

Note

Explanatory notes and definitions are provided in the specific items. Please refer to the relevant **Include** and **Exclude** portions and other notes when providing response for each item.

If exact figures are not available in your records, please provide your best estimates.

I. GENERAL INFORMATION ABOUT THE ESTABLISHMENT

A. Economic Activity or Business in 2008.

⇒ Describe in detail the main activity and other activities of this establishment.

1. **Main Activity** (Refers to the activity that contributes the biggest or major portion of the gross income or revenue of this establishment.)

2. **Major products/goods produced or sold and/or type of services rendered (Specify)**

3. **Secondary/Other Activities**

II. INFORMATION AND COMMUNICATION TECHNOLOGY (ICT) RESOURCES OF THE ESTABLISHMENT

ICT Resources are equipment, knowledge and human resources used to support electronic business/manufacturing processes and the conduct of electronic commerce transactions. It includes computer and peripheral equipment, systems and application software, network channels, telecommunication equipment, routers, satellite and other ICT hardware used in electronic business and commerce transactions, ICT support services and ICT workers.

⇒ Mark (X) the appropriate box/es for the type of ICT Resources in use by this establishment as of 31 December 2008.

A. ICT Equipment

1. **Computers and other hardware** (INCLUDE: Desktop, portable or handheld computer e.g. Personal Digital Assistant; Minicomputer and Mainframe) A computer does not include computer controlled machinery or electronic tills

⇒ Indicate below the number by type/s of computer and other equipment of this establishment as of 31 December 2008.

	Number of Units	LN NO
a. <input type="checkbox"/> Desktop computers		01
b. <input type="checkbox"/> Laptops and notebooks		02
c. <input type="checkbox"/> Mini computers (Micro and Medium servers)		03
d. <input type="checkbox"/> Main frame		04
e. <input type="checkbox"/> Handheld computers (e.g. Personal Digital Assistant)		05
f. <input type="checkbox"/> Others, <i>Specify:</i> _____		06
2. Communication equipment	Number of Units	LN NO
a. <input type="checkbox"/> Fixed telephone lines		07
b. <input type="checkbox"/> Mobile cellular phones (owned by the establishment for use in business transactions)		08
c. <input type="checkbox"/> Others (e.g. Video or Tele-video conference equipment), <i>Specify:</i> _____		09
3. Other ICT equipment, <i>Specify:</i> _____	Number of Units	LN NO
a.		10
b.		11
c.		12

II. ICT RESOURCES OF THE ESTABLISHMENT (Cont.)

B. Network Channels *(Collection of computers connected to each other that allows them to communicate with each other, and share resources and information)*

**LN
NO**

⇒ Mark (X) the appropriate box/es of network channels in use by this establishment as of 31 December 2008.

1.	<input type="checkbox"/>	Internet <i>(Specific internetwork consisting of a worldwide interconnection of governmental, academic, public and private networks based upon the networking technologies of the Internet Protocol Suite. A communication backbone underlying the World Wide Web.)</i>	01
2.	<input type="checkbox"/>	Intranet <i>(Set of networks, using the Internet Protocol (IP) and IP-based tools such as web browsers and file transfer application that is under the control of a single administrative entity.)</i>	02
3.	<input type="checkbox"/>	Extranet <i>(Network that is limited in scope to a single organization as entity but which also has limited connections to the networks of one or more other organizations or entities.)</i>	03
4.	<input type="checkbox"/>	WAN <i>(Network that connects computers and associated devices within a broad geographic area, such as region or country.)</i>	04
5.	<input type="checkbox"/>	LAN <i>(Network connecting computers within a localized area such as a single building or group of buildings.)</i>	05
6.	<input type="checkbox"/>	Others, Specify: _____	06

C. Knowledge

1. System and application software

⇒ Specify the most commonly used system and application software and classify whether customized, open-sourced, or commercial-off-the-shelves (COTS).

	Customized (1)	Open-sourced (2)	COTS (3)	LN NO
a. <input type="checkbox"/> Operating system <i>Example: MS Windows, Linux, Mac OS, Solaris</i>				01
				02
				03
b. <input type="checkbox"/> Office automation tool <i>Example: MS Office, Open Office</i>				04
				05
				06
c. <input type="checkbox"/> Database <i>Example: MS Access, Dbase, Foxpro, Oracle</i>				07
				08
				09
d. <input type="checkbox"/> Others: Specify,				10
				11
				12

2. ICT Support services *(INCLUDE: Management of systems development projects; Information systems planning; Systems analysis work; Programming, website development and hosting; Consulting; ICT training; Electronic payment; ICT research; etc.)*

⇒ Specify whether in-house or outsourced.

	In-house (1)	Outsourced (2)	LN NO
a. _____	<input type="checkbox"/>	<input type="checkbox"/>	13
b. _____	<input type="checkbox"/>	<input type="checkbox"/>	14
c. _____	<input type="checkbox"/>	<input type="checkbox"/>	15

D. Other ICT Resources, **Specify:** _____ 01

E. None 01

III. USES OF ICT RESOURCES IN THE ESTABLISHMENT'S OPERATIONS

A. Uses of ICT Resources in 2008

⇒ Mark (X) the appropriate box/es where ICT Resources were used. Indicate whether for internal business operation and/or as provider of goods and services.

Activity	For internal business operation (1)	As provider of goods and services (2)	LN NO
1. Hardware consultancy <i>(Consultancy on type and configuration of hardware with or without associated software application.)</i>	<input type="checkbox"/>	<input type="checkbox"/>	01
2. Software publishing <i>[Production, supply and documentation of ready-made (non-customized) software: operating systems; Business and other applications; Computer games for all platforms.]</i>	<input type="checkbox"/>	<input type="checkbox"/>	02
3. Other software consultancy and supply <i>(Analysis, design and programming of custom software; Development, production, supply and documentation of made-to-order software based on orders from specific users; Web page design; Software maintenance.)</i>	<input type="checkbox"/>	<input type="checkbox"/>	03
4. Data processing <i>(Processing of data employing either the customer's or a propriety program; Complete processing of data supplied by the customer, data entry services, scanning of documents; Management operation on a continuing basis of data processing facilities belonging to others; Time share computer services; Web hosting.)</i>	<input type="checkbox"/>	<input type="checkbox"/>	04
5. Data base activities <i>(Online distribution of content, but not to units where online publishing is done in additional forms of publishing; Assembly of compilations of data from one or more sources; Provisions of on-line access to propriety databases; On-line data base publishing; On-line directory and mailing list publishing; Other on-line publishing, including e-book; Web search portals; Internet search sites, Internet gamesites, Internet entertainment sites, and electronic learning.)</i>	<input type="checkbox"/>	<input type="checkbox"/>	05
6. Other computer related activities <i>(Computer disaster recovery; Software installation services; Other computer related services, n.e.c.)</i>	<input type="checkbox"/>	<input type="checkbox"/>	06
7. Legal services	<input type="checkbox"/>	<input type="checkbox"/>	07
8. Finance accounting and auditing	<input type="checkbox"/>	<input type="checkbox"/>	08
9. Human resources <i>(Benefits, payroll, recruitment and staffing)</i>	<input type="checkbox"/>	<input type="checkbox"/>	09
10. Insurance	<input type="checkbox"/>	<input type="checkbox"/>	10
11. Supply chain <i>(Procurement, Logistics management)</i>	<input type="checkbox"/>	<input type="checkbox"/>	11
12. E-commerce purchasing	<input type="checkbox"/>	<input type="checkbox"/>	12
13. E- commerce selling	<input type="checkbox"/>	<input type="checkbox"/>	13
14. Market research and public opinion polling <i>(Investigation on market potential, acceptance, and familiarity of products and buying habits of consumers for the purpose of sales promotion and development of new product, including statistical analyses of the results; Investigation of collective opinions of the public about political, economic and social issues and statistical analysis.)</i>	<input type="checkbox"/>	<input type="checkbox"/>	14
15. Business and management consultancy <i>(Provision of advice, guidance and operational assistance to businesses (and the public service); Arbitration and conciliation between management and labor; Activities of management holding companies.)</i>	<input type="checkbox"/>	<input type="checkbox"/>	15
16. Architectural and engineering services <i>(Consulting, architectural and engineering activities; Building design and drafting and supervision of construction, town and city planning and landscape architecture; Engineering and technical activities.)</i>	<input type="checkbox"/>	<input type="checkbox"/>	16
17. Manufacturing engineering services (INCLUDE: Upstream product engineering; Downstream product engineering, and Plant and process engineering.)	<input type="checkbox"/>	<input type="checkbox"/>	17
18. Animation, game development <i>(Process of giving the illusion of movement to cinematographic drawings, models or inanimate objects thru 2D, 3D, etc.)</i>	<input type="checkbox"/>	<input type="checkbox"/>	18
19. Business research, financial research	<input type="checkbox"/>	<input type="checkbox"/>	19
20. Data analytics	<input type="checkbox"/>	<input type="checkbox"/>	20
21. Legal process and patent research	<input type="checkbox"/>	<input type="checkbox"/>	21
22. Creative development	<input type="checkbox"/>	<input type="checkbox"/>	22
23. Medical and legal transcription <i>(Transfer of data from one form (voice/oral) to another (paper or electronic) such as medical history, diagnosis, prognosis and outcome, pedositors, hearing and court tapes.)</i>	<input type="checkbox"/>	<input type="checkbox"/>	23
24. Internet service provider	<input type="checkbox"/>	<input type="checkbox"/>	24
25. Internet-based business web hosting	<input type="checkbox"/>	<input type="checkbox"/>	25
26. ICT education/training	<input type="checkbox"/>	<input type="checkbox"/>	26
27. Manufacture/distribution of ICT goods	<input type="checkbox"/>	<input type="checkbox"/>	27
28. Production process and control	<input type="checkbox"/>	<input type="checkbox"/>	28
29. Processing of customer's order and payment	<input type="checkbox"/>	<input type="checkbox"/>	29
30. Others, Specify: _____	<input type="checkbox"/>	<input type="checkbox"/>	30

IV. INTERNET CONNECTION OF THIS ESTABLISHMENT			
⇒ Mark (X) the appropriate box.	YES (1)	NO (2)	LN NO
A. Did this establishment have access to the Internet in 2008?	<input type="checkbox"/>	<input type="checkbox"/>	01
B. Did this establishment have the following types of external connection to the Internet in 2008?			
⇒ Mark (X) the appropriate box/es.	YES (1)	NO (2)	LN NO
1. ISDN [Integrated Services Digital Network is a telecommunication service that turns a traditional (copper) telephone line into a higher speed digital link. It is regarded as narrowband.]	<input type="checkbox"/>	<input type="checkbox"/>	01
2. Other narrowband [INCLUDE: Mobile phone access (e.g. WAP, I-mode) and other forms of access with an advertised download speed of less than 256 kbps]	<input type="checkbox"/>	<input type="checkbox"/>	02
3. Mobile connection (Example: Analog mobile phone, GSM, GPRS, UMTS, EDGE, CDMA2000 1xEVDO)	<input type="checkbox"/>	<input type="checkbox"/>	03
4. DSL connection [Digital Subscriber Line is a high-bandwidth, local loop technology carrying data at high speeds over traditional (copper) telephone lines. INCLUDE: xDSL, ADSL, SDSL]	<input type="checkbox"/>	<input type="checkbox"/>	04
5. Other broadband (Form of access with download speed of 256 kbps or more.)	<input type="checkbox"/>	<input type="checkbox"/>	05
6. Analog modem [Dial-up via standard phone line, converts a digital signal into analog from transmission by traditional (copper) telephone lines. It also converts analog transmission back to digital.]	<input type="checkbox"/>	<input type="checkbox"/>	06
7. Cable modem (Modem which uses cable TV lines for connection to the internet.)	<input type="checkbox"/>	<input type="checkbox"/>	07
8. Wireless Internet connection (Newest Internet connection that uses radio frequency instead of telephone or cable networks, and can be accessed from anywhere – as long as geographically within a network coverage area.)	<input type="checkbox"/>	<input type="checkbox"/>	08
9. Other fixed internet connection [Example: leased line (e.g. E1 or E3 at level 1 and ATM at level 2), Frame Relay, Metro-Ethernet, PLC - Powerline communication, etc.]	<input type="checkbox"/>	<input type="checkbox"/>	09
10. Others, Specify: _____	<input type="checkbox"/>	<input type="checkbox"/>	10
C. Did this establishment have any of the following IT security measures in place in 2008?			
⇒ Mark (X) the appropriate box/es.	YES (1)	NO (2)	LN NO
1. Virus checking or protection software which is regularly updated (Software which detects and responds to malicious programs such as viruses, trojan horse and worm.)	<input type="checkbox"/>	<input type="checkbox"/>	01
2. Anti-spyware software which is regularly updated [Software which detects and removes spyware from a computer system (spyware gathers user information through an Internet connection without the user's knowledge). Maybe stand alone or included in security software packages or operating systems.]	<input type="checkbox"/>	<input type="checkbox"/>	02
3. Spam filter [Software that diverts incoming spam (junk e-mail), Spam filters trap messages using various criteria such as e-mail addresses or specific words (or word patterns) in the e-mail.]	<input type="checkbox"/>	<input type="checkbox"/>	03
4. Secured communication between clients and servers (INCLUDE: SSL - an encryption protocol which creates a secure connection between a client and a server; SHTTP supports the secure transmission of individual messages over the WWW.)	<input type="checkbox"/>	<input type="checkbox"/>	04
5. Authentication software or hardware for internal and external users (Verifies the identity of an internal or external user, user device, or other entity. INCLUDE: Passwords, tokens, PIN codes and digital signatures.)	<input type="checkbox"/>	<input type="checkbox"/>	05
6. Intrusion detection system (INCLUDE: Any system which attempts to detect intrusion into a computer or network by observation of actions, security logs or audit data.)	<input type="checkbox"/>	<input type="checkbox"/>	06
7. Regular back-up of data and/or office data back-up critical to the business operations (These are copies of computer files stored at a different site to the main data store. INCLUDE: Both automated and non-automated back-ups)	<input type="checkbox"/>	<input type="checkbox"/>	07
8. Others (e.g. Encryption measures), Specify: _____	<input type="checkbox"/>	<input type="checkbox"/>	08
D. Did this establishment experience an attack by a virus (e.g. a Trojan horse or worm), which has resulted in loss of data or time, or damage to software/hardware in 2008? (A virus is a self-replicating, malicious program, which attaches itself to a host program. A trojan horse is a program that performs like a real program a user may wish to run, but also performs unauthorized actions. A worm is a malicious program that self-replicates across networks. EXCLUDE: Attacks which were successfully prevented by security measures in place.)	<input type="checkbox"/>	<input type="checkbox"/>	01

V. E-COMMERCE VIA THE INTERNET

E-commerce refers to the sale of goods and services where an order is placed by the buyer, price and terms of sale are negotiated over the Internet Protocol-based networks, an extranet, Electronic Data Interchange (EDI) network, or other on-line system.

⇒ Mark (X) the appropriate box.	YES (1)	NO (2)	LN NO
A. Did this establishment make purchases for goods and services via Internet in 2008?	<input type="checkbox"/>	<input type="checkbox"/>	01
B. Did this establishment receive orders for goods and services via Internet in 2008?	<input type="checkbox"/>	<input type="checkbox"/>	01
C. Did this establishment have any of the following customers in 2008?			
⇒ Mark (X) the appropriate box/es.	YES (1)	NO (2)	LN NO
1. Other business establishments	<input type="checkbox"/>	<input type="checkbox"/>	01
2. Other units belonging to the same enterprise as this establishment	<input type="checkbox"/>	<input type="checkbox"/>	02
3. Individuals/households	<input type="checkbox"/>	<input type="checkbox"/>	03
4. Government	<input type="checkbox"/>	<input type="checkbox"/>	04
5. Non-profit institutions, NGOs	<input type="checkbox"/>	<input type="checkbox"/>	05
D. Did this establishment benefit from e-commerce transactions (selling and purchasing) in any of the following in 2008?			
⇒ Mark (X) the appropriate box/es.	YES (1)	NO (2)	LN NO
1. Reduced transaction time	<input type="checkbox"/>	<input type="checkbox"/>	01
2. Increased quality of customer service	<input type="checkbox"/>	<input type="checkbox"/>	02
3. Lower business costs	<input type="checkbox"/>	<input type="checkbox"/>	03
4. Increased sales volume and/or number of customers	<input type="checkbox"/>	<input type="checkbox"/>	04
5. Keeping pace with competitors	<input type="checkbox"/>	<input type="checkbox"/>	05
6. Able to better target customers individually	<input type="checkbox"/>	<input type="checkbox"/>	06
7. Others, <i>Specify:</i> _____	<input type="checkbox"/>	<input type="checkbox"/>	07
E. Did any of the following factors limit or prevent e-commerce transactions (selling and purchasing) by this establishment in 2008?			
⇒ Mark (X) the appropriate box/es.	YES (1)	NO (2)	LN NO
1. Security concerns	<input type="checkbox"/>	<input type="checkbox"/>	01
2. Privacy concerns	<input type="checkbox"/>	<input type="checkbox"/>	02
3. Prefer to maintain current business model, e.g. face to face interaction	<input type="checkbox"/>	<input type="checkbox"/>	03
4. Incompatible computer systems between customer and supplier	<input type="checkbox"/>	<input type="checkbox"/>	04
5. Insufficient level of customer demand for purchasing via the Internet	<input type="checkbox"/>	<input type="checkbox"/>	05
6. Uncertainty concerning legal/regulatory framework for selling via the Internet	<input type="checkbox"/>	<input type="checkbox"/>	06
7. Too high cost of development and/or maintenance	<input type="checkbox"/>	<input type="checkbox"/>	07
8. Lack of skilled employees to develop, maintain or use the required technology	<input type="checkbox"/>	<input type="checkbox"/>	08
9. Unreliable Internet connections	<input type="checkbox"/>	<input type="checkbox"/>	09
10. Lack of appropriate software for the specific sector/size of the establishment	<input type="checkbox"/>	<input type="checkbox"/>	10
11. Selling over the Internet currently under development or planned in the near future	<input type="checkbox"/>	<input type="checkbox"/>	11
12. No Internet connection	<input type="checkbox"/>	<input type="checkbox"/>	12
13. Hardware limitation	<input type="checkbox"/>	<input type="checkbox"/>	13
14. Others, <i>Specify:</i> _____	<input type="checkbox"/>	<input type="checkbox"/>	14

VI. USE OF INTERNET FOR OTHER PROCESSES WITHIN THE ESTABLISHMENT			
⇒ Mark (X) the appropriate box.	YES (1)	NO (2)	LN NO
A. Did this establishment have a website in 2008?	<input type="checkbox"/>	<input type="checkbox"/>	01
B. Did the website of this establishment have any of the following features in 2008?			
⇒ Mark (X) the appropriate box/es.	YES (1)	NO (2)	LN NO
1. Product catalogues or price lists	<input type="checkbox"/>	<input type="checkbox"/>	01
2. Customized web page or information provided for repeat clients	<input type="checkbox"/>	<input type="checkbox"/>	02
3. Facility for collecting customer information on-line	<input type="checkbox"/>	<input type="checkbox"/>	03
4. On-line ordering facility for products	<input type="checkbox"/>	<input type="checkbox"/>	04
5. Facility for on-line payments	<input type="checkbox"/>	<input type="checkbox"/>	05
6. Provision of on-line after sales support	<input type="checkbox"/>	<input type="checkbox"/>	06
7. Order tracking available on-line	<input type="checkbox"/>	<input type="checkbox"/>	07
8. Security policy statement and/or security seal or certification	<input type="checkbox"/>	<input type="checkbox"/>	08
9. Privacy policy statement and/or privacy seal or certification	<input type="checkbox"/>	<input type="checkbox"/>	09
10. Others, Specify: _____	<input type="checkbox"/>	<input type="checkbox"/>	10
C. Did this establishment use the Internet for any of the following transactions made with the Philippine government agencies in 2008?			
⇒ Mark (X) the appropriate box/es.	YES (1)	NO (2)	LN NO
1. For obtaining information from government organizations (<i>i.e., from websites or via e-mail</i>)	<input type="checkbox"/>	<input type="checkbox"/>	01
2. For downloading or requesting government forms (INCLUDE: Downloading from websites or e-mailing requests for forms such as taxation forms, claims, application for permits etc.)	<input type="checkbox"/>	<input type="checkbox"/>	02
3. Completing forms on-line or sending completed forms (INCLUDE: On-line completion and submission of forms, for instance, by e-mail of taxation forms, applications for permits and documents)	<input type="checkbox"/>	<input type="checkbox"/>	03
4. For making on-line payments to government organizations (INCLUDE: Payment of fees, payments for purchases, taxation, remittances, etc. On-line payments to government organizations may be made via intermediary, for instance, a bank's website.)	<input type="checkbox"/>	<input type="checkbox"/>	04
5. Other dealings with government, Specify: _____	<input type="checkbox"/>	<input type="checkbox"/>	05
D. Did this establishment use the Internet for any of the following business operations in 2008?			
⇒ Mark (X) the appropriate box/es.	YES (1)	NO (2)	LN NO
1. Finance (INCLUDE: Invoicing and making payments via the Internet, on-line banking)	<input type="checkbox"/>	<input type="checkbox"/>	01
2. Internal or external recruitment (INCLUDE: Details of vacant positions on an intranet or website)	<input type="checkbox"/>	<input type="checkbox"/>	02
3. Staff training (INCLUDE: E-learning applications available on an intranet or from the WWW)	<input type="checkbox"/>	<input type="checkbox"/>	03
4. Sharing or distribution of information within your establishment (INCLUDE: Via an intranet or knowledge management software)	<input type="checkbox"/>	<input type="checkbox"/>	04
5. Sharing or distribution of information with other organizations (INCLUDE: Collaboration with business partners)	<input type="checkbox"/>	<input type="checkbox"/>	05
6. Getting information from other organizations	<input type="checkbox"/>	<input type="checkbox"/>	06
7. Others, Specify: _____	<input type="checkbox"/>	<input type="checkbox"/>	07

CONTINUED ON PAGE 8

VII. E-COMMERCE VIA COMPUTER NETWORKS OTHER THAN THE INTERNET

⇒ Mark (X) the appropriate box.			
	YES (1)	NO (2)	LN NO
A. Did this establishment order goods or services via computer networks other than the Internet in 2008?	<input type="checkbox"/>	<input type="checkbox"/>	01
B. Did this establishment receive orders for goods or services via computer networks other than the Internet in 2008?	<input type="checkbox"/>	<input type="checkbox"/>	01

VIII. USE OF CELLULAR MOBILE PHONES IN SELLING AND OTHER BUSINESS OPERATION

⇒ Mark (X) the appropriate box.			
	YES (1)	NO (2)	LN NO
A. Did this establishment place order for goods and services via cellular mobile phone in 2008?	<input type="checkbox"/>	<input type="checkbox"/>	01
B. Did this establishment receive order for goods and services via cellular mobile phone in 2008?	<input type="checkbox"/>	<input type="checkbox"/>	01
C. Did this establishment use cellular mobile phone for the following activities in 2008?			
⇒ Mark (X) the appropriate box/es.			
	YES (1)	NO (2)	LN NO
1. For getting information about goods and services	<input type="checkbox"/>	<input type="checkbox"/>	01
2. For sending or receiving e-mail	<input type="checkbox"/>	<input type="checkbox"/>	02
3. For accessing the Internet	<input type="checkbox"/>	<input type="checkbox"/>	03
4. For accessing banking or other financial services	<input type="checkbox"/>	<input type="checkbox"/>	04
5. For interacting with government organizations/public authorities	<input type="checkbox"/>	<input type="checkbox"/>	05
6. For providing customer services	<input type="checkbox"/>	<input type="checkbox"/>	06
7. For other information researches	<input type="checkbox"/>	<input type="checkbox"/>	07
8. For delivering products over the mobile phone line	<input type="checkbox"/>	<input type="checkbox"/>	08
9. Others, <i>Specify:</i> _____	<input type="checkbox"/>	<input type="checkbox"/>	09

IX. PURCHASE AND DISPOSAL OF ICT EQUIPMENT

A. When was the last time this establishment purchase its ICT equipment?	YEAR	LN NO
⇒ Indicate the year on the space provided..		01
B. How often does this establishment purchase ICT equipment?		
⇒ Mark (X) the appropriate box.		
1. <input type="checkbox"/> Every year	3. <input type="checkbox"/> Every 5 years	01
2. <input type="checkbox"/> Every 3 years	4. <input type="checkbox"/> Others, <i>Specify:</i> _____	
C. What is the method of disposal of ICT equipment?		LN NO
⇒ Mark (X) the appropriate box/es.		
1. <input type="checkbox"/> Auction sale		01
2. <input type="checkbox"/> Donation		02
3. <input type="checkbox"/> Takeback program of computer supplier		03
4. <input type="checkbox"/> Others, <i>Specify:</i> _____		04

X. OTHER GENERAL INFORMATION ABOUT THE ESTABLISHMENT

A. EMPLOYMENT AS OF 15 NOVEMBER 2008

Employment refers to the number of employees working in or for the establishment and receiving regular pay.

INCLUDE:

- Full-time/part-time employees working in or for the establishment and receiving regular pay
- Employees working away from this establishment paid by and under the control of this establishment
- Employees on sick or maternity leave
- Employees on paid vacation or holiday
- Employees on strike
- Directors of corporations working for pay
- Executives/managers and other officers of the same category
- Working owners receiving regular pay
- Apprentices and learners receiving regular pay
- Any other employee receiving regular pay not reported above

EXCLUDE:

- Directors paid solely for their attendance at meetings of Board of Directors
- Consultants
- Workers on indefinite leave
- Working owners/members of cooperatives who do not receive regular pay
- Homeworkers
- Workers receiving commissions only

	NUMBER	LN NO
⇒ Indicate the number of employees on the space provided.		
1. What was the total employment of this establishment as of 15 November 2008?	_____	01
2. How many employees were routinely using computers at work as of 15 November 2008?	_____	02
3. How many employees were routinely using computers with Internet connection as of 15 November 2008?	_____	03
	VALUE	LN NO
⇒ Indicate the sale (value in pesos) on the space provided.		
1. What was the sale via Internet of this establishment in 2008?	_____	01
2. What was the sale via computer networks other than the Internet of this establishment in 2008?	_____	02
3. What was the sale via cellular mobile phone of this establishment in 2008?	_____	03
c. INTERNET SALES IN 2008		
1. What percentage to total sales of the following products and services were sold via the Internet by this establishment in 2008?		
	PERCENTAGE SHARE	LN NO
⇒ Mark (X) the appropriate box/es and indicate the percentage share.		
a. <input type="checkbox"/> Physical products (ordered on-line and delivered off-line)	_____ %	01
b. <input type="checkbox"/> Digitized products (downloaded or accessed on-line)	_____ %	02
c. <input type="checkbox"/> Service rendered and delivered on-line	_____ %	03
d. <input type="checkbox"/> Service ordered on-line but delivered off-line	_____ %	04
2. What was the percentage of Internet sales by location of customer of this establishment in 2008?		
	PERCENTAGE SHARE	LN NO
⇒ Mark (X) the appropriate box/es and indicate the percentage share.		
a. <input type="checkbox"/> Customer within the Philippines	_____ %	05
b. <input type="checkbox"/> Customer outside the Philippines	_____ %	06
3. What was the percentage of Internet sales to total sales by this establishment in 2008?		
	PERCENTAGE SHARE	LN NO
⇒ Mark (X) the appropriate box/es and indicate the percentage share.		
a. <input type="checkbox"/> On-line ordering facility of the establishment's website	_____ %	07
b. <input type="checkbox"/> Another website	_____ %	08
c. <input type="checkbox"/> Electronic Data Interchange (EDI) over the internet	_____ %	09
d. <input type="checkbox"/> Others, <i>Specify:</i> _____	_____ %	10

REMARKS



CERTIFICATION

I hereby certify that this report for the period _____ to _____ has been completed as accurately as the records of this establishment allow and with the best estimates in some instances.

Name _____ Signature _____

Title/Designation _____ Date _____

CONTACT PERSON

Person to be contacted for queries regarding this form:

Name _____ Address _____

Title/Designation _____

Tel. No. _____ Fax No. _____ E-mail Address _____

DO NOT FILL (FOR NSO USE ONLY)

Activity	Name	Signature	Number of items	Date
Distributed by				/ /
Collected by				/ /
Field Edited by				/ /
Manually Edited by				/ /
Edited/Coded by				/ /
Verified by				/ /

THANK YOU FOR ACCOMPLISHING THIS FORM!