

MANUAL OF FIELD OPERATIONS

QUARTERLY INLAND FISHERIES SURVEY

FEBRUARY 2020



Republic of the Philippines
PHILIPPINE STATISTICS AUTHORITY

FOREWORD

This Manual of operation was prepared to guide PSA field personnel in the efficient conduct of the Quarterly Inland Fisheries Survey (QIFS). The Manual presents the overall view of the survey operations and data processing. It discusses concepts and definitions used, frame, sampling design and the survey form. The strategies and procedures to be employed in the data collection are also explained. It also discusses the specific instructions to be followed in accomplishing the survey form. Moreover, to ensure the quality of data collected, completeness and consistency checks are discussed as guide in field editing and manual processing of accomplished survey forms.

We encourage full utilization of this Manual by thorough understanding of the survey concepts and correctly implementing the procedures and instructions. Thus, we look forward to higher productivity and efficiency of all personnel involved in the survey operations.

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CHAPTER 1

INTRODUCTION

1.1 OVERVIEW

The Philippine Statistics Authority (PSA) through the Fisheries Statistics Division (FSD) under the Economic Sector Statistics Service (ESSS) is responsible for the conduct of periodic surveys related to fisheries. The fisheries sector is composed of three (3) subsectors, namely; commercial, municipal fisheries and aquaculture. There are four (4) quarterly surveys that generate volume and value of production by species at the national, regional and provincial level. The statistics primarily serve as input to the compilation of performance of agriculture and national accounts. The data sets are also used for policy making and program implementation on fisheries.

Inland Fisheries is one of the fisheries subsectors. Inland Fisheries covers fishing operations performed in inland bodies of water using fishing vessels of three (3) gross tons or less, or fishing not requiring the use of fishing vessels. The Quarterly Inland Fisheries Survey (QIFS) serves as the activity that gathers information on volume and price of species caught by inland fishing household.

During its quarterly conduct, data collection, supervision, field editing and data processing are done by the field offices. Three levels of data review are undertaken which are the provincial, regional and national. As a final point, the FSD is responsible for the release of the estimates and preparation of reports.

1.2 OBJECTIVES

The QIFS aims to gather volume and value of inland fisheries production by species and quarter at the regional and provincial levels.

1.3 USES OF QUARTERLY FISHERIES SURVEYS

The fisheries is one of the economic sectors of the country. The statistics generated through the conduct of surveys serve as input to the following:

1. Compilation of national accounts
2. Estimation of performance of agriculture
3. Policy making and program implementation
4. Researches and studies

1.4 LEGAL AUTHORITY

The conduct of QIFS is authorized under the following:

Republic Act (RA) 10625 known as the **Philippine Statistical Act of 2013** dated September 12, 2013 - (Reorganizing and strengthening of the Philippine Statistical System (PSS), its agencies and instrumentalities). It shall be the policy of the State to effect the necessary and proper changes in the organizational and functional structures of the PSS in order to rationalize and promote efficiency and effectiveness in the delivery of statistical services.

Section 25 of RA 10625 declares that all respondents shall be liable to reply to the statistical inquiry or survey. The respondents under this Act are required to give truthful and complete answers to statistical inquiries or surveys of the PSA and other statistical offices of the PSS.

Section 27 of RA 10625 states that:

“...Respondents of primary data collection activities such as censuses and sample surveys are obliged to give truthful and complete answers to statistical inquiries. The gathering, consolidation and analysis of such data shall likewise be done in the most truthful and credible manner. Any violation of this Act shall result in the imposition of the penalty of one (1) year imprisonment and a fine of One hundred thousand pesos (P100,000.00). In cases where the respondent fails to give truthful and complete answer to such statistical inquiries is a corporation, the above penalty shall be imposed against the responsible officer, director, manager and/or agent of said corporation. In addition, such erring corporation or any other juridical entity, depending on the category of the enterprise or business concerned whether small, medium or large, shall be imposed a fine ranging from One hundred thousand pesos (P100,000.00) to Five hundred thousand pesos (P500,000.00).”

1.5 CONFIDENTIALITY OF INFORMATION

Republic Act No. 10625 (Philippine Statistical Act of 2013), Section 26 states that:

“...all data furnished by a respondent to statistical inquiries, surveys and censuses of the PSA shall be considered privileged communication and as such shall be inadmissible as evidence in any proceeding. The PSA may release aggregated information from statistical inquiries, surveys and censuses in the form of summaries or statistical tables in which no reference to an individual, corporation, association, partnership, institution or business enterprise shall appear.”

Further, **Section 27 of RA 10625** states that:

“...Any person, including parties within the PSA Board and the PSA, who breach the confidentiality of information, whether by carelessness, improper behavior, behavior with malicious intent, and use of confidential information for profit, are considered guilty of an offense and shall be liable to fines as prescribed by the PSA Board which shall not be less than Five thousand pesos(P5,000.00) nor more than Ten thousand pesos (P10,000.00) and/or imprisonment of three (3) months but not to exceed one (1) year, subject to the degree of breach of information...”

Republic Act 6713 (Code of Conduct and Ethical Standards for Public Officials and Employees) dated February 20, 1989, Section 7 states that:

“...(c) Disclosure and/or misuse of confidential information. Public officials and employees shall not use or divulge confidential or classified information officially known to them by reason of their office and not made available to the public, either: (1) to further their private interest, or give undue advantage of anyone, or (2) to prejudice the public interest...”

CHAPTER 2

SURVEY DESIGN

This chapter presents the concepts, definitions and methodology used in the sampling design of the Quarterly Inland Fisheries Survey. It includes discussion on the enumeration unit, sampling frame and sampling design. It also presents concepts and definition used in the operations.

2.1 ENUMERATION UNIT

The enumeration unit is the inland fishing household. An **inland fishing household** is a household with at least one member engaged in inland fishing. All inland fishing households in the list of samples are the specific subject units.

2.2 GEOGRAPHIC CLASSIFICATION

The activity is conducted in 77 provinces based on its Philippine Standard Geographic Code (PSGC) classification. Province also serves as the domain of the QIFS. This means that species caught by inland fishing household and its measurements within the geographic area, regardless of from where and which fishing ground it was caught are accounted in the province.

The following table lists regions and provinces covered by this activity.

TABLE 1 Geographic Classification by Region and Province

| CODE | REGION | PROVINCES |
|------|------------------------|---|
| 13 | NCR | |
| 14 | CAR | Abra, Apayao, Benguet, Ifugao, Kalinga, Mt. Province |
| 01 | I – Ilocos Region | Ilocos Norte, Ilocos Sur, La Union, Pangasinan |
| 02 | II – Cagayan Valley | Cagayan, Isabela, Nueva Vizcaya, Quirino |
| 03 | III – Central Luzon | Aurora, Bataan, Bulacan, Nueva Ecija, Pampanga, Tarlac, Zambales |
| 04 | IVA – CALABARZON | Batangas, Cavite, Laguna, Quezon, Rizal |
| 17 | IVB – MIMAROPA Region | Marinduque, Occidental Mindoro, Oriental Mindoro, Palawan, Romblon |
| 05 | V – Bicol Region | Albay, Camarines Norte, Camarines Sur, Catanduanes, Masbate, Sorsogon |
| 06 | VI – Western Visayas | Aklan, Antique, Capiz, Guimaras, Iloilo, Negros Occidental |
| 07 | VII – Central Visayas | Bohol, Cebu, Negros Oriental |
| 08 | VIII – Eastern Visayas | Biliran, Eastern Samar, Leyte, Northern Samar, Samar, Southern Leyte |

Continued

Table 2.1 Concluded

| CODE | REGION | PROVINCES |
|------|--------------------------|---|
| 09 | IX – Zamboanga Peninsula | Zamboanga del Norte, Zamboanga del Sur, Zamboanga Sibugay |
| 10 | X – Northern Mindanao | Bukidnon, Camiguin, Lanao del Norte, Misamis Occidental, Misamis Oriental |
| 11 | XI – Davao Region | Davao Norte, Davao del Sur, Davao City, Davao Occidental, Davao Oriental, Compostela Valley |
| 12 | XII – SOCCSKSARGEN | North Cotabato, South Cotabato, Sultan Kudarat |
| 16 | Caraga | Agusan del Norte, Agusan del Sur, Surigao del Norte, Surigao del Sur, Dinagat Island |
| 15 | ARMM | Basilan, Lanao del Sur, Maguindanao |

2.3 SAMPLING FRAME

The sampling frame being used for the QIFS is the 2012 Census of Agriculture and Fisheries (CAF). The frame was used to draw sample inland fishing households for the survey.

CAF is a large-scale government undertaking that is geared towards the collection and compilation of basic information on the agriculture and fishery sector in the country.

One of the basic uses of statistics derived from CAF is to provide sampling frame for the various surveys in agriculture and fisheries.

2.4 SAMPLING DESIGN

The QIFS has province for its domain.

Simple random sampling is employed in the selection of sample inland fishing households.

2.5 ESTIMATION PROCEDURE

During data collection, sample inland fishing households are interviewed about the monthly catch of the entire households. The responses of the sample households represent the estimates for the reference quarter. The provincial estimate is illustrated by the following formula:

$$\hat{Y} = \frac{N}{n} \sum_{i=1}^n Y_i$$

Where

\hat{Y} - estimate of the volume of fish catch in the province

$\frac{N}{n}$ - total/sample household in the province

Y - volume of fish catch of i^{th} household

Regional estimates are obtained by aggregating relevant provincial estimates for the region while the national estimates are obtained by aggregating relevant regional estimates for the whole country.

2.6 CONCEPTS AND DEFINITIONS

Inland fisheries is the catching of fish, crustaceans, molluscs and other aquatic animals and plants in inland water like lakes, rivers, dams, marshes, etc. using fishing vessels of three (3) gross tons or less, or fishing not requiring the use of fishing vessels.

Fishing Boat is a type of watercraft, such as motorized/non-motorized banca, sailboat, motorboat, etc., either licensed or not, used for fishing purposes.

Fishing Grounds are areas in any body of water where fish and other aquatic resources congregate and become target of capture.

Fishing Gear refers to any instrument or device and its accessories utilized in taking fish and other fishery species.

Active fishing gear is a fishing device characterized by gear movements, and/or the pursuit of the target species by towing, lifting, and pushing the gears, surrounding, covering, dredging, pumping and scaring the target species to impoundments; such as, but not limited to trawl, purse seines, Danish seines, bag nets, “paaling”, drift gill net and tuna long line.

Passive fishing gear is characterized by the absence of gear movements and/or the pursuit of the target species; such as, but not limited to hook and line, fishpots, traps and gill nets across the path of the fish. (RA 8550).

Inland fishing household is a household with at least one member engaged in inlandfishing.

CHAPTER 3

SURVEY FORMS AND MATERIALS

The survey form, other forms and materials to be used for the QIFS are discussed in this chapter.

3.1 SURVEY FORM

The Quarterly Inland Fisheries Survey (QIFS) utilizes one survey form, QIFS Form 1.(Refer to Appendix 1)

3.2 DATA ITEMS

The QIFS Form 1 is composed of three (3) main blocks:

- I – Sample Identification
- II – Fish Catch Information
- III – Remarks

1. The Sample Identification block identifies the geographic location of the residence of the inland fishing household. It includes the following data items:

- Region
- Province
- Municipality
- Barangay
- Name of the household head
- Name of respondent
- Type of respondent

b. The Fish Catch Information block gathers information regarding catch of species in inland bodies of water. It is presented in tabular form which is comprised of eight (8) columns, namely:

- Col (1) Number
- Col (2) Species
Volume of unloading
- Col (3) Month 1
- Col (4) Month 2
- Col (5) Month 3
Price per kilogram
- Col (6) Month 1
- Col (7) Month 2
- Col (8) Month 3

c. The Remarks block pertains to the additional and relevant information regarding the inland fishing activities as observed by the SR during the conduct of the survey. It also includes the status of the landing center whether permanently or temporarily closed during the reference quarter.




|  | REPUBLIC OF THE PHILIPPINES PHILIPPINE STATISTICS AUTHORITY | PSA Approval Number PSA-1932 Expires on 31 December 2020 | QIFS Form 1 Revised May 2018 | | | | |
|---|--|---|---|--|--|-----|-----|
| QUARTERLY INLAND FISHERIES SURVEY | | | | | | | |
| Section 8 of RA 10173 (Confidentiality) All data obtained herein shall be held STRICTLY CONFIDENTIAL and will not be used for taxation, investigation and law enforcement purposes. | | | | | | | |
| Reference Quarter and Year _____ | | DATE OF VISIT MONTH _____ DAY _____ YEAR _____ | | | | | |
| I SAMPLE IDENTIFICATION | | | | | | | |
| 1.1 | REGION | <input type="text"/> <input type="text"/> | 1.6 NAME OF RESPONDENT _____ | | | | |
| 1.2 | PROVINCE | <input type="text"/> <input type="text"/> | 1.7 RELATIONSHIP TO THE HOUSEHOLD HEAD <input type="checkbox"/> | | | | |
| 1.3 | MUNICIPALITY | <input type="text"/> <input type="text"/> | 1 - HOUSEHOLD HEAD 2 - SPOUSE | | | | |
| 1.4 | BARANGAY | <input type="text"/> <input type="text"/> <input type="text"/> | 3 - OTHER MEMBER OF THE HOUSEHOLD | | | | |
| 1.5 | NAME OF HOUSEHOLD HEAD | <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> | 1.8 FISHING GROUND* <input type="text"/> <input type="text"/> | | | | |
| II FISH CATCH INFORMATION | | | | | | | |
| NO. | SPECIES | VOLUME OF CATCH (KG) | | | PRICE PER KILOGRAM (P/KG) | | |
| | | What was the volume of catch of species during the following months of the reference quarter? | | | What was the price per kilogram of the species during the following months of the reference quarter? | | |
| | | MONTH | | | MONTH | | |
| (1) | (2) | (3) | (4) | (5) | (6) | (7) | (8) |
| 1 | FISH | | | | | | |
| 2 | Carp | 101 | | | | | |
| 3 | Catfish (Hito) | 102 | | | | | |
| 4 | Catfish (Kandul) | 103 | | | | | |
| 5 | Climbing perch (Moriniko) | 104 | | | | | |
| 6 | Eel (Igar) | 105 | | | | | |
| 7 | Freshwater goby (Biya) | 106 | | | | | |
| 8 | Gourami | 107 | | | | | |
| 9 | Milkfish (Bangus) | 108 | | | | | |
| 10 | Mudfish (Dagag) | 109 | | | | | |
| 11 | Mullet (Kapok) | 110 | | | | | |
| 12 | Mullet (Ludong) | 111 | | | | | |
| 13 | Sardines (Tawilis) | 112 | | | | | |
| 14 | Silver perch (Ayungin) | 113 | | | | | |
| 15 | Spade fish (Kitang) | 114 | | | | | |
| 16 | Starry goby (Dulong) | 115 | | | | | |
| 17 | Tarpon (Buen Buen) | 116 | | | | | |
| 18 | Tilapia | 117 | | | | | |
| 19 | Big head carp | 118 | | | | | |
| 20 | Other fishes | 119 | | | | | |
| 21 | CRUSTACEANS | | | | | | |
| 22 | Blue crab (Alimasag) | 201 | | | | | |
| 23 | Endeavor prawn (Suha) | 202 | | | | | |
| 24 | Freshwater crab (Talonga) | 203 | | | | | |
| 25 | Freshwater shrimp (Hipon) | 204 | | | | | |
| 26 | Lobster (Ulang) | 205 | | | | | |
| 27 | Mud crab (Alimango) | 206 | | | | | |
| 28 | Tiger prawn (Sugpo) | 207 | | | | | |
| 29 | White shrimp (Hipong Puti) | 208 | | | | | |
| 30 | Other crustaceans | 209 | | | | | |
| 31 | MOLLUSCS | | | | | | |
| 32 | Clams (Kabbil) | 301 | | | | | |
| 33 | Freshwater clams (Tulya) | 302 | | | | | |
| 34 | Oyster (Talba) | 303 | | | | | |
| 35 | Shell (Kuhol) | 304 | | | | | |
| 36 | Snail (Suso) | 305 | | | | | |
| 37 | Other molluscs | 306 | | | | | |
| III REMARKS What was/were the reason/s for increase or decrease in volume of catch and price compared to the same quarter last year? | | | | | | | |
| | | | | | | | |
| FISHING GROUND CODE*  | | 01 - River 06 - Irrigation canal 02 - Creek 07 - Marsh 03 - Dam 08 - Swamp 04 - Rice field 09 - Reservoir 05 - Lake 10 - Other | | CERTIFICATION I hereby certify that the data set forth herein were personally obtained/reviewed by me in accordance with the instructions given to me by the Philippine Statistics Authority. _____ STATISTICAL RESEARCHER DATE PSD SUPERVISOR DATE | | | |

FIGURE 1QIFS Form 1

3.3 LIST OF SAMPLES

QIFS Form 2 contains the list of sample inland fishing households in the province. It will be sent quarterly prior to the data collection period that specifies the inland fishing households to be covered during the reference quarter. During manual processing, it serves as checklist of completeness of survey returns and identifies the status of each sample inland fishing households.

|  REPUBLIC OF THE PHILIPPINES PHILIPPINE STATISTICS AUTHORITY | | | | | | QUARTERLY INLAND FISHERIES SURVEY LIST OF SAMPLES | | | | QIFS Form 2 | |
|--|-----|------|-----|------|------|--|----------|-------|------------------------|----------------|---------|
| REFERENCE PERIOD: <input type="text"/> QUARTER <input type="text"/> YEAR <input type="text"/> | | | | | | | | | | | |
| REGION: <input type="text"/> | | | | | | TOTAL NUMBER OF IFHH (N): <input type="text"/> | | | | | |
| PROVINCE: <input type="text"/> | | | | | | NUMBER OF SAMPLE IFHH (n): <input type="text"/> | | | | | |
| NO. | REG | PROV | MUN | BRGY | IFHH | ADDRESS | | | NAME OF HOUSEHOLD HEAD | STATUS OF IFHH | REMARKS |
| | | | | | | MUNICIPALITY | BARANGAY | SITIO | | | |
| (1) | (2) | (3) | (4) | (5) | (6) | (7) | (8) | (9) | (10) | (11) | (12) |
| 1 | | | | | | | | | | | |
| 2 | | | | | | | | | | | |
| 3 | | | | | | | | | | | |
| 4 | | | | | | | | | | | |
| 5 | | | | | | | | | | | |
| 6 | | | | | | | | | | | |
| 7 | | | | | | | | | | | |
| 8 | | | | | | | | | | | |
| 9 | | | | | | | | | | | |
| 10 | | | | | | | | | | | |
| 11 | | | | | | | | | | | |
| 12 | | | | | | | | | | | |
| 13 | | | | | | | | | | | |
| 14 | | | | | | | | | | | |
| 15 | | | | | | | | | | | |
| 16 | | | | | | | | | | | |
| 17 | | | | | | | | | | | |
| 18 | | | | | | | | | | | |
| 19 | | | | | | | | | | | |
| 20 | | | | | | | | | | | |
| 21 | | | | | | | | | | | |
| 22 | | | | | | | | | | | |
| 23 | | | | | | | | | | | |
| 24 | | | | | | | | | | | |
| 25 | | | | | | | | | | | |
| 26 | | | | | | | | | | | |
| 27 | | | | | | | | | | | |
| 28 | | | | | | | | | | | |
| 29 | | | | | | | | | | | |
| 30 | | | | | | | | | | | |

STATUS OF INLAND FISHING HOUSEHOLD (11)
 1 - INTERVIEW COMPLETED 3 - NOT ENGAGED IN INLAND FISHING 5 - CANNOT BE LOCATED
 2 - TEMPORARILY STOPPED OPERATION 4 - HOUSEHOLD TRANSFER TO OTHER PLACE 6 - REFUSED TO BE INTERVIEWED

FIGURE 2 QIFS Form 2

3.4 MATERIALS

All materials to be used in the field operation will be procured by Field Offices based on the budget allocation to be sent by ESSS.

The materials listed below are to be procured by field offices.

- pens
- pencils
- erasers
- sharpeners
- bond paper
- Other materials

CHAPTER 4

ORGANIZATION AND PROCESSES OF THE OPERATIONS

This chapter discusses the organizational structure and the process flow of operations of quarterly fisheries surveys. The organizational structure presents the units involved and their corresponding responsibilities in the conduct of the surveys. The major phases in the operations ensure that the objectives are achieved according to the timetable of activities.

4.1 ORGANIZATIONAL STRUCTURE

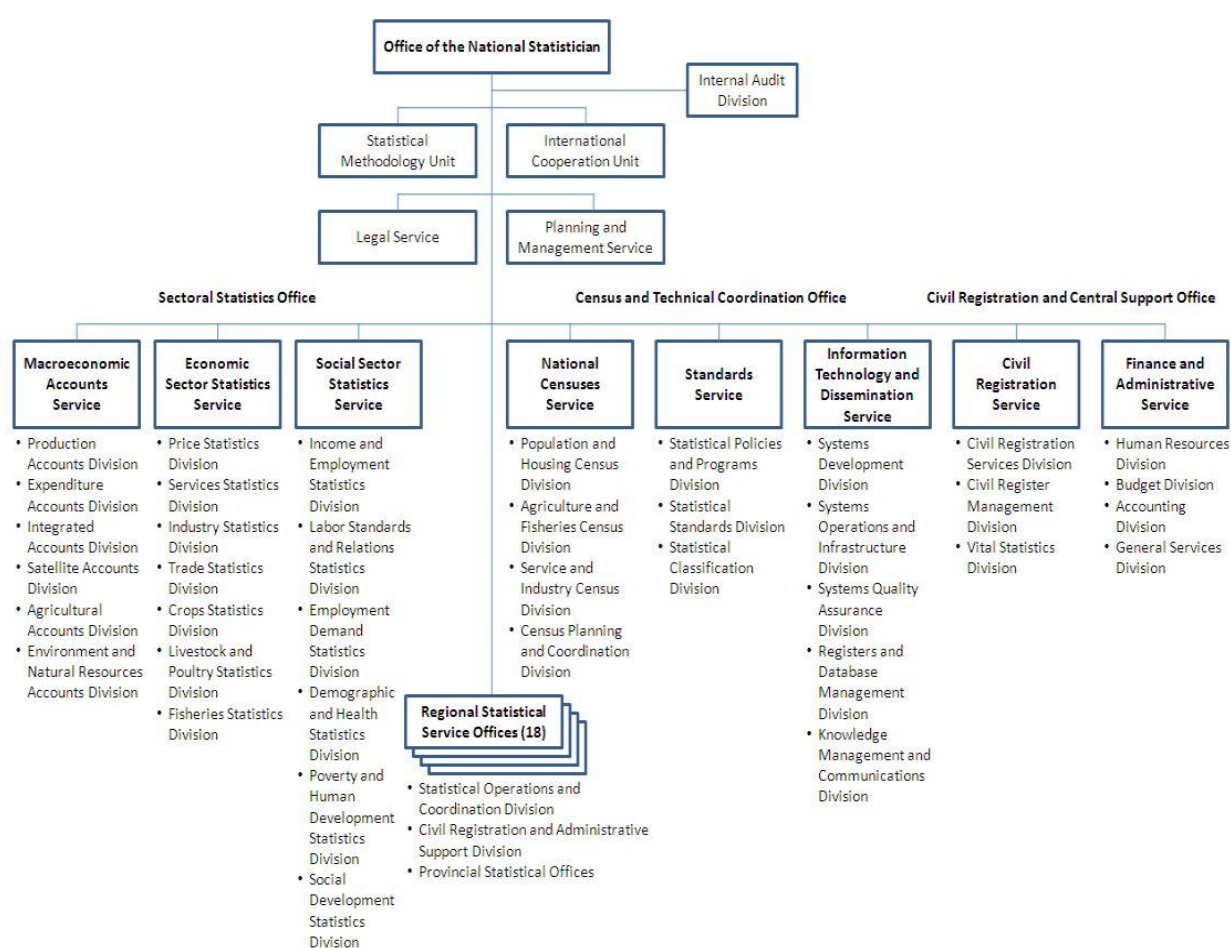


FIGURE 3 Organizational Structure of the PSA

Figure 3 shows the organizational structure of the PSA in order to illustrate the units involved in the conduct of quarterly fisheries surveys.

The overall direction in the conduct of QIFS emanates from the National Statistician while the conduct of QIFS and its related activities are the main responsibility of the FSD under the Economic Sector Statistics Service (ESSS) of the Sectoral Statistics Office (SSO). The FSD coordinates with the following units for specific tasks:

1. Statistical Methodology Unit (SMU), Office of the National Statistician (ONS) for the sampling design and methodology.
2. Agriculture and Fisheries Census Division (AFCD) and Census Planning and Coordination Division (CPCD) of National Censuses Service (NCS) of Census and Technical Coordination Office (CTCO) for the sampling frame and sample selection, respectively.
3. Statistical Standards Division, Standards Service (SS) of CTCO for securing the survey clearance.
4. Systems Development Division (SDD), Information Technology and Dissemination Service (ITDS) of CTCO for the development of computerized system.

The RSSO through their PSOs are responsible for the data collection, supervision, field editing and data processing.

Finally, FSD submits estimates to Agricultural Accounts Division (AAD) of Macroeconomic Accounts Service (MAS) of SSO.

4.2 MAJOR PHASES OF OPERATIONS

The following are the major phases of operations for the QIFS:

1. Planning and preparatory activities
2. Training
3. Data collection and field editing
4. Data processing
5. Data review and validation
6. Submission of reports
7. Publication and dissemination

4.2.1 Planning and preparatory activities

Being a regular survey, the QIFS maintains the same sampling design as discussed in chapter 2 until such time that revisions are employed. Similarly, the same survey forms, manual of operations are utilized. The survey materials are updated as the need arises by FSD staff.

On an annual basis, the following activities are done at FSD:

1. Preparation of timetable of activities
2. Budget allocation and other logistics
3. Survey clearance process

Prior to each survey round, FSD prepares the following and ensures that they are sent to the field offices:

1. Survey forms to be used during data collection
2. CSPro data files to be used during the data processing

Preparatory activities at the field offices include designation of focal person for fisheries surveys and hiring of statistical researchers (SRs).

The hired SRs should be:

1. preferably a college graduate, with experience as enumerator
2. preferably with knowledge on fisheries
3. physically fit
4. with pleasing personality
5. able to speak the local dialect
6. with good moral character

4.2.2 Training

There are three (3) levels of training on field operations of the QIFS:

1. **Operational training on fisheries surveys** serves as the first level training conducted annually. The FSD staff act as resource persons. The participants include one (1) representative per region.
2. **Second level training** is conducted in the RSSO immediately after the first level training. Participants to the second level training are representatives from the RSSO and two (2) participants from each province.

3. **Third level training** is held at the PSO prior to each survey round. The training is attended by the PSO supervisors and SRs.

For all levels of training, the first day will be devoted to the discussion of the overview of the survey, the concepts and definitions, proper way of accomplishing the survey forms, mock interview and manual editing. This is done for all the participants to have a uniform understanding of instructions involved in the survey.

The second day, on the other hand, will be allotted to training on data processing and data review.

4.2.3 Data collection and field editing

The data collection is done every third week of the last month of the quarter except on the last quarter of the year when the data collection is a month earlier. The SRs perform face-to-face interview with the household head of the sample inland fishing households. The SRs inquire about the monthly catch of the sample households during the reference quarter. The reference periods are as follow:

TABLE 2 Reference period of the conduct of QIFS

| DATA COLLECTION | REFERENCE QUARTER |
|-------------------------|---------------------|
| Third week of March | January to March |
| Third week of June | April to June |
| Third week of September | July to September |
| Third week of November | October to December |

The appropriate QIFS forms are accomplished. Detailed instructions on filling out the survey forms are discussed in Chapter 6 of this manual.

The assigned PSO supervisor is responsible for the editing of accomplished QIFS forms. This involves checking the accuracy, completeness and consistency of entries.

Part of the task is to employ spot-checking and back-checking methods in order to ensure the quality of the gathered information.

4.2.4 Data processing

A CPro based data processing system developed by SDD will be used to facilitate data entry, completeness check, consistency check and generation of estimates and reports of the quarterly fisheries surveys.

The PSO is responsible for the data processing of QIFS returns using the system.

Detailed instructions for data processing using the CPro are presented in a separate manual.

4.2.5 Data review and validation

To ensure the quality of data, the generated output shall undergo data review and validation. Data review involves internal checks of the data collected, consistency and completeness check of data items and detection and correction of identified errors. Data validation, on the other hand, ensures that the estimates generated are truly reflective of the current fisheries situation. It involves thorough analysis of the generated estimates with auxiliary information.

Data review is undertaken in three (3) levels: provincial, regional and national levels which are identified as PDR, RDR and NDR, respectively.

A separate manual is prepared that provides discussions on data review and validation.

4.2.6 Submission of reports

After the PDR, the data files and narrative reports are submitted to the RSSO and FSD for summarization. In addition, the survey returns are submitted to FSD. These constitute the PDR reports. The dates of submission of PDR reports are provided in Section 4.3 of this manual.

The RDR reports comprised the following:

1. Provincial data files of all provinces in the region
2. Regional summary worksheets
3. Regional narrative reports

The dates of submission of PDR and RDR reports are also provided in Section 4.3 of this manual. The reports are submitted through inland.fsd@gmail.com, fsdco.psa@gmail.com and munfish@yahoo.com.

4.2.7 Dissemination and publication

The end-products of each survey round are the estimates on volume and value of inland fisheries production which are disseminated through the following posts in the PSA website:

1. Updated OpenSTAT databases
2. Fisheries Situation Report – special release
3. Fisheries Production Performance - infographics
4. Fisheries Situation Report - quarterly report
5. Fisheries Statistics of the Philippines – annual publication

4.3 TIMETABLE OF ACTIVITIES

TABLE 3 Timetable of activities of quarterly fisheries surveys

| ACTIVITIES | TIMETABLE | | | | RESPONSIBLE UNIT |
|--|-----------|-----------|-----------|---------------------|------------------|
| | QUARTER 1 | QUARTER 2 | QUARTER 3 | QUARTER 4 | |
| 1. Operational training on fisheries surveys | Wk 3 Feb | | | | FSD, RSSO, PSO |
| 2. Second level training | Wk 1 Mar | | | | FSD, RSSO, PSO |
| 3. Sending of survey forms and DataGen worksheets | nl 15 Mar | nl 15 Jun | nl 15 Sep | nl 15 Nov | FSD |
| 4. Third level training | nl 15 Mar | nl 15 Jun | nl 15 Sep | nl 15 Nov | RSSO, PSO |
| 5. Data collection | Wk 3 Mar | Wk 3 Jun | Wk 3 Sep | Wk 3 Nov | RSSO, PSO |
| 6. Compilation and summarization of provincial estimates | Wk 4 Mar | Wk 4 Jun | Wk 4 Sep | Wk 4 Nov | RSSO, PSO |
| 7. Provincial data review | Wk 1 Apr | Wk 1 Jul | Wk 1 Oct | Wk 1 Dec | RSSO, PSO |
| 8. Submission of PDR reports to RSSO and FSD | nl 6 Apr | nl 6 Jul | nl 6 Oct | nl 6 Dec | RSSO, PSO |
| 9. Summarization at the regional level | Wk 2 Apr | Wk 2 Jul | Wk 2 Oct | Wk 2 Dec | RSSO |
| 10. Regional data review | Wk3 Apr | Wk3 Jul | Wk3Oct | Wk 3 Dec | RSSO, PSO |
| 11. Submission of RDR reports to FSD | nl 20 Apr | nl 20 Jul | nl 20 Oct | nl 20 Dec | RSSO |
| 12. National data review | Wk 4 Apr | Wk 4 Jul | Wk 4 Oct | Wk 1 Jan next year | FSD, RSSO, PSO |
| 13. Webposting of FSR and CountrySTAT databases | nl 15 May | nl 15 Aug | nl 15 Nov | nl 15 Jan next year | FSD, KMCD |

4.4 DUTIES AND RESPONSIBILITIES OF FIELD PERSONNEL

The responsibilities of the Field Office officials and personnel are enumerated below:

1. Regional Directors (RD)/OICs

- a. Monitor the conduct of the survey operations in all provinces of the region.
- b. Ensure the prompt submission of PDR, RDR and other reports to FSD.

2. SOCD Head/Regional Statistician/Regional Focal Person

- a. Attend the Operational Training on Fisheries Surveys.
- b. Assist the RD in coordinating and supervising the conduct of the survey operations in the entire region.
- c. Assist the RD in monitoring the conduct of the survey operations in all provinces of the region.
- d. Take the lead in the conduct of data review and validation in the region.
- e. Ensure the prompt submission of the RDR reports to FSD.

3. Provincial Statistics Officers/OICs

- a. Attend the second level training.
- b. Serve as trainer during the third level training.
- c. Ensure the successful conduct of the survey in accordance with the prescribed procedure and timetable.
- d. Ensure that all problems related to the survey operations are acted upon immediately.
- e. Take the lead in the conduct of data review and validation in the province.
- f. Ensure the prompt submission of the PDR and other reports to RSSO and FSD.

4. Provincial Statisticians/Provincial Focal Person

- a. Attend the second level training.
- b. Serve as trainer for the third level training.
- c. Assist the PSO in the successful conduct of the survey operations.
- d. Assist in the conduct of data review and validation in the province.
- e. Prepare and submit report on the status of sample inland fishing households right after the data collection period.
- f. Prepare and submit narrative reports at the end of quarterly survey round.

5. Statistical Specialist/Statistical Analysts/Other PSO Staff

- a. Attend the third level training.
- b. Supervise and monitor daily accomplishment of SRs.
- c. Manual edit all collected survey forms and submit weekly to the PSO.
- d. Assist in the conduct of data review and validation in the province.

6. Statistical Researchers (SRs)

- a. Attend the third level training.
- b. Conduct interview, accomplish and field edit survey forms.
- c. Inform the supervisor immediately of any problem encountered during the survey operations.
- d. Submit field edited survey forms to supervisor.

CHAPTER 5

FIELD OPERATIONS PROCEDURE

This chapter discusses the specific activities to be undertaken during QIFSfield operations.

5.1 PRE ENUMERATIONACTIVITIES

Prior to each survey round, FSD sends enough number of survey forms to the field offices. Being a regular undertaking, the QIFS maintains the same sample inland fishing households for each round which are updated only when necessary.

The RSSO designates a focal person for quarterly fisheries survey who is responsible for the coordination and supervision of survey operations of concerned PSOs.

The PSOs also designate a focal person in the province. The designated focal person hires and supervises SRs to do the data collection for quarterly fisheries surveys. He/ She gives assignments to the SRs and sees to it the problems related to survey operations in the province are addressed.

5.2 DATA COLLECTION PROCEDURES

The data collection activities are performed by the SRs upon the supervision of the PSO supervisor. Data collection period is during the third week of the last month of the quarter.

5.2.1 Area of assignment

The SR will be assigned to cover sample inland fishing households within municipality or neighboring municipalities. Prior to the actual conduct of data collection, the SR should familiarize himself/herself with the area assigned to him/her.

5.2.2 Courtesy call to the barangay official

The SR must pay a courtesy call to the Punong Barangay or any barangay official and introduce himself/herself as personnel of Philippine Statistics Authority (PSA) who will conduct QIFS and interview in their barangay. This is to ensure safety during the updating activity and also to seek assistance in planning the best strategy in enumerating the area. The barangay officials can also assist in identifying/locating the sample inland fishing household.

5.2.3 Respondent

Locate the residence of sample inland fishing household. The respondent can be the household head/fisherman or any knowledgeable member of the sample inland fishing household who can provide information regarding the catch during the reference period.

5.2.4 Conduct of interview

1. Once an eligible respondent is available, conduct the interview using the appropriate QIFS form.
 - a. Inquire from the respondent the information about the catch during the reference quarter as indicated in Section 4.2.3.
 - b. Detailed discussion on filling-out the QIFS form is provided in Chapter 6 of this manual.
2. If the sample inland fishing household is no longer in operation, report to the PSO supervisor. The PSO supervisor will advise when to replace the sample inland fishing household.
3. Before ending the interview, go over the responses once again to check if there are questions not asked or need clarification.
4. Follow the same procedure for all the sample inland fishing households assigned to you.
5. In addition, before leaving your assigned area, inquire from other key informants the current situation of inland fishing operations in the locality. The key informants may be barangay officials, officers/members of fisherfolk association or other inland fishing households.

5.3 SUPERVISION

In order to ensure smooth flow of data collection, the PSO supervisor has the following tasks:

1. Ensure that all sample inland fishing households are covered.
2. Ensure that the survey forms were properly accomplished by the SRs following the correct concepts and procedures.

3. Assist the SRs during the data collection especially the new ones during the first day.
4. Assist in solving problems encountered during the survey operations.
5. Review the survey returns submitted by the SRs.

5.3.1 Conduct of spot-checking and back-checking

Conduct of spot-checking and back-checking are methods of tracking down and correcting errors.

1. Spot-checking is the actual observation of the PSO supervisor on the SR during an interview. This is done during the early stage of the field operations. In this way the field supervisor can rectify the consistent errors of the SR on the phrasing of questions, accomplishment of the forms, skipping of questions and probing techniques during interview. Additional pointers may be provided on the improvement of interview skills.
2. Back-checking involves revisiting a portion of respondents that has been interviewed during data collection and checking some details with them with regard to the interview and the interviewer. Back-checking should immediately follow after the SR has handed over the accomplished forms to the PSO supervisor. From the list, select some inland fishing households to be revisited. Inquire from the respondent if interview has been conducted by the name of the SR. Conduct re-interview by asking the same questions in the form. Afterward, match the responses with the entries in the accomplished form. Discuss the result of the process with the SR and suggest ways to improve his/her interview skills

5.3.2 Sample replacement

1. The PSOs are allowed to replace a non-responding sample household provided that during the data collection, the following reasons for non-response arise after two visits:
 - a. The sample household refused to give data
 - b. The sample household is temporarily away/not at home during the enumeration period; and
 - c. The area where the sample household resides is not accessible. However, if the whole sample barangay is inaccessible due to flood, broken bridge, or peace and security problems, inform the Central Office.

2. Procedure for sample replacement

- a. Communicate to FSD the need and reason to replace the samples.
- b. FSD will provide the replacement of inland fishing household.
- c. The new set of samples will be updated to the CSPro system to be used for the succeeding quarters.

CHAPTER 6


INSTRUCTIONS IN ACCOMPLISHING FORMS

This chapter discusses the specific instructions on how to accomplish QIFSForm.

6.1 GENERAL INSTRUCTIONS


1. Accomplish the survey forms properly and neatly. Use soft lead pencil. Write entries legibly in clear CAPITAL LETTERS or numbers. Wrong entries must be erased neatly and not crossed out. Write the correct one on the answer space.
2. Enter answers to questions in the corresponding spaces. Be careful in recording numerical answers.
3. Do not leave any answer space blank. A blank answer space may otherwise mean that the corresponding question was not asked. If the answer to a question is none, or question is not applicable, enter a dash (-) in the corresponding space to show that there is no data/report for that item.

The heading contains the survey title and the reference quarter and year.

| | | | |
|---|--|---|---|
|  | REPUBLIC OF THE PHILIPPINES PHILIPPINE STATISTICS AUTHORITY | PSA Approval Number PSA-1932 Expires on 31 December 2020 | QIFS Form 1 Revised May 2018 |
| QUARTERLY INLAND FISHERIES SURVEY | | | |
| Section 8 of RA 10173 (Confidentiality) All data obtained herein shall be held STRICTLY CONFIDENTIAL and will not be used for taxation, investigation and law enforcement purposes. | | | |
| Reference Quarter and Year _____ | | DATE OF VISIT MONTH - DAY - YEAR | |
| I SAMPLE IDENTIFICATION | | | |
| 1.1 | REGION | <input type="text"/> <input type="text"/> | 1.6 NAME OF RESPONDENT _____ |
| 1.2 | PROVINCE | <input type="text"/> <input type="text"/> | 1.7 RELATIONSHIP TO THE HOUSEHOLD HEAD <input type="checkbox"/> |
| 1.3 | MUNICIPALITY | <input type="text"/> <input type="text"/> | 1 - HOUSEHOLD HEAD 2 - SPOUSE |
| 1.4 | BARANGAY | <input type="text"/> <input type="text"/> <input type="text"/> | 3 - OTHER MEMBER OF THE HOUSEHOLD |
| 1.5 | NAME OF HOUSEHOLD HEAD | <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> | 1.8 FISHING GROUND* <input type="text"/> <input type="text"/> |



At the upper left hand corner, the PSA and its logo identify the implementing agency. The confidentiality clause as stated guarantees the respondents that information provided in the form are held strictly confidential as provided by law.

The upper right hand corner specifies the form number and its revision date. It also contains the survey clearance number (PSA-1932) and its expiry date (31 December 2020). The date of visit will be accomplished on the date the interview was conducted.

| | |
|---|--|
| III REMARKS <i>What was/were the reason/s for increase or decrease in volume of catch and price compared to the same quarter last year?</i> | |
| FISHING GROUND CODE* <div style="display: flex; align-items: center;">  <div style="margin-left: 10px;"> Management System ISO 9001:2015 www.tuv.com ID: 3102040991 </div> </div> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div> 01 - River 02 - Creek 03 - Dam 04 - Rice field 05 - Lake </div> <div> 06 - Irrigation canal 07 - Marsh 08 - Swamp 09 - Reservoir 10 - SWIP </div> </div> | CERTIFICATION I hereby certify that the data set forth herein were personally obtained/reviewed by me in accordance with the instructions given to me by the Philippine Statistics Authority. <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div>STATISTICAL RESEARCHER _____</div> <div>DATE _____</div> <div>PSO SUPERVISOR _____</div> <div>DATE _____</div> </div> |

The bottom portion of the survey form contains the seal of ISO 9001:2015 QMS certification by TUV Rheinland. It also bears the certification that the SR accomplished the survey form and attested by the PSO supervisor. List of codes were also indicated for ease of use.

6.2 SPECIFIC INSTRUCTIONS IN ACCOMPLISHING QIFS FORM

|  REPUBLIC OF THE PHILIPPINES PHILIPPINE STATISTICS AUTHORITY | | PSA Approval Number PSA-1032 Expires on 31 December 2020 | | QIFS Form 1 Revised May 2018 | | |
|--|----------------------------|--|-------|---|--|-----|
| QUARTERLY INLAND FISHERIES SURVEY | | | | | | |
| Section 8 of RA 10173 (Confidentiality) All data obtained herein shall be held STRICTLY CONFIDENTIAL and will not be used for taxation, investigation and law enforcement purposes. | | | | | | |
| Reference Quarter and Year _____ | | | | DATE OF VISIT MONTH _____ DAY _____ YEAR _____ | | |
| I SAMPLE IDENTIFICATION | | | | | | |
| 1.1 | REGION | _____ | _____ | 1.6 | NAME OF RESPONDENT _____ | |
| 1.2 | PROVINCE | _____ | _____ | 1.7 | RELATIONSHIP TO THE HOUSEHOLD HEAD <input type="checkbox"/> | |
| 1.3 | MUNICIPALITY | _____ | _____ | 1 - HOUSEHOLD HEAD | 2 - SPOUSE | |
| 1.4 | BARANGAY | _____ | _____ | 3 - OTHER MEMBER OF THE HOUSEHOLD | | |
| 1.5 | NAME OF HOUSEHOLD HEAD | _____ | _____ | 1.8 | FISHING GROUND* _____ | |
| II FISH CATCH INFORMATION | | | | | | |
| NO. | SPECIES | VOLUME OF CATCH (KG) | | | PRICE PER KILOGRAM (P/KG) | |
| | | What was the volume of catch of species during the following months of the reference quarter? | | | What was the price per kilogram of the species during the following months of the reference quarter? | |
| | | MONTH | | | MONTH | |
| (1) | (2) | (3) | (4) | (5) | (6) | (7) |
| 1 | FISH | | | | | |
| 2 | Carp | 101 | | | | |
| 3 | Catfish (Hito) | 102 | | | | |
| 4 | Catfish (Kandul) | 103 | | | | |
| 5 | Climbing perch (Makiniko) | 104 | | | | |
| 6 | Eel (Ipat) | 105 | | | | |
| 7 | Freshwater goby (Biya) | 106 | | | | |
| 8 | Gourami | 107 | | | | |
| 9 | Milkfish (Bangus) | 108 | | | | |
| 10 | Mudfish (Dolag) | 109 | | | | |
| 11 | Mullet (Kapek) | 110 | | | | |
| 12 | Mullet (Ludong) | 111 | | | | |
| 13 | Sardines (Tawilis) | 112 | | | | |
| 14 | Silver perch (Ayungin) | 113 | | | | |
| 15 | Spade fish (Kitang) | 114 | | | | |
| 16 | Starry goby (Dulong) | 115 | | | | |
| 17 | Tarpon (Buan Buan) | 116 | | | | |
| 18 | Tilapia | 117 | | | | |
| 19 | Big head carp | 118 | | | | |
| 20 | Other fishes | 199 | | | | |
| 21 | CRUSTACEANS | | | | | |
| 22 | Blue crab (Almasag) | 201 | | | | |
| 23 | Endeavor prawn (Susho) | 202 | | | | |
| 24 | Freshwater crab (Talangka) | 203 | | | | |
| 25 | Freshwater shrimp (Hipon) | 204 | | | | |
| 26 | Lobster (Ulang) | 205 | | | | |
| 27 | Mud crab (Almango) | 206 | | | | |
| 28 | Tiger prawn (Sugpo) | 207 | | | | |
| 29 | White shrimp (Hipong Puti) | 208 | | | | |
| 30 | Other crustaceans | 299 | | | | |
| 31 | MOLLUSCS | | | | | |
| 32 | Clams (Kabb) | 301 | | | | |
| 33 | Freshwater clams (Tulya) | 302 | | | | |
| 34 | Oyster (Talaba) | 303 | | | | |
| 35 | Shell (Kuhol) | 304 | | | | |
| 36 | Snail (Suso) | 305 | | | | |
| 37 | Other molluscs | 399 | | | | |
| III REMARKS What was/were the reason/s for increase or decrease in volume of catch and price compared to the same quarter last year? | | | | | | |
| | | | | | | |
| FISHING GROUND CODE*  01 - River 02 - Creek 03 - Dam 04 - Rice field 05 - Lake 06 - Irrigation canal 07 - Marsh 08 - Swamp 09 - Reservoir 10 - Other | | CERTIFICATION I hereby certify that the data set forth herein were personally obtained/reviewed by me in accordance with the instructions given to me by the Philippine Statistics Authority. _____ STATISTICAL RESEARCHER DATE PSO SUPERVISOR DATE | | | | |

Block I. Sample Identification

The Sample Identification block identifies the geographic location of the sample inland fishing household. It includes the following data items:

| I SAMPLE IDENTIFICATION | | | | | | | |
|-------------------------|------------------------|-------------------------|---|---|---|---|---|
| 1.1 | REGION | CAGAYAN VALLEY | <table border="1"><tr><td>0</td><td>2</td></tr></table> | 0 | 2 | | |
| 0 | 2 | | | | | | |
| 1.2 | PROVINCE | CAGAYAN | <table border="1"><tr><td>1</td><td>5</td></tr></table> | 1 | 5 | | |
| 1 | 5 | | | | | | |
| 1.3 | MUNICIPALITY | TUGUEGARAO CITY | <table border="1"><tr><td>2</td><td>9</td></tr></table> | 2 | 9 | | |
| 2 | 9 | | | | | | |
| 1.4 | BARANGAY | BAGAY | <table border="1"><tr><td>0</td><td>0</td><td>3</td></tr></table> | 0 | 0 | 3 | |
| 0 | 0 | 3 | | | | | |
| 1.5 | NAME OF HOUSEHOLD HEAD | TEODORO CASTILLO | <table border="1"><tr><td>0</td><td>0</td><td>3</td><td>2</td></tr></table> | 0 | 0 | 3 | 2 |
| 0 | 0 | 3 | 2 | | | | |

1.1–1.5 Region, Province, Municipality, Barangay, Name of household head

The Sample Identification consists of the region, province, municipality and barangay with their corresponding PSGC codes.

The name of Household Head is also indicated.

These information are obtained from the list of samples. Fill-up this portion before going out on a data collection day.

| | | |
|-----|------------------------------------|------------------|
| 1.6 | NAME OF RESPONDENT | TEODORO CASTILLO |
| 1.7 | RELATIONSHIP TO THE HOUSEHOLD HEAD | 1 |
| | 1 - HOUSEHOLD HEAD | 2 - SPOUSE |
| | 3 - OTHER MEMBER OF THE HOUSEHOLD | |
| 1.8 | FISHING GROUND* | RIVER 01 |

1.6 Name of Respondent

The respondent is the person who can provide the information in the survey form during the quarter. He/She is the household head or any member of the household.

Inquire from the respondent,

What is your name?

1.7 Relationship to the household head

The relationship may be:

- 1 - Household head
- 2 - Spouse
- 3 - Other member of the household

Enter the code corresponding to the relationship to the household head in the box provided for.

The code is available in the bottom portion of the survey form.

1.8 Fishing Ground

The fishing ground may be:

- 01 - River
- 02 - Creek
- 03 - Dam
- 04 - Rice field
- 05 - Lakes
- 06 - Irrigation canal
- 07 - Marsh
- 08 - Swamp
- 09 - Reservoir
- 10 - SWIP

Enter the code corresponding to the fishing ground in the box provided for.

Block II. Fish Catch Information

This block gathers information on volume of catch and price of species by month during the quarter.

| II FISH CATCH INFORMATION | | | | | | | | |
|---------------------------|--|-----|---|-----|-----|--|--------------|--------------|
| NO. | SPECIES | | VOLUME OF CATCH (KG) | | | PRICE PER KILOGRAM (P/KG) | | |
| | | | What was the volume of catch of species during the following months of the reference quarter? | | | What was the price per kilogram of the species during the following months of the reference quarter? | | |
| | What was/were the species caught during the quarter? | | MONTH | | | MONTH | | |
| (1) | (2) | | (3) | (4) | (5) | (6) | (7) | (8) |
| 1 | FISH | | | | | | | |
| 2 | Carp | 101 | | | | _____ . ____ | _____ . ____ | _____ . ____ |
| 3 | Catfish (<i>Hito</i>) | 102 | | | | _____ . ____ | _____ . ____ | _____ . ____ |
| 4 | Catfish (<i>Kanduli</i>) | 103 | | | | _____ . ____ | _____ . ____ | _____ . ____ |
| 5 | Climbing perch (<i>Martiniko</i>) | 104 | | | | _____ . ____ | _____ . ____ | _____ . ____ |
| 6 | Eel (<i>Igat</i>) | 105 | | | | _____ . ____ | _____ . ____ | _____ . ____ |
| 7 | Freshwater goby (<i>Biya</i>) | 106 | | | | _____ . ____ | _____ . ____ | _____ . ____ |
| 8 | Gourami | 107 | | | | _____ . ____ | _____ . ____ | _____ . ____ |
| 9 | Milkfish (<i>Bangus</i>) | 108 | | | | _____ . ____ | _____ . ____ | _____ . ____ |
| 10 | Mudfish (<i>Dalag</i>) | 109 | | | | _____ . ____ | _____ . ____ | _____ . ____ |

Col 2 Species

This item refers to species caught by the sample inland fishing household during the quarter with corresponding species code.

| NO. | SPECIES | |
|-----|--|-----|
| | What was/were the species caught during the quarter? | |
| (1) | (2) | |
| 1 | FISH | |
| 2 | Carp | 101 |
| 3 | Catfish (<i>Hito</i>) | 102 |
| 4 | Catfish (<i>Kanduli</i>) | 103 |
| 5 | Climbing perch (<i>Martiniko</i>) | 104 |
| 6 | Eel (<i>Igat</i>) | 105 |
| 7 | Freshwater goby (<i>Biya</i>) | 106 |
| 8 | Gourami | 107 |
| 9 | Milkfish (<i>Bangus</i>) | 108 |
| 10 | Mudfish (<i>Dalag</i>) | 109 |
| 11 | Mullet (<i>Kapak</i>) | 110 |
| 12 | Mullet (<i>Ludong</i>) | 111 |
| 13 | Sardines (<i>Tawilis</i>) | 112 |
| 14 | Silver perch (<i>Ayungin</i>) | 113 |
| 15 | Spade fish (<i>Kitang</i>) | 114 |
| 16 | Starry goby (<i>Dulong</i>) | 115 |
| 17 | Tarpon (<i>Buan Buan</i>) | 116 |
| 18 | Tilapia | 117 |
| 19 | Big head carp | 118 |
| 20 | Other fishes | 199 |

| | | |
|----|-------------------------------------|-----|
| 21 | CRUSTACEANS | |
| 22 | Blue crab (<i>Alimasag</i>) | 201 |
| 23 | Endeavor prawn (<i>Suahe</i>) | 202 |
| 24 | Freshwater crab (<i>Talangka</i>) | 203 |
| 25 | Freshwater shrimp (<i>Hipon</i>) | 204 |
| 26 | Lobster (<i>Ulang</i>) | 205 |
| 27 | Mud crab (<i>Alimango</i>) | 206 |
| 28 | Tiger prawn (<i>Sugpo</i>) | 207 |
| 29 | White shrimp (<i>Hipong Puti</i>) | 208 |
| 30 | Other crustaceans | 299 |
| 31 | MOLLUSCS | |
| 32 | Clams (<i>Kabibi</i>) | 301 |
| 33 | Freshwater clams (<i>Tulya</i>) | 302 |
| 34 | Oyster (<i>Talaba</i>) | 303 |
| 35 | Shell (<i>Kuhol</i>) | 304 |
| 36 | Snail (<i>Suso</i>) | 305 |
| 37 | Other molluscs | 399 |

Col 3-5 Volume of Catch

In columns 3 to 5, write down the inclusive months in the reference quarter and fill out fish catch information for each of the month by species.

Volume of fish catch refers to the total weight in kilograms of the species caught by all the members of the sample inland fishing household during the reference quarter.

Ask the respondent,

What was the volume of fish catch of species during the following months of the reference quarter?

Enter the volume in two decimal places and in kilogram unit.

The items should account all the volume of all species so that the sum of the volume by species should be the total fish catch of the sample inland fishing household during each month of the quarter.

If the volume was given in terms of unit of weight other than kilogram, inquire the weight of one local unit in kilogram and then convert the volume to kilogram.

| II FISH CATCH INFORMATION | | | | | |
|---------------------------|--|-----|---|-----|-------|
| NO. | SPECIES | | VOLUME OF CATCH (KG) | | |
| | | | What was the volume of catch of species during the following months of the reference quarter? | | |
| | What was/were the species caught during the quarter? | | MONTH | | |
| | | | | | |
| (1) | (2) | | (3) | (4) | (5) |
| 1 | FISH | | | | |
| 2 | Carp | 101 | | | |
| 3 | Catfish (<i>Hito</i>) | 102 | 10.00 | - | 25.00 |
| 4 | Catfish (<i>Kanduli</i>) | 103 | | | |
| 5 | Climbing perch (<i>Martiniko</i>) | 104 | | | |
| 6 | Eel (<i>Igat</i>) | 105 | | | |
| 7 | Freshwater goby (<i>Biya</i>) | 106 | | | |
| 8 | Gourami | 107 | | | |
| 9 | Milkfish (<i>Bangus</i>) | 108 | | | |
| 10 | Mudfish (<i>Dalag</i>) | 109 | | | |
| 11 | Mullet (<i>Kapak</i>) | 110 | | | |

Col 6-8 Price per kilogram (P/Kg)

In Columns 6 to 8, write down the inclusive months in the reference quarter and fill out price per kilogram information for each of the month by species.

The price per kilogram concerns the amount received by the fisherman at the first point of sale.

Inquire from the respondent,


What was the price per kilogram of species during the following months of the reference quarter?

Write down the price in two (2) decimal places, peso unit.

| II FISH CATCH INFORMATION | | | | | | | | |
|---------------------------|--|-----|---|-----|-------|--|-----|-------|
| NO. | SPECIES | | VOLUME OF CATCH (KG) | | | PRICE PER KILOGRAM (P/KG) | | |
| | | | What was the volume of catch of species during the following months of the reference quarter? | | | What was the price per kilogram of the species during the following months of the reference quarter? | | |
| | What was/were the species caught during the quarter? | | MONTH | | | MONTH | | |
| | | | | | | | | |
| (1) | (2) | | (3) | (4) | (5) | (6) | (7) | (8) |
| 1 | FISH | | | | | | | |
| 2 | Carp | 101 | | | | | | |
| 3 | Catfish (Hito) | 102 | 10.00 | - | 25.00 | 85.00 | - | 81.00 |
| 4 | Catfish (Kanduli) | 103 | | | | | | |
| 5 | Climbing perch (Martiniko) | 104 | | | | | | |
| 6 | Eel (lgat) | 105 | | | | | | |
| 7 | Freshwater goby (Biya) | 106 | | | | | | |
| 8 | Gourami | 107 | | | | | | |
| 9 | Milkfish (Bangus) | 108 | | | | | | |
| 10 | Mudfish (Dalag) | 109 | | | | | | |

Block III. Remarks

Determine from the respondent if the volume of fish catch reported during the quarter was higher or lesser than the same period of the previous year. Inquire further what was/were the reason/s for increase or decrease and write down in the space provided for.

| | | | |
|---|--|--|---|
| III REMARKS What was/were the reason/s for increase or decrease in volume of catch and price compared to the same quarter last year? | | | |
| FISHING GROUND CODE* | | CERTIFICATION | |
|  | 01 - River 02 - Creek 03 - Dam 04 - Rice field 05 - Lake | 06 - Irrigation canal 07 - Marsh 08 - Swamp 09 - Reservoir 10 - SWIP | I hereby certify that the data set forth herein were personally obtained/reviewed by me in accordance with the instructions given to me by the Philippine Statistics Authority. |
| | | STATISTICAL RESEARCHER _____ DATE _____ PSO SUPERVISOR _____ DATE _____ | |

CHAPTER 7

INSTRUCTIONS FOR MANUAL PROCESSING

This Chapter discusses the procedures in the manual processing of the QIFS accomplished survey forms.

Manual processing consists of checking for completeness, accuracy and consistency of entries in the accomplished survey forms. This activity is to be done in the PSO prior to data processing.

Completeness check is the verification of the presence of the required data items in the survey form. This also includes the check for completeness of forms in terms of the workload of the province.

Accuracy check is verification that the entries are valid or within the range of values and follows the correct unit of measurement.

Consistency check is the verification of the relationship between two or more data items in the survey form. It detects whether the value of two or more data items are consistent with each other.

7.1 GENERAL INSTRUCTION FOR MANUAL PROCESSING

- Use red pen in manual processing.
- Ensure that corrections/entries are legibly written and printed in capital letters.
- Line out entries that were written out of place and rewrite it on the appropriate lines.
- Ensure that the instructions in accomplishing the forms as discussed in Chapter 6 are strictly followed.

7.2 SPECIFIC INSTRUCTION FOR COMPLETENESS CHECK

- Check for completeness of survey returns. Ensure that all sample inland fishing households have accomplished survey forms. Indicate the status of each sample households in QIFS Form 2.
- Check completeness of the survey form based on data items. Ensure that all columns of the survey form are properly filled-out.
- Ensure that respondents' codes of sample inland fishing households entered in the survey form are consistent with the respondents' codes in the list of samples.

7.3 SPECIFIC INSTRUCTIONS FOR ACCURACY CHECK

- Check that the correct expansion factors were used. Expansion factors are total number of inland fishing household (N) and number of sample inland fishing household (n).
- Check the species with reported volume of catch.
 - Translate to its English names all the species that are in local names.
 - Be sure that species included in "others" have no equivalent or similar species family in enumerated species, otherwise transfer or combine species under the same categories/type.
 - Be reminded that survey covers all species and not limited to 31 species listed in the questionnaire.
 - Avoid reporting assorted or miscellaneous species.
 - Examine species components of "unspecified others".

1. Check volume reported by species

- Check that the unit used in volume of fish catch was in kilograms and in two (2) decimal places. Convert when necessary.
- Ensure that the volume reported by species was the total for the entire household and not for the particular respondent only.
- Ensure that the volume reported by month was the total and not limited only to the enumerated species only.

2. Check price collected by species



3. Check that the unit used in price was in per kilogram and peso unit expressed in two (2) decimal places. Convert when necessary.
4. Ensure that prices reported were the farm gate price (or from the first point of sale) and not the wholesale or retail prices in the area.
5. Verify prices that are out of range or outliers.

7.4 SPECIFIC INSTRUCTIONS FOR CONSISTENCY CHECK


- Ensure that species with volume of catch have corresponding prices or vice versa.
- Check prices reported across sample inland fishing household.

Appendix 1

QIFS Form 1

|  REPUBLIC OF THE PHILIPPINES PHILIPPINE STATISTICS AUTHORITY | | PSA Approval Number PSA-1932 Expires on 31 December 2020 | | QIFS Form 1 Revised May 2018 | | | |
|---|----------------------------|--|-------|---|--|-----|-----|
| QUARTERLY INLAND FISHERIES SURVEY | | | | | | | |
| Section 8 of RA 10173 (Confidentiality) All data obtained herein shall be held STRICTLY CONFIDENTIAL and will not be used for taxation, investigation and law enforcement purposes. | | | | | | | |
| Reference Quarter and Year _____ | | | | DATE OF VISIT MONTH _____ DAY _____ YEAR _____ | | | |
| I SAMPLE IDENTIFICATION | | | | | | | |
| 1.1 | REGION | _____ | _____ | 1.6 | NAME OF RESPONDENT _____ | | |
| 1.2 | PROVINCE | _____ | _____ | 1.7 | RELATIONSHIP TO THE HOUSEHOLD HEAD <input type="checkbox"/> | | |
| 1.3 | MUNICIPALITY | _____ | _____ | 1 - HOUSEHOLD HEAD | 2 - SPOUSE | | |
| 1.4 | BARANGAY | _____ | _____ | 3 - OTHER MEMBER OF THE HOUSEHOLD | | | |
| 1.5 | NAME OF HOUSEHOLD HEAD | _____ | _____ | 1.8 | FISHING GROUND* _____ | | |
| II FISH CATCH INFORMATION | | | | | | | |
| NO. | SPECIES | VOLUME OF CATCH (KG) | | | PRICE PER KILOGRAM (P/KG) | | |
| | | What was the volume of catch of species during the following months of the reference quarter? | | | What was the price per kilogram of the species during the following months of the reference quarter? | | |
| | | MONTH | | | MONTH | | |
| (1) | (2) | (3) | (4) | (5) | (6) | (7) | (8) |
| 1 | FISH | | | | | | |
| 2 | Carp | 101 | | | | | |
| 3 | Catfish (Hito) | 102 | | | | | |
| 4 | Catfish (Kanduli) | 103 | | | | | |
| 5 | Climbing perch (Moriniko) | 104 | | | | | |
| 6 | Eel (Igar) | 105 | | | | | |
| 7 | Freshwater goby (Biya) | 106 | | | | | |
| 8 | Gourami | 107 | | | | | |
| 9 | Milkfish (Bangus) | 108 | | | | | |
| 10 | Mudfish (Dalag) | 109 | | | | | |
| 11 | Mullet (Kapok) | 110 | | | | | |
| 12 | Mullet (Ludong) | 111 | | | | | |
| 13 | Sardines (Tawilis) | 112 | | | | | |
| 14 | Silver perch (Ayungin) | 113 | | | | | |
| 15 | Spade fish (Kisang) | 114 | | | | | |
| 16 | Starry goby (Dulong) | 115 | | | | | |
| 17 | Tarpon (Buan Buan) | 116 | | | | | |
| 18 | Tilapia | 117 | | | | | |
| 19 | Big head carp | 118 | | | | | |
| 20 | Other fishes | 199 | | | | | |
| 21 | CRUSTACEANS | | | | | | |
| 22 | Blue crab (Almasag) | 201 | | | | | |
| 23 | Endeavor prawn (Suha) | 202 | | | | | |
| 24 | Freshwater crab (Talangka) | 203 | | | | | |
| 25 | Freshwater shrimp (Hapon) | 204 | | | | | |
| 26 | Lobster (Ulang) | 205 | | | | | |
| 27 | Mud crab (Almango) | 206 | | | | | |
| 28 | Tiger prawn (Sugpo) | 207 | | | | | |
| 29 | White shrimp (Hapong Puti) | 208 | | | | | |
| 30 | Other crustaceans | 299 | | | | | |
| 31 | MOLLUSCS | | | | | | |
| 32 | Clams (Kabibi) | 301 | | | | | |
| 33 | Freshwater clams (Tulya) | 302 | | | | | |
| 34 | Oyster (Talaba) | 303 | | | | | |
| 35 | Shell (Kuhol) | 304 | | | | | |
| 36 | Snail (Suso) | 305 | | | | | |
| 37 | Other molluscs | 399 | | | | | |
| III REMARKS What was/were the reason/s for increase or decrease in volume of catch and price compared to the same quarter last year? | | | | | | | |
| FISHING GROUND CODE* 01 - River 02 - Creek 03 - Dam 04 - Rice field 05 - Lake 06 - Irrigation canal 07 - Marsh 08 - Swamp 09 - Bayou 10 - Other | | | | | | | |
|  Management System ISO 9001:2015 | | CERTIFICATION I hereby certify that the data set forth herein were personally obtained/reviewed by me in accordance with the instructions given to me by the Philippine Statistics Authority. STATISTICAL RESEARCHER _____ DATE _____ PSD SUPERVISOR _____ DATE _____ | | | | | |

QIFS Form 2

| | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|--|-----|------|-----|------|------|--------------|----------|-------|------------------------|--|---------|--|--|--|--|--|--|--|--|-------------|--|-------------------------------|--|--|--|--|--|--|--|--|--|
|  REPUBLIC OF THE PHILIPPINES PHILIPPINE STATISTICS AUTHORITY | | | | | | | | | | QUARTERLY INLAND FISHERIES SURVEY LIST OF SAMPLES | | | | | | | | | | QIFS Form 2 | | | | | | | | | | | |
| REFERENCE PERIOD <input type="text"/> QUARTER <input type="text"/> YEAR <input type="text"/> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| REGION <input type="text"/> | | | | | | | | | | | | TOTAL NUMBER OF IFHH (N) <input type="text"/> | | | | | | | | | | | | | | | | | | | |
| PROVINCE <input type="text"/> | | | | | | | | | | | | NUMBER OF SAMPLE IFHH (n) <input type="text"/> | | | | | | | | | | | | | | | | | | | |
| NO. | REG | PROV | MUN | BROG | IFHH | ADDRESS | | | NAME OF HOUSEHOLD HEAD | STATUS OF IFHH | REMARKS | | | | | | | | | | | | | | | | | | | | |
| | | | | | | MUNICIPALITY | BARANGAY | SITIO | | | | | | | | | | | | | | | | | | | | | | | |
| (1) | (2) | (3) | (4) | (5) | (6) | (7) | (8) | (9) | (10) | (11) | (12) | | | | | | | | | | | | | | | | | | | | |
| 1 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 2 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 3 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 4 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 5 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 6 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 7 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 8 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 9 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 10 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 11 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 12 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 13 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 14 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 15 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 16 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 17 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 18 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 19 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 20 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 21 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 22 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 23 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 24 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 25 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 26 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 27 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 28 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 29 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 30 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| STATUS OF INLAND FISHING HOUSEHOLD (11) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 1 - INTERVIEW COMPLETED | | | | | | | | | | | | 3 - NOT ENGAGED IN INLAND FISHING | | | | | | | | | | 5 - CANNOT BE LOCATED | | | | | | | | | |
| 2 - TEMPORARILY STOPPED OPERATION | | | | | | | | | | | | 4 - HOUSEHOLD TRANSFER TO OTHER PLACE | | | | | | | | | | 6 - REFUSED TO BE INTERVIEWED | | | | | | | | | |

Appendix 2

Quarterly Inland Fisheries Survey: Number of Inland Fishing Households by Province

| Region/Province | No. Of Sample IFHHs |
|------------------------|---------------------|
| PHILIPPINES | 1,374 |
| NCR | 0 |
| Metro Manila | 0 |
| CAR | 65 |
| Abra | 15 |
| Apayao | 10 |
| Benguet | 10 |
| Ifugao | 10 |
| Kalinga | 10 |
| Mt. Province | 10 |
| ILOCOS REGION | 81 |
| Ilocos Norte | 25 |
| Ilocos sur | 10 |
| La Union | 20 |
| Pangasinan | 26 |
| CAGAYAN VALLEY | 94 |
| Cagayan | 30 |
| Isabela | 35 |
| Nueva Vizcaya | 14 |
| Quirino | 15 |
| CENTRAL LUZON | 144 |
| Aurora | 10 |
| Bataan | 14 |
| Bulacan | 10 |
| Nueva Ecija | 40 |
| Pampanga | 25 |
| Tarlac | 25 |
| Zambales | 20 |
| CALABARZON | 103 |
| Batangas | 20 |
| Cavite | 11 |
| Laguna | 20 |
| Quezon | 10 |
| Rizal | 42 |
| MIMAROPA Region | 78 |
| Marinduque | 10 |
| Mindoro Occidental | 20 |
| Mindoro Oriental | 20 |
| Palawan | 10 |
| Romblon | 18 |
| BICOL REGION | 60 |
| Albay | 10 |
| Camarines Norte | 10 |
| Camarines Sur | 10 |
| Catanduanes | 10 |
| Masbate | 10 |
| Sorsogon | 10 |

| Region/Province | No. Of Sample IFHs |
|----------------------------|--------------------|
| WESTERN VISAYAS | 154 |
| Aklan | 30 |
| Antique | 12 |
| Capiz | 37 |
| Guimaras | 10 |
| Iloilo | 50 |
| Negros Occidental | 15 |
| CENTRAL VISAYAS | 64 |
| Bohol | 19 |
| Cebu | 20 |
| Negros Oriental | 25 |
| Siquijor | 0 |
| EASTERN VISAYAS | 77 |
| Biliran | 12 |
| Eastern Samar | 15 |
| Leyte | 20 |
| Northern Samar | 10 |
| Southern Leyte | 10 |
| Samar | 10 |
| ZAMBOANGA PENINSULA | 30 |
| Zamboanga Norte | 10 |
| Zamboanga Sur | 10 |
| Zamboanga City | 0 |
| Zamboanga Sibugay | 10 |
| NORTHERN MINDANAO | 132 |
| Bukidnon | 46 |
| Camiguin | 16 |
| Lanao Norte | 40 |
| Misamis Occidental | 15 |
| Misamis Oriental | 15 |
| DAVAO REGION | 75 |
| Davao del Norte | 10 |
| Davao del Sur | 10 |
| Davao City | 10 |
| Davao Occidental | 10 |
| Davao Oriental | 10 |
| Compostela Valley | 25 |
| SOCCKSARGEN | 30 |
| North Cotabato | 10 |
| Sarangani | 0 |
| South Cotabato | 10 |
| Sultan Kudarat | 10 |
| Caraga | 153 |
| Agusan del Norte | 37 |
| Agusan del Sur | 45 |
| Dinagat Islands | 16 |
| Surigao Norte | 25 |
| Surigao Sur | 30 |

| Region/Province | No. Of Sample IFHs |
|-----------------|--------------------------|
| ARMM | 34 |
| Basilan | 10 |
| Lanao del Sur | 10 |
| Maguindanao | 14 |
| Sulu | 0 |
| Tawi-tawi | 0 |