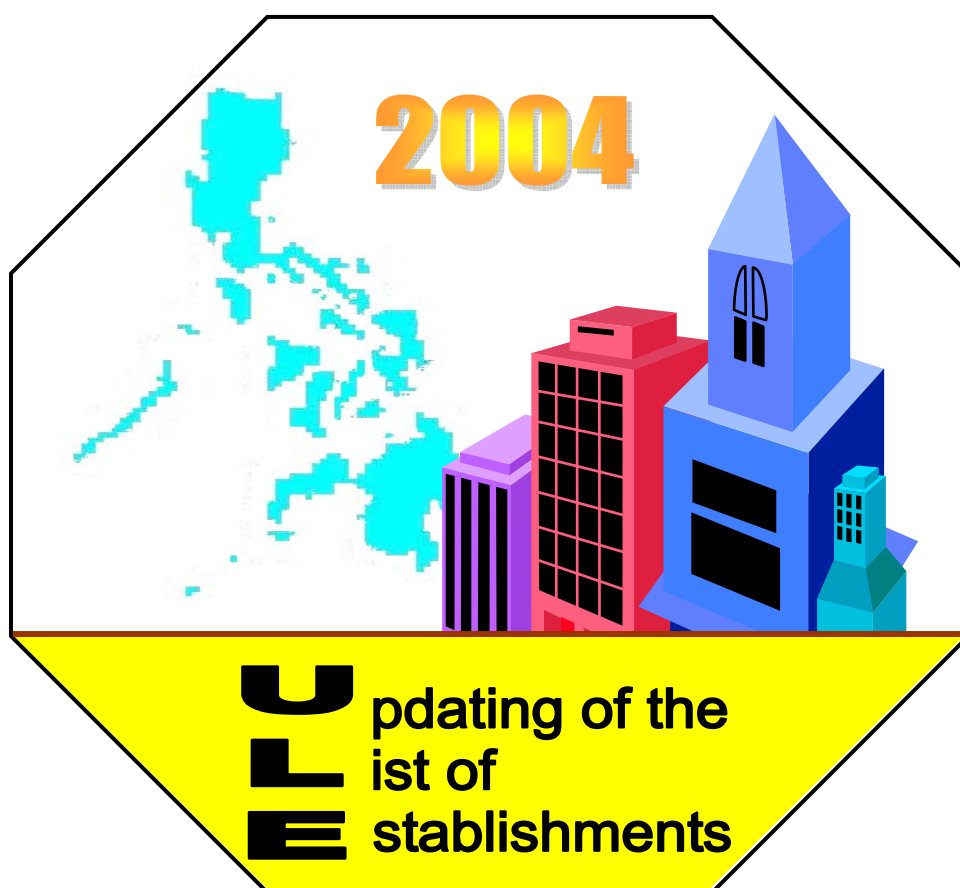


# FIELD OPERATIONS AND PROCESSING MANUAL



**N**ATIONAL **S**tatistics **O**ffice  
PHILIPPINES

# FIELD OPERATIONS AND PROCESSING MANUAL

2004  
Updating of the List of  
Establishments



**N**NATIONAL **S**STATISTICS **O**FFICE  
PHILIPPINES

# FOREWORD

This FIELD OPERATIONS AND PROCESSING MANUAL for the 2004 Updating of the List of Establishments (ULE) was prepared to guide both central office and field office personnel for the smooth conduct and uniformity of instructions for the various phases of the 2004 ULE operations.

It presents the basic information about this national undertaking such as its objectives, scope and coverage, and the items of information to be gathered. It also discusses the field operations procedures, and instructions in accomplishing, editing and manual processing of ULE forms.

All users should familiarize themselves with this manual to ensure the success of the 2004 ULE.

  
CARMELITA N. ERICTA  
Administrator

Manila, Philippines  
August 2004

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# CHAPTER 1

## INTRODUCTION

### 1.1 OVERVIEW

The **UPDATING OF THE LIST OF ESTABLISHMENTS (ULE)** is a regular activity of the Industry and Trade Statistics Department (ITSD) of the National Statistics Office (NSO). It is undertaken primarily to provide an updated and reliable sampling frame for the census and survey of establishments. The ULE involves (1) capturing “new” establishments and listing their characteristics; (2) updating the status and characteristics of “old” establishments; and (3) de-listing “closed” establishments that should no longer form part of the List of Establishments (LE).

The 2004 ULE is being conducted in preparation for the 2005 Census of Philippine Business and Industry (CPBI). It covers all urban barangays of cities, provincial capitals, and first class municipalities and few other barangays. Complete enumeration of operating establishments shall be done in these ULE areas. There are two methods presented to accomplish this for a ULE barangay. Enumerators are given the choice which of the two methods to adopt.

In addition to the usual LE data items, the 2004 ULE involves collection of additional information to address the need of the development planners of Small and Medium Enterprises (SMEs). Other information will be used to improve future ULE and survey operations.

Part of the field operation is the plotting of establishments in barangay maps. These barangay maps will be utilized to improve the existing digitized maps and to plot the relative location of the establishments. The 2004 ULE introduces the use of the GPS (Global Positioning System), with Quezon City as the pilot area. The GPS units will be used in getting the exact location of establishments.

These innovations are geared towards better service, in terms of relevance, quality and timeliness of output, to all users of the LE; and effective procedures for ITSD’s field office partners.

## 1.2 HISTORICAL BACKGROUND

Efforts of the NSO to construct and update the List of Establishments (LE) for censuses and surveys of establishments from 1961 onwards are traced below:

- **1961** - Nationwide field listing was undertaken in preparation for the 1961 economic census.
- **1962-1965** - The directories of establishments were taken from the Department of Labor and were supplemented by lists from government offices and agencies. Mail inquiries were conducted to collect other information.

The UN ISIC (United Nations International Standard Industrial Classification) was used in 1961 up to 1965.

- **1966** - The directories of establishments were taken from the Department of Labor and were supplemented by lists from government offices and agencies. Mail inquiries were conducted to collect other information. The 1966 Philippine Standard Industrial Classification (PSIC) was used.
- **1967** - Nationwide field listing was undertaken in preparation for the 1967 economic census.
- **1968-1969** - The LEs were updated using lists from government agencies, municipal and city treasurer's offices, newspapers and telephone directories.

The 1966 PSIC (Philippine Standard industrial Classification) was used from 1966 to 1969.

- **1970-1974** - The LEs were updated using lists from government agencies, municipal and city treasurer's offices, newspapers and telephone directories.
- **1975** – Updating of the previous year's LE was undertaken in preparation for the 1975 Economic Census. Updating refers to actual field verification of the old frame and listing of new establishments.
- **1976 – 1977** – Updating entailed actual visit to establishments listed in the LE and listing new establishments, a standard procedure for provincial offices. However, it was not given much attention due to lack of budgetary support, absence of detailed instructions, and overlapping major operations.

The 1970 PSIC was used from 1970 to 1977.

- **1978** - Listing of establishments was conducted in preparation for the 1978 Census of Establishments.

- **1979 -1982** - Ocular inspection of the establishments was done. In 1981, a bigger budgetary allotment was provided for a more thorough field updating to be done every quarter and later, every semester. Field offices were required not only to make ocular inspection of establishments in their area but also to avail of records of business establishments from the Municipal Treasurer's Office and other offices. The NSO field offices were provided with a manual on updating of LE.
- **1983** - Preparatory to the 1983 Census of Establishments, a pre-canvass of establishments was undertaken to update the 1982 LE. A pre-canvass form known as the Establishment Inquiry Form was used to obtain the necessary data. This is a pre-printed form given to each establishment and contains the name and physical location of the establishment and asks for certain input data used as controls.
- **1984-1987** - Ocular inspection of the establishments every semester was done. Mail inquiry was also conducted in mid 80's. The 1977 PSIC was used. The same set of ECN (Establishment Control No.) was maintained for the period 1978-1987. The ECN is an eight-digit number composed of the province code, folio number, page number, and line number of the establishment in the 1978 listing sheet. This method of assigning ECN was adopted for new establishments captured after the 1978 listing.

The ECN was maintained for the period 1978-1987, except when the establishment transferred to another province.

- **1988** – In preparation for the 1988 Census of Establishments, the integrated listing of households and establishments was conducted in February 1988. Integrated listing was undertaken to address the problem of the overlap between the coverage of household surveys and establishments surveys. This was done in sample barangays of the Integrated Survey of Households (ISH) and in other barangays, a listing of establishments only. Field offices concentrated on the collection of information and field editing of ULE forms. Processing was centralized. Manual processing and coding, and machine processing, utilizing the main frame, were done at the Central Office.
- **1989** – Mail inquiry addressed to establishments in secondary sources but not found in the LE was conducted.
- **1990-1992** - Unlike the previous updating activities which were done every quarter or semester by the field offices, updating after the 1988 listing was a one-time field operation. Comprehensive updating was conducted during the periods: September 17-December 14, 1990; June 17-September 13, 1991; and 3<sup>rd</sup> quarter of 1992.

- **1993** - Similar to previous year except that only selected areas were updated. New microcomputerized processing of the LE forms started in 1993.
- **1994-1995** - Updating of the previous year's LE but it was conducted in provincial capitals, cities and other urban areas only.

Starting with 1988, a new set of ECN based on the 1988 listing operation was used. The composition of the ECN was the same as that of 1978. The 1977 PSIC was used from 1978 to 1995.

- **1996** - The desire to further improve the quality of the LE, coupled with the need for the list and statistics on small and medium enterprises, prompted the NSO to expand its coverage and change the strategy in updating. In 1996, the LE was merged with the list of exporters and importers, list of business permits from local government units (LGUs), and lists from the Bureau of Trade Regulation and Consumer Protection (BTRCP), Philippine Chamber of Commerce and Industry (PCCI), Board of Investments (BOI), Bangko Sentral ng Pilipinas (BSP) and the National Statistical and Coordination Board (NSCB). Field operation involved complete enumeration using the merged list and the listing sheet. The field operation was conducted from November 11, 1996 to Feb 7, 1997. All establishments in the merged list were field verified. This updating activity took a lot of manual and machine processing time. There were numerous problems such as duplication, incorrect identification of establishment as to scope and coverage, insufficient description of main activity and difficulty in linking establishments from different lists.

The eight-digit ECN was replaced by a 14-digit ECN. The new ECN consisted of 14 characters (4-digit province-municipality code, 6-digit serial number generated with the municipality, 2-digit for the last two digits of the year of registration with the LE, 1-digit industry major division code, and 1-check digit). The 14-digit ECN served as the permanent ECN of the establishment up to the present time. This was the first time that the 1994 PSIC was used.

- **1999** - The next field updating of establishments was undertaken during the period May 3-July 15, 1999. The 1999 ULE had the same scope and coverage as that of the 1995 ULE. The barangays covered were selected according to the number of establishments and economic development. Barangays with few establishments were excluded from enumeration because of cost consideration. Recording all the establishments using the listing sheet were done in special areas, such as economic zones, shopping malls, markets, etc. In other areas, the strategy was to update the 1998 masterlist of establishments and to record new establishments in the listing sheet.

Manual and machine processing and generation of the regional LE were decentralized to the field offices for the first time to enhance their capability to respond to data needs at the local level. The review of the sectoral LE was done at the Central Office.

- **2000** – Preparatory to the 2000 Census of Philippine Business and Industry (CPBI), field updating was conducted in the 3<sup>rd</sup> quarter of 2000. Only establishments with ATE 50 and over were updated by the field offices. The 1998 and 1999 list of registered corporations and partnerships of the Security Exchange Commission (SEC), list of exporters/importers, and the list of establishments of the BSP and Bureau of Labor and Employment Statistics (BLES) were also field verified.
- **2001** - The major source of updates was the reports of sample establishments from the 2000 CPBI. Continuous matching of the LE with the lists from various sources such as the SEC list of top corporations, BSP list, list of members of business associations, BLES list of establishments, etc. was undertaken to capture births of establishments. Mail inquiry into the status of establishments not found in the LE was also done.
- **2002-2003** - The process of capturing business births using secondary sources and conduct of mail inquiry was continued in 2002 and 2003. Feedbacks from establishment surveys (ASPBI, QSPBI and MISSI) were also used to update the LE.

The 1994 PSIC was first adopted in 1996 and continued to be used till 2002. This was replaced by the amended 1994 PSIC in 2003.

### **1.3 OBJECTIVES**

The 2004 Updating of the List of Establishments aims to provide the following:

1. reliable statistical frame for establishment censuses and surveys;
2. information on characteristics of establishments which are bases for sampling and coverage decisions;
3. guide to government planners in the geographical allocation of resources based on the number of establishments in an area;
4. register of establishments that contains reliable baseline information for policy and program formulation and monitoring of trade and industry development;

5. information on the characteristics and distribution of establishments which are bases for analyzing product/service buyers and suppliers;
6. information to compile a list of enterprises; and
7. list of emerging industries.

#### **1.4 USES OF STATISTICS DERIVED FROM THE LE**

Distribution of establishments derived from the LE is used for many purposes. Some of the actual uses of the LE are the following:

1. inputs to the following:
  - policy papers of the government;
  - compilation of the national accounts;
  - conduct of studies on micro, small and medium enterprises in preparation for the implementation of SME development plans;
  - market research studies and theses; and
  - marketing plans, opportunities and prospects and for identifying outlets for products of establishments.
2. basis in monitoring and analyzing current developments in the regions; and
3. guide in the:
  - implementation of government projects; and
  - evaluation and rationalization of the distribution and allocation of the geographical budget of government agencies.

#### **1.5 LEGAL AUTHORITY**

The 2004 Updating of the List of Establishments is undertaken by authority of the following:

**Commonwealth Act No. 591 (An Act to Create a Bureau of the Census and Statistics, to Consolidate Statistical Activities of the Government therein) approved and took effect on August 19, 1940**

*Empowering the Bureau, among other things, to prepare for and undertake all censuses of population, agriculture, industry and commerce.*

**Section 3 of Commonwealth Act No. 591 states that:**

*“... Any person who fails or refuses to accomplish, mail or deliver such questionnaire or form received by him to the Bureau of the Census and Statistics or any person who in accomplishing any such questionnaire or form, knowingly gives data or information which shall prove to be materially untrue in any particular, or any person who signs such questionnaire or form after it has been accomplished in the knowledge that it is untrue in any particular shall upon conviction, be punished...”*

**Presidential Decree No. 418 dated March 20, 1974**

*Reconstituting the Bureau of the Census and Statistics as a new agency to be known as the National Census and Statistics Office, under the administrative supervision of the National Economic and Development Authority.*

**Executive Order No. 121 (Reorganization Act of the Philippine Statistical System) dated August 4, 1987**

*Renaming the National Census and Statistics Office (NCSO) to National Statistics Office (NSO) which shall be the major statistical agency responsible for generating general purpose statistics and undertaking such censuses and surveys as may be designated by the National Statistical Coordination Board.*

**Executive Order 5 (Strengthening the National Statistics Office) approved on July 29, 1998**

*Authorizes the Office to delegate more substantive and administrative functions to the field offices to transform them from a mere data collection arm to statistics-producing units. Refocus the functions of the central office units towards developmental planning, design and analysis of designated statistical activities as well as other surveys and statistical studies requested by government agencies and international organizations.*

## **1.6 CONFIDENTIALITY OF INFORMATION**

**Section 4 of Commonwealth Act No. 591 states that:**

*“... Data furnished to the Bureau of the Census and Statistics will be kept **STRICTLY CONFIDENTIAL** and shall not be used as evidence in court for purposes of taxation, regulation or investigation; nor shall such data or information be divulged to any person except authorized*



*employees of the Bureau of the Census and Statistics, nor shall such data be published except in the form of summaries or statistical tables in which no reference to an individual, corporation, association, partnership, institution or business enterprise shall appear. Any person violating the provisions of this section shall upon conviction, be punished by a fine of not more than six hundred pesos, or by imprisonment for not more than six months, or by both...”*

## CHAPTER 2

### ULE ECONOMIC UNITS

This chapter defines the population to be listed. It identifies the economic units to be captured and discusses the types of economic units according to organizational and legal structure as well as its industrial and geographical classification systems. The scope and coverage and the areas covered by 2004 ULE are also provided.

#### 2.1 ECONOMIC UNITS TO BE LISTED

The listing unit for the 2004 ULE is the **establishment**. An **establishment** is defined as an economic unit, which engages, under a single ownership or control, i.e. under a single entity; in one or predominantly one kind of economic activity at a single fixed physical location. Thus, stores, shops, factories, mining companies, electric plants, transport companies, radio stations, hotels, restaurants, banks, insurance companies, real estate development companies and the like are considered establishments. *Ambulant peddlers and hawkers*, as they do not have a fixed business location, are not considered as establishments.

##### 2.1.1 ECONOMIC ORGANIZATION OF AN ESTABLISHMENT

The economic organization (EO) relates to the organizational structure or role of the establishment in the organization. An *establishment* may be classified according to its economic organization, that is, whether an establishment is a single establishment, a branch, an establishment and main office, a main office only, or an ancillary unit (except main office).

A **single establishment** (EO 1) is one which has no branch or main office.

A **branch** (EO 2) is an establishment with main office located elsewhere.

An **establishment and main office** (EO 3) is one which is both located in the same address and with branches elsewhere.

A **main office** (EO 4) is an ancillary unit which controls, supervises and directs other establishments.

An **ancillary unit** (except main office) (EO 5) is an economic unit that operates primarily or exclusively for a related establishment or group of establishments and produces goods or services that support but do not become part of the output of those establishments. Examples of ancillary units are warehouses, garages, repair shops of transport establishments, research laboratories, or electric power plants of a movie house or of a factory which

primarily serve their parent units. To be classified also under this category are extension stores of retail stores in markets.

## 2.1.2 LEGAL ORGANIZATION OF AN ESTABLISHMENT

An establishment may be also classified according to its legal or business organization. The legal organization refers to the legal structure of the establishment. This provides the basis for ownership. The types of legal organization are single proprietorship, partnership, government corporation, other private corporation, cooperative, and other legal organizations such as private associations, foundations, non-government organizations (NGOs), etc.

A **single proprietorship** (LO 1) refers to a form of legal or business organization organized, owned, and managed by one person, who alone assumes the risk of the business enterprise.

A **partnership** (LO 2) refers to an association of two or more individuals for the conduct of a business enterprise based upon an agreement or contract between or among them. It is a contract whereby two or more persons bind themselves to contribute money, property or industry into a common fund with the intention of dividing profits among themselves.

A **corporation** refers to an artificial being created by operation of law, having the right of succession, and the powers, attributes and properties expressly authorized by law or incident to its existence. As an artificial being, a corporation has a juridical personality separate and distinct from that of each shareholder or member. It exists only in contemplation of law. A corporation is either a public corporation or a private corporation. Public corporation is a corporation formed or organized for the government of a portion of a state (example: Quezon City). Private Corporation is a corporation organized for private aim, benefit or purpose (example: government owned/controlled corporation; quasi-public corporation – corporation organized by private persons performing public function and for profit, e.g. PLDT; etc.).

For the purposes of the 2004 ULE, private corporations will be classified into government corporation, and other private corporation.

A **government corporation** (LO 3) is a private corporation owned or controlled by the government.

**Other private corporation** (LO 4) refers to a private corporation organized by private persons.

A **cooperative** (LO 5) is an organization composed primarily of small producers and/or consumers who voluntarily join together to form a business enterprise which they themselves own, control and patronize.

An economic unit is classified under **others** (LO 6) if it is a private association, foundation, non-government organization or other forms of legal organization not classified in any of the above.

## 2.2 INDUSTRIAL CLASSIFICATION

One of the important components in the development and maintenance of the LE is the assignment of standard industrial classification. The industrial classification of an economic unit is determined by the activity from which that unit derives its major income or revenue. But when the establishment has multi-activities, it should be classified according to its original activity or that activity for which the establishment was put up, provided the establishment is still engaged in that activity. A classic example is hotel and restaurant. The Amended 1994 Philippine Standard Industrial Classification (PSIC), the latest classification of industries prevailing in the country according to their specific economic activities, will be utilized to classify establishments.

The Amended 1994 PSIC is a revision of the 1994 PSIC. It reflects changes in the country's economic activities that took place since the publication of the 1994 PSIC. It is aligned with the ISIC (International Standard Industrial Classification, Rev. 3.1) for purposes of international comparability.

## 2.3 GEOGRAPHICAL CLASSIFICATION

Establishments are also classified by geographic area using the Philippine Standard Geographic Code (PSGC), as of March 31, 2004. The regional groupings as approved under Executive Order No. 36 (Providing for the Reorganization of the Administrative Regions in Mindanao) as of September 19, 2001 and Executive Order 103 (Dividing Region IV into Region IV-A and Region IV-B, Transferring the Province of Aurora to Region III), as of May 17, 2002 are reflected in this PSGC. The regional groupings are as follows:

PSGC Code	Region		Provinces	Cities
01	Region I	Ilocos	Ilocos Norte, Ilocos Sur, La Union, Pangasinan	Alaminos, Candon, Dagupan, Laoag, San Carlos, San Fernando, Urdaneta, Vigan
02	Region II	Cagayan Valley	Batanes, Cagayan, Isabela, Quirino, Nueva Vizcaya	Cauayan, Santiago, Tuguegarao
03	Region III	Central Luzon	Aurora, Bataan, Bulacan, Nueva Ecija, Pampanga, Tarlac, Zambales	Angeles, Balanga, Cabanatuan, Gapan, Malolos, Olongapo, Palayan, San Fernando, San Jose, San Jose Del Monte, Science City of Muñoz, Tarlac

PSGC Code	Region		Provinces	Cities
04	Region IV-A	CALABAR-ZON	Batangas, Cavite, Laguna, Quezon, Rizal	Antipolo, Batangas, Calamba, Cavite, Lipa, Lucena, San Pablo, Santa Rosa City, Tagaytay, Tanauan, Trece Martirez
05	Region V	Bicol	Albay, Camarines Norte, Camarines Sur, Catanduanes, Masbate, Sorsogon	Iriga, Legazpi, Ligao, Masbate, Naga, Sorsogon, Tabaco
06	Region VI	Western Visayas	Aklan, Antique, Capiz, Guimaras, Iloilo, Negros Occidental	Bacolod, Bago, Cadiz, Escalante, Himamaylan, Iloilo, Kabankalan, La Carlota, Passi, Roxas, Sagay, San Carlos, Silay, Sipalay, Talisay, Victorias
07	Region VII	Central Visayas	Bohol, Cebu, Negros Oriental, Siquijor	Bais, Bayawan, Canlaon, Cebu, Danao, Dumaguete, Lapu-lapu, Mandaue, Tagbilaran, Talisay, Tanjay, Toledo
08	Region VIII	Eastern Visayas	Biliran , Eastern Samar, Leyte, Northern Samar, Southern Leyte, Western Samar	Calbayog, Maasin, Ormoc, Tacloban
09	Region IX	Zamboanga Peninsula	Zamboanga del Norte, Zamboanga del Sur, Zamboanga Sibugay	Dapitan, Dipolog, Pagadian, Zamboanga, City of Isabela
10	Region X	Northern Mindanao	Bukidnon, Camiguin, Lanao del Norte, Misamis Occidental, Misamis Oriental	Cagayan de Oro, Gingoog, Iligan, Malaybalay, Oroquieta, Ozamis, Tangub, Valencia
11	Region XI	Davao	Davao del Norte, Davao Oriental, Davao del Sur, Compostela Valley	Davao, Digos, Island Garden City of Samal, Panabo, Tagum
12	Region XII	SOCCKS-SARGEN	North Cotabato, Sarangani, South Cotabato, Sultan Kudarat	Cotabato City, Gen. Santos, Kidapawan, Koronadal, Tacurong
13	National Capital Region	NCR	City of Manila, Quezon City, Mandaluyong City, Marikina City, Pasig City, San Juan, Caloocan City, Malabon City, Navotas, Valenzuela City, Makati City, Pateros, Taguig, Parañaque City, Las Piñas City, Muntinlupa City, Pasay City	

PSGC Code	Region		Provinces	Cities
14	Cordillera Administrative Region)	CAR	Abra, Apayao, Benguet, Ifugao, Kalinga, Mountain Province	Baguio City
15	Autonomous Region in Muslim Mindanao	ARMM	Basilan, Lanao del Sur, Maguindanao, Sulu, Tawi-tawi	Marawi
16	Caraga		Agusan del Norte, Agusan del Sur, Surigao del Norte, Surigao del Sur	Bislig, Butuan, Surigao
17	Region IV-B	MIMARO-PA	Marinduque, Occidental Mindoro, Oriental Mindoro, Palawan, Romblon	Calapan, Puerto Princesa

## 2.4 SCOPE AND COVERAGE

Enumerated below is the scope and coverage of the 2004 ULE, by industry major division, as defined by the amended 1994 PSIC. Included in the tabulation are economic units which need special attention with respect to their listing and/or industrial classification.

**Table 1. Scope and Coverage of the 2004 ULE**

1994 PSIC Major Division		SCOPE	COVERAGE
A	Agriculture, Hunting & Forestry	All economic activities	All establishments (EO 1 to 5) • Include National Irrigation Administration
B	Fishing	All economic activities	All establishments (EO 1 to 5)
C	Mining & Quarrying	All economic activities	All establishments (EO 1 to 5)
D	Manufacturing	All economic activities	All establishments (EO 1 to 5)
E	Electricity, Gas and Water	All economic activities	All establishments (EO 1 to 5) • Include power substations • National Power Corporation
F	Construction	All economic activities	All establishments (EO 1, 3, 4) • Exclude construction sites
G	Wholesale and Retail Trade; Repair of Motor Vehicles, Motorcycles, and Personal and Household Goods	All economic activities	All establishments (EO 1 to 5), except • Sari-sari stores with no regularly paid employee; • Open stalls engaged in retail sales in shopping centers, malls, markets expected to operate in <u>less than 6 months</u> (PSIC G52520);

1994 PSIC Major Division		SCOPE	COVERAGE
			<ul style="list-style-type: none"> <li>Movable stalls either along a public road or in a fixed market place.</li> </ul> <p>Include:</p> <ul style="list-style-type: none"> <li>Open stalls in shopping centers, malls, markets <u>expected to operate six months or more</u>, but these will be coded as LE indicator 2 (See instructions for LE Indicators in Chapter 6.). For the purposes of the 2004 ULE, these economic units are considered to have met the criterion on permanence of location, one of the criteria for an economic unit to be considered an establishment. But their inclusion to censuses and surveys is for further study. This explains for the assignment of LE Indicator 2.</li> </ul>
H	Hotels and restaurants	All economic activities	All establishments (EO 1 to 5)
I	Transport, Storage & Communications	All economic activities, except tricycles and pedicabs operation, jeepneys operation, and calesas operation	<p>All main offices and single establishments (EO 1, 3, 4), i.e., excluding branches and ancillary units.</p> <p>Exclude:</p> <ul style="list-style-type: none"> <li>Ticketing office of foreign airlines</li> </ul> <p>Main offices of bus line, school bus, railway, taxi or FX, ship, ferry boat and pump boats, airplanes are to be listed and not the transport terminals.</p>
J	Financial Intermediation	All economic activities, except central banking (Bangko Sentral ng Pilipinas)	<p>All establishments (EO 1 to 5) for banking institutions, credit granting establishments, pawnshops, investment companies, financial leasing establishments, mutual building and loan associations, credit cooperatives, and other non-bank thrift institutions.</p> <p>All main offices and single establishments (EO 1, 3, 4), i.e., excluding branches and</p>

1994 PSIC Major Division		SCOPE	COVERAGE
			ancillary units, for: <ul style="list-style-type: none"> <li>• Life and non-life insurance companies,</li> <li>• Insurance agents and brokers:</li> <li>• Pre-need plan activities: and</li> <li>• Insurance activities, n.e.c.</li> </ul>
K	Real Estate, Renting & Business Activities	All economic activities (including <b>call center</b> activities, PSIC code <b>K74996</b> ), except renting, leasing and operating of self-owned/leased apartment buildings, non-residential buildings and dwellings	All establishments (EO 1 to 5) except security agencies  Main offices and single establishments (EO 1, 3, 4) for security agencies
M	Education	All economic activities, except public education services	All establishments (EO 1 to 5)
N	Health and Social Work	All economic activities, except public medical, dental and other health services	All establishments (EO 1 to 5)
O	Other Community, Social and Personal Service Activities	All economic activities, except activities of membership organizations	All establishments (EO 1 to 5)

The following economic activities are considered out of scope for the 2004 ULE:

#### 1994 PSIC Major Division

#### Economic Activities

**L**

Public Administration and Defense;  
Compulsory Social Security

**P**

Private Households with Employed Persons

**Q**

Extra-territorial Organization and Bodies

**Producers of government services which charges fees designed to meet the costs of furnishing these services, including an operating surplus, should be included in the 2004 ULE.** Examples: National Irrigation Administration, National Printing Office, National Food Authority, Home Development Mutual Fund.

Appendix 1 shows the types of establishments to be listed.



## 2.5 ULE AREAS

The 2004 ULE covers all operating establishments within the 2004 ULE scope and coverage in the areas enumerated below. These areas include growth areas such as economic zones, particularly Information Technology Parks, and areas where economic activities are concentrated.

1. Urban barangays in:

- a. Provincial capitals (79 provincial capitals with 1,741 urban barangays. Of the total provincial capitals, 39 are cities with 1344 barangays, and 11 are first class municipalities with 243 barangays)
- b. Cities (77 cities, excluding cities which are also provincial capitals, with 2,158 urban barangays)
- c. First class municipalities (130 first class municipalities with 2,139 barangays)
- d. Decentralized Registry of Establishments System (DRES) pilot areas (3 municipalities with 14 barangays)

The DRES is a computer system designed and developed to strengthen the business permit and licensing system of the LGUs, and to provide the NSO with a cost-efficient method of updating the LE. This is a part of the PAGF (Philippines-Australia Governance Facility)-assisted project "Improvement of the Annual Survey of Philippine Business and Industry" which was undertaken during the period June 2001 - April 2002. The pilot LGUs are Arayat, Candaba and Magalang, all in Pampanga.

In these urban barangays, the 2004 ULE expects to capture 65 percent of the total number of establishments in the country, about 81 percent of the total number of establishments with Average Total Employment (ATE) of 10 or more, and around 84 percent of the total number of establishments with ATE of 20 or more.

2. Rural barangays with relatively high number of establishments compared to urban barangays or no urban barangays in provincial capitals, and first class municipalities. These barangays are:
  - a. Tibal-og in Sto. Tomas, Davao del Norte
  - b. Mercado in Boac, Marinduque
  - c. Barangays I, II, III and IV in Romblon, Romblon (No urban barangay)
3. Rural barangays with export processing zones, regardless of the classification of the municipality. These are:
  - a. Bgy Calibutbut, Bacolor, Pampanga

- b. Bgy Cawag , Subic, Zambales
  - c. Bgy Buanoy, Balamban, Cebu
4. Urban barangays in other municipalities with relatively high concentration of establishments compared to other municipalities in the province. These are:
- a. Barangays Balabag, Caticlan, Manoc-Manoc, Poblacion in Malay, Aklan
  - b. Barangays Sta. Clara, Malakas, Malinis, Matibay, Maganda in Lamitan, Basilan
  - c. Barangays 1, 2, 3, 4 and 5 in San Francisco, Agusan del Sur
  - d. Barangays Malamuti, Osias, Poblacion in Kabacan, North Cotabato

The 2000 Census of Population and Housing classification of barangays into rural and urban was adopted. Considered urban are:

- 1. Poblaciones or central districts of municipalities and cities which have a population density of at least 500 persons per square kilometer;
- 2. Poblaciones or central districts (not included in 1 and not in cities and municipalities having a population density of at least 1,000 persons per square kilometer), regardless of population size which have the following:
  - a. Street pattern, i.e., network of streets in either parallel or right angle orientation;
  - b. At least six establishments (commercial, manufacturing, recreational and/or personal services), and
  - c. At least three of the following:
    - 1) A town hall, church or chapel with religious services at least once a month;
    - 2) A public plaza, park or cemetery;
    - 3) A market place or building where trading activities are carried on at least once a week;
    - 4) A public building like school, hospital, puericulture or health center and library.
- 3. Barangays having at least 1,000 inhabitants which meet the conditions set forth in 2 above, and where the occupation of the inhabitants is predominantly non-fishing.

The classification of municipalities was based on Department Order 32-01, with effectivity date November 20, 2001, issued by the Bureau of Local Government Finance, Department of Finance.

See Appendix 2 for the List of Cities/Municipalities and Number of Barangays to be covered for the 2004 ULE.

## CHAPTER 3

### ULE OPERATIONS AND ORGANIZATION

The phases of operation, the units involved and their corresponding roles to achieve the objectives of the 2004 ULE as per timetable are discussed below.

#### **3.1 MAJOR PHASES OF 2004 ULE OPERATION**

The 2004 ULE consists of the following major phases:

1. Planning and preparatory activities;
2. Training;
3. Field enumeration;
4. Manual Processing;
5. Machine Processing;
6. Generation of LE, summary statistics, and census frame; and
7. Publication and dissemination

Each major phase will be discussed in subsequent subsections.

##### **3.1.1 PLANNING AND PREPARATORY ACTIVITIES**

The 2004 ULE is a major undertaking of the NSO. Planning and preparatory activities are undertaken by the staff of the Industry and Trade Statistics Department (ITSD), particularly the Statistical Sampling and Operation Division (SSOD). These activities include preparation of the over-all plan, budget estimates, timetable of activities, determining the scope and coverage; identification of data items to be gathered; design of forms; preparation of manual for field operations and processing; preparation of tabulation plans; plans for publicity; plans for training; system design and development.

A pretest of the updating forms and field operations procedure, including the use of GPS, was conducted in Libis; Cyber Park Eastwood, Bagumbayan; West Avenue; SM Centerpoint; portion of Barangay Doña Imelda. These areas are all located in Quezon City. Major improvements brought about by the result of the pretest were: use of range instead of actual value in collecting total assets; advance requests for permission from administrators of high rise buildings, economic zones, shopping malls, and other special areas to conduct ULE; excluded revenue in the final list of data items; and enumerators are given the choice to select which of the methods of enumeration to use in a barangay; and GPS can be done after the enumeration in the barangay.

The ULE forms were revised based on the results of the pretest and these were pretested in selected areas in Sampaloc, Manila. There was a significant increase in the number of establishments enumerated.

Part of the preparatory activity is the request for clearance for the conduct of the 2004 ULE. The NSCB approved the clearance for the conduct of this activity. The clearance number assigned to the survey is NSO-0414. The printed copies of ULE Form 1A, 1B, and 3 bear the numbers: NSO-0414-01, NSO-0414-02, and NSO-0414-03, respectively.

Publicity Plan for 2004 ULE includes preparation of letters of endorsement for the Federation of Filipino-Chinese Chamber of Commerce and Industry, Inc. (FFCCCII), Department of Trade and Industry (DTI), Bankers Association of the Philippines (BAP), Information Technology Association of the Philippines (ITAP), Philippine Chamber of Commerce and Industry (PCCI). Flyers will be prepared and distributed, particularly to those applying for business names at the Department of Trade and Industry (DTI). Streamers will be prepared for distribution to regional offices.

### **3.1.2 TRAINING**

The training for the 2004 ULE has two stages, namely, training on field operation and manual processing and training on machine processing.

The first stage training on field operation and manual processing consists of three levels. The first level involves the training of "Task Force Trainers" consisting of ITSD staff. Task Force participants from the Central Office shall serve as the trainers during the second level training. With the exception of the NCR, the field staff will participate in the second and third level training. Participants to the second level training are the Provincial Statistics Officers (PSOs), and the Regional and Provincial Statisticians. They shall serve as the trainers for the third level training. Regional Directors are not required to participate in the second level training since they were provided with an overview of the 2004 ULE during the Director's Conference held last August 5, 2004. The third level training participants are the District Statistics Officers (DSOs), Statistical Coordination Officers (SCOs), and Team Supervisors (TSs) and Statistical Researchers (SRs), if any. Each province shall allot two staff as reserve enumerators. These reserve staff shall attend the third level training.

Due to the large number of enumerators needed for the ULE operation in National Capital Region (NCR), Task Force trainers will be tapped to conduct the third level training for the six NCR districts. As such, the NCR shall no longer hold a second level training.

The daily training schedule (see Appendix 3) should be strictly followed.

Statistical Researchers (SRs) will be hired to supplement the existing manpower of provinces based on the workload analysis done by the SSOD.

The hiring of Statistical Researchers (SRs) shall be done by the PSO. The hired SRs must be:

1. a college graduate;
2. physically fit and able to travel;
3. able to speak the local dialect; and
4. with good moral character.

In the case of NCR, the selection of team supervisors from among the enumerators will be done by the trainers and the PSO during the training for enumerators.

The second-stage training on machine processing for field personnel shall be done in two levels at designated training centers. Participants to the first level shall be the ITSD and Information Resources Department (IRD) staff directly involved in the system design and program development of the 2004 ULE. They shall serve as trainers for the second level training. On the other hand, participants to the second level training are the regional and provincial statisticians and other regional and provincial staff who will be tasked to machine process the LE forms.

### **3.1.3 FIELD ENUMERATION**

There are preparatory activities that need to be undertaken prior to the actual field operation. These activities are outlined in the Memorandum by the Administrator to RDs/PSOs/OICs, dated July 12, 2004 on the Field Operations for the 2004 ULE. Specific activities are discussed in detail in Chapter 5.

Preparatory activities include the reproduction of barangay maps of areas to be covered; requesting for permission to list areas which need special attention such as economic zones, high rise buildings, shopping centers/malls and markets; assigning street codes to main streets; and recruitment of TS and SRs, if any.

The aim of the 2004 ULE is to completely enumerate all operating establishments in the specified areas by updating the 2003 Masterlist and listing all new establishments. There are two methods of enumeration to accomplish this for a barangay. One method is to list **all** establishments and to match the listed establishments later with those in the masterlist. The second method is to list only “new” establishments and to update the masterlist. (This will be discussed in detail in Chapter 5.) Enumerators are given the choice as to which method to adopt for a certain barangay. Only **one** method must be used in a barangay.

The method of collection is through personal interview. When personal interview of an establishment is impossible, a self-administered form (ULE Form 3) will be left to the establishment to accomplish. It shall be collected not later than the end date of enumeration. Information collected in the inquiry form should be transcribed in either the listing sheet or masterlist.

For the two methods of enumeration, plotting the establishments in barangay map shall be done. Enumeration of the barangays, updating of barangay maps and plotting of establishments into these maps will be done by the SCOs or SRs. (Instructions related to mapping, updating of barangay maps and plotting of establishment buildings are in Chapter 5.)

Plotting of establishments using the Global Positioning System (GPS) shall also be done during the enumeration period in Quezon City, the pilot area for the use of this system for establishment-based project. This entails the use of GPS receivers in getting the exact location or “coordinates” of establishments. The “coordinates” are recorded into the device via satellite. This activity shall be done by the selected ITSD staff/IRD/NCR II staff.

An integral part of enumeration is field editing of ULE forms. This will be discussed in Chapter 7.

#### **3.1.4 MANUAL PROCESSING**

The 2004 ULE manual processing involves editing of accomplished ULE forms, coding of economic activity and geographic area, matching of forms for completeness and consistency of entries, folioing, and final verification.

Detailed instructions for manual processing of ULE forms are contained in Chapter 8.

#### **3.1.5 MACHINE PROCESSING**

Machine processing includes data entry, machine validation and generation of preliminary LE tables and summary statistics.

These activities shall be done at the provincial offices. A separate manual of instructions for machine processing shall be prepared.

### 3.1.6 GENERATION OF LE, SUMMARY STATISTICS AND CENSUS AND SURVEYS FRAME

The LE generated by a province shall be submitted directly to the ITSD copy furnished the regional office. The ITSD shall merge provincial LEs and then generate, validate and merge sectoral LEs. After which, the generation of sectoral LE will be undertaken. The national LE and summary statistics in the form of distribution tables follows.

After the generation of the final LE, the frame for census and surveys is extracted.

### 3.1.7 PUBLICATION AND DISSEMINATION

A report in the form of a "Special Release" on the 2004 LE will be prepared and published by ITSD. Copies will be provided to the field offices for dissemination. Final distribution tables will be made available in soft and hard copies.

## 3.2 TIMETABLE OF ACTIVITIES

The 2004 ULE operation is guided by the following timetable.

Activities			Duration
A.		Preparatory activities	
	1.	Finalize budget allocation	June 2004
	2.	Finalize scope & coverage and data items	June 2004
	3.	Pretest forms and FOM	June 14 - 16 & 21, 2004
	4.	Finalize forms and manual	June – July 2004
	5.	Request for NSCB clearance and approval	June 21 – 30, 2004
	6.	Printing	July 7 - Aug. 7, 2004
	7.	Shipment of manuals and forms Manual and other training materials Enumeration Materials	Aug. 2 - 9, 2004 Aug. 16 -23, 2004
	8.	Prepare visual aids	July 12 – Aug 6, 2004
	9.	Review systems design and develop programs	Aug. 2 – Sept. 15, 2004
	10.	Prepare machine processing manual	Aug. 16 – Sept 15, 2004
	11.	Workshop on System design & review of machine processing manual	Sept. 16 -17, 2004
	12.	Finalize machine processing manual	Sept. 20 – Sept. 24, 2004
	13.	Printing of machine processing manual	Sept. 27 – Oct. 1, 2004
B.		Training	
	1.	On enumeration First Level Second Level Third Level	July 19 - 21, 2004 Aug. 16 - 18, 2004 Aug. 24 – 27, 2004
	2.	On machine processing First Level Second Level	Oct. 12 - 13, 2004 Nov. 11 – 12, 2004



Activities			Duration
C.		Field Operations	
	1.	Enumeration	Sept.1 - Nov. 29, 2004
	2.	Spotchecking for enumeration (2 days)	Sept. – Oct. 2004
	3.	Manual processing	Sept. 16 - Dec. 15, 2004
	4.	Machine Processing	Nov. 15 - Dec. 29, 2004
	5.	Spotchecking for Machine Processing (1 day)	Nov. 22 - 23, 2004
	6.	Transmittal of data diskettes, ULE Forms and maps to CO	Nov. 29-Jan. 10, 2005
D.		CO Processing	
	1.	Receipt & Control of ULE forms, data diskettes and maps	Dec. 6 -Jan. 17, 2005
	2.	Merging of data files	Dec. 13 - Jan. 27, 2005
	3.	Generation of sectoral LE	Dec. 20 - March 15, 2005
	4.	Review of extracted sectoral LE	Dec. 27 - April 15, 2005
	5.	Merging & final review of sectoral LE	Jan. 13 - May 16, 2005
	6.	Generation of final LE and statistical tables	April 1 - May 30, 2005

### 3.3 ORGANIZATION

Overall direction of the 2004 ULE emanates from the NSO Administrator or in her absence, the Deputy Administrator. Overall planning, implementation and supervision are, however, delegated to the ITSD Chief.

Basic responsibilities of the Central Office and Field Offices are enumerated in the succeeding sections.

#### 3.3.1 CENTRAL OFFICE

The SSOD, in coordination with the Industry Statistics Division (ISD) and Business and Services Statistics Division (BSSD) of the ITSD is primarily responsible for the conduct of the 2004 ULE. They shall be responsible for the preparation of Central Office updating procedures and machine processing manual, and conduct of spotchecking during enumeration and machine processing. The Information Resources Department (IRD) and SSOD are responsible for the system development and preparation of machine processing manual. All the Subject Matter Divisions (SMDs) shall update the LE based on the reports of sample establishments from regular establishments surveys and other sources. They shall also undertake the review of the sectoral LE.

For the 2004 ULE operations, Technical Working Groups (TWGs) were created to perform specific functions. These were the following:

#### 1. Working Group on Field Operations and Questionnaire Design

- a. Prepare field operations plan.
- b. Design ULE questionnaires and other forms.
- c. Prepare field operations manual.
- d. Prepare requirements for NSCB clearance.

**2. Working Group on System Design and Development/Machine Processing**

- a. Prepare machine edit specifications.
- b. Prepare tabulation formats and specifications.
- c. Design and develop computer system.
- d. Prepare machine processing manual.

**3. Working Group on Training**

- a. Prepare training plan.
- b. Prepare evaluation form for trainers.
- c. Prepare travel order, and itinerary of travel of trainers.
- d. Prepare summary of narrative reports.

**4. Working Group on Budget Preparation**

- a. Prepare budget/cost estimates.
- b. Prepare workload and manpower requirements.

**5. Working Group on Logistics**

- a. Print forms, field operations and machine processing manuals.
- b. Prepare allocation of materials and supplies.
- c. Recopy CDs to be used in field operations.
- d. Oversee the printing of forms and manual.
- e. Oversee the shipment of materials to field offices.

**6. Working Group on Data Dissemination and Publicity**

- a. Prepare data dissemination/publicity plan.
- b. Implement data dissemination activities at the provincial level.

**3.3.2 FIELD OFFICES**

The different levels of field offices and their staff have specific roles and corresponding duties and responsibilities in the conduct of the 2004 ULE.

The Regional Offices are directly responsible for the monitoring and supervision of enumeration and processing of ULE forms; management of funds; and generation of regional LE.

The Provincial Offices, on the other hand, are responsible for the enumeration of areas to be covered; manual processing and machine processing of ULE forms; and generating provincial LE. They shall be responsible for

generating preliminary summary tables for dissemination. Only summary tables are to be disseminated. Provincial LEs are for internal use only.

The regional groupings of provinces/cities for purposes of administrative supervision shall be in accordance with the table shown in Appendix 4. Note that **some** for some regions in Mindanao, the administrative groupings are different from the geographic classification.

### **3.4 DUTIES AND RESPONSIBILITIES OF FIELD PERSONNEL**

#### **REGIONAL DIRECTORs (RDs)**

1. Ensure that all provinces within the region comply with the timetable of operations particularly in the submission of provincial and/or regional LE.
2. Ensure proper allocation of funds.
3. Ensure quality of regional LE.
4. Submit monthly progress report to the Central Office, Attention Chief ITSD, Office of the Director.
5. Submit financial and narrative report to the Central Office, Attention Chief ITSD, Office of the Director.

#### **PROVINCIAL STATISTICS OFFICERs (PSOs/OICs)**

1. Attend the second level training.
2. Serve as trainer for the third level training.
3. Serve as overall supervisor for the enumeration and processing.
4. Ensure completeness and non-overlapping of area coverage.
5. Ensure that the timetable of operations is met.
6. Ensure that all problems related to the enumeration, plotting of establishments, manual or machine processing are acted upon immediately.
7. Ensure the efficient management of funds.
8. Submit the provincial LE to ITSD, copy furnished the regional office.
9. Submit bi-monthly progress report to RD, copy furnished ITSD.
10. Submit financial and narrative reports to the RDs.

#### **PROVINCIAL STATISTICIANS**

1. Attend the second level training.
2. Serve as trainer for the third level training.
3. Allocate equitable work assignment to SCOs/SRs.
4. Supervise SCOs/SRs during the enumeration phase.
5. Ensure completeness and non-overlapping of area coverage.
6. Supervise the manual and machine processing of ULE forms.

## **PROVINCIAL STAFF**

1. Attend the third level training.
2. Verify ULE forms before encoding.
3. Machine process ULE forms.

## **DISTRICT STATISTICS OFFICERS (DSOs)**

1. Attend the third level training (except NCR).
2. Supervise SCOs/SRs.
3. Monitor daily accomplishment of SCOs.
4. Ensure that all ULE forms are properly manually processed.
5. See to it that all accomplished 2004 Establishment Inquiry Forms are properly transcribed in listing sheet or masterlist.
6. Ensure that all existing establishments listed are properly plotted in barangay maps/sketched maps.
7. Submit processed ULE forms and sketched maps to Provincial Statistics Office.
8. Submit weekly progress report.
9. In the absence of SRs, the DSO shall do the enumeration.

## **TEAM SUPERVISORS (TSs) (For NCR only)**

1. Attend the second level training.
2. Supervise SRs.
3. Monitor daily accomplishments of SRs.
4. Conduct "spotchecking" procedures to ensure data quality. Conduct frequent visit to SRs in their areas of assignment. Do a frequent review of accomplished ULE forms. Ensure that field operations procedures, and instructions in accomplishing forms are followed. Conduct reinterview of establishments on sampling basis, two establishments per sheet of ULE Form 1A and one establishment for every two sheets of ULE Form 2.
5. Ensure completeness of enumeration of the barangay by checking the Accomplishment Report.
6. Assist SRs in solving problem establishments.
7. Monitor collection of distributed 2004 Establishment Inquiry Form as reported in the Daily Accomplishment Report.
8. Submit weekly progress report to DSO/supervisor.

**STATISTICAL COORDINATION OFFICERS (SCOs)/ STATISTICAL RESEARCHERS (SRs)**

1. Attend the third level training.
2. Conduct field updating activities in accordance with instructions.
3. Ensure completeness and non-overlapping of area coverage.
4. Update barangay map.
5. Submit daily accomplishment report to DSO/TS on weekly basis.
6. Submit completed ULE forms and sketched maps to DSO/TS.
7. Accomplish and submit Certificate of Work Completed.

## CHAPTER 4

### ULE FORMS

All the forms to be used in this operation are presented in this chapter. A discussion on what these forms are, when these forms will be used, and an overview of how to accomplish these forms is given below.

#### 4.1 ULE UPDATING FORMS

The 2004 ULE shall utilize the following listing forms:

1. ULE Form 1A (2004 Listing of Establishments – Part I. Establishment Information)
2. ULE Form 1B (2004 Listing of Establishments – Part II. Main Office Information)
3. ULE Form 2 (2003 Masterlist of Establishments by Barangay)
4. ULE Form 3 2004 Establishment Inquiry Form (Self-Administered Form)

The ULE Form 4 is the Establishment Inquiry Form used for mail inquiry. This will not be used for the 2004 ULE operation.

##### 4.1.1 ULE Form 1A and 1B (2004 Listing of Establishments, Part I and Part II)

The **ULE Form 1A and 1B** will be used for recording information to be collected from “new” economic units/establishments that are within the scope and coverage of the LE. “New” economic units refer to those units that are not included in the 2003 Masterlist of Establishments.

The ULE Form 1A or Part I - Establishment Information will be used in recording information about the establishment and if it has a main office, ULE Form 1B or Part II - Main Office Information shall also be accomplished. See Appendices 5 and 6 for the facsimile of ULE Form 1A and 1B, respectively.

##### 4.1.2 ULE Form 2 (2003 Masterlist of Establishments)

The **ULE Form 2** – 2003 Masterlist of Establishments is a merged list of the following:

1. 2003 List of Establishments of the NSO;
2. All non-responding establishments including those with marked “return to sender” to the series of mail inquiry conducted by the ITSD. In the

absence of field updating, the ITSD conducts mail inquiry addressed to establishments included secondary sources lists (government regulatory bodies/ administrative lists, lists of business associations, magazines, newspapers, etc.) but not listed in the LE. Some of these lists are: Securities and Exchange Commission (SEC) list of corporations and partnerships with 1999-2002 financial statements, NSO list of Exporters/Importers, Bureau Food and Drug (BFAD) list of food and drug manufacturers and retailers, Cooperative Development Authority (CDA) list of cooperatives, Chamber of Real Estate Builders Association (CREBA) list of real estate developers and brokers, Employers Confederation of the Philippines (ECOP) members. Refer to Appendix 7 for the 2004 ULE secondary sources.

3. 2003 and 2004 DRES-LGU data files;
4. 2003 CAF list of agriculture and fishing establishments;
5. 2004 list of establishments of the Municipality of San Juan; and
6. 2003 list of establishments of Barangay Doña Imelda, Quezon City.

The ULE Form 2 is organized by province, city/municipality and barangay. Establishments are listed in alphabetical order at the barangay level. This will be used by the Enumerators during the field listing.

Enumerators will be provided with a hard copy of ULE Form 2. Soft copy of the form will be given to provincial offices. Soft copy of all the establishments listed in ULE Form 2, and all the other establishments in the 2003 LE, in database format, shall be provided to both Regional and Provincial Offices.

A sample of the ULE Form 2 is shown in Appendix 8.

Detailed instructions with regards to the filling-up of listing forms are given in Chapter 6 of this manual.

#### **4.1.3 ULE Form 3 (2004 Establishment Inquiry Form)**

The ULE Form 3 is a self-administered form to be used in cases where personal interview is not possible. Accomplished ULE Form 3 is to be transcribed in either ULE Form 1A and 1B or ULE Form 2. Detailed instructions with regards to the transcription of this form to ULE Form 1A and 1B or ULE Form 2 are given in Chapter 6.

A sample of this form is shown in Appendix 9.

## **4.2 OTHER ULE FORMS**

Other forms to be used for the 2004 ULE are as follows:

1. ULE Form 5A (Codes Sheet)
2. ULE Form 5B (Street Codes Sheet) for NCR only
3. ULE Form 6 (2004 ULE Notice of Listing/Enumeration) for Quezon City use only
4. ULE Forms 7A, ULE Form 7B and ULE Form 7C.

### **4.2.1 ULE Form 5A (Codes Sheet)**

The ULE Form 5A was prepared to guide in accomplishing ULE 1A, 1B and ULE Form 2, and in coding common economic activities. It contains the following:

1. Code for Legal Organization (LO)
2. Code for Economic Organization (EO)
3. Code for Field Update Sign (FLSN)
4. Update Code (UPCD)
5. Economic Area Code (ECO AREA)
6. LE Indicator (LEI)
7. Survey Indicator (SI)
8. Code for Total Assets (TA)
9. Amended 1994 PSIC code for common economic activity

A minimized version of the form is shown in Appendix 10.

### **4.2.2 ULE Form 5B (Street Codes Sheet)**

The ULE Form 5B will be used for coding the main streets of Metro Manila. How the street codes in Metro Manila were assigned and how the street codes of the other streets will be assigned during the operation are discussed in Chapter 6.

See Appendix 11 for the sample of the form.

### **4.2.3 ULE Form 6 (2004 ULE Notice of Listing/ Enumeration)**

The ULE Form 6 is a sticker to be posted on all buildings with establishments. This will be used in Quezon City only, the pilot area where GPS (Global Positioning System) unit will be utilized to record the exact “coordinates” of the location of buildings with establishments. See Appendix 12.



#### 4.2.4 ULE Form 7A, 7B and 7C

The ULE Form 7A, 7B and 7C are the folio covers for the edited ULE Forms 1A and 1B and Form 2, respectively. The sample forms are presented in Appendices 13-15.

### 4.3 OTHER ADMINISTRATIVE FORMS

The 2004 ULE will utilize administrative forms for proper and orderly controlling, monitoring and documentation purposes. The sample forms are in Appendices 16 to 25. Field offices will be provided with a soft copy of these forms.

FORM NO.	DESCRIPTION	WHEN TO SUBMIT	TO WHOM TO SUBMIT	
			FROM	TO
a. ITSD-ADM FORM 1	General Transmittal Form	During transmittal of ULE Forms and Other materials	ITSD	PSO
			PSO	ITSD
			DSO	PSO
b. ITSD-ADM FORM 2	Problem Slip	As the need arises	SR	DSOs/PSO
c. ITSD-ADM FORM 2A	Acknowledgement Receipt for ULE Form 3 <sup>1/</sup>	As the need arises	Establishment	SR
d. ITSD-ADM FORM 3	Daily Accomplishment Report	Weekly	SR	DSO/TS
e. ITSD-ADM FORM 3A	DSO Weekly Progress Report	Weekly	DSO/TS	PSO
f. ITSD-ADM FORM 3B	PSO Bi-monthly Progress Report	Bi-monthly (15 <sup>th</sup> and end of month)	PSO	RD Copy furnished ITSD (Office of the Director)
g. ITSD-ADM FORM 3C	RD Monthly Progress Report	Monthly	RD	ITSD
h. ITSD-ADM FORM 4	Narrative Report	January 31, 2005	PSO	RD Copy furnished ITSD (Office of the Director)
		February 15, 2005	RD	ITSD (Office of the Director)

<sup>1/</sup> Several establishments can be entered into this form.

FORM NO.	DESCRIPTION	WHEN TO SUBMIT	TO WHOM TO SUBMIT	
			FROM	TO
i ITSD-ADM FORM 4A	Financial Report	February 28, 2005	PSO	RD Copy furnished ITSD (Office of the Director)
		March 15, 2005	RD	ITSD (Office of the Director)
j ITSD-ADM FORM 5	Certificate of Work Completed	At the end of enumeration period	SCO/SR/TS/DSO	DSO/PSO

#### 4.4 ULE Data Items

The data items that will be collected in the 2004 LE including the reasons for collection are listed in Table 2. These data items provide information for contacting, classifying, and linking the establishments; and for maintaining the LE.

For the definition of the data items, refer to Chapter 6.

**Table 2. List of Data Items to be Collected**

Data Items	Remarks
Business name of establishment	
Registered name of establishment	New data item. For validation/checking of completeness of list/verifying other LE information. This will facilitate matching with other sources
Address of establishment	
Economic area (EcoArea)	
Type of economic area	
Name of economic area	
Contact information of establishment	New data item. For easy follow-up when there are problems. For easy checking of status of establishment.
Telephone No.	
Fax No.	
E-mail address	
Year started operation (YSO)	For the plan of using the internet as an alternative mode for getting/collecting survey report
Legal organization (LO)	
Economic organization (EO)	
Main economic activity	
Employment	
Actual total employment (AcTE)	
Paid employee (PE)	

Data Items	Remarks		
<p>Total assets (exclusive of the land on which the business entity's office, plant and equipment are situated) as of Dec 31, 2003 for those establishments which started operation previous to 2004 / as of the start of operation for those which started in 2004.</p> <p>Response will not be in actual figures, but in range (categories) based on SMED Council Resolution No. 1 Series of 2003, as follows:</p> <table border="1"> <tr> <td> P3,000,000 and below  P3,000,001 – P15,000,000  P15,000,001 – P100,000,000  Above P100,000,000 </td><td> Micro  Small  Medium  Large </td></tr> </table>	P3,000,000 and below P3,000,001 – P15,000,000 P15,000,001 – P100,000,000 Above P100,000,000	Micro Small Medium Large	<p>New data item. This item is needed for the classification of establishments into micro, small, medium, large establishment as defined in the Magna Carta for SMEs. This is in response to SMED Council Resolution No. 3, Series of 2001 (Requesting NSO to comply with the legislated classification of enterprises defined by RA 6977 as amended by RA 8289).</p>
P3,000,000 and below P3,000,001 – P15,000,000 P15,000,001 – P100,000,000 Above P100,000,000	Micro Small Medium Large		
Name and address of main office			
Name of main office			
Address of main office			

The listing forms contain other data items, the entries of which have to be assigned or pre-assigned. These data items are contained in Table 3.

**Table 3. List of Data Items with Assigned and Pre-assigned Entries**

Other Information				
Description	Remarks	Item found in		To be assigned by SCO/SR
		Listing sheet (ULE Form 1A & 1B)	Master-list	
Establishment Control No. (ECN)	Permanent identification number of the establishment. This is a computer-generated number. Establishments classified as "non-responding" establishments and those with marked "return to sender" in mail inquiry (see 4.1.2 above) do not have ECN. Only existing establishments will be given ECN and this will be done at the Central Office.		✓	
Building Serial No. (BSN)	New data item; to be used for the construction of data base of buildings with establishments. Useful for future ULE operations.	✓	✓	✓
Establishment Serial No. (ESN)	New data item; useful for checking completeness of coverage; plotting of establishments.	✓	✓	✓

Other Information				
Description	Remarks	Item found in		To be assigned by SCO/SR
		Listing sheet (ULE Form 1A & 1B)	Master-list	
Survey Indicator	New data item; code of establishment survey for which the establishment is a sample.		✓	
Street code	New data item; useful for future ULE operations; to easily locate establishment; To address the need of researchers for number of establishments in a particular street.	✓	✓	✓
Economic area code	For the construction of data base of economic areas.	✓	✓	✓
Barangay code	PSGC code of the establishment	✓	✓	✓
Province – Municipality Code	PSGC code of the establishment	✓	✓	✓
Economic activity code	Six-digit PSIC code of the establishment	✓	✓	✓
Employment Size Code	Size code corresponding to the actual total employment of the establishment		✓	
Barangay code of main office	PSGC code of the main office of the establishment	✓	✓	✓
Province – Municipality Code of main office	PSGC code of the main office of the establishment	✓	✓	✓
Source code	The Code of the source (SEC, NSO list of Exporters/Importers, BFAD, CDA, VRB, PSE, ECOP, etc.) where the establishment was originally listed.		✓	
Update Code	Code indicating status of establishment (existing or dead). This gives an indication whether there is a need to correct any of the establishment record or not.		✓	✓
LE indicator	Indicator whether the establishment is within the scope and coverage of the LE or not.	✓	✓	✓



## **CHAPTER 5**

### **FIELD OPERATIONS PROCEDURES**

This chapter discusses the specific activities to be undertaken for each of the different stages of the 2004 ULE field operations.

#### **5.1 PRE-ENUMERATION ACTIVITIES**

##### **5.1.1 ACTIVITIES TO BE DONE AT THE CENTRAL OFFICE**

##### **Shipment of ULE forms and other materials from Central Office to Field Offices**

Aside from the forms discussed in Chapter 4, the following forms and materials are to be used during the ULE operations:

1. Amended 1994 PSIC Book
2. PSGC Book as of March 31, 2004
3. Field Operations and Processing Manual
4. Barangay map

Except for the folio covers, barangay maps and administrative forms, all the other ULE forms and materials mentioned in Chapter 4 will be provided by the ITSD.

The ULE Forms 1A, 1B, 2, 3, 5A, 5B; hard copy of Geo Code of the province and NCR; and soft copy of all the forms, Amended 1994 PSIC, NSO-PSIC Electronic Version, PSGC Book and NSO-PSGC Electronic Version will be sent to the PSO by the ITSD. The RDs will also be provided with the same soft copy given to PSOs.

Regional offices will be provided with additional forms (ULE Form 1A and 1B, and 3) equal to 5 percent of the total number of ULE Form 1A, and 10 percent of ULE Form 1B and 3, allotted to the provinces of the region. In case forms allotted are not enough for the province, the PSO can request additional forms from the regional office.

The CO will provide the training supplies while the Field Offices will procure the enumeration supplies based on the allotment sent by the CO. The NSO personnel will be using the bags issued during the 2003 ASPBI operations. The clipboards used during the CAF operation will be utilized in this operation.

The Databank and Information Services Division (DISD) shall send list of reported missing barangay maps to the Regional Offices. This list is based on the inventory of barangays submitted by the field offices. Missing maps of ULE barangays shall be transmitted by the DISD to the Regional Offices.

### **5.1.2 ACTIVITIES TO BE DONE IN THE FIELD OFFICES**

#### **REGIONAL OFFICES**

1. Reproduce barangay maps of the 2004 ULE areas.
2. Provide barangay maps of the 2004 ULE areas to provincial offices for use during enumeration.

#### **PROVINCIAL OFFICES**

1. Identify economic zones (refer to Appendix 26 for the initial List of Economic Zones), multi-storey/high rise buildings, airports, malls/shopping centers, and condominiums. Prepare a letter addressed to Administrators of these places requesting for permission to enumerate, and for a copy of directory of tenants/lessees. Be sure to mention all the items of information needed. For the economic zones (except Subic and Clark), the Central Office prepared a letter for the Philippine Economic Zone Authority (PEZA) Administrator requesting for her intermediation to all the economic managers/administrators of economic zones on the conduct of the 2004 ULE.
2. Coordinate with the Office of the Mayor, particularly, the Office of the Treasurer or the Office responsible for the issuance of business permits, to ask for information on new establishments.
3. Reproduce three copies of barangay maps; one copy each for the PSO, DSO and SCO/TS/SR. This will be used as a guide by supervisors in verifying the completeness and non-overlapping of coverage. The barangay map will be used by SCO/SR in plotting the location of establishments.
4. For barangays without maps, seek the help of barangay secretariat for a copy of the barangay maps or reconstruct the barangay map. See section 5.2.4 for instructions on how to sketch the enumeration area.
5. Identify main streets in ULE areas. The street names shall be arranged in alphabetical order. Each street shall be assigned a 4-digit street code starting with 9, and the next three digits in sequential order starting with 001.
6. Recruit Statistical Researchers (SRs), as determined.
7. Prepare work allocation plan.
8. Print administrative forms.

## DISTRICT OFFICES

1. Implement work allocation plan.
2. Secure sufficient supply of ULE forms and materials before leaving for the assigned areas.
  - a. ULE Forms
    - 1) ULE Form 1A (2004 Listing of Establishments, Part I, Establishment Information)
    - 2) ULE Form 1B (2004 Listing of Establishments, Part II, Main Office Information)
    - 3) ULE Form 2 (2003 Masterlist of Establishments)
    - 4) ULE Form 3 (2004 Establishment Inquiry Form)
    - 5) ULE Form 5A (Codes Sheet);
    - 6) ULE Form 5B (Street Codes Sheet) for NCR only
    - 7) ULE Form 6 (Notice of Listing/Enumeration) for Quezon City only
  - b. Other forms/materials
    - 1) ID card
    - 2) Authorization letter issued by PSO
    - 3) Barangay map
    - 4) Problem slip
    - 5) Daily Accomplishment Report
    - 6) Certificate of Work Completed
    - 7) Certificate of Appearance
  - c. Supplies
    - 1) Ballpen, black or blue
    - 2) Pencil
    - 3) Long bond paper for block mapping
    - 4) Eraser
    - 5) Sharpener
3. Allocate forms and materials.
4. For each area of assignment, make it a standard procedure to do the following:
  - a. Pay courtesy call to the barangay chairperson/council members of the area to be enumerated and brief him/her on the purpose of the field work;
  - b. Consult the barangay officials regarding the accuracy of the barangay map;
  - c. Ascertain from every barangay chairperson the presence of large establishments in his/her barangay, especially those which may possibly be missed because of the remoteness or concealed location; and



- d. Get acquainted with the area of assignment, its boundaries and landmark to avoid overlapping of coverage with adjoining areas, and to establish a check for completeness of coverage.

## **5.2 ENUMERATION ACTIVITIES**

### **5.2.1 METHODS OF ENUMERATION**

After doing the preliminary steps, the enumerator is now ready for the actual listing and updating work. There are two (2) methods of enumeration to accomplish these activities for a particular barangay:

#### Method 1. Complete Listing of Establishments

1. Canvass and list all establishments within the scope and coverage of the ULE using ULE Form 1A (Establishment Information) and 1B (Main Office Information).
2. For establishments where personal interview is not possible, distribute and collect accomplished ULE Form 3 (2004 Establishment Inquiry Form).
3. Transcribe ULE Form 3 into ULE Form 1A and 1B.
4. Update the barangay map and plot the location of the establishment building on the map.
5. Match the establishment listed in ULE Form 1A (Establishment Information) with those in ULE Form 2 (2003 Masterlist of Establishments).
6. Reflect updates in the masterlist. All unmatched establishments in ULE Form 2 must be field-verified. Do not assume that these establishments are no longer existing.
7. Field edit all ULE Form 1A and 1B, and ULE Form 2.

#### Method 2. Updating of the Masterlist of Establishments

1. Canvass and verify characteristics of establishments found in the Masterlist (ULE Form 2).
2. List “new” establishments within the scope and coverage of the ULE using ULE Form 1A and 1B. “New” establishments refer to existing establishments not found in ULE Form 2 (2003 Masterlist of Establishments).
3. For establishments where personal interview is not possible, distribute and collect accomplished ULE Form 3 (2004 Establishment Inquiry Form).
4. Transcribe ULE Form 3 into ULE Form 1A and 1B or 2.
5. Update the barangay map and plot the location of establishment on the map.
6. Field edit all ULE Form 1A and 1B, and ULE Form 2.

## 5.2.2 CATEGORIES OF ESTABLISHMENTS

In the course of enumeration, the enumerator will encounter the following categories of establishments.

### ESTABLISHMENT EXISTING AND LISTED IN ULE FORM 2

Every establishment that is existing and operating in a barangay and listed in ULE Form 2 should be *visited for three reasons*:

1. to determine if any of the following updates are to be done
  - a. Correction in name;
  - b. Change in address, i.e, change/s in any of the following:
    - House/Bldg No./Street Name/Bldg. Name/Rm./Floor No.
  - c. Change/s in -
    - Legal Organization (LO)
    - Economic Organization (EO)
    - Main Economic Activity
    - Actual Total Employment (AcTE)
    - Paid Employees
    - Year Started Operation
    - Type and Name of Economic area
    - LE Indicator
    - Name of Main Office
    - Address of Main Office
  - d. Deletion because the establishment is a duplicate of another establishment within the barangay/municipality/province.
2. to fill-in blank data items, particularly for economic area and year started operation
3. to gather information on additional items, particularly on registered name, total assets, and contact information.

All corrections/updates/missing/additional information are to be reflected in ULE Form 2. Chapter 6 discusses specific instructions for filling-up ULE Form 2.

For barangays where Method 1 is applied, the case above will be discovered during the matching of ULE Form 1A and 2.

### **ESTABLISHMENT EXISTING BUT NOT LISTED IN ULE FORM 2 (“NEW” ESTABLISHMENT)**

The “new” or newly discovered establishments which are not listed in the ULE Form 2 must be evaluated as to whether they are within the scope and coverage of the LE. If so, pertinent data of such establishments should be entered in ULE FORM 2.

A “new” or newly discovered establishment not within the scope and coverage of the LE should not be listed.

*An establishment that has changed its name but has not changed its management is not considered new. The change in name should be reflected in ULE Form 2.*

### **ESTABLISHMENT NOT EXISTING BUT LISTED IN ULE FORM 2 (“DEAD” ESTABLISHMENT)**

There are two possibilities as to why an establishment that does not exist is listed in ULE Form 2. These are:

1. The establishment has permanently closed or stopped operation.
2. The establishment transferred to another province.

An establishment is to be deleted from ULE Form 2 if it falls in any of the cases stated above.

For barangays completely listed, all unmatched ULE Form 2 establishments must be field-verified to ascertain the status of establishments.

The instructions on how to reflect changes in status of establishments are given in Chapter 6.

## **5.2.3 GENERAL INSTRUCTIONS FOR ENUMERATION**

### **HOW TO ENUMERATE ESTABLISHMENTS**

The flowchart given in Fig. 1 shows the detailed activities to be done by the enumerator.

In the flowchart, the first step is to locate establishment. Generally, an establishment has a signboard posted conspicuously. This usually contains the business name, the economic activity, and other identifying information. Some establishments do not bear any signboard which makes the work of locating them difficult. Many establishments are located inside compounds with tall walls

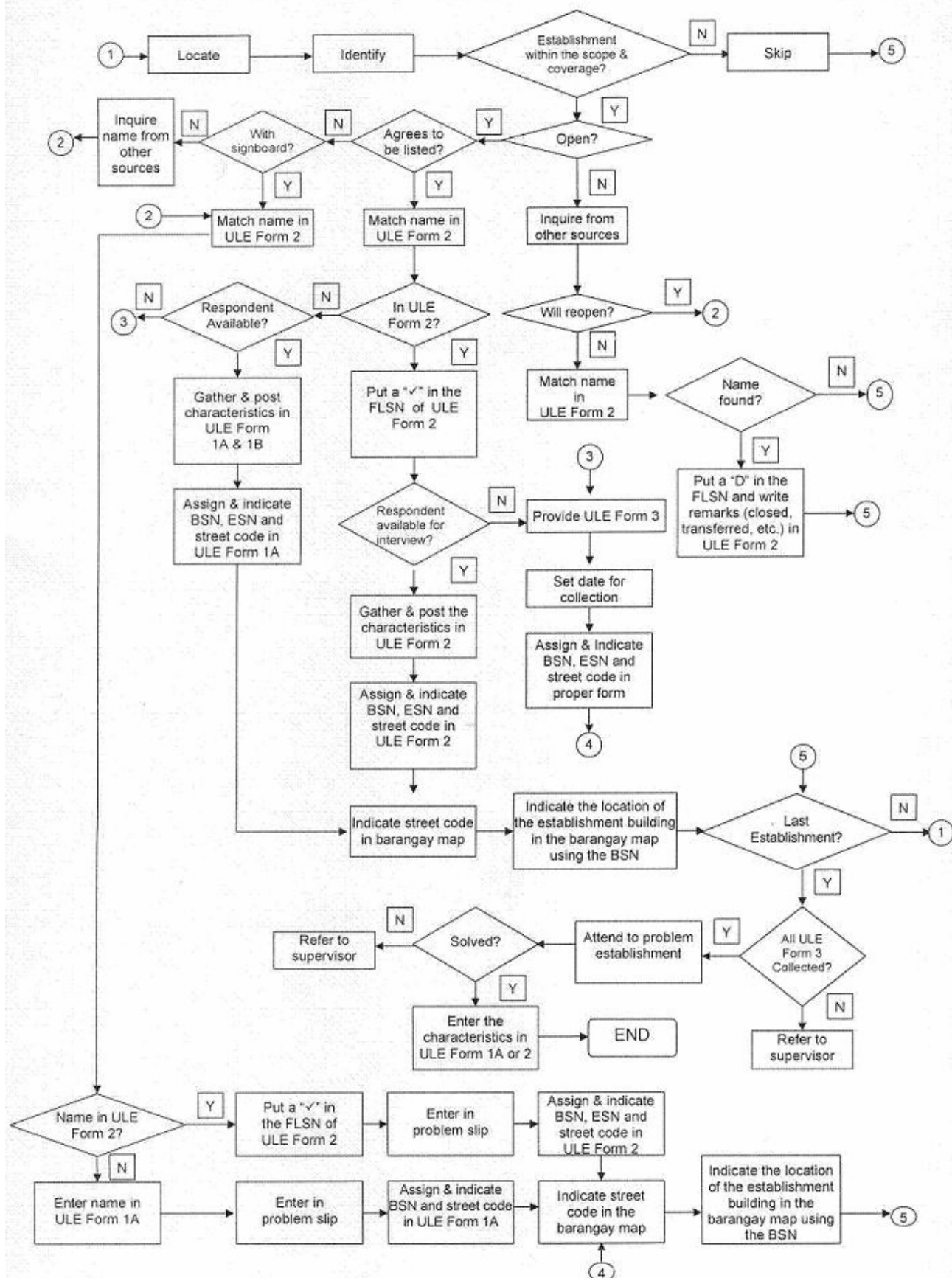
and steel gates. Certain physical evidences of economic activities taking place which may suggest the presence of establishments are: unusual sound or noise (coming from machines) and smell; physical manifestations like smoke from factory smokestack; presence of exhaust fans, transformers, etc.

After locating the establishment, the next step is the identification of the establishment. This means determining whether an establishment is within the scope and coverage of the 2004 ULE.

The flowchart is confined to the activities of the enumerator only. It does not cover the other enumeration activities (transcription of ULE Form 3, matching and field editing).

The other steps in the flowchart are self-explanatory.

Fig. 1 How to Enumerate Establishments In a Barangay Using Method 2  
(Updating the 2003 Masterlist of Establishments)



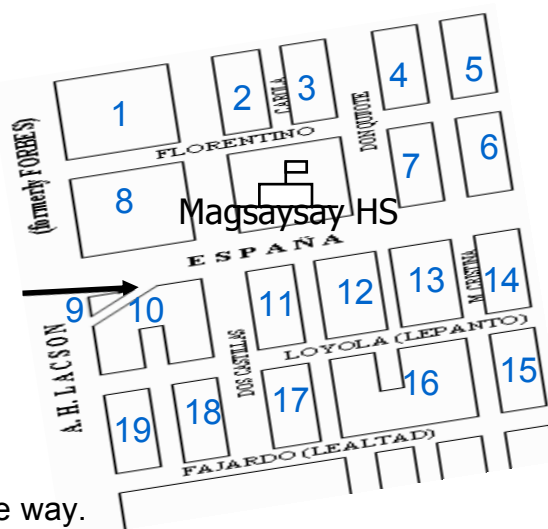
## HOW TO ENUMERATE IN DIFFERENT AREAS

Cover the area of assignment one at a time, starting with the poblacion. In cities and poblacions, a barangay may correspond to a block or a cluster of blocks. In other areas, there may not be any block in a given barangay. Cover each part of a barangay carefully, thoroughly and systematically, i.e., block by block, or parcel by parcel.

### *How to enumerate in a barangay with blocks*

The following procedures are to be followed in enumerating a barangay composed of blocks:

1. Enumerate the area block by block until the last block in the area has been covered;
2. In each block, start from the most convenient point and go around the block preferably in a clockwise direction, along the inner side of the bounding streets until the starting point is reached;
3. Be observant at every point along the way. There may be establishments at the back of the front-row buildings in the interior. These should also be enumerated;
4. Do not criss-cross streets; and
5. Review the area for completeness of coverage with the aid of the map.



**Fig. 2 Barangay with Blocks**

### *How to enumerate in a barangay with no blocks*

Generally, there is at least one road in any barangay. It may be national, provincial, or even a barangay road. If this is the area to be enumerated, the following procedures should be followed:

1. Start from the most convenient point and enumerate one side of the street first until the boundary is reached, then cross to the other side of the street;
2. Do not criss-cross along street;

3. In case of areas where there are no landmarks like streets or roads, consider the trails as streets for enumeration purposes; and
4. Review the area for completeness of coverage with the aid of the map.

### ***How to enumerate in buildings***

Business and office buildings, including hotels and apartments, should be approached as follows:

1. Enumerate a building floor by floor starting from the ground floor to the topmost floor. The building directory would be helpful in determining the economic units to be included. The building administrator or superintendent, building janitor or security guard may be helpful alternatives. Go around each floor as you would canvass a block.
2. Check each floor in a building for any possible establishments it may house in addition to residential units;
3. Be on the lookout for canteens, lunch counters, bookstores, gift shops and other stores that may be operating separately within the building. Determine if these economic units are to be listed following the criteria for an economic unit to be considered and scope and coverage of the LE. Go around each floor as you canvass a block.
4. In Quezon City where the GPS will be piloted, ULE Form 6 (Notice of Listing/Enumeration) will be posted in a conspicuous place, preferably at the entrance door of the establishment and at eye level. The posted establishment sticker is an indicator that such establishment has been successfully enumerated. Indicate in the sticker the BSN and ESN as written in ULE Form 1A or ULE Form 2.

### ***How to enumerate in special areas***

There are areas that need special approach in enumerating. These are economic zones, markets, shopping malls/centers, military camps, department stores, supermarkets, movie houses, hospital compounds, school campuses, apartments/condominiums, disco houses and other places of entertainment, airports and seaports.

In all these special areas, make arrangement **in advance** with the authorities regarding the enumeration to be done. Present letter requesting for permission to enumerate, and for the list of tenants/lessees prepared by the PSO (including letter from PEZA Administrator, if special area is an economic zone). Settle on the method of collection of information (personal interview or self-

administered form), and the date of enumeration. If using self-administered form, settle whether you will distribute and collect the form personally or through the administrator of the special area.

If the special area administrator agrees for personal interview of the tenants/lessees, follow the instructions below:

1. Economic Zones

- a. Get the list of operating establishments and use this as a guide while listing.
- b. Proceed in enumerating as you would a barangay.
- c. Review for completeness.

2. Markets and Shopping Malls/Centers

- a. Get the list of lessees from building administrator and superintendent and use this as guide while listing.
- b. Proceed in listing as you would enumerate a building. It may be necessary to enumerate section by section.
- c. Review for completeness.

3. Military Installations

Military camps and forts and air naval bases should be visited for possible establishments located therein. For security reasons, it is possible that an enumerator may not be allowed to use the map inside the camp/base. It is, therefore, recommended to seek the advice of the commander on how to enumerate inside the base/camp.

4. Department Stores, Supermarkets, Movie Houses

Besides considering department stores, supermarkets and movie houses as establishments, there may still be other establishments operating within these units. Examples of these are gift wrap counters, watch and shoe repair shops, snack counters, cosmetics stores, novelty stores, jewelry stores, video tape rental shops, and others. In these cases, do the following procedures:

- a. Get the list of lessees from building administrator or superintendent and use this as guide while listing.
- b. Proceed in listing as you would enumerate a building; and
- c. Review for completeness.



## 5. Hospital Compounds/School Campuses

Inside these units, there may still be other establishments operating separately. Snack counters, canteens, bookstores, drug stores and medical clinics are examples of these establishments. In these cases, do the following procedures:

- a. Get list of lessees from the proper authority and use this as a guide while listing;
- b. Proceed in listing as you would enumerate a building and/or barangay; and;
- c. Review for completeness.

## 6. Apartments/Condominiums

Each apartment/condominium building must be checked for possible establishments it may house in addition to residential units. The manager or administrator, building janitor or security guard may be helpful in confirming the existence of economic units such as restaurants, bars, coffee shops, law offices, and others.

## 7. Disco Houses, Bars/Bistros, Cockpits and Other Places of Entertainment

Because of the nature of their activities, certain establishments could not be contacted on ordinary days at any time during the regular office hours. Cockpits operate on Sundays and holidays only; night spots obviously do not operate during daytime. Gymnasias, boxing arenas and stadia open only when there are shows, bouts and competitions.

- a. Exercise initiative, resourcefulness and sacrifice to some extent in order not to miss them.
- b. If possible, enumerate establishments at the time when business is going on; otherwise, go to the residence of the owner or manager to get the necessary information.

## 8. Airports and seaports

- a. Get list of operating establishments from the proper authority and use this as a guide while listing;
- b. Proceed in listing as you enumerate a building and/or barangay; and
- c. Review for completeness.

## **5.2.4 MAPPING**

### **HOW TO SKETCH THE ENUMERATION AREA**

1. Identify/locate the barangay to be drawn on the municipal map. Extract the barangay by sketching in pencil. The orientation or directional position of the map should be considered. In general, maps are oriented to the North as indicated on the municipal map by an arrow pointing upward.
2. Enlarge or reduce the barangay area to fit into the barangay standard form (See Appendix 27.) by following the contour or shape of the barangay shown on the municipal map.
3. Reflect on the barangay sketch map the major natural features like rivers, creeks, hills, mountains, forest and lakes.
4. Plot man-made features such as roads, artesian wells, irrigation canals or dams, bridges, buildings or landmarks like markets, municipal hall, barangay hall, schools, church/mosque, cemetery and other pertinent landmarks.
5. The geographic identification or the name of the barangay should be printed on the upper right hand corner of the paper, also the name of the political subdivision and division to which it belongs – i.e the city/municipality or district or province.
6. Label surrounding areas of the barangay.
7. Finalize in ink the sketch map using the proper geographic symbols for the barangay boundaries, city/municipal or provincial boundary as the case maybe.
8. Sign on the lower right hand corner of the paper and indicate the date when the map was prepared. Indicate also the source of the map.

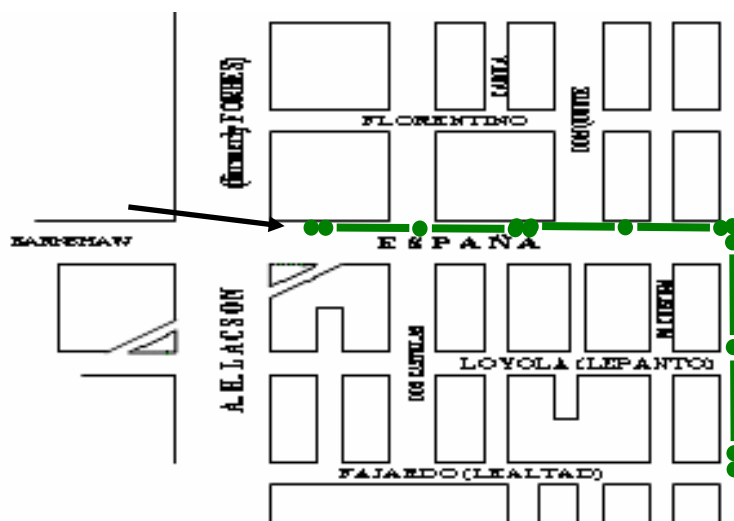
### **HOW TO USE THE MAP WHILE ENUMERATING ESTABLISHMENTS**

1. Learn to read your map. Familiarize yourself with the standard geographic and cartographic symbols used in the map. (See Appendix 28.)

In general, maps are oriented to the North represented by an arrow pointing upward. In the absence of this arrow, it is presumed that the North is towards the top of the paper. Some maps may have wrong orientation. If this is the case, correct or indicate the proper orientation by facing the East where the sun rises and extend his/her left arm sidewise, the left hand is approximately pointing to the North.

Another important feature to know is the proper location of the barangay boundaries. A barangay may be bounded by a river, a stream, a creek or a street.

**Fig. 3**  
**Barangay Boundary**



2. Establish the exact barangay or area boundaries before enumeration. In case of doubt or questions about the boundaries, consult the barangay chairperson or other local officials. Be sure that the names of streets, roads, rivers, etc. are correct. Corresponding street codes assigned to each street (refer to ULE Form 5B for Metro Manila main streets) should be written beside the street name.
3. Update your map by plotting the new physical structures and deleting those which are no longer existing.
4. If the area has blocks, number the blocks in your map in a serpentine manner, starting from one (1) and so on. (A *block* is an area bounded on all sides by visible features such as streets, roads, railroads tracks, rivers, etc., or by invisible features such as city/municipality or province limits.) Do not number entire block without any building such as basketball court, vacant lot, park, etc. Instead, write the description of the block such as “vacant lot”, “park”, etc., to serve as landmark on the map.
5. In highly congested areas, if it is not possible to plot all buildings with establishments because of limited space on the map, you must do block mapping.

## HOW TO PREPARE BLOCK MAPS

Block mapping is sketching/drawing the enlarged block of an area on a separate sheet of bond paper. This will enable you to plot all the buildings with establishments enumerated in dense areas.

Below are the instructions for block mapping:

1. Print the name of the province, city/municipality and barangay and the block number at the upper right corner of the bond paper. Indicate also the orientation of the block by the arrow symbol pointing north.
2. Draw the general shape or contour of each block in the bond paper. Indicate all outer limits or boundaries (streets, roads, river, etc.)
3. Indicate the names of the boundaries.
4. Paths, alleys or trails found in the block must also be indicated.
5. After completing each block map, print your name on the *lower right hand corner*, affix your signature above it, and enter the date of completion.
6. Review the block maps that you have made and compare these with the sketch map of your area to determine if all portions are included. Attach all block maps to the respective barangay map.
7. Let your supervisor review the block maps you have made.

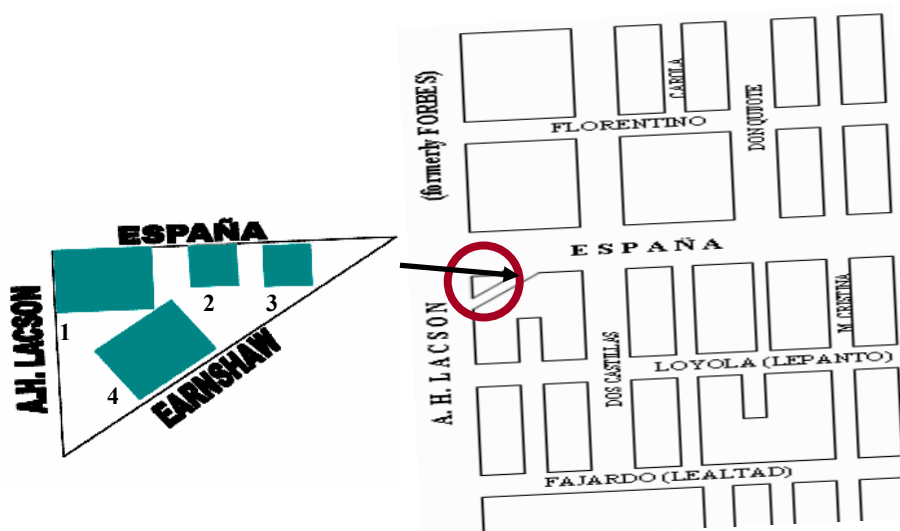

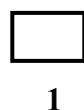


Fig. 4 Block map

### HOW TO PLOT THE LOCATION OF BUILDING WITH ESTABLISHMENTS

1. Indicate on the map the approximate location of the enumerated establishment or the building where the establishment/s is/are found using the symbol  .
2. Write the Building Serial Number (BSN) corresponding to the enumerated establishment building below the symbol.

Example:



- single establishment with BSN 1 (BSN 1 means that this is the first building with establishment/s)

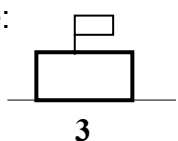


- a building where at least one establishment is enumerated (BSN 2 means that this is the second building with establishment/s)

There is no need to plot a building in the map if it is used purely as residential or if there is no qualified establishment found inside. However, a space in the map should be provided to show its relative location.

3. For private schools or hospitals already plotted in the map as landmarks, write the corresponding BSN below their symbol.

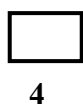
Example:



- St. Gabriel High School (BSN 3 means that this is the third building with establishment/s)

4. Public or government owned building should be plotted in the map with their corresponding BSN only if at least one privately owned establishment is found in operation inside.

Example:



- DILG building with privately owned canteen operating inside. (BSN 4 means that this is the fourth building with establishment/s)

## 5.2.5 HOW TO CONDUCT INTERVIEW

### QUALITIES OF A GOOD FIELD STAFF

To effectively carry out the enumeration tasks, a good field staff should have the following qualities:

1. Intelligence. Enumeration does not require extraordinary intelligence. But it demands an ability to understand the basic concepts used in the enumeration and follow simple instructions. It also requires talent for sizing up people and situations. The staff must also be able to use the right approaches when asking probing questions.
2. Punctuality. It is important that once an appointment with the respondent is set, the staff must make it a habit to be punctual. If you are punctual during the training sessions, you must also observe this punctuality during actual fieldwork.

3. Integrity and honesty. The integrity of the data collected depends largely on the integrity and honesty of the staff conducting the enumeration. Simply stated, the staff must never fabricate responses. He/she should be able to carry out his/her work as expected.
4. Teamwork skills. The staff must be able to display good teamwork skills and willingness to improve performance.
5. Pleasant appearance. In appearance and manner, the staff must be one who inspires confidence and professionalism. Remember, first impressions are important because the respondent will cooperate mainly on the basis of the NSO staff's approach. He/she should sound enthusiastic and interesting in order to stimulate the respondent.
6. Recording ability. The staff's handwriting must be clear and legible.
7. Professional ethics. The role of NSO field staff is that of a professional researcher. He/she should maintain the confidentiality of information collected, and the integrity of the NSO. In no way should he/she engage the respondent in any unprofessional relationship. All personal and professional information about the respondent should be confidential in nature, as well.
8. Patience and persuasion. Patience is a virtue so impatience should never be shown, as when waiting to be entertained by the respondent, or when following up reports, or when encountering downright refusals. Persuasion is a skill acquired when the staff is able to collect the appropriate approach for handling any type of respondent and make them cooperate with the updating/listing of establishments.

## **RULES IN INTERVIEWING**

The enumerator should follow the rules in interviewing listed below:

1. Interview a reliable person, that is, one who can give reliable information or answer to the questions. The owner is the most reliable person to interview.
2. Introduce yourself as you come face to face with the respondent, showing your ID card. Say something like this;

“I am (state your name) from the National Statistics Office. I am here to list your establishment or update its characteristics and gather additional information for statistical purposes. Here is my identification card.”

Explain briefly the purpose of the listing and the confidential handling of results. As soon as the respondent has signified his willingness to answer questions, the enumerator should conduct the interview in the most friendly and professional manner, following the sequence of items of information in the ULE forms.

*Remember that a friendly but professional manner is the enumerator's greatest asset in obtaining the information required.*

3. Do not emphasize, or even mention, the right to make inquiries unless this authority is questioned. Make the respondent feel that the information he furnishes will help planners and policy-makers in the formulation of policies and plans for the good of the country. Refusal should be reported immediately to the supervisor.
4. Always be courteous and polite. Be tactful and patient in approaching the establishment.
5. Do not waste time in irrelevant conversation. Avoid argument or long discussions. Do not be domineering or superior. Make the respondent feel important and show that he is a friend.
6. Be familiar with the ULE forms and the instructions before conducting the interview. Observe the conditions within the establishment premises to validate the information given by the respondent. In case the data given by the respondent do not seem to tally with the enumerator's observation, ask probing questions.

## 5.2.6 HOW TO HANDLE PROBLEMS

### COMMON PROBLEMS AND RECOMMENDED SOLUTIONS

The problems that the statistical researcher will most likely encounter in the course of these enumerations are as follows:

☹ <b>PROBLEM</b>	<i>Refusal of respondent to be interviewed and/or receive ULE Form 3</i>
	The establishment does not want to give the data or refuses to be enumerated. The respondent does not feel involved in the project or fears that the establishment might be a target of tax investigation.
😊 <b>SOLUTION</b>	Explain to the respondent the objectives of the updating operation. Emphasize that the conduct of this activity is authorized and that data collected will be kept strictly confidential and cannot be used as evidence in court for purposes of taxation, regulation or investigation.
	If the respondent still insists on not being interviewed, complete the Column(s) for the name and address of the establishment in ULE Form 1A if the establishment is "new" or put the proper indicator and remarks in ULE Form 2 to indicate that the establishment is existing (Refer to chapter 6.). Accomplish problem slip for referral to the supervisor.

⊗ <b>PROBLEM</b>	<i>Temporarily closed establishments</i>
☺ <b>SOLUTION</b>	Verify if the establishment is temporarily closed for reasons such as strike, closed for renovation, inventory or simply closed for only a few days and intend to reopen in the near future, then include the establishment in the enumeration. If it is not possible to get all the necessary information about the establishment, fill-in the column/s for the name and address of establishment in ULE Form 1A or put the proper indicator and remarks in ULE Form 2 to indicate that the establishment is existing (Refer to Chapter 6.). Accomplish problem slip for referral to the supervisor. If the establishment listed in ULE Form 2 does not intend to reopen because of bankruptcy or insolvency, put the proper indicator in ULE Form 2 (See Chapter 6.).
⊗ <b>PROBLEM</b>	<i>Establishment cannot be contacted because of impediments such as high walls, closed gates and/or unresponsive guards</i>
☺ <b>SOLUTION</b>	Try to get the name and address of the establishment from the neighbors, if possible. Write the name and address of the establishment in the corresponding column/s in ULE Form 1A. Put the proper indicator in ULE Form 2 and write correction in name and address, if there is any (Refer to Chapter 6.). Accomplish problem slip and refer to the supervisor.
⊗ <b>PROBLEM</b>	<i>Establishment not enumerated completely in first visit. A responsible person is not around at the time of visit.</i>
☺ <b>SOLUTION</b>	Accomplish problem slip indicating the name and address, and date of revisit of the establishments and refer to the supervisor.
⊗ <b>PROBLEM</b>	<i>The total/partial accomplishment of the ULE forms is referred to an office outside the area of assignment.</i>
☺ <b>SOLUTION</b>	Be sure to get the complete contact information and submit immediately to the supervisor for appropriate action.

## 5.2.7 HOW TO ACCOMPLISH ITSD-ADMINISTRATIVE FORMS

### ITSD-ADM FORM 2 (PROBLEM SLIP)

Enter in this form all the problem establishments encountered. For each of the problem establishments, write the date of visit, the corresponding Establishment Serial No. (ESN) for ULE Form 1A and Page No. for ULE Form 2, complete name and address of the establishment and specific description of the problem. Record in the remarks portion the scheduled date for revisit or any remarks which may be useful.

### ITSD-ADM FORM 2A (ACKNOWLEDGEMENT RECEIPT FOR ULE FORM 3)

This form serves as a record of all ULE Form 3 distributed. The person receiving the ULE Form 3 should record the date of its receipt, his name and position, and telephone number in ITSD-Adm Form 2A. He should also affix his signature in this form. The SCO/SR and the person receiving the form should set and record the date of revisit/collection in ITSD-Adm Form 2A.



### ITSD-ADM FORM 3 (DAILY ACCOMPLISHMENT REPORT)

At the end of each day, the enumerator should prepare the accomplishment report, as follows:

Column No.	Instructions
1	Enter the date.
2	Enter the name of barangay.
3	Enter the total number of establishments listed in ULE Form 1A.
4	Enter the total number of establishments updated in ULE Form 2 by counting those with field update sign in FLSN column.
5	Enter the number of establishments found existing or those with field update sign "✓" in the FLSN column in ULE Form 2.
6	Enter the number of ULE Form 3 distributed.
7	Enter the number of accomplished ULE Form 3 collected.
8	Enter the number of ULE Form 3 transcribed.
9	Enter the number of establishments matched.
10	Enter the number of establishments field edited.
11	Indicate information relevant to the enumeration activity of the barangay.

### PROGRESS REPORTS

In monitoring the conduct of the survey operation and processing, prompt submission of the following reports is required.

1. ITSD-ADM FORM 3A (DSO Weekly Progress Report)  
Submit report to the PSO weekly. The TS is required to report every Friday.
2. ITSD-ADM FORM 3B (PSO Bi-Monthly Progress Report)  
Submit report to the ITSD-Office of the Director (copy furnished the RD) twice a month, specifically, within the week following the 15<sup>th</sup> and end of the month.
3. ITSD-ADM FORM 3C (RD Monthly Progress Report)  
Submit report to the ITSD-Office of the Director within a week after each month of operation.

### **5.3 POST- ENUMERATION ACTIVITIES**

#### **REGIONAL OFFICES**

1. Generate provincial and regional LE following specifications given in the Machine Processing Manual.
2. Submit to ITSD the following:
  - a. Narrative and financial reports (ITSD-ADM Form 4 and 4A).

#### **PROVINCIAL OFFICES**

1. Receive and control folioed ULE forms and unused forms/materials.
2. Manual process (final verification/matching) ULE forms.
3. Machine process ULE Form 1A, 1B and 2 as discussed in the Machine Processing Manual.
4. Submit provincial LE to ITSD, copy furnished the RO.
5. Submit a copy of updated barangay map and block sketch map with plotted establishment buildings to the Central Office, Attention Databank and Information Services Division.
6. Submit processed ULE forms to ITSD.
7. Submit narrative and financial reports (ITSD-ADM Form 4 and 4A) to ITSD, copy furnished the RD.
8. Safekeep all ULE manuals, code sheets and unused forms.

#### **DISTRICT OFFICES**

1. Match ULE Form 1A with ULE Form 2 and verify unmatched establishments in ULE Form 2 for barangays which uses ULE Form 1A and 1B only (complete listing). Reflect changes in characteristics in ULE Form 2.
2. Field-edit and code ULE forms, as discussed in Chapter 7 of this manual.
3. Transcribe ULE Form 3 in either ULE Form 1A or 2, as may be appropriate.
4. Submit field-edited ULE forms and unused forms/materials to DSO.
5. Submit Certificate of Work Completed.
6. Edit and code ULE Forms 1A, 1B, 2 and 3.
7. Match/verify ULE Forms 1A and 2.
8. Folio ULE Forms 1A, 1B, and 2.
9. Submit folioed ULE forms and other unused forms/materials to the PSO.

Activities numbered 1 to 5 shall be accomplished by the enumerators.



## CHAPTER 6

### INSTRUCTIONS IN ACCOMPLISHING UPDATING FORMS

#### 6.1 GENERAL INSTRUCTIONS

1. Use pencil in filling-up ULE Forms 1A, 1B and 2. Use black or blue ballpen for writing the names and addresses of the establishments in the address box of ULE Form 3.
2. Write legibly. Print all the entries in capital letters.
3. When updating items in ULE Form 2, line-out the printed establishment characteristic for updating and write above it the correct characteristic.

#### 6.2 SPECIFIC INSTRUCTIONS FOR ULE FORMS 1A, 1B and 2

##### 6.2.1 ULE Form 1A (Part I – Establishment Information)

For Method 1 (Complete Listing of Establishments), use ULE Form 1A to list all establishments in a barangay. The establishments listed in this form will be matched with those listed in ULE Form 2 (2003 Masterlist of Establishments).

For Method 2 (Updating of the 2003 Masterlist of Establishments), use ULE Form 1A to list only the new establishments in a barangay or those not listed in the masterlist.

#### ► SHEET \_\_\_\_ OF \_\_\_\_ SHEETS

Fill-up Sheet \_\_\_\_ of \_\_\_\_ sheets.

The line “Sheet \_\_\_\_ of \_\_\_\_ sheet/s”, located at the middle left portion of the front page of the listing sheet and at the middle right portion of the back page, controls the number of ULE Form 1A used in enumerating the barangay. The first blank indicates the order of enumeration and the second blank, the total number of forms used in the barangay.

For example, if two sheets are used in listing the establishments in a barangay, then 1 of 2 will be entered in the first sheet, and 2 of 2 in the second sheet.

The entries for “Sheet \_\_\_\_ of \_\_\_\_ sheet/s” at the front and back page should be the same.

## ► GEOGRAPHIC CONTROL BOX

The geographic control box located at the middle left portion of the front page of the listing sheet and at the middle right portion of the back page is one of the most important items in any enumeration form. Improperly filled up geographic information will lead to difficulty and error in identifying an establishment. Hence, it should be carefully and correctly accomplished.

1. Enter legibly the name of province, city/municipality, barangay and their corresponding codes on the space provided for in the updating form. Refer to 2003 Geographic Code Book as of March 31, 2004 for correct and complete region, province, city/municipality and barangay code.
2. For coding purposes, the National Capital Region (NCR) will be coded as follows:

39	First District (Manila)	74	Second District	75	Third District	76	Fourth District
3901	Tondo	7401	Mandaluyong City	7501	Caloocan City	7601	Las Pinas City
3902	Binondo	7402	Marikina City	7502	Malabon	7602	Makati City
3903	Quiapo	7403	Pasig City	7503	Navotas	7603	Muntinlupa City
3904	San Nicolas	7404	Quezon City	7504	Valenzuela City	7604	Parañaque City
3905	Santa Cruz	7405	San Juan City			7605	Pasay City
3906	Sampaloc					7606	Pateros
3907	San Miguel					7607	Taguig
3908	Ermita						
3909	Intramuros						
3910	Malate						
3911	Paco						
3912	Pandacan						
3913	Port Area						
3914	Santa Ana						

3. The enumerator should not fill the boxes for the folio number and page number. The DSO will fill this out.

Example:

### PART I ESTABLISHMENT INFORMATION

Sheet _____ of _____ sheet/s					
<b>GEOGRAPHIC CONTROL BOX</b>					
PROVINCE: <u>Laguna</u>					
CITY/MUN.: <u>San Pedro</u>					
BARANGAY: <u>San Vicente</u>					
3 4		2 6		0 1	
Prov.		City/Mun.		Bar.	
Folio		Page			

#### ► Column (1) - LINE NO. (Line Number)

Line numbers are pre-printed in ULE Form 1A to indicate the number of establishments listed in a sheet. The maximum number of establishments to be listed in a sheet of ULE Form 1A is 20, ten establishments at the front page and another ten at the back page.

#### ► Column (2) - BSN (Building Serial Number)

The BSN is assigned sequentially for all buildings with at least one establishment in a barangay. For all barangays this starts with "1".

A **building** is any structure built, designed or intended for the enclosure, shelter or protection of any person, animal or property, comprised of one or more rooms and/or other spaces, covered by a roof and usually enclosed within external walls or with common dividing walls with adjacent buildings, which usually extend from the foundation to the roof.

Assign BSN 1 for the first building encountered with at least one establishment regardless of whether the establishment/s found in the building are to be listed in ULE Form 1A or already listed in ULE Form 2. In the same manner, assign BSN 2 for the second building, BSN 3 for the third and so on.

Establishments located or found in the same building will have the same BSN. For such case, BSN can be written on the line for the first establishment found in the building and an arrow can be drawn down to the line where the last establishment found in the same building is listed. (*See Examples 1 and 2 below*)

For establishment occupying more than one building (e.g. schools), assign only one BSN regardless of the number of buildings it occupies. If a different establishment is found in operation within one of these buildings (e.g. canteen), the BSN of this establishment will be the same as the BSN assigned to the establishment occupying the multiple buildings.

### ► Column (3) – ESN (Establishment Serial Number)

The ESN is assigned sequentially for all existing establishments in a barangay. For all barangays this starts with 1.

Assign ESN 1 for the first establishment enumerated in a barangay, whether this establishment is to be listed in ULE Form 1A or already listed in ULE Form 2. Likewise, assign ESN 2 for the second establishment, ESN 3 for the third and so on. The ESN is unique for all establishments enumerated within a particular barangay.

Example 1:

Enumerator A is using Method 1 which means that he is listing all the establishments in his assigned barangay using ULE Form 1A. For the first eight establishments enumerated, the entries for columns 2 and 3 in sheet 1 of ULE Form 1A will be;

Line No.	BSN	ESN
(1)	(2)	(3)
01	1	1
02	2	2
03	3	3
04		4
05		5
06	↓	6
07	4	7
08	4	8
09		
10		

The first building has only one establishment, in LN 01, enter 1 in BSN column and 1 in ESN column for the 1<sup>st</sup> establishment enumerated.

Likewise, the second building has one establishment, assign BSN 2 and ESN 2 and enter these in LN 02 for the 2<sup>nd</sup> establishment enumerated.

The third building housed four establishments. In LN 03, enter 3 in BSN column and 3 in ESN column for the 3<sup>rd</sup> establishment enumerated. In LN 04, 05 and 06, enter 4, 5 and 6 in ESN column respectively for the 4<sup>th</sup>, 5<sup>th</sup> and 6<sup>th</sup> establishments enumerated. In the BSN column, draw an arrow from LN 04 down to LN 06 to indicate that the establishments listed in LN 04, 05 and 06 have the same BSN as the establishments listed in LN 03.

The fourth building housed two establishments. In LN 07, enter 4 in BSN column and 7 in ESN column for the 7<sup>th</sup> establishment enumerated, then enter 4 in BSN column and 8 in ESN column for the 8<sup>th</sup> establishment enumerated.

## Example 2:

Enumerator B is using Method 2 which means that he is listing the new establishments using ULE Form 1A and updating the status and characteristics of establishments listed in the masterlist for his assigned barangay. For the first 15 establishments enumerated, the entries for columns 2 and 3 in sheet 1 of ULE Form 1A will be;

Line No.	BSN	ESN
(1)	(2)	(3)
01	1	1
02	2	2
03	2	3
04	5	9
05	↓	10
06		11
07		12
08	6	13
09	7	15
10		

The first building encountered has one establishment which is not found in the masterlist, which means that this is a new establishment and to be listed in ULE Form 1A. In LN 01 of ULE Form 1A, enter 1 in BSN column and 1 in ESN column for the 1<sup>st</sup> establishment enumerated.

The second building has two new establishments not found in the masterlist, these are the 2<sup>nd</sup> and 3<sup>rd</sup> establishments enumerated and both are to be listed in ULE Form 1A. Assign BSN 2 and ESN 2 for the 2<sup>nd</sup> establishment and enter these in LN 02 of ULE Form 1A. Similarly assign BSN 2 and ESN 3 for the 3<sup>rd</sup> establishment and enter these in LN 03 of the same form.

The third and fourth building housed two and three establishments, respectively, which are all listed in ULE Form 2 (2003 Masterlist of Establishments). These are the 4<sup>th</sup>, 5<sup>th</sup>, 6<sup>th</sup>, 7<sup>th</sup> and 8<sup>th</sup> establishments enumerated. For the corresponding BSN and ESN portions of these establishments in the masterlist, assign and enter the following:

BSN 3 and ESN 4 for the 4<sup>th</sup> establishment  
 BSN 3 and ESN 5 for the 5<sup>th</sup> establishment  
 BSN 4 and ESN 6 for the 6<sup>th</sup> establishment  
 BSN 4 and ESN 7 for the 7<sup>th</sup> establishment  
 BSN 4 and ESN 8 for the 8<sup>th</sup> establishment

The fifth building has four new establishments. In LN 04 of ULE Form 1A, enter 5 in BSN column and 9 in ESN column for the 9<sup>th</sup> establishment enumerated. In LN 05, 06 and 07, enter 10, 11 and 12 in ESN column respectively for the 10<sup>th</sup>, 11<sup>th</sup> and 12<sup>th</sup> establishment enumerated. In the BSN column, draw an arrow from LN 05 down to LN 07 to indicate that the establishments listed in LN 05 to LN 07 have the same BSN as the establishment listed in LN 04.



The sixth building housed three establishments, one is a new establishment which is to be listed in ULE Form 1A, the other two are listed in the masterlist but one of them is permanently closed since January 2004. For the new establishment enumerated, assign BSN 6 and ESN 13 and enter these in LN 08 of ULE Form 1A. For the establishment listed in the masterlist, assign BSN 6 and ESN 14 and enter these in their corresponding portion in ULE Form 2. Do not assign BSN and ESN for the establishment which is permanently closed, instead put the proper Field Update Sign (see *instructions in section 6.2.3 of this Chapter*)

The seventh building has one new establishment. In LN 09 of ULE Form 1A, enter 7 in BSN column and 15 in ESN column for this establishment.

If an establishment was missed or skipped, enumerate the establishment. If it is located in an enumerated building with assigned BSN, enter the same BSN and assign the next ESN in the sequence. Otherwise, if it is located in a building without assigned BSN, assign the next BSN and the next ESN in the sequence. Be sure, however, that the building is plotted in its relative location on the barangay map.

► **Column (4) BUSINESS NAME (First Sub-line)**  
**REGISTERED NAME (Second Sub-line)**  
**BUSINESS ADDRESS (Third Sub-line)**  
**ECONOMIC AREA NAME (Fourth Sub-line)**

This column contains the names and addresses of establishments to be enumerated. Each line no., corresponding to one establishment, is divided into four sub-lines. The upper sub-line is for the BUSINESS NAME of establishment, the second sub-line is for the REGISTERED NAME of establishment. The third sub-line is for the ADDRESS or actual physical location of the establishment and the fourth sub-line is for the ECONOMIC AREA NAME. Mnemonics BN, RN, BA, and EA are provided to guide in recording information in proper line.

Example:

BN	Business Name
RN	Registered Name
BA	Business Address
EA	Economic Area Name
(4)	
BN	SM SUPERMARKET
RN	SUPERVALUE INC
BA	EDSA COR NORTH AVE SM CITY
EA	SM CITY NORTH EDSA

## BN - BUSINESS NAME (First Sub-line)

Ask the establishment:



What is the complete business name of your establishment?

If there is no business name, ask:



What is the name of the owner of this establishment?

Write the business name of the establishment or the name under which a business operates. Business name distinguishes one establishment's products and services from those of its competitors, and helps to establish its identity in the marketplace. This could be the name registered with the Department of Trade and Industry (DTI) or the name used in securing business permit.

In writing the name of the establishment, be guided by the following instructions.

1. Ask for the complete **business name** of the establishment or in its absence, the **name of the owner**.
  - a. Do not rely solely on the signboards which proclaim the product sold by the establishment such as INTERNET CAFE, BILLIARD HALL, LG COLLINS APPLIANCE DEALER, SMART BUDDY.
  - b. For establishments having the same business name, include additional description or identification such as location or branch number.

Examples:

JOLLIBEE (MALOLOS CROSSING)  
VILLARICA PAWNSHOP (QUIAPO – BRANCH 2)  
PETRON STATION (MEYCAUAYAN NLEX)

- c. Include such words as “New”, “Original” or the name of place which form part of the establishment name.

Examples:

NEW MANDARIN PLASTIC MANUFACTURING CO  
ORIGINAL HORTALEZA VACIADOR & BEAUTY SUPPLY INC  
BULACAN SWEETS & DELICACIES CENTER

- d. When the establishment name contains an Arabic number or Roman numeral, print the name as it appears.

Examples:

3M PHILIPPINES INC  
LOUIS XV FURNITURES  
20<sup>TH</sup> CENTURY NYLON SHIRT CO INC

- e. If the name of person is part of the establishment name, include the prefix or title preceding the name (if any).

Examples:

ATTY BENITO CHING JR & ASSOCIATES LAW OFFICES  
DR JESUS C DELGADO MEMORIAL HOSPITAL

2. When the establishment has no business name, enter the name of the owner, family name first followed by given name then the description of activity.

- a. Family names beginning with San, Santa, Santo, De, Del, Dela, De la, De los should be written as shown in the following examples.

Examples:

Evelyn Dela Cruz - DELA CRUZ EVELYN EMBROIDERY  
Carmen Santo Domingo - SANTO DOMINGO CARMEN  
REPAIR SHOP  
Fely Delos Reyes - DELOS REYES FELY BEAUTY SHOP

- b. Exclude titles such as Mr., Mrs., Col., and others. However, titles such as Atty., Dr., Sultan, Hadji, Datu become integral part of the name which is thus written as follows: title, first name, family name.

Examples:

Hadji Noor Bin Saleh – HADJI NOOR BIN SALEH FISH DEALER  
Atty. Ramon Cito – ATTY RAMON CITO LAW OFFICE

3. When the establishment name contains or consists of initials, put a space between the initials.
4. Punctuation marks that can be considered as part of the establishment name are parentheses [ ( ) ], colon [ ; ], hyphen [ - ], and apostrophe [ ' ]. Disregard comma [ , ] and period [ . ] when it is used in abbreviations only. Change quotation marks [ " " ] to apostrophe [ ' ' ] (*quotation marks are used as string variable in computer programming*).

Examples:

INCORRECT: EPSON PRECISION PHILS. , INC.

CORRECT : EPSON PRECISION PHILS INC

INCORRECT: EASY.NET SERVICES, INC.

CORRECT : EASY.NET SERVICES INC

INCORRECT: BIG "J" SPORTS SUPPLY

CORRECT : BIG 'J' SPORTS SUPPLY

5. The words "INCORPORATED", "COMPANY", "CORPORATION", "LIMITED", "SARI-SARI" (except for the enterprise SARI-SARI) should always be abbreviated. The word "PHILIPPINE(S)" should be abbreviated if it is **not** the first word.

### Standard Abbreviations

Company	CO
Corporation	CORP
Incorporated	INC
Limited	LTD
Philippines	PHILS
Sari-sari	SSARI

6. As much as possible, do not abbreviate. But for establishment names that are too long, abbreviate starting on the third word. Refer to Appendix 29 of this manual for the standard abbreviations.

Example:

REFORMINA ALBERT COMMERCIAL PLANT PROPAGATION  
AND AGRICULTURAL PRODUCT SUPPLY

should be written as;

REFORMINA ALBERT COMML PLANT PROPAGATION &  
AGRL PROD SUPL

7. Never list the names of individual transportation units (launch, pumpboat, vessel) operated by transport establishments such as SUPER FERRY 16, SUPERCAT, or M/V DON JULIO. List the name of establishment/owner/operator.

**RN - REGISTERED NAME (Second Sub-line)**

First, ask the establishment:

Are you registered with  
**SEC** or **CDA**?

If the answer is "Yes", ask further:

What is your registered name?

If the answer is "No", leave this portion blank.

Write the name registered with the Securities and Exchange Commission (SEC), or for cooperatives, write the name registered with the Cooperative Development Authority (CDA). If it is the same as the Business Name, write SAME.

Registered name will be used to link establishments within the same enterprise.

Example:

BUSINESS NAME:	MCDONALD'S
REGISTERED NAME:	MCGEORGE FOOD INDUSTRIES INC

**BA - BUSINESS ADDRESS (Third Sub-line)**

Ask directly:

What is your  
business  
address?

Or, ask in detail:

What is the name of this  
street? this building? what is  
your room number?

Write the business address of the establishment. The business address of the establishment is the actual physical location of the establishment or where the plant, mill, office, store, etc. is located. It should include the following basic information:

1. In rural areas - House number (if any), name of street and sitio. If none, leave the space blank. You may use the phrase “near the....”, “behind the church”, etc., to describe the location of the establishment.
2. In cities and urban areas – Building/apartment/house number, name of street, name of building (if any), floor and room number.
3. In markets, shopping malls, commercial buildings/condominiums, economic zones, airports and seaports – Name of market, shopping mall, commercial building/condominium, economic zone, airport and seaport. Include also pasillo name or number, kiosk/stall/room number, if any.

In writing the address of the establishments, be guided by the following instructions:

1. Write the building/house/apartment number followed by the street name.

Example:

310A C DE DIOS ST

2. The name of the building (if any) followed by the room number should be written after the street name.

Example:

INCORRECT: Rm 3 Amador Bldg., 1225 Rizal Avenue  
CORRECT : 1225 RIZAL AVE AMADOR BLDG RM 3

3. The address of an establishment located in a shopping center/mall or market should be written as follows:

For shopping mall, name of shopping mall, building name or number, level number, and stall number (if any).

For market, name of the market, pasilio number and stall number.

Examples:

INCORRECT: Level 1 Carpark Plaza SM City North Edsa  
CORRECT : SM CITY NORTH EDSA CARPARK PLAZA  
LEVEL 1

INCORRECT: Stall 64 Cainta Market Pasilio B  
CORRECT : CAINTA MARKET PASILIO B STALL 64

4. If the establishment is located inside LRT/MRT stations or bus terminals, write the name of the station or terminal followed by the street where it is located.

Examples:

MRT AYALA STATION EDSA  
BALIWAG TERMINAL EDSA

5. Observe the rules listed in Business Name (BN), instructions 3 and 4, on spacing and the use of punctuation marks.
6. Exclude the name of the province, city/municipality and barangay. These are already recorded in the geographic identification portion. Also, do not include Zip Code.
7. P.O. Box number is not accepted as business address.
8. All numbers in the address of the establishment should always be written in numeric (Arabic) form.
9. The following words should always be abbreviated:

Street	- ST	President	- PRES
Road	- RD	Senator	- SEN
Avenue	- AVE	Governor	- GOV
Boulevard	- BLVD	General	- GEN
Highway	- HWAY	Market	- MKT
Corner	- COR	Public Market	- PUB MKT
Block	- BLK	Building	- BLDG
Lot	- L	Floor	- FLR
Poblacion	- POB	Room	- RM

Refer to Appendix 29 of this manual for other standard abbreviations.

10. Use the official name of a street. Abbreviate titles of persons that appear in the official street name.

Examples:

INCORRECT: General Kalentong Avenue  
CORRECT : GEN KALENTONG AVE

INCORRECT: President Quirino Highway  
CORRECT : PRES QUIRINO HWAY

However, Epifanio Delos Santos Avenue should always be written as EDSA.

11. When the establishment is located at the intersection of two streets, write first the building/house number then the name of the major street or the street where the main entrance is located, followed by COR (corner) and the name of the other street.

Examples:

INCORRECT: 125 Rizal Avenue corner Soler Street  
CORRECT : 125 RIZAL AVE COR SOLER ST

INCORRECT: 212 España corner Maceda Streets  
CORRECT : 212 ESPAÑA COR MACEDA STS

#### **EA - ECONOMIC AREA NAME (Fourth Sub-line)**

If the establishment is located in an economic area, ask:

What is the name of this (economic area)?

Write the name of the economic area where the establishment is located. If the establishment is not located in an economic area, leave this portion blank.

If there is no name, as in the case of public markets, enter the name of barangay before the type of economic area.

Examples:

SAMPALOC PUB MKT  
BARANGAY PULONG BUHANGIN MKT

For the 2004 ULE, the general classifications of economic areas are as follows:

**Market** – a place owned and operated by government or private individuals where goods, usually food, are sold at wholesale and/or retail.

**Shopping Mall / Shopping Center** – an urban shopping area featuring



a variety of retail shops and other businesses with enclosed walkways for pedestrian and common parking lot. It is usually a large suburban buildings or group of buildings with associated passageways; purposely-built, usually indoor and multi-levelled shopping precinct with car park and a range of large stores and specialist shops.

**Information Technology (IT) Park** – an area (*which maybe just a building*) developed or which has the potential to be developed into a complex capable of providing the necessary infrastructure support facilities and amenities to the IT industry in order to promote the development and export of IT software products and services and other IT related activities.

**Economic Zone (Other than IT Park)** – area specially designated for the operation of industrial estate/parks, export processing zone, free-trade zone/ or free-trading ports, tourism/recreational center or tourism complexes, agro-industrial economic zone/estate. The different ecozones are defined as follows:

*Industrial Estate (IE)* - a tract of land subdivided and developed according to a comprehensive plan under a unified continuous management and with provisions for basic infrastructure and utilities, with or without pre-built standard factory buildings and community facilities for the use of a community of industries.

*Export Processing Zone (EPZ)* - a specialized industrial estate located physically and/or administratively outside the customs territory and predominantly oriented to export production. Enterprises located in export processing zones are allowed to import capital equipment and raw materials free from duties, taxes and other import restrictions.

*Free Trade Zone* - an isolated policed area adjacent to a port of entry (such as a seaport) and/or airport where imported goods may be unloaded for immediate transshipment or stored, repacked, sorted, mixed, or otherwise manipulated. However, movement of these imported goods from the free-trade area to a non-free trade area in the country shall be subject to customs and internal revenue rules and regulations.

*Tourism/Recreational Center* – an area within the ECOZONE where tourist accommodation facilities such as hotels, appartelles, tourist inns, pension houses, resorts, sports and/or recreational facilities are provided to render tourism services

for both local and foreign tourists, travelers and investors in accordance with the guidelines issued by the PEZA.

*Agro-Industrial Economic Zone* – a large and suitable tract of land subdivided and developed in accordance with a comprehensive plan, with provision for basic infrastructures and utilities designed to host primarily agricultural and or natural resource-based processing activities which are export-oriented. Accordingly, the industry mix of an agro-industrial ecozone should be influenced mainly by the agricultural and natural resources abundant in their surrounding areas.

*Information Technology (IT) Park* is also an economic zone.

Refer to Appendix 26 for the list of known IT Parks and Economic Zones.

**Seaport** – a port, harbor or town accessible to seagoing ship.

**Airport** - a tract of land or water that is maintained for the landing and takeoff of aircraft and for receiving and discharging passengers and cargo and that has facilities for the shelter, supply, and repair of planes.

► **Column (5) – STREET CODE (Upper Sub-line)**  
**ECONOMIC AREA CODE (Lower Sub-line)**

**STREET CODE**

Enter the street code corresponding to the street reported in the business address.

The street code for main streets is a 4-digit number starting with “9” to indicate that these codes were pre-assigned. The next three digits of the code were assigned sequentially according to the streets alphabetical order, starting with “001”. Main streets were earlier determined and were given pre-assigned codes by the Provincial Staff. For Metro Manila, this was pre-assigned by the SSOD. A street code sheet (ULE Form 5B) was prepared for the enumerators.

For the minor streets, street code should be assigned sequentially in a barangay according to the order of enumeration, starting with “0001”. Only streets with at least one establishment will be given street codes. The street codes should be indicated in the map.

When an establishment is located at the intersection of two streets, the street code of the major street or the code of the street where the main entrance is located will be reflected.

Refer to Appendix 11 for the codes of main streets in Metro Manila.

### **ECONOMIC AREA CODE (Lower Sub-line)**

Enter the economic area code corresponding to the Economic Area (EA) reported in column 4, fourth sub-line. If there is no entry in column 4, fourth sub-line or if the establishment is not located in economic area, leave this portion blank.

The Economic Area Code of a specific economic area is a 3-digit code. The first digit refers to the general classification code of the economic area as follows:

#### **Code      Economic Area General Classification**

1	Market
2	Shopping Mall / Shopping Center
3	Information Technology (IT) Park
4	Economic Zone (Other than IT Park)
5	Seaport
6	Airport

The last two digits will be assigned by the enumerator sequentially for all economic areas in a barangay starting with "01".

Example 1:

- a. Saisaki Japanese Restaurant is at SM Megamall Bldg B, level 4.

Shopping mall has a general classification code of '2'. If SM Megamall is the first economic area encountered in the barangay, then the last two digits of the code is '01'.

Thus, the Economic Area Code for Saisaki Japanese Restaurant is 201.

- b. Bench Boutique is also at SM Megamall Bldg A, level 3.

Bench Boutique at SM Megamall Bldg A, level 3 will have same Economic Area Code as Saisaki Japanese Restaurant in example a, that is, 201, since both establishments are located in the same economic area.

- c. If the second economic area encountered in the barangay is an IT Park, all establishments located within this IT Park will have economic area code of 302. The first digit is '3', since it is an IT Park which has a general classification code of 3 and the last two digits is '02', because it is the second economic area encountered in the barangay.
- d. If the third economic area encountered is another shopping mall, all establishments located within this shopping mall will have economic area code of 203. The first digit is '2', since it is a shopping mall and the last two digits is '03', since it is the third economic area encountered in the barangay.

If an establishment is located in a market, shopping mall, seaport or airport within the premises of an economic zone, the general classification of this establishment is the economic zone.

**Example 2:**

Duty-Free Philippines is located at the Clark International Airport inside the Clarkfield Economic Zone.

If Clarkfield Economic Zone is the third economic area encountered in the barangay, then the last two digits of the code is 03.

Hence, the Economic Area Code of Duty-free Philippines is 403, since Clarkfield Economic Zone has a general classification code of 4.

► **Column (6) – TELEPHONE NUMBER (First Sub-line)  
FAX NUMBER (Second Sub- line)  
E- MAIL ADDRESS (Third Sub-line)**

Ask for the contact information of the establishment. Write the telephone number, fax number and e-mail address or web-site in the first, second and third sub-lines, respectively.

If the establishment has no telephone/fax/e-mail address, write "NONE".

► **Column (7) – MAIN ECONOMIC ACTIVITY**

Ask directly:

What is the economic activity of this establishment?

Or, you can ask

Are you engaged in manufacturing, retailing, repairing, etc.? Can you describe your principal commodity/good/service/product?

To probe, further ask:

Aside from this activity, is this establishment engaged in any other economic activity? What are those? Among these activities/products, where do you derive your major income/revenue?

**Main economic activity** of the establishment refers to the activity from which the establishment derives its *major income or revenue*. It should be sufficiently described to permit coding at the 6-digit PSIC level.

Examples:

- Mining iron ore
- Quarrying marble
- Exploring crude oil on contract basis
- Making wooden furniture - sala set
- Generating and selling electricity
- Retailing footwear
- Wholesaling lumber
- Repairing radio and tv sets
- Private technical and vocational secondary education
- Private elementary education

### Rules in describing main economic activity of establishments

Describe the principal commodities/goods/products manufactured, produced or sold by the establishment.

Examples:

- Manufacturing of bakery products
- Wholesaling copra
- Retailing rice
- Making bakya
- Repairing shoes
- Repacking sugar
- Manufacturing hollow blocks

1. In describing the product, use the English name, if possible. If the local name of the product has no English equivalent, write additional description of such product.
2. If the activity is **service**, describe the kind of service rendered, such as market research service, laundry service or outdoor advertising service. For schools, indicate if private general secondary school, etc., and the highest level of education offered.
3. Do not use vague description such as “selling general merchandise”, “contract work”, “contractor”, “business services”, “transportation”, “merchandising”.
4. If the business name of the establishment indicates its main economic activity, verify from the establishment first before writing the description of the kind of activity.

Examples:

Name of Establishment	Main Economic Activity
SANTOS RICE MILL	- Rice milling
THE MANILA HOTEL	- Hotel
DIAMOND THEATER	- Movie house

5. Take note of the following special cases in describing the main economic activity of establishments:
  - a. Provided that the manufacturing activity is being done within the premise, the main economic activity of an establishment engaged both in manufacturing and in other activity will still be manufacturing regardless of where it derives its major income or revenue. *(Except for activities under PSIC A013 (growing of coconut, including copra-making, tuba gathering and coco-sheer charcoal making in the farm) and A015 (growing of sugarcane, including muscorado sugar-making in the farm) where the product making are done in the farm)*
  - Example : GOLDBLOCKS
  - b. Hotels will always be considered as hotels regardless of where it derives its major income or revenue.
  - c. If establishment is engaged in both retail sale and wholesale, classify economic activity under retail sale.

In order to properly classify popular retailing activities, some terms used in the retailing business and business services are given in Appendix 30.

### Common Errors and Correct Descriptions in Reporting Main Economic Activity

Code	Sector	Common Errors	Correct Description
A	Agriculture	Growing of banana	Growing of cavendish (or other kinds of banana) banana
		Poultry	Poultry (Chicken, duck, turkey, quail, or pigeon should be specified.)
		Egg production	Egg production (Duck, chicken, or quail should be specified.)
		Livestock farming	Livestock farming (Hog, cattle, carabao, or horse should be specified.)
		Landscaping services	Landscaping services (Planting, stocking, lawn and garden installation and maintenance and tree surgeons' activities should be specified.) Otherwise, this activity will be classified under architectural services (PSIC K42)
B	Fishing	Fishing	Specify: ocean fishing, coastal fishing or inland fishing.
D	Manufacturing	Canned food manufacturing	Specify one of the following:
			1. Canning/packing of fish and other marine products;
			2. Canning/packing and preserving of vegetables and vegetable juices.
		Oil manufacturing	Specify one of the following:
			1. Manufacture of refined coconut and other vegetable oil (including corn oil) and margarine;
			2. Production of crude vegetable oil, copra cake, meals and pellets; and
			3. Manufacture of fish oil and other marine animal oils.
		Food manufacturer	Specify one of the following:
			1. Production, processing and preserving of meat and meat products;
			2. Processing and preserving of fish and fish products;
			3. Canning/packing and preserving of fruits and fruit juices;

Code	Sector	Common Errors	Correct Description
			4. Canning/ packing and preserving of vegetables and vegetables juices; and
			5. Manufacture of fruit and vegetable sauces (e.g., tomato sauce and paste).
		Selling of bread	Bakery
		Selling water	Water station (refilling or bottling of mineral water)
		Garment manufacture	Specify one of the following:
			1. Men's and boy's garment manufacturing;
			2. Women's and girl's and babies' garment manufacturing.
		Shoe manufacturing	Specify one of the following:
			1. Manufacture of leather shoes;
			2. Manufacture of rubber shoes.
		Furniture manufacturing	Specify one of the following:
			1. Manufacturing and repair of wood furniture;
			2. Manufacture and repair of furniture and fixture of metal.
F	Construction	Construction or building construction	Specify one of the following:
			1. Residential building construction;
			2. Non-residential building construction; and
			3. General engineering construction.
G	Wholesale and Retail Trade; Repair of Motor Vehicles and Motorcycles, and Personal and Household Goods	Buy and sell	Specify.
		Retailing	
		Wholesaling	
		General merchandise	
		Trading	
		Repair shop	
I	Transport, Storage and Communication	Transport services	Specify one of the following:
			1. freight forwarding;
			2. airport services;
			3. brokerage;
			4. trucking service;
			5. air transportation; and
			6. water transportation;



Code	Sector	Common Errors	Correct Description
		Information technology services	Specify: internet service provider
		Telecommunications	Telephone, telegraph, facsimile/telex and telex services
		Cargo handling	Specify whether cargo handling is related to land transport, water transport or air transport.
J	Financial Intermediation	Credit granting Banking Insurance Pre-need plan Financial institution	} The type of bank, insurance or pre-need plan activity or credit granting activity should be specified (e.g. lending investor, regular commercial bank, life insurance, pre-need plan for pension, education, etc.).
K	Real Estate, Renting & Business Activities	General services Recruitment agency Renting of machinery Advertising Computer services Real estate Information technology services	Specify type of services rendered, examples: - accounting services - legal services - janitorial services Specify whether local or overseas Specify type of machinery rented. Specify type and medium of advertising. Specify type of computer services rendered. Specify whether developer or broker or engaged in cemetery development and sale. Specify whether call center, software developer, software/hardware consultancy services.
M	Education	Educational institution Educational services Religious education Education Private education Educational School Learning institution	Private pre-elementary Education Private elementary education Private secondary education Private technical and vocational Post-nondegree education Private higher education } Private adult and other education

Code	Sector	Common Errors	Correct Description
N	Health and Social Work	Private clinic	Specify what private clinic; child care clinic, dental clinic and laboratory.
		Health care services	
		Medical clinic	
		Treating patients	Specify what medical or health services they provide.
		Professional services	
		Out-patient and in-patient services	

► **Column (8) 1994 PSIC Code (Upper Sub-line)**  
**LE IND (Lower Second Sub-line)**

**1994 PSIC Code**

Write the **six-digit Amended 1994 Philippine Standard Industrial Classification (PSIC) Code** corresponding to the main economic activity reported by the establishment. To facilitate coding, codes of common economic activities are provided in Codes Sheet (ULE Form 5A).

**LE INDICATOR**

Write the LE Indicator for the establishment.

The LE Indicator is one determinant whether or not an economic unit meets the criteria of an establishment.

There are three criteria for an economic unit to be considered as an establishment. It should have a predominant economic activity, ownership or control, and fixed location. The criterion on fixed location poses a problem, thus the need for an LE Indicator.

The LE Indicator 1 is assigned to an economic unit if it meets the criteria of an establishment on fixed location/maintenance of fixed office/shop.

The LE Indicator 2 is assigned to an economic unit if it is found in a stall, booth or stand that could easily transfer or disappear. **For the 2004 ULE, open stalls in markets/shopping centers/malls expected to operate six months or more should be assigned LE Indicator 2** (Refer to section 2.4.).

► **Column (9) - LO (Upper Sub-line)  
EO (Lower Sub-line)**

**LO (Legal Organization)**

Ask the establishment:

With regards to the ownership of this establishment, is this owned by a single proprietor, a partner, a government or private corporation, a cooperative, foundations or associations?

Write the one-digit code corresponding to the legal organization (LO) or form of business association of the establishment at the first sub-line.

The LO and corresponding codes are (*refer to ULE Form 5 - Codes Sheet*):

Code	Legal Organization
1	Single Proprietorship
2	Partnership
3	Government Corporation
4	Other Private Corporation
5	Cooperative
6	Associations, Foundations, NGO and others

**EO (Economic Organization)**

First, ask the establishment:

Do you have a branch or a main office somewhere else in the Philippines?

If the answer is “No”, enter EO Code 1 at the lower sub-line to indicate that this is a single establishment.

If the answer is “We have branch somewhere”, ask further:

Is this the main office?

If the answer is “Yes”, enter EO Code 3 if the economic activity is being done within the premise; enter EO Code 4 if it serves only as the central administrative office.

If the answer is “We have main office somewhere”, ask:

Is this a branch or an ancillary unit?

If the answer is “Branch”, enter EO Code 2. If the answer is “Ancillary Unit”, enter EO Code 5.

However, branch/es with main office abroad will be coded as single establishment or EO Code 1.

If the answer is “We have an extension office/shop/store or representative office.”, ask for the main establishment, enter EO Code 7.

The economic organization and corresponding code are (*refer to ULE Form 5 - Codes Sheet*):

Code	Economic Organization
1	Single establishment
2	Branch only
3	Establishment and main office
4	Main office only
5	Ancillary unit (except main office)
7	Extension Office / shop / store or representative

1a Single establishment with extension office/shop/store or representative

2b Establishment and main office with extension office/shop/store or representative


► **Column (10) – ACTUAL TOTAL EMPLOYMENT (Upper Sub-line)  
PAID EMPLOYEES (Lower Sub-line)**

**ACTUAL TOTAL EMPLOYMENT**

Ask the establishment:

As of this date, how many persons work in or for this establishment?

Probe by asking:



Does this number include working owners and other unpaid workers?

If the answer is “Yes”, write the number. If “No”, ask:



How many are the working owners and other unpaid workers?

Write the actual total employment of the establishment as of the **date of visit**. **Actual total employment** refers to the total number of persons who work in or for the establishment. These include working owners, unpaid workers and all employees who work full-time or part-time. Included also are persons on short-term leave such as those on sick/vacation or annual leaves and on strike and seasonal workers in agricultural establishments.

**Working owners** refer to owners who are actively engaged in the management of the establishment but do not receive regular pay. On the other hand, **unpaid workers** refer to those who work in the establishment without regular pay for at least one third of the working time normal to the establishment.

**Excluded** from the count of actual total employment are the following:

1. *persons on indefinite leave;*
2. *persons receiving pure commission only except for barber shops, beauty parlors and cockpit arena;*
3. *silent or inactive partners*
4. *taxi drivers whose mode of payment is boundary system; and*
5. *members of cooperative who are not involved in the operation of the cooperative*

A **silent partner** is one who has no voice or has nothing to do in the management of the affairs of the partnership. An **inactive (dormant)** partner is one who does not participate in the management of the affairs of the partnership and whose connection with it is not made known to the public.

## PAID EMPLOYEES

Ask further:



How many of them are working with regular

Write the total number of paid employees as of the **date of visit**. **Paid employees** refer to persons who work in or for the establishment receiving regular pay. This includes full-time or part-time workers, employees on sick leave or maternity leave and on paid vacation or holiday, employees working away from this establishment paid by and under the control of this establishment and employees on strike.

► **Column (11) TOTAL ASSETS (Upper Sub-line)**  
**YEAR STARTED OPERATION (Lower Sub-line)**

**TOTAL ASSETS**

Ask the establishment:

When did your  
establishment start  
operation?"

If the reply is before 2004, ask:

If you will estimate the total assets or the properties owned by this establishment, **exclusive of land, as of December 31, 2003**, Can you say that it is 3 million and below, between 3,000,001 and 15 million, between 15,000,001 and 100 million or more than 100 million?

If the reply is 2004, the reference date is as of the start of operation. Write the code corresponding to the establishment's total assets (**exclusive of land** on which the business, office, plant and equipment are situated) **as of December 31, 2003** if the establishment started operation previous to 2004, otherwise it should be as of the start of operation. The total asset range and corresponding codes (*refer to ULE Form 5 - Codes Sheet*) are:

Code	Range
1	P3,000,0000 and below
2	P3,000,001 to P15,000,000
3	P15,000,001 to P100,000,000
4	Above P100,000,000

**Assets** are resources controlled by the establishment as a result of past transactions and events and from which future economic benefits are expected to flow to the enterprise. In short, assets are **properties owned**. Assets are classified into current and non-current assets.

**Current assets** consist of:

- *cash and cash equivalents* (cash on hand, petty cash fund, cash in bank and any cash equivalent like 3-month BSP treasury bill, 5-month time deposit, 3-month money market instrument);
- *assets held for trading or short-term purposes* (like marketable securities, short-term non-trade receivables); and
- *assets which are expected to be realized, sold or consumed in the normal course of the operating cycle* (trade receivables, inventories, prepayments).

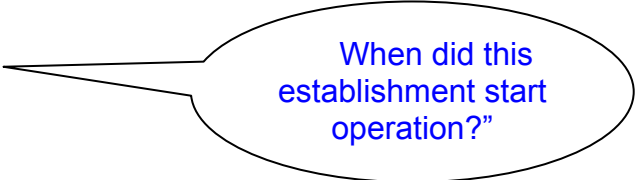
**Noncurrent assets** refer to all other assets not classified as current.

This includes:

- *property, plant and equipment* (land, building, machinery, equipment, furniture, fixtures, patterns, molds, dies, tools),
- *long-term investments* (investments in securities of other enterprises in form of stocks, bonds and other debt instruments; investments in funds accumulated for a particular purpose, such as sinking fund, plant expansion fund and preferred stock redemption fund; investment in properties that are not currently used in business operations like land held for speculation, for a future plant site, other investments in real estate, land; cash surrender value of life insurance policy);
- *intangible assets* (goodwill, patent, franchise, copyright, manufacturing licenses, trademark and secret processes and formulas).

## YEAR STARTED OPERATION

Ask directly:



When did this  
establishment start  
operation?"

Write the year when the establishment started operation.

Examples:

Incorrect	Correct
'98	1998
'03	2003

► **CERTIFICATION**

This is located at the lower left portion of the front page and at the lower right portion of the back page of the listing sheet.

**ACCOMPLISHED BY: NAME and DATE**

For the enumerators, print and sign your name on the line provided to certify that the data written on this form were obtained by you personally and that they are complete and accurate to the best of your knowledge and ability.

Enter on the space provided the date when the form was completely accomplished.

**VERIFIED BY: NAME and DATE**

For the DSOs, print and sign your name on the line provided to certify that you personally verified the data written on this form and that they are complete and accurate to the best of your knowledge and ability.

Enter on the space provided the date when the form was verified.

**6.2.2 ULE Form 1B (Part II - MAIN OFFICE INFORMATION / MAIN ESTABLISHMENT INFORMATION)**

For all establishments with entry of “2” (Branch only), “5” (Other ancillary unit) or “7” (Extension office/shop/store or representative office) in Column (9) (Lower Sub-line) of ULE Form 1A, there should be a corresponding entry/ies in columns 2 to 4 of ULE Form 1B (Main Office Information/Main Establishment Information). Column 1 of ULE Form 1B will be filled-up by the DSO.

One sheet of ULE Form 1B may contain the main offices/main establishment of establishments listed in at least one sheet of ULE Form 1A but these establishments should belong to only one barangay.

One sheet of ULE Form 1B, can list at most 10 main offices. If there are more than 10 establishments with main offices to be listed, use additional sheet/s of ULE Form 1B to record the 11<sup>th</sup> and succeeding main offices in the barangay.

► **SHEET \_\_\_\_ OF \_\_\_\_ SHEETS**

This is located at the middle left portion of ULE Form 1B.

Refer to similar instructions given for ULE Form 1A.



► **GEOGRAPHIC CONTROL BOX**

This is located at the middle left portion of ULE Form 1B.

Copy the Province, City/Municipality, Barangay and corresponding area codes indicated in the Geographic Control Box control of ULE Form 1A.

► **Column (1) FOLIO (Upper Sub-line)  
PAGE (Lower Sub-line)**

**Folio and Page**

The enumerator should not fill the boxes for the folio number and page number. This will be filled-up by the DSO.

The Folio and Page refer to the respective folio number and page number of ULE Form 1A where the corresponding establishment with main office is listed.

► **Column (2) SHEET NO. (Upper Sub-line)  
LINE NO. (Lower Sub-line)**

Transcribe the corresponding sheet and line numbers of the establishment (branch/ancillary unit) from ULE Form 1A.

► **Column (3) NAME OF MAIN OFFICE (First Sub-line)  
ADDRESS OF MAIN OFFICE (Second Sub-line)  
BARANGAY/CITY/MUNICIPALITY/PROVINCE OF MAIN  
OFFICE (Third Sub-line)**

Say:

You said that this establishment is only a branch (or ancillary unit), can I have the complete name and address of your main office?

Write the name and address of main office following the same instructions in filling up the Business Name (First Sub-line) and Address of Establishment (Third Sub-line) in column 4 of ULE Form 1A. The address should not be the same as that written in the third sub-line of column 4 of ULE Form 1A nor should it refer to a location outside the Philippines.

► **Column (4) GEO CODE (PROV, CITY/MUN, BGY)**

Enter on the boxes provided, the codes corresponding to the province, city/municipality and barangay reported in the third sub-line, in column 3.

Follow the instructions given for Geographic Control Box on page 60.

► **CERTIFICATION**

Follow the instructions for the same item of ULE Form 1A, given on pages 86-87.

**6.2.3 ULE Form 2 (2003 MASTERLIST OF ESTABLISHMENTS)**

For method 1, all establishments listed in ULE Form 1A will be matched with those listed in ULE Form 2. (See Section 6.4 for instructions in matching.)

For method 2, update the characteristics of establishments listed in ULE Form 2 and list in ULE Form 1A all those not found in ULE Form 2.

The following are the items of information included in ULE Form 2;

- Items to be assigned during enumeration or processing

BSN (Building Serial Number)  
ESN (Establishment Serial Number)  
FLSN (Field Update Sign)  
UPCD (Update Status Code)  
LEI (LE Indicator)

- Information to be asked from the establishment

Business Name  
Registered Name  
Business Address  
Economic Area Name  
Main Office Name  
Main Office Address  
YSO (Year Started Operation)  
Main Economic Activity  
Telephone Number  
Fax Number  
E-Mail Address  
AcTE (Actual Total Employment)  
PE (Paid Employees)

LO (Legal Organization) – pre-coded  
EO (Economic Organization) – pre-coded  
TA (Total Assets) – pre-coded

▪ Items for coding based on the given information

PR (Province Code based on Business Address)  
MN (Municipality Code based on Business Address)  
BGY (Barangay Code based on Business Address)  
MO PR (Province Code based on Main Office Address)  
MO MN (Municipality Code based on Main Office Address)  
MO BGY (Barangay Code based on Main Office Address)  
SC (Street Code based on Business Address)  
EAC (Economic Area Code based on Economic Area Name)  
PSIC94 (Amended 1994 PSIC Code based on the description of  
Main Economic Activity)

▪ Items pre-determined or assigned by NSO

ECN (Establishment Control Number)  
SI (Survey Indicator)  
SZ (Employment Size Code)

Some of these items are pre-printed in ULE Form 2, while corresponding spaces to fill-up are provided for those not printed.

The following are instructions in updating the characteristics of establishments in ULE FORM 2.

► **ECN (Establishment Control Number)**

This refers to the unique 14-character code pre-assigned to each establishment for easy identification.

Example:

	221703945599H2
Province Code	_____
Municipality Code	_____
Establishment Sequence Number within the municipality	_____
Year listed in LE	_____
Sector when first listed in LE	_____
Check digit	_____

There is no need to verify this information from the establishment.

► **UPCD (Update Status Code)**

The update status and code of an establishment may be one of the following:

Update Status	Meaning of Update Status
Correct ( <b>C</b> )	There is a correction in at least one of the original characteristics of the establishment, namely, name, address, province, barangay, municipality, total employment, paid employees, PSIC code, LO, EO, YSO, economic area name and code.
Delete ( <b>D</b> )	The establishment is no longer existing or it is a duplicate of another listed establishment.
Same ( <b>S</b> )	There is no correction or change in the original characteristics of the establishment.

Write **C** on the space provided for UPCD if the update status of an establishment is correct, **D** if delete and **S** if same.

The UPCD (Update Status Code) will be determined by the DSO during manual processing.

► **FLSN (Field Update Sign)**

Enter the field update signs as indicators of the updates done.

FLSN	Meaning of sign
✓	This mark is for establishment found existing.
D	This mark is for establishment to be deleted.
T	This mark is for establishment which transferred or moved out to another place outside the area of assignment

## WHEN TO USE THE DIFFERENT FIELD UPDATE SIGNS

### A. The “✓” field update sign

- For establishment listed in the masterlist and found existing in the enumeration area.

Mark “✓” the establishments listed in the masterlist which are found existing in the barangay and update the characteristics of the establishment .

Example 1:

ULE FORM 2 : 2003 MASTERLIST OF ESTABLISHMENTS BY BARANGAY

PAGE: 10

REGION 04A : CALABARZON  
PROVINCE 21 : CAVITE

CITY / MUNICIPALITY  
BARANGAY

03: IMUS  
021: SAN NICOLAS I

ECN		PR	MN	BGY	BUSINESS NAME REGISTERED NAME	SC	MAIN ECONOMIC ACTIVITY
UPCD	FLSN				BUSINESS ADDRESS	EAC	TELEPHONE NUMBER
BSN	ESN	MO PR	MO MN	MO BGY	ECONOMIC AREA NAME MAIN OFFICE NAME	YSO	FAX E-MAIL ADDRESS
					MAIN OFFICE ADDRESS		SOURCE
7601000478796DO		21	03	021	STARLAC KONSTRUCT		GENERAL ENGINEERING CONSTRUCTION
					202 LIGGAYU ST		
						1970	
REMARKS :							



**B. The “D” field update sign**

- **For establishment confirmed no longer in operation /out of business/permanently closed.**

Mark “D” the establishments confirmed to be no longer in operation/permanently closed/out of business. Indicate in the remarks portion when it stopped operation.

Example 2:

ULE FORM 2 : 2003 MASTERLIST OF ESTABLISHMENTS BY BARANGAY

PAGE: 5

REGION 13 : NATIONAL CAPITAL REGION  
PROVINCE 76 : NCR V

CITY / MUNICIPALITY 01 : MAKATI CITY  
BARANGAY 013 : MAGALLANES

ECN		PR	MN	BGY	BUSINESS NAME	SC	MAIN ECONOMIC ACTIVITY
UPCD	FLSN				REGISTERED NAME		
BSN	ESN	MO PR	MO MN	MO BGY	BUSINESS ADDRESS	EAC	TELEPHONE NUMBER
					ECONOMIC AREA NAME	YSO	FAX
BSN	ESN	MO PR	MO MN	MO BGY	MAIN OFFICE NAME		E-MAIL ADDRESS
					MAIN OFFICE ADDRESS		SOURCE

760202233999F7 76 01 013 CAPSTONE

RESIDENTIAL BUILDING  
CONSTRUCTION

2889 P TAMO EXT UPRC BLDG 2/F

**D**

1987

REMARKS :

**PERMANENTLY CLOSED SINCE MARCH**

▪ **For duplicate**

- If an establishment is clearly a duplicate of an establishment, mark "D" the establishment with higher ECN i.e. with higher serial number.
- Write in the remarks portion the **name** and **ECN** of the establishment of which it is a duplicate.
- Mark "✓" the establishment with the lowest ECN and update the characteristics of the establishment.

**Example 3:**

ULE FORM 2 : 2003 MASTERLIST OF ESTABLISHMENTS BY BARANGAY

PAGE : 9

REGION 03 : CENTRAL LUZON  
PROVINCE 14 : BULACAN

CITY/ MUNICIPALITY  
BARANGAY

10: MALOLOS CITY  
055: TIKAY

ECN		PR	MN	BGY	BUSINESS NAME	SC	MAIN ECONOMIC ACTIVITY
					REGISTERED NAME		
UPCD	FLSN				BUSINESS ADDRESS	EAC	TELEPHONE NUMBER
					ECONOMIC AREA NAME		FAX
BSN	ESN	MO PR	MO MN	MO BGY	MAIN OFFICE NAME	YSO	E-MAIL ADDRESS
					MAIN OFFICE ADDRESS		SOURCE

141000156696D3 14 10 055 REED STEEL INC MANUFACTURE HAND TOOLS



RSFI BLDG

1981

REMARKS :

141000231596D2 14 10 055 RED STEEL INC MANUFACTURE HAND TOOLS



RSFI BLDG

REMARKS :

**DUPLICATE OF REED STEEL INC ECN**

### C. The "T" field update sign

#### ▪ If the establishment has transferred to another place

Mark "T" in the FLSN column the establishment which transferred to another place including those with unknown address. Indicate in the remarks portion where the establishment transferred whenever possible.

#### Example 4:

ULE FORM 2 : 2003 MASTERLIST OF ESTABLISHMENTS BY BARANGAY

PAGE: 11

REGION 13 : NATIONAL CAPITAL REGION  
 PROVINCE 76 : NCR V

CITY/ MUNICIPALITY 02 : MAKATI CITY  
 BARANGAY 015 : PALANAN

ECN		PR	MN	BGY	BUSINESS NAME	SC	MAIN ECONOMIC ACTIVITY
					REGISTERED NAME		
UPCD	FLSN				BUSINESS ADDRESS	EAC	TELEPHONE NUMBER
					ECONOMIC AREA NAME		FAX
BSN	ESN	MO PR	MO MN	MO BGY	MAIN OFFICE NAME	YSO	E-MAIL ADDRESS
					MAIN OFFICE ADDRESS		SOURCE

760200826996D6 76 02 015 MANEL'S LEATHER INC MANUFACTURE LEATHER SHOES

6157 ENTHOVEN ST

T

1994

REMARKS : TRANSFERRED TO 1836 LEON GUINTO SR ST



However, for establishment which transferred to another place but later on found within the area of assignment, line-out "T" and replace it with "✓". Also, line-out the printed address in the masterlist and write above it the new address where it transferred.

## Example 5:

ULE FORM 2 : 2003 MASTERLIST OF ESTABLISHMENTS BY BARANGAY

PAGE : 11

REGION 13 : NATIONAL CAPITAL REGION  
 PROVINCE 74 : NCR II

CITY/ MUNICIPALITY 04 : QUEZON CITY  
 BARANGAY 053 : LIBIS

ECN		PR	MN	BGY	BUSINESS NAME	SC	MAIN ECONOMIC ACTIVITY
UPCD	FLSN				REGISTERED NAME		
					BUSINESS ADDRESS	EAC	TELEPHONE NUMBER
BSN	ESN	MO PR	MO MN	MO BGY	ECONOMIC AREA NAME		FAX
					MAIN OFFICE NAME	YSO	E-MAIL ADDRESS
					MAIN OFFICE ADDRESS		SOURCE
740404298799G2		74	04	053	LOBONG REPAIR SHOP		GAS STORE AND REPAIR SERVICES
					<del>45 MEJIA ST</del>		
					<del>34 JUNIO ST</del>		
						1994	

REMARKS :

An establishment that transferred outside the area of assignment is not considered dead but has just changed address.

## Example 6:

ULE FORM 2 : 2003 MASTERLIST OF ESTABLISHMENTS BY BARANGAY

PAGE : 8

REGION 07 : CENTRAL VISAYAS  
 PROVINCE 22 : CEBU

CITY/ MUNICIPALITY 17 : CEBU CITY  
 BARANGAY 036 : CAPUTHAW (POB)

ECN		PR	MN	BGY	BUSINESS NAME	SC	MAIN ECONOMIC ACTIVITY
UPCD	FLSN				REGISTERED NAME		
					BUSINESS ADDRESS	EAC	TELEPHONE NUMBER
BSN	ESN	MO PR	MO MN	MO BGY	ECONOMIC AREA NAME		FAX
					MAIN OFFICE NAME	YSO	E-MAIL ADDRESS
					MAIN OFFICE ADDRESS		SOURCE
221703945599H2		22	17	036	ROSITA'S FOOD INC		RESTAURANT
					<del>GORORDO AVE</del>		
						1998	

REMARKS :

TRANSFERRED TO BGY ESTACA

► **BSN (Building Serial Number)**

Follow the instructions given for the same item in ULE Form 1A on page 61.

► **ESN (Establishment Serial Number)**

Follow the instructions given for the same item in ULE Form 1A on pages 62-64.

► **BUSINESS NAME**

Ask for the complete business name of the establishment.

If the establishment changed its business name, line-out the name printed in the masterlist and write above it its new name. Follow the instructions given for the same item in ULE Form 1A on pages 65-68.

Example 7:

ULE FORM 2 : 2003 MASTERLIST OF ESTABLISHMENTS BY BARANGAY

PAGE : 25

REGION 13 : NATIONAL CAPITAL REGION  
PROVINCE 75 : NCR IV

CITY/ MUNICIPALITY 02 : MALABON  
BARANGAY 015 : POTRERO

ECN		PR	MN	BGY	BUSINESS NAME	SC	MAIN ECONOMIC ACTIVITY	PSIC 94	SZ	TA
UPCD	FLSN				REGISTERED NAME					
					BUSINESS ADDRESS	EAC	TEL NO	AcTE	LO	LEI
BSN	ESN	MO PR	MO MN	MO BGY	ECONOMIC AREA NAME		FAX			
					MAIN OFFICE NAME	YSO	E-MAIL ADD	PE	EO	SI
					MAIN OFFICE ADDRESS		SOURCE			

750200229696D5

75

02

015

**R.L GRAPHIC**

~~ARTS INC. GRAPHIC~~

METAL  
PRODUCTS

D28911

4

-----

83 ATIS RD NORTH HILLS

59

1

1



1980

59

4

-----

REMARKS :

## ► REGISTERED NAME

Ask the establishment about its registered name, this is the name registered with the Securities and Exchange Commission (SEC) or with the Cooperative Development Authority (CDA). Some establishments have the same business name and registered name.

Write in the space provided the registered name given by the establishment. Follow the instructions given for the same item in ULE Form 1A on page 68.

## ► PR, MN and BGY

If the establishment transferred to another barangay/municipality, line out MN and BGY codes and write the correct new codes above it.

## ► BUSINESS ADDRESS

If the establishment changed its address, line-out the printed address and write above it the new or correct address. Follow the instructions given for the same item in ULE Form 1A on pages 68-71.

Example 8:

ULE FORM 2 : 2003 MASTERLIST OF ESTABLISHMENTS BY BARANGAY

PAGE : 18

REGION 15 : ARMM  
PROVINCE 38 : MAGUINDANAO

CITY/ MUNICIPALITY 07 : DINAIG  
BARANGAY 004 : TAMON AKA

ECN		PR	MN	BGY	BUSINESS NAME	SC	MAIN ECONOMIC ACTIVITY	PSIC 94	SZ	TA
UPCD	FLSN				REGISTERED NAME					
BSN	ESN	MO PR	MO MN	MO BGY	BUSINESS ADDRESS	EAC	TEL NO	AcTE	LO	LEI
					ECONOMIC AREA NAME					
					MAIN OFFICE NAME	YSO	E-MAIL ADD	PE	EO	SI
					MAIN OFFICE ADDRESS					
380700100296D7		38	07	004	MINDANAO TEXTILE CORP		MANUFACTURE TEXTILE	D36010	4	.....
					NATL HWAY			45	4	1
		76	04	009		1980		44	1	

REMARKS :

## ► ECONOMIC AREA NAME

If the establishment is not located in an economic area, leave this portion blank. Otherwise, ask for the name of the economic area where the establishment is located. If the printed entry is different from the reported economic area name, line out the printed name and write above it the correct name. Follow the instructions given for the same item in ULE Form 1A on pages 71-73.

## ► SC (Street Code)

SC refers to street code.

Follow the instructions given for the same item in ULE Form 1A on pages 73 and 74.

## ► EAC (Economic Area Code)

Indicate or correct the pre-printed EAC.

Follow the instructions given for the same item in ULE Form 1A on pages 74 and 75.

Example 9:

Candy Mix is located in a shopping mall and this is the first economic area encountered by the enumerator in the barangay.

ULE FORM 2 : 2003 MASTERLIST OF ESTABLISHMENTS BY BARANGAY

PAGE : 2

REGION 13 : NATIONAL CAPITAL REGION  
PROVINCE 74 : NCR II

CITY/ MUNICIPALITY 04 : QUEZON CITY  
BARANGAY 031: DONA IMELDA

ECN		PR	MN	BGY	BUSINESS NAME	SC	MAIN ECONOMIC ACTIVITY	PSIC 94	SZ	TA
UPCD	FLSN				REGISTERED NAME					
BSN	ESN	MO PR	MO MN	MO BGY	BUSINESS ADDRESS	EAC	TEL NO	AcTE	LO	LEI
					ECONOMIC AREA NAME	YSO	FAX			
					MAIN OFFICE NAME		E-MAIL ADD	PE	EO	SI
					MAIN OFFICE ADDRESS		SOURCE			

740405723499G6	74	04	031	CANDY MIX		CANDY RETAILING	G51222			
				SM CENTERPOINT	201			2	1	
					1995			2	2	

REMARKS :



## ► MAIN ECONOMIC ACTIVITY

Ask the establishment about its main economic activity. In describing the main economic activity of the establishment, follow the instructions given for the same item in ULE Form 1A on pages 75-81.

If the reported main activity is different from the description of the main activity printed in the masterlist, verify from the establishment. Much more so, if the establishment is with **Survey Indicator (SI)** of 1, 2, 3 or 4. SI is on the third sub-line of the last column (Refer to page 112 for the discussion on SI). Verify also the pre-printed PSIC94 in the next column, first sub-line.

In case there is no printed description of the main economic activity, write the main economic activity reported by the establishment.

### Example 12:

ULE FORM 2A : 2003 MASTERLIST OF ESTABLISHMENTS BY BARANGAY

PAGE : 13

REGION 07 : CENTRAL VISAYAS  
 PROVINCE 22 : CEBU

CITY/ MUNICIPALITY 17 : CEBU CITY  
 BARANGAY 028 : ERMITA (POB)

ECN		PR	MN	BGY	BUSINESS NAME	SC	MAIN ECONOMIC ACTIVITY	PSIC 94	SZ	TA
UPCD	FLSN				REGISTERED NAME					
BSN	ESN	MO PR	MO MN	MO BGY	BUSINESS ADDRESS	EAC	TEL NO	AcTE	LO	LEI
					ECONOMIC AREA NAME		TELEFAX			
					MAIN OFFICE NAME	YSO	E-MAIL ADD	PE	EO	SI
					MAIN OFFICE ADDRESS		SOURCE			
221701784796G3		22	17	028	ONG KIN KING		<b>RETAILING OF GLASSWARE</b>	G52332	3	
					28 PLARIDEL ST			30	4	1
						1989		28	1	

REMARKS :

### ► PSIC94 (1994 PSIC)

Determine the 1994 PSIC Code of the main activity reported by the establishment, then compare it with the printed 1994 PSIC Code. If the establishment has an SI of 1, 2, 3 or 4, verify economic activity and / or the new code.

If the verified economic activity is different from the printed 1994 PSIC Code, line out the printed 1994 PSIC Code and write above it the correct code.

If blank, write the 1994 PSIC Code based on the reported main activity.

#### Example13:

ULE FORM 2 : 2003 MASTERLIST OF ESTABLISHMENTS BY BARANGAY

PAGE : 14

REGION 08 : EASTERN VISAYAS  
PROVINCE 37 : LEYTE

CITY/ MUNICIPALITY 38 : ORMOC CITY  
BARANGAY 047 : BARANGAY 666 (POB)

ECN		PR	MN	BGY	BUSINESS NAME REGISTERED NAME	SC	MAIN ECONOMIC ACTIVITY	PSIC 94	SZ	TA
UPCD	FLSN				BUSINESS ADDRESS	EAC	TEL NO	AcTE	LO	LEI
BSN	ESN	MO PR	MO MN	MO BGY	ECONOMIC AREA NAME	YSO	FAX	PE	EO	SI
					MAIN OFFICE NAME		E-MAIL ADD			
					MAIN OFFICE ADDRESS		SOURCE			
3738000502296H3		37	38	047	PONGOS HOTEL		HOTEL	<del>H55210</del> H55110	4	
					BONIFACIO ST			77	4	1
						1993		77	3	

REMARKS :

#### Example 14:

ULE FORM 2 : 2003 MASTERLIST OF ESTABLISHMENTS BY BARANGAY

PAGE : 12

REGION 08 : EASTERN VISAYAS  
PROVINCE 47 : NORTHERN SAMAR

CITY/ MUNICIPALITY 03 : BOBON  
BARANGAY 010 : MAGSAYSAY

ECN		PR	MN	BGY	BUSINESS NAME REGISTERED NAME	SC	MAIN ECONOMIC ACTIVITY	PSIC 94	SZ	TA
UPCD	FLSN				BUSINESS ADDRESS	EAC	TEL NO	AcTE	LO	LEI
BSN	ESN	MO PR	MO MN	MO BGY	ECONOMIC AREA NAME	YSO	FAX	PE	EO	SI
					MAIN OFFICE NAME		E-MAIL ADD			
					MAIN OFFICE ADDRESS		SOURCE			
480000000196E1		48	03	010	NORSAMELCO		ELECTRICITY DISTRIBUTION	<del>E40100</del> E40100	5	
								139	5	1
						1995		139	1	

REMARKS :

## ► TELEPHONE NUMBER/FAX NUMBER/E-MAIL ADDRESS

Ask for the contact information of the establishment. Write the telephone number, fax number and e-mail address or web-site in the second, third, fourth sub-lines, respectively.

If the establishment has no telephone/fax/e-mail address, write "NONE".

## ► SOURCE

This refers to the secondary source listings where some of the initial information about the establishment was taken.

Refer to Appendix 7 for the list of 2004 ULE Secondary Sources and their corresponding codes.

There is no need to verify this information from the establishment.

## ► AcTE (Actual Total Employment)

Ask the establishment for the number of persons who work in or for the establishment as of the time of visit.

Write the reported AcTE and verify figure if it differs significantly from the printed AcTE. Much more so, if the establishment has an SI of 1, 2, 3 or 4.

AcTE differs significantly if it is one code step away from the original SZ code.

### SIZE CODES

Size	AcTE	Size	AcTE
0	1-4	5	100-199
1	5-9	6	200-499
2	10-19	7	500-999
3	20-49	8	1000-1999
4	50-99	9	2000 & over

If the verified AcTE differs from the printed AcTE, line-out the entry and write above it the correct AcTE.

If blank write the correct AcTE.

See Examples 15 and 16 on the next page.



## Example15:

ULE FORM 2 : 2003 MASTERLIST OF ESTABLISHMENTS BY BARANGAY

PAGE : 6

REGION 07 : CENTRAL VISAYAS

CITY/ MUNICIPALITY

17 : CEBU CITY

PROVINCE 22 : CEBU

BARANGAY

068 : SAN NICOLAS CENTRAL

ECN		PR	MN	BGY	BUSINESS NAME	SC	MAIN ECONOMIC ACTIVITY	PSIC 94	SZ	TA
UPCD	FLSN				REGISTERED NAME					
BSN	ESN	MO PR	MO MN	MO BGY	ECONOMIC AREA NAME	YSO	FAX	PE	EO	SI
					MAIN OFFICE NAME		E-MAIL ADD			
221700988796G9		22	17	068	G D COMMERCIAL		CORN RETAILING	G52207	3	
					83 T ABELLA ST			<b>22</b>	1	1
						1991		22	1	

REMARKS :

## Example16:

ULE FORM 2 : 2003 MASTERLIST OF ESTABLISHMENTS BY BARANGAY

PAGE : 4

REGION 02 : CAGAYAN VALLEY

CITY/ MUNICIPALITY

15 : BUGALLON

PROVINCE 15 : CAGAYAN

BARANGAY

017 : POLONG

ECN		PR	MN	BGY	BUSINESS NAME	SC	MAIN ECONOMIC ACTIVITY	PSIC 94	SZ	TA
UPCD	FLSN				REGISTERED NAME					
BSN	ESN	MO PR	MO MN	MO BGY	ECONOMIC AREA NAME	YSO	TELEFAX	PE	EO	SI
					MAIN OFFICE NAME		E-MAIL ADD			
151500009999I0		15	15	017	DOY TRANSPORTATION SERVICES		LOCAL BUS LINE OPERATION	I60113	3	
					83 T ABELLA ST			<b>25</b>	1	1
						1989		22	1	

REMARKS :

### ► PE (Paid Employees)

Ask the establishment how many of the actual total employment (AcTE) receive regular pay.

Write the total number of Paid Employees (PE) as of the **date of visit**. This should not exceed the reported AcTE.

Example17:

ULE FORM 2 : 2003 MASTERLIST OF ESTABLISHMENTS BY BARANGAY

PAGE : 7

REGION 05 : BICOL REGION

CITY/ MUNICIPALITY 06 : LEGAZPI CITY

PROVINCE 05 : ALBAY

BARANGAY 015 : CABANGAN

ECN		PR	MN	BGY	BUSINESS NAME	SC	MAIN ECONOMIC ACTIVITY	PSIC 94	SZ	TA
UPCD	FLSN				REGISTERED NAME					
					BUSINESS ADDRESS	EAC	TEL NO	AcTE	LO	LEI
BSN	ESN	MO PR	MO MN	MO BGY	ECONOMIC AREA NAME		TELEFAX			
					MAIN OFFICE NAME	YSO	E-MAIL ADD	PE	EO	SI
					MAIN OFFICE ADDRESS		SOURCE			
05060006159600		05	06	015	E S T V INC		LOCAL BUSLINE OPERATION	160113	3	
					RIZAL ST			30	4	1
						1987			1	
								29		

REMARKS :

### ► SZ (Employment Size Code)

This information is not to be verified from the establishment but DSO/SCO/SRs have to update this code based on the reported **AcTE**. Use the given Size Code table on page 103.

### ► LO (Legal Organization)

Ask the establishment about its legal organization. Follow the instructions given for the same item in ULE Form 1A on page 82.

If there is a change in LO of the establishment, line-out the printed LO code and write above it the current code. Refer to Codes Sheet (ULE Form 5A) for the description of LO.

#### Example18:

ULE FORM 2 : 2003 MASTERLIST OF ESTABLISHMENTS BY BARANGAY

PAGE : 27

REGION 06 : WESTERN VISAYAS  
PROVINCE 45 : NEGROS OCCIDENTAL

CITY/ MUNICIPALITY 01 : BACOLOD CITY  
BARANGAY 035 : BARANGAY 38 (POB)

ECN		PR	MN	BGY	BUSINESS NAME	SC	MAIN ECONOMIC ACTIVITY	PSIC 94	SZ	TA
UPCD	FLSN				REGISTERED NAME					
BSN	ESN	MO PR	MO MN	MO BGY	BUSINESS ADDRESS	EAC	TEL NO TELEFAX	AcTE	LO	LEI
					ECONOMIC AREA NAME					
BSN	ESN	MO PR	MO MN	MO BGY	MAIN OFFICE NAME	YSO	E-MAIL ADDRESS	PE	EO	SI
					MAIN OFFICE ADDRESS					

450100499896G0	45	01	035	SERVANDO'S INC	OTHER RETAIL SALE	G52190	4		
				43 ARANETA CORNER HERNANDEZ STS		52	4	1	
					1980	50	1		

REMARKS :

## ► EO (Economic Organization)

Ask the establishment on its economic organization. Follow the instructions given for the same item in ULE Form 1A on pages 82 and 83.

If there is a change in the EO of the establishment, line-out the printed EO code and write above it the new code. Refer to Codes Sheet (ULE Form-5A) for the description of EO.

If EO = 2 (Branch only) or 5 (ancillary unit), ask for the name and address of its main office and write these on the corresponding spaces provided. Indicate in the Remarks portion the barangay, city/municipality and province where the main office is located.

### Example 19:

ULE FORM 2 : 2003 MASTERLIST OF ESTABLISHMENTS BY BARANGAY

PAGE : 2

REGION 03 : CENTRAL LUZON  
PROVINCE 14 : BULACAN

CITY/ MUNICIPALITY 12 : MEYCAUAYAN  
BARANGAY 009 : IBA

ECN		PR	MN	BGY	BUSINESS NAME	SC	MAIN ECONOMIC ACTIVITY	PSIC 94	SZ	TA
UPCD	FLSN				REGISTERED NAME					
BSN	ESN	MO PR	MO MN	MO BGY	BUSINESS ADDRESS	EAC	TEL NO	AcTE	LO	LEI
					ECONOMIC AREA NAME		TELEFAX			
					MAIN OFFICE NAME	YSO	E-MAIL ADD	PE	EO	SI
					MAIN OFFICE ADDRESS		SOURCE			
141200021096G3		14	12	009	BANSON LUMBER CORP		WHOLESALE OF LUMBER	G51431	4	.....
					IBA ROAD			53	4	1
					<b>BANSON LUMBER</b>	1970		53	<b>2</b>	
					<del>149 EDSA</del>				<b>4</b>	
REMARKS : <b>BGY APOLONIO SAMSON QC</b>										

## ► MAIN OFFICE NAME

For establishments with EO 2 (branch) or EO 5 (ancillary unit), ask for the name and address of main office.

If the establishment changed the name of its main office, line-out the printed name of the main office and write above it the new name.

If the space is blank, write the name and address of the main office on the space provided.

Example 20:

ULE FORM 2 : 2003 MASTERLIST OF ESTABLISHMENTS BY BARANGAY

PAGE : 19

REGION 13 : CENTRAL LUZON  
PROVINCE 14 : BULACAN

CITY/ MUNICIPALITY 08 : GUIGUINTO  
BARANGAY 011 : TABANG

ECN		PR	MN	BGY	BUSINESS NAME	SC	MAIN ECONOMIC ACTIVITY	PSIC 94	SZ	TA
UPCD	FLSN				REGISTERED NAME					
					BUSINESS ADDRESS	EAC	TEL NO	AcTE	LO	LEI
BSN	ESN	MO PR	MO MN	MO BGY	ECONOMIC AREA NAME		FAX			
					MAIN OFFICE NAME	YSO	E-MAIL ADD	PE	EO	SI
					MAIN OFFICE ADDRESS		SOURCE			
140800045496D5		14	08	011	YONGDEN TECH CORP		MANUFACTURE CONDUCTORS	D32200	7	-----
					82 GERONIMO ST			790	2	1
						1980		790	1	-----
					<del>YONGDEN TECH</del>					
					<del>CORP YONGDEN</del>					

REMARKS : .....

## ► MAIN OFFICE ADDRESS

If the establishment changed the address of its main office, line-out the printed address of the main office and write above it the new address.

Indicate in the remarks portion the name of the barangay, municipality and province of the main office.

See Examples 21 and 22 on the next page.

## Example 21:

ULE FORM 2 : 2003 MASTERLIST OF ESTABLISHMENTS BY BARANGAY

PAGE : 27

REGION 04A : CALABARZON  
 PROVINCE 21 : CAVITE

CITY/ MUNICIPALITY 09 : IMUS  
 BARANGAY 003 : ANABU 1-A

ECN		PR	MN	BGY	BUSINESS NAME	SC	MAIN ECONOMIC ACTIVITY	PSIC 94	SZ	TA
UPCD	FLSN				REGISTERED NAME					
					BUSINESS ADDRESS	EAC	TEL NO	AcTE	LO	LEI
					ECONOMIC AREA NAME		FAX			
BSN	ESN	MO PR	MO MN	MO BGY	MAIN OFFICE NAME	YSO	E-MAIL ADD	PE	EO	SI
					MAIN OFFICE ADDRESS		SOURCE			
21090068396G5		21	09	003	PILIPINAS MAKRO		SUPERMARKET	G52112	6	
					E AGUINALDO HWAY			312	4	1
		76	02	002	PILIPINAS MAKRO	1996		312	2	
					<b>TORDESILLAS ST</b>					
					<b>REGULAS ST EAST</b>					
REMARKS : <b>BEL AIR MAKATI</b>										

## Example 22:

ULE FORM 2 : 2003 MASTERLIST OF ESTABLISHMENTS BY BARANGAY

PAGE : 3

REGION 01 : ILOCOS REGION  
 PROVINCE 55 : PANGASINAN

CITY/ MUNICIPALITY 18 : DAGUPAN CITY  
 BARANGAY 022 : PANTAL

ECN		PR	MN	BGY	BUSINESS NAME	SC	MAIN ECONOMIC ACTIVITY	PSIC 94	SZ	TA
UPCD	FLSN				REGISTERED NAME					
					BUSINESS ADDRESS	EAC	TEL NO	AcTE	LO	LEI
					ECONOMIC AREA NAME		TELEFAX			
BSN	ESN	MO PR	MO MN	MO BGY	MAIN OFFICE NAME	YSO	E-MAIL ADD	PE	EO	SI
					MAIN OFFICE ADDRESS		SOURCE			
551800085896H0		55	18	022	DUNKIN' DONUTS		REFRESHMENT	H55220		
					A B FERNANDEZ AVE			2	1	1
		76	02	025	GOLDEN FROST INC	1984		10	2	
					<b>ARNAIZ ST SUNVAR</b>					
					<b>BLDG 12 SHERIDAN</b>					
REMARKS : <b>MAIN OFFICE TRANSFERRED TO PASAY RD</b>										

► **MO PR, MO MN, MO BGY (Province, City/Municipality and Barangay Code of the Main Office)**

Code the barangay, municipality and province of the main office and compare with the printed codes. If different, line out the printed MO PR, MO MN, MO BGY and write above it the correct code/s.

If the barangay cannot be ascertained, write 999.

**Example 23:**

ULE FORM 2 : 2003 MASTERLIST OF ESTABLISHMENTS BY BARANGAY

PAGE : 3

REGION 01 : ILOCOS REGION  
PROVINCE 55 : PANGASINAN

CITY/ MUNICIPALITY 18 : DAGUPAN CITY  
BARANGAY 022 : PANTAL

ECN		PR	MN	BGY	BUSINESS NAME	SC	MAIN ECONOMIC ACTIVITY	PSIC 94	SZ	TA
UPCD	FLSN				REGISTERED NAME					
					BUSINESS ADDRESS	EAC	TEL NO	AcTE	LO	LEI
BSN	ESN	MO PR	MO MN	MO BGY	ECONOMIC AREA NAME		FAX			
					MAIN OFFICE NAME	YSO	E-MAIL ADD	PE	EO	SI
					MAIN OFFICE ADDRESS		SOURCE			
551800085896H0		55	18	022	DUNKIN' DONUTS		REFRESHMENT PARLOR	H55220		
					AB FERNANDEZ AVE			10	2	1
		76	02	025						
		<del>76</del>	<del>04</del>	<del>005</del>						
					GOLDEN FROST	1984		10	4	
					ARNAIZ ST SUNVAR					
					RT. 12 SHERIDAN					
REMARKS : MAIN OFFICE TRANSFERRED TO PASAY RD. SAN										

► **TA (Total Assets)**

Write the total assets code.

Refer to the instructions given for the same item in ULE Form 1A on page 85 and 86.

► **LEI (LE Indicator)**

Refer to instructions for the same item in ULE Form 1A on page 81.

LE Indicator 2 is also assigned to individual professionals and technical workers who do not maintain fixed offices/shops listed in the 2003 Masterlist.

Ascertain that the pre-printed code is correct.

**Example 24:**

ULE FORM 2 : 2003 MASTERLIST OF ESTABLISHMENTS BY BARANGAY

PAGE : 3

REGION 01 : ILOCOS REGION  
PROVINCE 55 : PANGASINAN

CITY/ MUNICIPALITY 18 : DAGUPAN CITY  
BARANGAY 022 : PANTAL

ECN		PR	MN	BGY	BUSINESS NAME	SC	MAIN ECONOMIC	PSIC 94	SZ	TA
UPCD	FLSN				REGISTERED NAME		ACTMTY			
BSN	ESN	MO PR	MO MN	MO BGY	BUSINESS ADDRESS	EAC	TEL NO	AcTE	LO	LEI
					ECONOMIC AREA NAME		FAX			
					MAIN OFFICE NAME	YSO	E-MAIL ADD	PE	EO	SI
					MAIN OFFICE ADDRESS		SOURCE			
551800052696H9		55	18	022	CHOWKING		RESTAURANT	H55210	4	
					A B FERNANDEZ AVE			56	4	1
						1995		56	2	

REMARKS :

**Example 25:**

ULE FORM 2 : 2003 MASTERLIST OF ESTABLISHMENTS BY BARANGAY

PAGE : 1

REGION 01 : NATIONAL CAPITAL REGION  
PROVINCE 74 : NCR II

CITY/ MUNICIPALITY 04 : QUEZON CITY  
BARANGAY 053 : LIBIS

ECN		PR	MN	BGY	BUSINESS NAME	SC	MAIN ECONOMIC	PSIC 94	SZ	TA
UPCD	FLSN				REGISTERED NAME		ACTMTY			
BSN	ESN	MO PR	MO MN	MO BGY	BUSINESS ADDRESS	EAC	TEL NO	AcTE	LO	LEI
					ECONOMIC AREA NAME		FAX			
					MAIN OFFICE NAME	YSO	E-MAIL ADD	PE	EO	SI
					MAIN OFFICE ADDRESS		SOURCE			
740404297099G9		74	04	053	A DAY STORE		SARI-SARI STORE	G52113		
					MEJIA ST			2	1	2 4
						1995		0	1	

REMARKS :



### ► SI (Survey Indicator)

This refers to special codes assigned to an establishment which were chosen as samples in different establishments' surveys like Annual Survey of Philippine Business and Industry (ASPBI), Quarterly Survey of Philippine Business and Industry (QSPBI), Monthly Integrated Survey of Selected Industry (MISSI) and Monthly Survey of Production (MSP).

Survey Indicator is "1" if the establishment is a 2003 Annual Survey of Philippine Business and Industry (ASPBI) sample; "2" if a 2004 Quarterly Survey of Philippine Business and Industry sample, "3" if a Monthly Integrated Survey of Selected Industries (MISSI), and "4" if a Monthly Survey of Production (MSP) sample. Survey feedbacks are among the regular sources of updates in the LE. Hence, it is expected that the characteristics and status of these establishments, particularly large ASPBI sample and QSPBI, MISSI and MSP samples are updated.

There is no need to verify this information from the establishment.

## 6.3 TRANSCRIPTION OF DATA FROM ULE FORM 3

1. For Method 1 (Complete listing), all entries in ULE Form 3 (2004 Establishment Inquiry Form) should be transcribed in ULE Form 1A and 1B. For Method 2 (Updating), all entries in ULE Form 3 (2004 Establishment Inquiry Form) should be transcribed in appropriate form - ULE Form 1A and 1B (2004 Listing of Establishments) or ULE Form 2 (2003 Masterlist of Establishments).
2. For ULE Form 1A and 1B, transcription of data are as follows:

Description of Entries	From ULE Form 3	To	
		ULE Form 1A	ULE Form 1B
Business Name	Item 1	Col (4) First Sub-line	
Registered Name	Item 2	Col (4) Second Sub-line	
Business Address	Item 3	Col (4) Third Sub-line	
Economic area	Item 4		
Type of economic area	Item 4.1	Col (5) Second Sub-line	
Name of the Economic Area	Item 4.2	Col (4) Fourth Subline	

Description of Entries	From ULE Form 3	To	
		ULE Form 1A	ULE Form 1B
Contact Information of Establishment	Item 5		
Telephone No./s	Item 5.1	Col (6) First Sub-line	
Fax No./s	Item 5.2	Col (6) Second Subline	
E-mail address	Item 5.3	Col (6) Third Sub-line	
Legal Organization (LO)	Item 6	Col (9) Upper Sub-line	
Economic Organization (EO)	Item 7	Col (9) Lower Sub-line	
Main Economic Activity	Item 8	Col (7)	
Actual Total Employment (AcTE)	Item 9	Col (10) Upper Sub-line	
Paid Employees (PE)	Item 10	Col (10) Lower Sub-line	
Year Started Operation (YSO)	Item 11	Col (11) Lower Sub-line	
Total assets (TA)	Item 12	Col (11) Upper Sub-line	
Name and Address of Main Office	Item 13		
Name of Main Office	Item 13.1		Col (3) First Sub-line
Address of Main Office	Item 13.2		Col (3) Second Sub-line
			Col (3) Third Sub-line

- For ULE Form 3, transcribe entries in ULE form 3 to corresponding columns and rows in ULE Form 2.
- After transcription, indicate in the upper right-hand box of ULE Form 3 by putting a check mark whether it has been transcribed in ULE Form 1A or ULE Form 2.

**6.4 MATCHING OF ULE FORM 1A WITH ULE FORM 2**  
**(For method 1 – Complete Listing)**

- a. All ULE Form 1A of barangays where complete listing was undertaken should be matched with the corresponding masterlist of the barangays. If an establishment is found to be listed in ULE Form 2, match characteristics. If unmatched, reflect changes/corrections in ULE Form 2. Do this by lining out the entry in the masterlist and writing above it the change/correction.
- b. For sheets completely transcribed in ULE Form 2, draw a diagonal line across the sheet.

## CHAPTER 7

### FIELD EDITING OF ULE FORMS

This chapter contains instructions on how to edit the accomplished ULE Forms in the field.

Field editing consists of checking for completeness, consistency and legibility of entries in ULE Form 1A, 1B and 2 and coding. It is to be undertaken by the enumerator.

#### 7.1 GENERAL INSTRUCTIONS

1. Use pencil in editing and coding.
2. Line out entries that were written out of place and rewrite it on the appropriate lines or cells.
3. Ensure that all columns in all forms have entries.
4. If a column in any of the forms is blank and the correct entry cannot be ascertained from the other characteristics, verify through telephone or callback with the establishment.
5. Ensure that the instructions in accomplishing the form as discussed in Chapter 6 are strictly followed.
6. Accept blank entries for items which are referred to a unit, usually main office, outside the area of assignment. These should be referred to DSO/TS.

#### 7.2 SPECIFIC INSTRUCTIONS

##### 7.2.1 ULE FORM 1A

##### ► Column (2) BSN and Column (3) ESN

Ensure that BSN and ESNs are in ascending order within the barangay. For barangays where complete listing was used, this should start with 1.

► **Column (4) BUSINESS NAME, REGISTERED NAME, BUSINESS ADDRESS, AND ECONOMIC AREA NAME**

Ensure that only establishments within the scope and coverage of the LE are listed and that these are legibly written.

► **Column (5) STREET CODE, ECONOMIC AREA CODE**

**STREET CODE**

Be sure that street codes are unique. For NCR, ensure that main streets were properly coded using the Street Codes Sheet.

**ECONOMIC AREA CODE**

1. Check if the 3-digit code entry in this column is consistent with the name of economic area reported in Column (4) fourth sub-line.
2. Ensure that instructions in assigning economic area codes contained in Chapter 6 are followed.

► **Column (6) TELEPHONE NUMBER, FAX NUMBER, E-MAIL ADDRESS**

Ensure that all corresponding lines have entries. The word “NONE” is also an entry.

► **Column (7) MAIN ECONOMIC ACTIVITY**

Ensure that main activities are described in accordance with the instructions given in Chapter 6.

► **Column (8) 1994 PSIC CODE, LE INDICATOR**

**1994 PSIC CODE**

Use the amended 1994 PSIC Code Book or Codes Sheet (ULE Form 5A) to check if the entry in this column is consistent with the activity reported in Column (7). If the entry is blank or entry is wrong, write the appropriate 6-digit PSIC code.

**LE INDICATOR**

1. Blank is not acceptable.
2. For ULE 1A, ensure that only open stalls in shopping centers, malls and markets expected to operate six months or more have LE indicator 2. All other establishments should have LE Indicator 1.

► **Column (9) LO, EO**

Ensure that there is a 1–digit code entry in this column. Blank or zero is not acceptable. For cases with blank entry, verify from the establishments.

► **Column (10) ACTUAL TOTAL EMPLOYMENT, PAID EMPLOYEES**

**ACTUAL TOTAL EMPLOYMENT**

Ensure that there is an entry in this column. Blank or zero is not acceptable. For cases with blank or zero entry, verify from the establishments.

**PAID EMPLOYEES**

The entry should be equal or less than that reported in **Actual Total Employment**.

► **Column (11) TOTAL ASSETS, YEAR STARTED OPERATION**

**TOTAL ASSETS**

Blank entry is not acceptable. However, if it is for referral to areas outside of area of assignment, leave it blank. Refer this to DSO/TS.

**YEAR STARTED OPERATION**

Blank entry is not acceptable. Ensure that there is a 4-digit entry in this column.

**7.2.2 ULE FORM 1B**

► **Column (2) SHEET NO., LINE NO.**

Ensure that these columns are properly filled-up.

► **Column (3) NAME, ADDRESS, BARANGAY/CITY/MUNICIPALITY/ PROVINCE OF MAIN OFFICE**

- a. Ensure that the name and address are legibly written.
- b. P. O. box numbers and ZIP codes are not valid address.

- c. The address reported should not be outside the Philippines. Otherwise change the entry in column 9 of ULE Form 1A to “1” (Single Establishment) and delete the entries listed in columns 2 to 4 of ULE Form 1B.
- d. If the address reported is the same as that in column 4 of ULE Form 1A, ascertain the economic organization of the establishment, whether it is “1” or “3”.

#### **► Column (4) GEO CODE**

Ensure that the provinces, city/municipality of main office are properly coded. Use the PSGC of the province and NCR provided for this purpose. If main office is located outside the province and NCR, leave this portion blank.

### **7.2.3 ULE FORM 2**

- a. Follow the specific instructions for ULE Form 1A in field editing and coding of all establishments characteristics.
- b. For establishments with entry in SI, ensure that major changes (change in employment size by more than one size code, change in economic activity code, change in EO) were verified from the establishments.

## **CHAPTER 8**

### **MANUAL PROCESSING**

This chapter provides instructions for the Field Office personnel (DSO, Provincial staff) in checking for the completeness, consistency and legibility of entries reported in the accomplished ULE forms (i.e., ULE Form 1A, 1B, 2 and 3) and ensuring that duplicate establishments are eliminated and preventing omission of those already in the masterlist.

Manual processing consists of editing and coding, matching, folioing and final verification of ULE Forms.

#### **8.1 EDITING AND CODING**

Editing is a procedure to control the quality of data reported in the accomplished ULE Form 1A, 1B, 2 and 3. It consists of checking for completeness, consistency and legibility of entries in ULE Form 1A, 1B; and 2, assigning of codes for the main activity (amended 1994 PSIC), economic area code (EAC), street code, and ensuring that establishments with accomplished ULE Form 3 are properly transcribed in either ULE Form 1A or ULE Form 2. These activities shall be undertaken by DSOs (TSs in the case of NCR) as soon as field-edited ULE forms of a barangay are submitted by the SCO's/ SR's.

##### **8.1.1 GENERAL INSTRUCTIONS**

1. Use blue ballpen in editing and coding, and red ballpen in final verification.
2. Do not erase nor use white ink to obliterate entries. To correct an erroneous entry, line it out and write the correction above or beside it. Print the corrections in capital letters. Do not overwrite.
3. Line out entries that were written out of place and rewrite it on the appropriate lines or cells.
4. If a column in any of the forms is blank and the correct entry cannot be ascertained from the other characteristics, verify through telephone or accomplish Problem Slip (ITSD-ADM Form 2). Return this to the enumerator for verification.
5. After editing and coding the processor must fill-in the space under "Verified by" of the Certification portion of ULE Form 1A and 1B. He should also print and sign his name, and indicate the date when editing



and coding was completed on the last page of ULE Form 2 for each barangay.

6. Ensure that the instructions in accomplishing the form as discussed in Chapter 6 are strictly followed.
7. Accept blank entries for items which are referred to a unit, usually main office, outside the district. This should be referred to PSO. The PSO should refer this to concerned DSO if main office is located in ULE area. If the main office is outside the province, accept blank entries.

### **8.1.2 SPECIFIC INSTRUCTIONS FOR EDITING AND CODING ULE FORMS**

#### **ULE FORM 1A**

##### **SHEET \_\_\_\_ OF \_\_\_\_ SHEETS**

Verify if the accomplished ULE Form 1A for a barangay (whether complete listing or updating) have entries here. The entry in the first blank should be consecutive. If not, verify if there are missing sheets by checking the quantity sent/received in ITSD-ADM Form 1.

The total number of sheets used in a barangay should be the entry in the “of \_\_\_\_ sheets”.

#### **GEOGRAPHIC CONTROL BOX**

Ensure that the codes for Province, City/Municipality and Barangay are entered in its corresponding cells in the first seven (7) boxes provided. Check if the codes tally with the codes listed in the 2004 PSGC Code Book, as of March 31, 2004. Otherwise, correct the entry/ies.

For a city/municipality or barangay not listed in the 2004 PSGC Book, consult the Provincial Statistician. The Provincial Office was furnished with a soft copy of the complete PSGC Book.

#### **Column (1) - LINE NO. (Line Number)**

Ensure that the pre-printed line numbers are not altered.

#### **Column (2) - BSN (Building Serial Number)**

Ensure that all establishments have BSNs that are in ascending order.

**Column (3) - ESN (Establishment Serial Number)**

Ensure that all establishments have ESNs that are in ascending order.

**Column (4) BUSINESS NAME (First Sub-line)  
REGISTERED NAME (Second Sub-line)  
BUSINESS ADDRESS (Third Sub-line)  
ECONOMIC AREA NAME (Fourth Sub-line)**

**BN - BUSINESS NAME and  
RN - REGISTERED NAME**

Ensure that all names are printed in capital letters, following the rules in writing the name establishments in Chapter 6. For registered name, no entry (blank) and the word "SAME" are acceptable.

**BA - BUSINESS ADDRESS**

1. Ensure that all addresses of establishments are printed in capital letters, following the rules in writing the address of establishments in Chapter 6.
2. See to it that the address of the establishment includes only the number and street name, building name, floor and room number and name of economic area, if any.

**EA - ECONOMIC AREA NAME**

The fourth sub-line should contain the complete name of the Economic Area. Otherwise, this should be blank.

**Column (5) - STREET CODE (Upper Sub-line)  
ECONOMIC AREA CODE (Lower Sub-line)**

**STREET CODE**

Be sure that street codes are uniquely assigned at the barangay level. Be sure that the pre-assigned code of main streets prepared by the PO staff was used.

**ECONOMIC AREA CODE**

1. Check the entry in this column vis-à-vis column (4). It should correspond to the address of the establishment.

2. See to it that the first digit corresponds to the one-digit location of the general classification of Economic Area and the last two digits corresponds to the sequential code assigned to all economic areas encountered in the barangay.

**Column (6) – TELEPHONE NUMBER (First Sub-line)  
FAX NUMBER (Second Sub-line)  
E-MAIL ADDRESS (Third Sub-line)**

Ensure that all lines have entries. The word “NONE” is acceptable.

**Column (7) – MAIN ECONOMIC ACTIVITY**

1. If the column is blank, refer to the name of the establishment in column (4) in describing its activity. However, if the activity of the establishment cannot be identified from the establishment’s business name, verify from the establishment.
2. Ensure that only economic units within the scope of the 2004 ULE are listed. If the listed establishment is not within the scope and coverage of this operation, line-out column (1) to column (11) and write “**OS**” for out-of-scope on the right margin (front page) or left margin (back page). Do the same for corresponding line in ULE Form 1B.

**Column (8) – 1994 PSIC CODE (Upper Sub-line)  
LE INDICATOR (Lower Sub-line)**

Use the amended 1994 PSIC Code Book to check if the entry in this column is consistent with the main economic activity reported in Column (7). If entry is blank or entry is wrong, enter the appropriate 6-digit code. First digit is the alpha code for the major division.

**LE INDICATOR**

Ensure that all establishments listed have corresponding LE Indicator. Ensure that correct LE indicator (1 or 2) is attached to the establishment.

**Col (9) – LO (Upper Sub-line)  
EO (Lower Sub-line)**

**LO (Legal Organization)**

Accept only one-digit code from 1 to 6. If the entry in this column is blank or is not acceptable, refer to the name of the establishment in column (4). The following may help to determine the correct code:

- Code **1** (Single Proprietorship) - if the establishment's name includes name of a person or if it includes words such as **"OWNER"**, **"PROPRIETOR"**, or **"OPERATOR"**.
- Code **2** (Partnership) - if the establishment name includes the names of two or more persons, or if it includes the words **"OWNERS"**, **"PARTNERS"**, **"LIMITED"**, or **"LTD"**, **"ASSOCIATES"** or **"ASSOCS"**, or **"INC LTD"**.
- Code **3** (Government Corporation) - if the establishment name is identified as public and government owned or controlled corporation.
- Code **4** (Other Private Corporation) - if the establishment name includes words such as **"CORPORATION"** or **"CORP"**, or **"INCORPORATED"** or **"INC"** and is not a government owned or controlled corporation.
- Code **5** (Cooperative) - if the establishment name includes words such as **"COOPERATIVE"** or **"COOP"**, or **"SAMAHANG NAYON"**.
- Code **6** (Others) - if the establishment name includes words such as **"ASSOCIATION"** or **"ASSN"**, or **"FOUNDATION"** or **"FDN"**.

**EO (Economic Organization)**

1. If entry is "2" (branch) or "5" (ancillary unit), there should be a corresponding name and address of main office in ULE Form 1B, column (3), and that the sheet number and line number in ULE Form 1B, column (2) should correspond to that in column (1), ULE Form 1A.
2. Ensure that establishments with entry of "4" are main offices **only**, and not establishment and main office with branches elsewhere.

**Column (10) – ACTUAL TOTAL EMPLOYMENT (Upper Sub-line)**  
**PAID EMPLOYEES (Lower Sub-line)**

**ACTUAL TOTAL EMPLOYMENT**

1. Ensure that there is an entry in this column. Blank or zero is not acceptable. If blank or zero, return to SCO/SR.
2. Ensure that the entry is greater than or equal to entry in the Paid Employees.

**PAID EMPLOYEES**

1. Ensure that there is an entry in this column. Zero is acceptable but blank is not acceptable.
2. Zero (“0”) is not acceptable if LO is 3 or 4. If zero, return to SCO/SR.
3. If entry in this column is “0” and the reported main economic activity in column (7) is sari-sari store, draw a line from columns (1) to (11) of ULE Form 1A and corresponding line in ULE Form 1B. Write “OS” (out-of-scope) on the right margin of the front page or left margin of the back page of the form.

**Column (11) – TOTAL ASSETS (Upper Sub-line)**  
**YEAR STARTED OPERATION (Lower Sub-line)**

**TOTAL ASSETS**

Ensure that there is an entry in this column. If it is for referral to other establishments outside of the district, leave it blank. Refer this to the PSO.

**YEAR STARTED OPERATION**

If entry in this column is the last two digits of the year, prefix “19” or “20”. Blank is not acceptable. If the last two digits is “00” to “04”, prefix it by “20”. Otherwise, prefix it by “19”.

## **ULE FORM 1B**

### **Column (2) – SHEET NO. (Upper Sub-line) LINE NO. (Lower Sub-line)**

Check the entry in this column vis-à-vis Sheet No. of ULE Form 1A where the establishment is listed.

#### **LINE NO.**

1. Accept two-digit number 01 to 20.
2. Check the entry in this column vis-à-vis ULE Form 1A, column (1). It should correspond to the line number in ULE Form 1A, column (1).
3. See to it that establishment with corresponding line number in ULE Form 1A, column (1) has an entry of “2” or “5” in ULE Form 1A, column (9), lower sub-line.

### **Column (3) – NAME OF MAIN OFFICE (First Sub-line) ADDRESS OF MAIN OFFICE (Second Sub-line) BARANGAY/CITY/MUNICIPALITY/PROVINCE OF MAIN OFFICE (Third Sub-line)**

#### **NAME OF MAIN OFFICE**

1. There must be entry in this column if there is entry in column (2).
2. Follow the same instructions for column (4) in ULE Form IA, first sub-line in writing the name of main office.
3. If the entry is a name of a person, line out entries in columns (2) to (4), and correct the entry in column (9) of ULE Form IA, lower sub-line to “1” (Single Establishment).

#### **ADDRESS OF MAIN OFFICE**

1. Line out P.O. Box numbers and ZIP codes in the address.
2. If the address reported is outside the Philippines, line out entries in columns (2) to (4), and correct the entry in ULE Form 1A, column (9), lower sub-line to “1” (Single Establishment).

3. If the address is the same as that reported in ULE Form 1A, column (4), third sub-line, ascertain the economic organization of the establishment, whether it is “1” or “3”.

### **BARANGAY/CITY/MUNICIPALITY/PROVINCE OF MAIN OFFICE**

1. Blank is not acceptable if there is an entry in column (2).
2. The entry in this column must be the barangay, city/municipality and province where the main office is located.
3. Accept an entry without barangay name.

### **Column (4) Geo Code (PROV, CITY/MUN, BGY)**

Ensure that the 7-digit code of the province, city/municipality and barangay of the main office in column (3) are entered in this column. Use the PSGC Code Book as of March 31, 2004.

### **ULE FORM 2 (2003 MASTERLIST OF ESTABLISHMENTS)**

1. Ensure that corrections in name and address of establishment follow the rules in writing name and address of the establishment.
2. If the EO is changed to “2” or “5”, there must be a corresponding name and address of the main office entered in the space provided for, including the barangay, city/municipality and province where the main office is located.
3. Follow the specific instructions for ULE Form 1A and 1B in editing updates for description of main economic activity, EO, LO, AcTE, PE, YSO, PSIC94, Name and Address of Main Office.
4. Write under UPCD column the update code as follows:
  - a. **C (Correct)** - there is a correction in at least one of the **printed** characteristics of the establishment.
  - b. **D (Delete)** - the establishment is no longer existing or a duplicate of another establishment.
  - c. **S (Same)** - there is no correction in the **printed** characteristics of the establishment.

5. Before writing “D” (deletion), examine the reason for deletion. Ensure that closed and duplicate establishments listed are marked “D”.
6. For all establishments with indicator “T” (Transferred) in the FLSN, proceed in matching as given in Section 9.2.2.

### **ULE FORM 3 (2004 ESTABLISHMENT INQUIRY FORM)**

1. Verify the geographic control box. (Adopt similar instructions in processing ULE Form 1A and 1B).
2. There should be a check mark in any of the box 1 or 2 in the “Transcribed in” portion.
3. If BOX 1 (ULE Form 1A & 1B) is marked in line ‘Transcribed in’, see to it that the entries are accurately and properly transcribed in ULE Form 1A and 1B.
4. If BOX 2 (ULE Form 2) is marked, ensure that all corrections for the corresponding characteristics of establishment are properly reflected in ULE Form 2.

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## **8.2 MATCHING OF ULE FORMS**

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Matching is another control process done to ensure that the establishments listed in ULE Form 1A are not listed in ULE Form 2. This is done at the district level after the enumeration of a barangay has been completed.

The matching against the masterlist (ULE Form 2) of ULE Form 1A for barangays completely listed minimizes duplication of establishments and prevents from omission those already in the masterlist.

### **8.2.1 INSTRUCTIONS IN MATCHING OF ULE FORMS IN BARANGAYS COMPLETELY LISTED**

1. Verify matching and transcription of ULE Form 3 with ULE Form 1A of the barangay. Proceed in editing and coding of ULE Form 1 or 2 as given in Section 8.1.2.
2. Verify matching of ULE Form 1A of a barangay with its corresponding masterlist. Verify if corrections/changes in characteristics are properly recorded. Determine and write proper update code (C or S) in UPCD portion of the masterlist.



3. Unmatched ULE Form 1A of a barangay should be matched also with establishments under barangay code “999” of the same municipality. All unmatched establishments in ULE Form 2 must be field verified to ascertain their status. Refer to SCO/SR for verification of status and changes/corrections in characteristics, if any. Follow instructions 4 and 5 of Section 8.2.2 for the succeeding steps.
4. Ensure that for sheets completely transcribed in ULE Form 2, a diagonal line across the sheet was drawn. Folio these sheets separately and write on the folio cover “**TRANSCRIBED ULE FORM 1A & 1B**”.

### **8.2.2 INSTRUCTIONS IN MATCHING ULE FORMS IN BARANGAYS FOR UPDATING ONLY**

1. Verify matching and transcription of ULE Form 1A of the barangay, as specified in the “Transcribed in” portion of the Form. Proceed in editing and coding of ULE Form 1A or 2 as given in Section 8.1.2.
2. Match all establishments in the masterlist with indicator “T” (Transferred) in the FLSN against those listed in ULE Form 1A.
3. If the establishment transferred to a municipality within the district and is found to be listed in ULE Form 1A, reflect any corrections in the characteristics of the establishment in ULE Form 2. Write “C” or “S” in the update code (UPCD) portion. Line it out in ULE Form 1A.
4. Except for NCR, if the establishment transferred to an address outside the district but within the province, maintain “T” in the FLSN column. Final status in the UPCD portion will be determined in the provincial office.
5. If the establishment transferred to an address outside the province, write “D” in the UPCD column. Leave the UPCD blank, if the establishment transferred to an unknown address or cannot be located (CBL).

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### **8.3 FOLIOING OF ULE FORMS**

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Folioing is grouping edited and matched forms together to facilitate handling, final verification and machine processing. This is likewise done at the district level.

#### **INSTRUCTIONS IN FOLIOING**

1. Sort forms by municipality by barangay.
2. For a barangay, sort the number of sheets in ascending order.
3. Folio separately ULE Forms 1A, 1B, 2, and 3.

4. Assign a six digit number to a folio. The first 2-digit refers to the province code (PP); the next 2-digit, the municipal code (MUN); and the last 2-digit (FN) is the folio number. In each municipality, assign a consecutive number starting with 01 for the first folio in the municipality.

### **8.3.1 ULE FORM 1A**

1. A folio for this form should contain a maximum of 25 sheets, equivalent to 50 pages.
2. Assign page number for each sheet starting with 01 up to 50 in the corresponding boxes in the Geographic Control Box.
3. Cover each folio using ULE Form 7A.
4. Fill-up the necessary information such as region, province, municipality, barangay, number of establishments in the folio cover. Print and sign name and indicate the date when the folioing was completed in the folio control label.

### **8.3.2 ULE FORM 1B**

1. For all the main offices listed, write in column (1) of ULE Form 1B the corresponding Folio and Page no. of ULE Form 1A where the branch/ancillary unit was listed.
2. Follow the sorting of the corresponding ULE 1A.
3. Cover each folio using ULE Form 7B.
4. There is no need to assign page number.

### **8.3.3 ULE FORM 2**

1. A folio should contain a maximum of 100 pages.
2. Cover each folio using ULE Form 7C.
3. Fill-up the necessary information in the folio cover (ULE Form 7C) such as region, province, municipality, barangay and page numbers included in the folio. Print and sign name and indicate the date when the folioing was completed in the Folio control label.

### 8.3.4 ULE FORM 3

After transcription of entries in either ULE Form 1A and IB or ULE Form 2, file ULE Form 3 by municipality, by barangay and by name of establishments in alphabetical order.

## 8.4 FINAL VERIFICATION

This phase involves the review of all edited and coded forms to ensure completeness, consistency and legibility of entries before machine processing. It likewise provides for the final status of updates or corrections in characteristics of establishments in the masterlist. This is done in the provincial office.

Final verification involves review of folioed ULE forms for final status of establishment and updates to establishments' characteristics; and making certain that folioing was properly and correctly done. This is undertaken to further minimize errors in data before machine processing. The provincial staff, particularly the Provincial Statistician is responsible for this activity.

### 8.4.1 ULE FORM 1A

1. For a barangay, verify completeness of ULE Form 1A by checking the number of sheets against the total number of sheets used in a barangay as indicated in the "Sheet\_\_\_ of \_\_\_ sheets.
2. In ULE Form 1A, verify the entries of all establishments with "OS" remarks. Ascertain if these establishments are to be listed or not.

If the establishment is to be listed, line out "OS" written on the right margin of front page or left margin of back page of ULE Form 1A and continue verifying the characteristics of the establishment. Otherwise, draw a line from columns (1) to (11) of Part I ULE Form 1A, and columns (2) to (4) of Part II ULE Form 1B.

3. For each establishment, ensure that the amended 1994 PSIC code is consistent with the main economic activity reported.
4. Ensure the BSN, ESN, Street Code, Economic Area Code are properly assigned.
5. After verification, the processor must fill-in the space under the column "Accomplished by" of the verification line in the folio cover (ULE Form 7A). He should also print and sign his name and indicate the date when verification was completed for each folio.

### **8.4.2 ULE FORM 2**

1. For a barangay, verify completeness of ULE Form 2 by verifying if the pages are arranged consecutively. Make sure that there are no missing pages.
2. Verify all entries in ULE Form 2. Ensure that all updates (corrections and deletions) made are appropriate.
3. Match all establishments in ULE Form 2 with indicator “T” but with no UPCD. See the remarks portions for indication on where the establishments transferred and match them with the ULE Form 1A of those area. If not found in ULE Form 1A, put “D” in the UPCD portion of ULE Form 2. Otherwise, reflect and edit changes/corrections in characteristics and indicate proper update code (C or S).