

Philippines - Updating of the List of Establishments 2004

National Statistics Office

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Overview

Identification

ID NUMBER

DDI-PHL-NSO-ULE-2004-v1.0

Version

VERSION DESCRIPTION

-v1.0: Edited data, for internal use only.

Overview

ABSTRACT

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.

Data Items Collected in the 2004 ULE are:

Registered name of establishment

Address of establishment

Economic area (EcoArea)

Type of economic area

Name of economic area

Contact information of establishment

Telephone No.

Fax No.

E-mail address

Year started operation (YSO)

Legal organization (LO)

Economic organization (EO)

Main economic activity

Employment

Actual total employment (AcTE)

Paid employee (PE)

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.

Name and address of main office

Data Items with Assigned and Pre-assigned Entries are:

Establishment Control No. (ECN)

Building Serial No. (BSN)

Establishment Serial No. (ESN)

Survey Indicator

Street code

Economic area code

Barangay code

Province - Municipality Code

Economic activity code

Employment Size Code

Barangay code of main office

Province - Municipality Code of main office

Source code

Update Code

LE indicator

KIND OF DATA

Census/enumeration data [cen]

UNITS OF ANALYSIS

The unit of analysis or listing unit for the 2004 ULE is basically 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. Specifically, the set of unit of analysis for 2004 ULE consists of establishments classified as single establishment, branch, establishment and main office with branch/es elsewhere, main office only, and ancillary unit are the units part of the 2004 ULE.

For some industries, the kind-of-activity unit is used. "Kind-of-activity unit" is defined as the unit that is engaged in the production of the most homogeneous group of goods and services, usually at one location, but sometimes over a wider area, for which separate records are available that can provide data concerning the production of these goods and services and

the materials, labor and physical resources used in this production. This concept is applied to construction; transport, storage and communications; life and non-life insurance companies, insurance agents and brokers, pre-need plan activities, and insurance activities, n.e.c.; and security agencies. Unit of kind-of-activity units classified as single establishment, establishment and main office with branch/es elsewhere, and main office complete the set of unit of analysis for 2004 ULE.

Establishments engaged or classified under the following activities are excluded in the 2004 ULE:

Tricycles and pedicabs operation, jeepneys operation, and calesas operation;

Bangko Sentral ng Pilipinas (central bank);

Renting, leasing and operating of self-owned/leased apartment buildings, non-residential buildings and dwellings;

Public education services;

Public medical, dental and other health services;

Activities of membership organizations;

Public administration and defense (except producers of government services which charges fees designed to meet the costs of furnishing these services, including an operating surplus);

Compulsory social Security;

Private households with employed persons; and

Extra-territorial Organization and Bodies.

Scope

NOTES

The categories of information collected/generated for the unit of analysis (establishment / kind of activity unit) are:

1. Identification data - Establishment Control Number (ECN), Establishment Serial Number (ESN), Business name, Registered name, Business address, Tax Identification Number (TIN)
2. Contact data - Address, Telephone number, Fax number, E-mail address, Name of economic area, Street code, Economic area code, Building Serial Number (BSN)
3. Classification data - Province code, Municipality/City code, Barangay code, Description of main activity, Economic activity code, Economic organization code, Legal (form of) organization code, Actual Total Employment (AcTE), Number of paid employees, Total assets, Year started operation
4. Maintenance and linkage data - Name of main office; Address of main office; Province, municipality, and barangay code of main office; Name, address, province and municipality code of reporting unit (the reporting unit information came from survey feedback) ; Survey indicator; Source of information; Current status/Update code; LE indicator.

Coverage

GEOGRAPHIC COVERAGE

A business register should be reflective of the real world. Given the limited resources, coverage of areas were prioritized to maximize its use. Strategy in the selection of areas are discussed below and the corresponding budget allocation is found in the external resource (refer to "2004 ULE Budget" of this study.

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.

The areas identified above were referred to as 2004 ULE areas.

GEOGRAPHIC UNIT

The smallest administrative division in the country which is the barangay.

UNIVERSE

The 2004 ULE covers establishments, thus Ambulant peddlers and hawkers, as they do not have a fixed business location, are not considered as establishments. Likewise, movable stalls either along a public road or in a fixed market place are excluded.

More exclusion, by sector, to the coverage of the 2004 ULE follows:

1. Wholesale and Retail Trade, and Repair Services

Sari-sari stores with no regularly paid employee; and

Open stalls engaged in retail sales in shopping centers, malls, markets expected to operate in less than 6 months (PSIC G52520)

2. Transport, Storage & Communications

Ticketing office of foreign airlines

Producers and Sponsors

PRIMARY INVESTIGATOR(S)

Name	Affiliation
National Statistics Office	

FUNDING

Name	Abbreviation	Role
National Statistics Office	NSO	

Metadata Production

METADATA PRODUCED BY

Name	Abbreviation	Affiliation	Role
Elsie B. Solidum	EBS	Statistical Sampling and Operations Division (SSOD)	Reviewer
Juanita B. Soriano	JBS	Statistical Sampling and Operations Division (SSOD)	Archivist

DDI DOCUMENT VERSION

Version 1.0 (July 2009)

DDI DOCUMENT ID
DDI-PHL-NSO-ULE-2004-v1.0

Sampling

Sampling Procedure

All units, as described in the unit of analysis (establishments/kind-of-activity units) and qualified as part of the Universe, located in the defined geographic coverage were listed/enumerated. Refer to external resources "2004 ULE Areas" for the list of specific geographic areas.

Response Rate

The statistical researchers listed/updated all establishments in 5,973 barangays.

Questionnaires

Overview

The 2004 ULE utilized 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 1A and 1B were 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 was used in recording information about the establishment and if it has a main office, ULE Form 1B or Part II - Main Office Information was accomplished. See Appendices 5 and 6 for the facsimile of ULE Form 1A and 1B, respectively.

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 of the 2004 ULE Field Operations and Processing Manual (FOPM) 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 of the 2004 ULE FOPM..

Detailed instructions with regards to the filling-up of listing forms are given in Chapter 6 of the 2004 ULE FOPM..

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 of the 2004 ULE FOPM..

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.

Data Collection

Data Collection Dates

Start	End	Cycle
2004-09-01	2004-11-29	N/A

Data Collection Mode

Face-to-face [f2f]; Self-administered form; Survey feedback

Data Collection Notes

For the 2004 ULE Field Operations:

A training on the concepts, how to go about field enumeration, and manual processing was conducted. These are all contained in the 2004 ULE Field Operations and Processing Manual.

There are two methods to completely enumerate all operating establishments in the specified areas. 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. 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.

Desk Updating using Survey Feedback

The feedback to establishment surveys were also used to update the characteristics and status of sample establishments (refer to external sources for updating instructions). Business births of branches were also captured. These activities were done at the Central Office by the sector specialists.

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Data Collectors

Name	Abbreviation	Affiliation
National Statistics Office	NSO	

Data Processing

Data Editing

The accomplished inquiry forms were manually processed (matching and editing) before encoding at the Field Offices. Both the manually processed inquiry forms and softcopy of encoded data were sent to the Central Office, where review of the manually processed forms was conducted . Refer to the 2004 ULE FOPM for the manual processing instructions.

Data Appraisal

No content available