home by household members

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Data Encoding – Block D Block E and the Computation of Per Capita Consumption	cooked since they find it hard to estimate those actually consumed by the members as well as the amount of leftovers.	(C) - Food prepared at home and consumed outside by household members (D) - Food prepared in food establishments and consumed outside by household members • Components A,B and C were from those reported in Block D. Whereas component D is derived using Block D and Block G2 – members who eat outside. • Sample weights are also applied to finally arrive at the household per capita consumption. • The detailed estimation procedure will be emailed to the participants after the training. In case "cooked" rice was reported in Block D, verify with the SRs and sample respondent. They should determine/estimate only those consumed ("sinubo, nginuya, nilunok") by the household members. Estimated leftovers should be reported in Block E. • In the next survey round, train the SRs how to properly interview and record the data items. Teach the SRs how to do probing questions to capture the correct information.

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Data Encoding – Block G – eat outside and the Computation of Per Capita Consumption	• Will all commodities be subjected to the expansion factor? Likewise, if the sample household reported members who ate outside during the reference period, will they have component D of consumption for all commodities?	• Yes. All commodities will have component D in their consumption.
	• In Kalinga, there are sample households whose number of eaters at home and outside for breakfast was not reported because the members only take coffee for breakfast. Is it correct that we do not record the count of eaters in Block G1 and G2? Is there any implication in the result of the survey?	• Report the number of eaters in Block G1 and/or in Block G2 regardless of the type of food eaten. • SFD will have a table on percentage of households eating specific meals (breakfast, luch, dinner, snacks) during the reference period. If the province did not report any member eating specific meals, it would give the wrong information as to consumption pattern in the locality.
Date Encoding - List of Encoders worksheet	• Most PSOs forget to encode the names of encoders and field supervisors.	• Region staff/focal person on SFD should review the list and notify the PSO who forgot to encode the names of encoders and supervisors.
Data Cleaning/Error-listing – Block A	• For errors in geographical codes, where to modify/edit? In the data entry file or in the error-list template?	• Encode the correction in the error-list template_Ver2.

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Data Cleaning/Error-listing – Block C	• In slide 63 of the Powerpoint presentation, check first the survey returns before interchanging the relationship codes. • There are schools that offer Grade 1 to Grade 7 (not part of K-12 program). Is Grade 7 to be coded elementary graduate (Code 2) even if the member has not really graduated elementary based on the school's program?	• Noted. Slide 63 of the Powerpoint is corrected (*see correction below*). • This will be treated as a special case. Indicate code for elementary level (code 1). Put additional remark in the column for verbatim indicating that GRADE 7 is included in the school's regular program (*ex. GRADE 7 – Elem. Level for the School*).

Corrected Slide 63

TOPIC	ISSUES / CONCERNS	RESOLUTION/AGREEMENT
Data Cleaning/Error-listing – Block C	• What should be the correct code for Grade 7 under the K-12 program?	• If currently studying as Grade 7, the verbatim answer for educational attainment should be Grade 6 and the corresponding code should be code 2 (Elementary Graduate).
	• How do we classify Grade 10 to Grade 12? What is the corresponding educational attainment code?	• It should be classified as highschool level and the corresponding code is 3.
	• What should be the code for ALS (Alternative Learning System)?	• Ask for the specific level so that it can be coded correspondingly.
Data Cleaning/Error-listing – Block D	• In the error-listing program, weight for chicken egg, duck egg, pandesal, buns and sliced/loaf bread are all equal to 1. Does that mean that the piece of the commodity is equivalent to 1KG?	• No. The weight of such commodities is equal to 1 which means 1 unit of the commodity. One (1) piece of egg, buns or pandesal while one (1) pack of sliced/loaf bread.
	• For egg, buns, pandedsal and sliced/loaf bread, do we need to convert the weight into KG in the error-list template?	• No. It should be recorded as is. • The PSOs can do the conversion during the PDR and RDR for validation purposes only. In our publication for the result of 2015-2016 SFD, these commodities will be reported per piece or per pack (for sliced/loaf bread).

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Data Cleaning/Error-listing – Block D	• Quantity is in 2- decimal places while weight of one local unit in kilogram and total quantity in kilogram is in 3-decimal places. These items usually turn red especially if we input three decimal places under the quantity.	• The data entry program as well as the error-list template were designed according to the questionnaire and field operations manual thus, showing 2-decimal places for Quantity and 3-decimal places for weight in kilogram and total quantity in kilogram. Under quantity column (Column N), infinite number can be accepted. • To correct the red cells, do rounding off in the total quantity in kilogram (Column Q).
	• Can the processing system automatically compute for the total quantity in kilogram to facilitate faster cleaning of data in the error-list template?	• No. If we do that, the processing system will consume very large memory. In turn, the computers hangs/freezes as the program ceases to respond to inputs.
Data Cleaning/Error-listing – Block F	• What type of bread is included in Block F – substitute commodity for rice? • What is the implication if biscuits, cookies and the likes are reported under bread in Block F, while only pandesal, buns and sliced/loaf bread are included in Block D.	• All types of bread are included in Block F. Take note of the definition of *substitution* in the field operations manual. • The bread commodities in Block D are limited to pandesal, buns and sliced/loaf bread upon which we compute the quantity consumed. In Block F, all bread types are captured under bread as

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Data Cleaning/Error-listing – Block F		we are only after the count of households who substitute bread for rice during the reference period. Additionally, in Block F, we are after the information on how many households practice rice substitution and their reason for substitution.
Data Cleaning/Error-listing – Block G	• In Quezon, one of the sample barangays usually have farming households as samples. These households have two houses; one located in the Centro and one in their farm at what they call as "*Linang*." During data collection period, these samples have "eat at home" for dinner while the rest of the meals are "eat outside" since they eat at their second house which is in the farm.	• Noted.
	• It is very costly for them to go back to their house at the Centro just to eat their meals. With that practice, their per capita consumption becomes bloated as the number of household members were counted mostly for eat outside. The very high per capita consumption was found unacceptable by the	• Yes, eat outside the home would mean eating in the restaurant or fast foods. In this case, they still eat at home which they considered as second house situated in the farm.

TOPIC	ISSUES / CONCERNS	TOPIC
Data Cleaning/Error-listing – Block G	PSO, thus the count of members who ate at outside was transferred to eat at home.	
Presentation of PDR and RDR Procedures and the **Mock PDR and RDR of the selected PSO and RSSO staff**	• Can we not use price and not just retail price as a generic reason for the increase/decrease in consumption of commodities in the data validation template? In Kalinga, there are consumers who buy rice directly from the farmers since it is much cheaper, thus the use of farmgate price as reason. • What can we use as comparison (*other surveys*) or basis to say that the per capita consumption of our province is within the per capita consumption level of the Philippines?	• In buying food for household consumption, we normally use the retail price. If in the locality, the practice is buying directly from farmers, then you can state that farmgate prices affected the consumption. There are other variables that could affect demand/consumption and the PSO can use them as part of their reasons/justifications in the data validation template. Do not just limit your reasons to price. • Most of the auxiliary data being used during validation of the results of SFD include: previous SFD, Supply and Utilization Accounts (SUA), prices and stocks. • In some cases, results of FNRI food consumption survey and that of FIES can be used. However, the results of these studies are not directly comparable with that of SFD. The objectives and methodologies are

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Presentation of PDR and RDR Procedures **Mock PDR and RDR of the selected PSO and RSSO staff**		different. FNRI results focus more on the nutrient content. FIES uses expenditure approach to estimate the food consumption. • The final outputs of FNRI are disaggregated by major food groups whereas for SFD, the per capita consumption of specific commodities are shown. FIES does not generate data on consumption. • Meanwhile, be careful in using the Supply/ Production data as a reason since there are cases when a province has lesser production of a certain commodity but has large consumption of it and vice versa.
	• There are cases when the province has very small amount of fish consumed across survey rounds.	• Do back-checking activity or validate with the SR or the sample respondent. The household may have eaten other fish and marine species that are not covered in SFD.
	• How do we determine outliers in the household per capita consumption?	• Camarines Sur shared that they used standard errors (SEs) and coefficient of variance (CV) in determining outliers.

TOPIC	ISSUES / CONCERNS	RESOLUTION/AGREEMENT
Presentation of PDR and RDR Procedures **Mock PDR and RDR of the selected PSO and RSSO staff**	• Can we use index instead of percent change for the result of 2012 SFD vs. 2015-2016 SFD?	• Noted. But, it is easy to understand if we use percent rather than index.
	• In the data validation template for the region, can the C.O. provide a column for the per capita consumption of the region?	• Noted. The data validation template of the region for February Round will be modified.
	• Do we need to put remarks/justifications other than "acceptable" in the data validation template of the region? The reasons usually come from the provinces and is already provided in the validation template of the province.	• The region should also provide remarks as to which province contributed to the increase/decrease in the per capita consumption of the region.
	• Is there a standard procedure on how to go about the presentation for the PDR and RDR?	• The PDR and RDR procedures are presented in the data processing manual for SFD. The C.O. will prepare additional guidelines for the conduct of PDR and RDR. This will be emailed to the RDs, RSSO and PSO staff to serve as their reference. • It is suggested that the PSO/RSSO focal person should have a brief introduction on SFD (*rationale, objectives, data uses and methodology*).

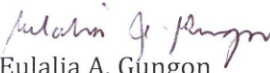| TOPIC	ISSUES / CONCERNS	RESOLUTION/AGREEMENT
Presentation of PDR and RDR Procedures **Mock PDR and RDR of the selected PSO and RSSO staff**		Thereafter, present a summary of how the data was corrected (data cleaning procedure per block of the **Error List Template_Ver2**). Finally, present the per capita consumption of each commodity. • Be careful in using the word **"adjusted"** as this could connote arbitrarily changing the data. The more appropriate statement to use could be **"corrected accordingly."** • The PSO and RSSO focal person can make use of PowerPoint and other visual aids in presenting the results. Use bar graphs instead of line graph in comparing the results of SFD.
Other Matters: Timetable of Operations: Schedule of PDR and RDR	• Can we adjust the schedule of PDR and RDR? If so, can the C.O. provide a memo regarding the timetable for PDR and RDR?	• Yes. The C.O. will adjust the schedule for the PDR and RDR to ensure that the field staff have enough time to clean the data files following the data cleaning procedures taught in the training. The memo will be prepared by the C.O. and will be emailed to RDs, RSSO and PSO staff as soon as the Management signs the said document.

Prepared by:

Frances Ann G. Alisuag
Statistical Specialist II
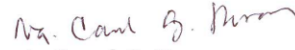
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Statistician I

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Statistical Specialist II

Noted by:

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