

Guidelines in the Data Processing of the 2008 Informal Sector Survey (ISS)

1. The data processing activity of the 2008 ISS to be performed in the regions will include the following:
 - a. Matching of ISS Form 1 with the April 2008 Labor Force Survey (LFS) to include information about employed person/s 15 years old and over such as name of household head, occupation (PSOC), class of worker, nature of employment, industry/kind of business (PSIC) and number of other jobs.
 - b. Matching of identified ISS Form 1 operator with those in ISS Form 2 to include information about the informal sector operator such as place of work, industry/kind of business (PSIC), legal organization, employment size, registration and bookkeeping and accounting practices.
 - c. Matching of ISS Form 2 with LFS to include information about relationship to household head, sex and age.
 - d. Consistency checking of ISS Form 1 and 2 include completeness check and checking of invalid values.
2. CO staff will be assigned to the region to fast tract the above data processing activity. CO will bring with them the soft copy of ISS and LFS data files and hard copy of reject listing of the matched files.
3. Relatively, Regional Directors will assign a staff from the region to perform the data processing. The staff must be a regular employee and have been involved in the machine processing of the 2008 ISS. The assigned regional staff will work together full time with the CO staff in performing the ISS data processing activity.
4. For ease of verification, the regional staff must make available the LFS and ISS questionnaires. The region must also make available the computer used in the data entry of ISS. An updated system of ISS Form 1 and 2 will be installed to be used in correcting the inconsistent entries.
5. The CO and regional staff must see to it that the data processing activity will be completed within the allotted period. The CO staff will bring back with them the corrected data files of LFS and ISS.