

MANUAL OF FIELD OPERATIONS

QUARTERLY MUNICIPAL FISHERIES SURVEY

FEBRUARY 2020



Republic of the Philippines
PHILIPPINE STATISTICS AUTHORITY

F O R E W O R D

This Manual of operation was prepared to guide PSA field personnel in the efficient conduct of the Quarterly Municipal Fisheries Survey (QMFS). 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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February 2020

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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.

Municipal Fisheries is one of the fisheries subsectors. Marine municipal covers fishing operations performed in marine waters within 15 kilometers from the shoreline using fishing vessels of three (3) gross tons or less, or fishing not requiring the use of fishing vessels. The Quarterly Municipal Fisheries Survey (QMFS) serves as the activity that gathers information on volume and price of species unloaded in the municipal landing center.

During its quarterly conduct, data collection, supervision, field editing and data processing are done 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 QMFS aims to generate volume and value of municipal fisheries production by species and quarter at the provincial, regional and national 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 QMFS 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 defines the economic units to be covered. It identifies these units in terms of its type and geographic location. It also presents concept and definitions used in the operations.

It also contains the sampling methodology used in order to come up with the samples for the survey. It includes estimation procedure being followed in order to come up with the quarterly estimates.

2.1 ENUMERATION UNITS

The enumeration unit for the QMFS is the landing center. A **landing center** is the place where the fish catch and other aquatic products are unloaded and traded. All landing centers in the list of samples are the specific subject units.

Landing centers are categorized by each type:

1. Traditional landing center usually with no structures and no payment are collected for unloading of catch by boats.
2. Non-traditional landing centers are those managed by the Philippine Fisheries Development Authority (PFDA) and Local Government Units (LGUs) and usually with structures and imposes fee for the maintenance of such.

Landing centers are also classified into:

1. Commercial fish landing center - if the boats unloading are more than three (3) gross tons
2. Municipal fish landing center – if the catch were unloaded by boats which are three (3) gross tons and less.
3. Landing center may be commercial and municipal at the same time.

This activity covers sample municipal fish landing centers. However, if the sample landing center is commercial and municipal at the same time, gather unloading information by municipal fishing boats only.

2.2 GEOGRAPHIC CLASSIFICATION

The activity is conducted in 69 provinces based on its Philippine Standard Geographic Code (PSGC) classification. Province also serves as the domain of the study. This means that species unloaded in the landing center 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	Third District, Fourth District
14	CAR	
01	I – Ilocos Region	Ilocos Norte, Ilocos Sur, La Union, Pangasinan
02	II – Cagayan Valley	Batanes, Cagayan, Isabela
03	III – Central Luzon	Aurora, Bataan, Bulacan, Pampanga, Zambales
04	IVA – CALABARZON	Batangas, Cavite, Quezon
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, Siquijor
08	VIII – Eastern Visayas	Biliran, Eastern Samar, Leyte, Northern Samar, Samar, Southern Leyte
09	IX – Zamboanga Peninsula	Zamboanga del Norte, Zamboanga del Sur, Zamboanga City, Zamboanga Sibugay
10	X – Northern Mindanao	Camiguin, Lanao del Norte, Misamis Occidental, Misamis Oriental
11	XI – Davao Region	Davao Norte, Davao del Sur, Davao City, Davao Oriental, Davao de Oro, Davao Occidental
12	XII – SOCCSKSARGEN	Sarangani, South Cotabato, Sultan Kudarat
16	Caraga	Agusan del Norte, Dinagat Islands, Surigao del Norte, Surigao del Sur
15	ARMM	Basilan, Lanao del Sur, Maguindanao, Sulu, Tawi-Tawi

2.3 SAMPLING FRAME

The sampling frame being used for QMFS is a list of municipal fish landing center. The said list came from the Listing of Municipal Fish Landing Centers (LMFLC) which was conducted earlier.

The LMFLC is the frame updating activity for municipal fisheries. It is a complete list of all the municipal fish landing centers by province. The landing centers are characterized by type and average daily unloading. The frame updating was based on regional initiatives. The latest updating on hand were done from 2005 to 2013.

2.4 SAMPLING DESIGN

The QMFS has province for its domain. There are two (2) survey methods used.

1. Traditional landing centers

The QMFS in traditional landing centers uses stratified random sampling. The average daily unloading serves as the stratification variable. All the traditional landing centers in the list were stratified into three groups:

- Stratum 1 – consists of top producing landing centers
- Stratum 2 – consists of major producing landing centers
- Stratum 3 – all other landing centers

Simple random sampling is employed in the selection of samples from each stratum.

All the selected landing centers serve as samples for the regular conduct of QMFS.

2. Non-traditional landing centers

All non-traditional landing centers in the province are included in the survey operations on a quarterly basis. This includes PFDA and LGU managed landing centers whenever available in the province.

2.5 ESTIMATION PROCEDURE

1. Traditional landing centers

During data collection, five (5) key informants (KIs) are selected per landing center. The KIs provide information about the entire landing center. The average responses of the KIs represent the estimate for the landing center. The provincial estimate is illustrated by the following formula:

$$\hat{Y}_q = \sum_{h=1}^H \frac{L_h}{l_h} \sum_{i=1}^{l_h} \sum_{j=1}^m \frac{\sum_{k=1}^y y_{hijk}}{r}$$

Where

\hat{Y}_q - production estimate from traditional landing centers in the province

\hat{Y}_{hijk} - volume of fish unloaded reported by the k^{th} sample respondent in the j^{th} month in the i^{th} landing center in the h^{th} stratum

r - number of respondents interviewed per landing center ($r=5$)

m - number of months in a quarter ($m=3$)

l_h - number of sample landing centers in the h^{th} stratum

L_h - total number of landing centers in the h^{th}

2. Non-traditional landing centers

Data sets for non-traditional landing centers are gathered from the administrative records. Since a complete coverage of non-traditional landing centers, the sum of the data from all their administrative records serve as the total for the province.

The provincial estimate is the sum of the estimates from the survey of traditional landing centers and the administrative records of non-traditional landing centers, as shown in the following formula:

$$\hat{Y} = \hat{Y}_q + \hat{Y}_o$$

Where:

\hat{Y} - provincial estimate of total fish catch

\hat{Y}_q - provincial estimate of total fish catch from quarterly survey in traditional landing centers

\hat{Y}_o - total fish catch from non- traditional landing centers

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 DEFINITION

Municipalfisheries cover fishing operations in marine waters 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.

Landing center is a place where the fish catch and other aquatic products are unloaded and traded.

Type of landing center

Traditional landing center is an area where fishermen could unload their catch and/or dock their fishing boats without any obligation or payment for the use of the place.

Non-traditional landing center is an area managed by PFDA, LGU & Private individuals, corporations, etc. and usually with structures and imposes fee for the maintenance of such.

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)

CHAPTER 3

SURVEY FORM AND MATERIALS

This chapter contains the survey forms, other forms and materials to be used for the conduct of the survey.

3.1 SURVEY FORMS

The Quarterly Municipal Fisheries Survey (QMFS) utilizes two (2) survey forms designed for each type.

1. **QMFS Form 1** - This form is used by the SR to gather volume and price of fish species at the traditional landing center during the reference quarter.
2. **QMFS Form 2** – This form is used by PSO Staff and/or SR to gather volume and price of fish species at the non-traditional landing center such as PFDA and LGU-managed.

3.2 DATA ITEMS

1. QMFS Form 1

The form has three (3) main blocks:

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

- a. The Sample Identification block identifies the geographic location of the landing center. It includes the following data items:
 - Region
 - Province
 - Name of landing center
 - Stratum
 - Name of respondent
 - Type of respondent

- b. The Fish Unloading Information block gathers information regarding the unloading of species in the landing center. It is presented in tabular form which comprised 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 activities in the landing center 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.

2. QMFS Form 2

QMFS Form 2 contains similar data items with Form 1. However, some items are different in Sample Identification block. Block I of Form 2 contains the following items:

- Region
- Province
- Name of fish port
- Port classification
- Fishing ground

Specific instructions in accomplishing QMFS Forms 1 and 2 will be discussed in Chapter 6 of this manual.


 REPUBLIC OF THE PHILIPPINES
 PHILIPPINE STATISTICS AUTHORITY

PSA Approval Number PSA-1933-01
 Expires on 31 December 2020

QMFS Form 1
 Revised May 2018

QUARTERLY MUNICIPAL FISHERIES SURVEY TRADITIONAL LANDING CENTERS

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 _____
 1.2 PROVINCE _____
 1.3 NAME OF LANDING CENTER _____
 1.4 STRATUM 1 - STRATUM 1 2 - STRATUM 2 3 - STRATUM 3

1.5 NAME OF RESPONDENT _____
 1.6 TYPE OF RESPONDENT*

II FISH UNLOADING INFORMATION

NO.	SPECIES	VOLUME OF UNLOADINGS (KG) What was the volume of unloading of species during the following months of the reference quarter?	PRICE PER KILOGRAM (P/KG) What was the price per kilogram of the species during the following months of the reference quarter?				
			MONTH				
			(3)	(4)	(5)		
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
1	Acetes (Almang)	44504					
2	Anchovies (Dilis)	43510					
3	Big-eyed scad (Matang-baka)	43402					
4	Bigeye Tuna (Tambako/Baries)	43809					
5	Blue crab (Almasag)	44201					
6	Caesio (Delagang-bukid)	43306					
7	Cavalla (Talakbak)	43407					
8	Crevalle (Salay-salay)	43406					
9	Eastern little tuna (Bonito)	43805					
10	Fimbriated sardines (Tunsoy)	43805					
11	Flying fish (Bolador)	43418					
12	Frigate Tuna (Tulingan)	43802					
13	Goatfish (Sarmulyente)	43316					
14	Grouper (Lapu-lapu)	43304					
15	Hairtail (Espada)	43704					
16	Indian Mackerel (Alumahan)	43702					
17	Ball Sardinella (Tamban)	43807					
18	Indo-Pacific Mackerel (Hasa-hasa)	43701					
19	Mullet (Kapak)	43408					
20	Parrot fish (Lom)	43313					
21	Porgies (Pargo)	43324					
22	Round herring (Tulo)	43504					
23	Roundscad (Salungong)	43403					
24	Siganid (Samara)	43309					
25	Skipjack (Gulyasan)	43804					
26	Silpmouth (Sapsap)	43314					
27	Snapper (Mayo-mayo)	43307					
28	Spanish mackerel (Tanigue)	43801					
29	Squid (Pusit)	45701					
30	Threadfin bream (Bisupo)	43308					
31	Yellowfin tuna (Tambako/Baries)	43803					
32	Others						
33							
34							
35							
36							
37							
38							
39							
40							
41							
42							

III REMARKS What was/were the reason/s for increase or decrease in volume of unloading and price compared to the same quarter last year?

RESPONDENT CODE 1 - Fisherman
 2 - Boat owner/operator
 3 - Tracker/Boat
 4 - Landing center operator
 5 - Others, Specify _____

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 _____ PBO SUPERVISOR _____ DATE _____

FIGURE 1 QMFS Form 1



REPUBLIC OF THE PHILIPPINES
PHILIPPINE STATISTICS AUTHORITY

PSA Approval Number PSA-1923-02
Expires on 31 December 2020

QMFS Form 2
Revised May 2018

QUARTERLY MUNICIPAL FISHERIES SURVEY PFDA AND LGU-MANAGED LANDING CENTERS

Reference Month and Year: _____

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.

DATE OF VISIT

MONTH	DAY	YEAR	YEAR	YEAR

I SAMPLE IDENTIFICATION

1.1	REGION	<input type="text"/>	1.5 FISHING GROUND/S
1.2	PROVINCE	<input type="text"/>	
1.3	NAME OF FISHPORT	<input type="text"/>	
1.4	PORT CLASSIFICATION	<input type="checkbox"/> 1 - PFDA <input type="checkbox"/> 2 - LGU-MANAGED	

II FISH UNLOADING INFORMATION

NO.	SPECIES	VOLUME OF UNLOADINGS (KG) What was the volume of unloading of species during the following months of the reference quarter?	PRICE PER KILOGRAM (P/KG) What was the price per kilogram of the species during the following months of the reference quarter?					
			MONTH					
			MONTH	MONTH	MONTH			
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	
1	Acetes (Alamang)	44804						
2	Anchovies (Dilis)	43910						
3	Big-eyed scad (Matang-baka)	43402						
4	Bigeye Tuna (Tambako/Bariles)	43809						
5	Blue crab (Almasag)	44001						
6	Caesio (Dalagang-bukid)	43306						
7	Cavalla (Talakibok)	43407						
8	Crevalle (Salay-salay)	43406						
9	Eastern little tuna (Bonito)	43805						
10	Fimbriated sardines (Tunoy)	43905						
11	Flying fish (Boledor)	43418						
12	Frigate Tuna (Tulingan)	43802						
13	Goatfish (Samsulyente)	43316						
14	Grouper (Lapu-lapu)	43304						
15	Hairtail (Espada)	43704						
16	Indian Mackerel (Alumahan)	43702						
17	Ball Sardinella (Tamban)	43907						
18	Indo-Pacific Mackerel (Hasa-hasa)	43701						
19	Mullet (Kapak)	43408						
20	Parrot fish (Loro)	43313						
21	Porgies (Pargo)	43324						
22	Round herring (Tulis)	43904						
23	Roundscad (Selungpong)	43403						
24	Siganid (Samara)	43309						
25	Skipjack (Guyasan)	43804						
26	Silpmouth (Sapsap)	43314						
27	Snapper (Mays-mays)	43307						
28	Spanish mackerel (Tanigue)	43801						
29	Squid (Pusit)	46701						
30	Threadfin bream (Bisugo)	43306						
31	Yellowfin tuna (Tambako/Bariles)	43803						
32	Others							
33								
34								
35								
36								
37								
38								
39								
40								
41								
42								

III REMARKS What was/were the reason/s for increase or decrease in volume of unloading and price compared to the same quarter last year?

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.

PFO STAFF _____ DATE _____	PFO SUPERVISOR _____ DATE _____
----------------------------	---------------------------------



MANAGAPAN SA BARANGAY
80 9981 018



FIGURE 2 QMFS Form 2

3.3 LIST OF SAMPLES

QMFS Form 3 contains the list of sample landing centers in the province. It will be sent quarterly prior to the data collection period that specifies the landing centers to be covered during the reference quarter. During manual editing, it serves as checklist of completeness of survey returns and identifies the status of each landing centers.

NO.		REG	PROV	LANDING CENTER CODE	TYPE OF LANDING CENTER	STRATUM	NAME OF LANDING CENTER			NUMBER OF LCs (L)	NUMBER OF SAMPLE LCs (I)	STATUS OF LANDING CENTER	REMARKS
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	
1													
2													
3													
4													
5													
6													
7													
8													
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FIGURE 3 QMFS Form 3

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 organization 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

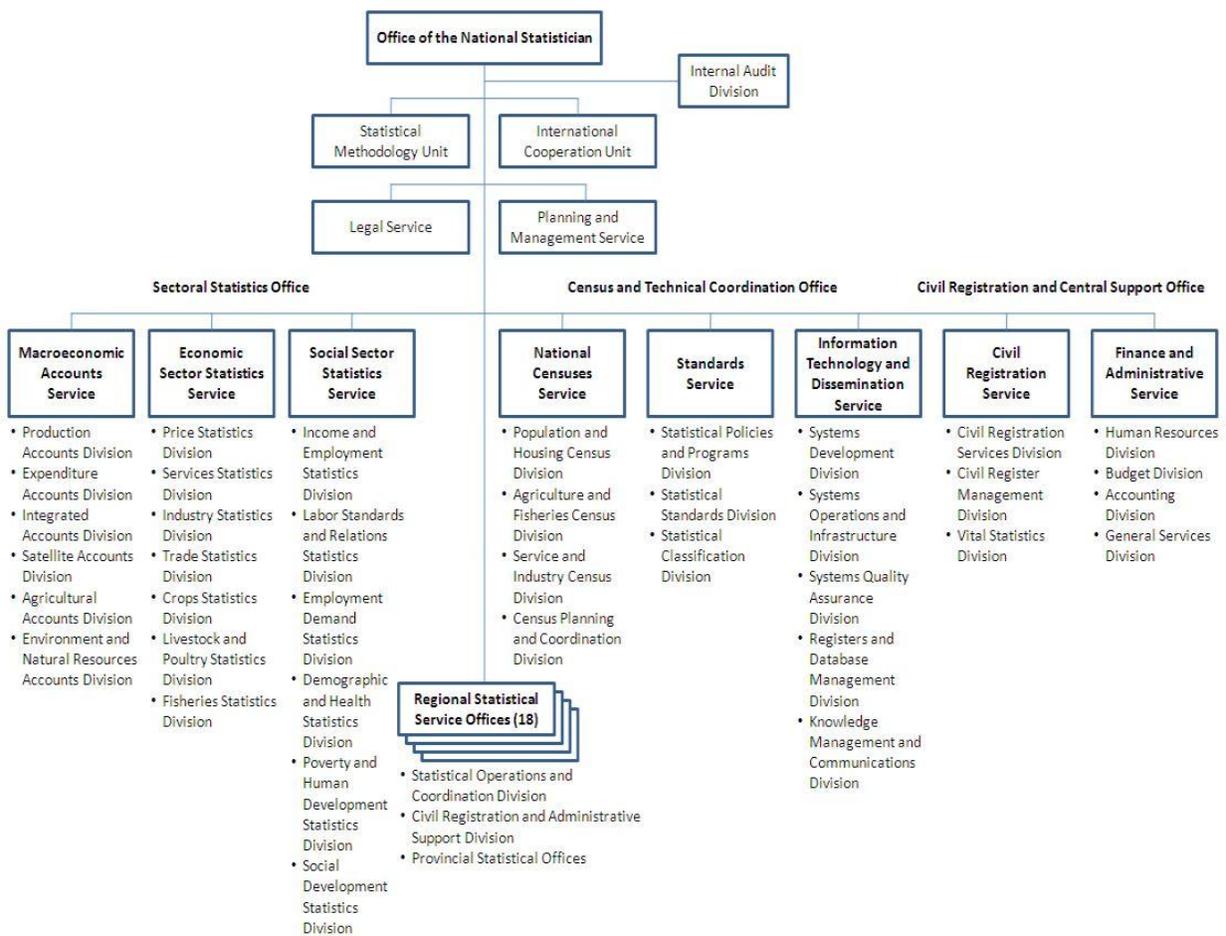


FIGURE 4 Organizational Structure of the PSA

Figure 4 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 QMFS emanates from the National Statistician while the conduct of QMFS 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), National Censuses Service (NCS) of Census and Technical Coordination Office (CTCO) for the sampling frame and sample selection.
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 development of computerized systems.

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

Finally, FSD submits estimates to Agriculture 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 QMFS:

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 QMFS maintains the same sampling design as specified in the previous chapter until such time that revisions are employed. Similarly, the same survey forms, manual of operations and data processing systems 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 field office:

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

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

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 QMFS:

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 fourth week of the last month of the quarter except on the last quarter of the year when the data collection is a month earlier.

There are two (2) data gathering activities for QMFS:

1. The SRs interview five (5) key informants in the sample traditional landing centers.
2. The PSO supervisors gather data from administrative records of non-traditional landing centers.

The reference periods are as follow:

TABLE 2 Reference period of the conduct of QMFS

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 QMFS forms are accomplished depending on the type of landing center. Detailed instructions on filling out of survey forms are discussed in Chapter 6 of this manual.

The assigned PSO supervisor is responsible for the editing of the accomplished QMFS 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 CSProbased data processing system developed by SDD will be used to facilitate encoding, editing, generation of estimates and data review of quarterly fisheries surveys. The PSO is responsible for the data processing of QMFS returns using the system.

Detailed instructions for data processing using the CSPro is presented in a separate manual.

4.2.5 Data review and validation

To ensure the quality of data, the generated outputs 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 the Item 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 report

The dates of submission of PDR and RDR reports are provided in the Item 4.3 of this manual. The reports are submitted through mun_fish@yahoo.com and munfish.psa@gmail.com.

4.2.7 Dissemination and publication

The end-products of each survey round are the estimates on volume and value of municipal 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 for quarterly fisheries surveys

ACTIVITIES	TIMETABLE				RESPONSIBLE UNIT
	QUARTER 1	QUARTER 2	QUARTER 3	QUARTER 4	
1. Operational training on fisheries surveys	Wk 4 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 13Nov	FSD
4. Third level training	nl 20 Mar	nl 19 Jun	nl 17Sep	nl 19Nov	RSSO, PSO
5. Data collection	Wk 4 Mar	Wk 4 Jun	Wk 4 Sep	Wk 4 Nov	RSSO, PSO
6. Compilation and summarization of provincial estimates	Wk 5 Mar	Wk 5 Jun	Wk 5 Sep	Wk 1 Dec	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 3 Apr	nl 3 Jul	nl 6 Oct	nl 7 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 17 Apr	nl 17 Jul	nl 16 Oct	nl 18 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 OpenSTAT databases	nl 15 May	nl 14 Aug	nl 13 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 updating operations in all provinces of the region.
- b. Ensure the prompt submission of PDR and RDR 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 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 narrative reports on or before the set deadline.

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.

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 QMFS field operations.

5.1 PREENUMERATION ACTIVITIES

Prior to each survey round, FSD sends enough number survey forms to the field offices. Being a regular undertaking, the QMFS maintains the same sample landing centers each round which is 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 landing centers 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 him/herself as personnel of Philippine Statistics Authority (PSA) who will conduct QMFS and interview in their barangay. This is to ensure safety during the data collection 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 landing center.

5.2.3 Respondent

Locate the sample landing center and select five KIs. The KI may be fisherman, boat owner/operator, trader/broker, landing center caretaker who is knowledgeable of the unloadings in the (traditional) landing center.

5.2.4 Conduct of interview

1. Once an eligible respondent is available, conduct the face-to-face interview with each of the respondents using the appropriate QMFS form.
 - a. Inquire from the respondent the information about the unloading in the landing center during the reference quarters as indicated in Item 4.2.3.
 - b. Detailed discussion on filling-out of QMFS forms are provided in Chapter 6 of this manual.
2. If the landing center is no longer in operation, report to the PSO supervisor. The PSO supervisor will advise when to replace the sample landing center. Also, indicate in the remarks portion if temporarily and/or permanently closed and the reasons why the landing center is no longer operational.
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 landing centers assigned to you.
5. In addition, before leaving your assigned area, inquire from other key informants the current situation of fishing operations in the locality. The key informants may be barangay officials, officers/members of fisherfolk association or other fishermen.

5.3 SUPERVISION

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

1. Ensure that all sample landing centers are covered.
2. Ensure that the survey forms were properly accomplished by the SRs and 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 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 landing centers 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. Sample landing center may be replaced only if the landing center is permanently closed or temporarily closed for two (2) consecutive years.
2. Procedure for sample replacement
 - a. Communicate to FSD the need and reason to replace the samples.
 - b. FSD will provide the replacement of landing center from the same stratum.
 - c. The new set of samples will be updated in the reference file of 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 QMFS Forms 1 and 2.

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.

6.2 SPECIFIC INSTRUCTIONS IN ACCOMPLISHING QMFS FORM 1



REPUBLIC OF THE PHILIPPINES
PHILIPPINE STATISTICS AUTHORITY

PSA Approval Number PSA-1933-01
Expires on 31 December 2020

GMFS Form 1
Revised May 2019

QUARTERLY MUNICIPAL FISHERIES SURVEY TRADITIONAL LANDING CENTERS

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.

DATE OF VISIT

MONTH	DAY	YEAR

I SAMPLE IDENTIFICATION

<p>1.1 REGION <input style="width: 100%;" type="text"/></p> <p>1.2 PROVINCE <input style="width: 100%;" type="text"/></p> <p>1.3 NAME OF LANDING CENTER <input style="width: 100%;" type="text"/></p> <p>1.4 STRATUM <input type="checkbox"/> 1 - STRATUM 1 <input type="checkbox"/> 2 - STRATUM 2 <input type="checkbox"/> 3 - STRATUM 3</p>	<p>1.5 NAME OF RESPONDENT _____</p> <p>1.6 TYPE OF RESPONDENT* <input type="checkbox"/></p>
---	---

II FISH UNLOADING INFORMATION

NO.	SPECIES	VOLUME OF UNLOADINGS (KG)	PRICE PER KILOGRAM (P/KG)				
			MONTH				
			(1)	(2)	(3)		
	What was/were the species unloaded in the landing center during the quarter?	What was the volume of unloading 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	Acetes (Alamang)	44904					
2	Anchovies (Dilat)	43910					
3	Big-eyed scad (Matang-baka)	43402					
4	Bigeye Tuna (Tambako/Sarles)	43909					
5	Blue crab (Almasag)	44301					
6	Caesio (Dalagang-bukid)	43306					
7	Cavalla (Talakibk)	43407					
8	Crevaille (Saly-saly)	43406					
9	Eastern little tuna (Bonto)	43906					
10	Fimbriated sardines (Tansoy)	43906					
11	Flying fish (Boledor)	43418					
12	Frigate Tuna (Tulingan)	43902					
13	Goatfish (Saramulyente)	43316					
14	Grouper (Lapu-lapu)	43304					
15	Hairtail (Espada)	43704					
16	Indian Mackerel (Alumahan)	43702					
17	Ball Sardinella (Tamban)	43907					
18	Indo-Pacific Mackerel (Hasa-hasa)	43701					
19	Mullet (Kapok)	43408					
20	Parrot fish (Lora)	43313					
21	Porgies (Pargo)	43304					
22	Round herring (Tulin)	43904					
23	Roundscad (Selunggong)	43403					
24	Siganid (Samara)	43309					
25	Skipjack (Gulyasan)	43904					
26	Silpmouth (Sapsap)	43314					
27	Snapper (Maysa-maya)	43307					
28	Spanish mackerel (Tanigue)	43901					
29	Squid (Pust)	46701					
30	Threadfin bream (Bisugo)	43308					
31	Yellowfin tuna (Tambako/Sarles)	43903					
32	Others						
33							
34							
35							
36							
37							
38							
39							
40							
41							
42							

III REMARKS What was/were the reason/s for increase or decrease in volume of unloading and price compared to the same quarter last year?

RESPONDENT CODE

1 - Fisherman
2 - Boat owner/operator
3 - Trader/trucker
4 - Landing center operator
5 - Others, Specify

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 PBO SUPERVISOR DATE



Block I. Sample Identification

1.1–1.4 Region, Province, Municipality, Barangay, Name of landing center, Stratum

I SAMPLE IDENTIFICATION						
1.1	REGION	EASTERN VISAYAS	0	8		
1.2	PROVINCE	LEYTE	3	7		
1.3	NAME OF LANDING CENTER	IPIL,ORMOC	3	8	0	5
1.4	STRATUM	1				
			1 - STRATUM 1	2 - STRATUM 2	3 - STRATUM 3	

The Sample Identification is consists of the region, province and name of landing center with their corresponding PSGC codes.

The name of landing center is identified by the municipality and barangay it is located. Thus, its code is composed of two-digit municipality code, three-digit barangay code and last digit sequence number. The sequence number is the digit that uniquely identifies the landing center in case there is more than one landing center in the barangay. Its default number is 1.

Stratum number is also included in this block.

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

1.5 NAME OF RESPONDENT	
ROBERTO CRUZ	
1.6 TYPE OF RESPONDENT*	<input type="text" value="3"/>

1.5 Name of Respondent

The respondent is the person who provides the information in the survey form during the quarter. He/She is the KI who is familiar with the landing center.

Inquire from the respondent,

What is your name?

1.6 Type of respondent

The respondent may either be any of the following:

- 1 - Fisherman
- 2 - Boat owner/operator
- 3 - Trader/broker
- 4 - Landing center caretaker
- 5 - Others, *Specify*

Enter the code corresponding to the type of respondent in the box provided for.

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

II FISH UNLOADING INFORMATION								
NO.	SPECIES <i>What was/were the species unloaded in the landing center during the quarter?</i>		VOLUME OF UNLOADINGS (KG)			PRICE PER KILOGRAM (P/KG)		
			<i>What was the volume of unloading of species during the following months of the reference quarter?</i>			<i>What was the price per kilogram of the species during the following months of the reference quarter?</i>		
			MONTH			MONTH		
(1)	(2)		(3)	(4)	(5)	(6)	(7)	(8)
1	Acetes (<i>Alamang</i>)	44504				_____ . _____	_____ . _____	_____ . _____
2	Anchovies (<i>Dilis</i>)	43510				_____ . _____	_____ . _____	_____ . _____
3	Big-eyed scad (<i>Matang-baka</i>)	43402				_____ . _____	_____ . _____	_____ . _____
4	Bigeye Tuna (<i>Tambakol/Bariles</i>)	43609				_____ . _____	_____ . _____	_____ . _____
5	Blue crab (<i>Alimasag</i>)	44201				_____ . _____	_____ . _____	_____ . _____
6	Caesio (<i>Dalagang-bukid</i>)	43306				_____ . _____	_____ . _____	_____ . _____
7	Cavalla (<i>Talakitok</i>)	43407				_____ . _____	_____ . _____	_____ . _____
8	Crevalle (<i>Salay-salay</i>)	43406				_____ . _____	_____ . _____	_____ . _____
9	Eastern little tuna (<i>Bonito</i>)	43605				_____ . _____	_____ . _____	_____ . _____
10	Fimbriated sardines (<i>Tunsoy</i>)	43505				_____ . _____	_____ . _____	_____ . _____
11	Flying fish (<i>Bolador</i>)	43418				_____ . _____	_____ . _____	_____ . _____
12	Frigate Tuna (<i>Tulingan</i>)	43602				_____ . _____	_____ . _____	_____ . _____
13	Goatfish (<i>Saramulyente</i>)	43316				_____ . _____	_____ . _____	_____ . _____
14	Grouper (<i>Lapu-lapu</i>)	43304				_____ . _____	_____ . _____	_____ . _____
15	Hairtail (<i>Espada</i>)	43704				_____ . _____	_____ . _____	_____ . _____
16	Indian Mackerel (<i>Alumahan</i>)	43702				_____ . _____	_____ . _____	_____ . _____

Block II. Fish Unloading Information

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

Col 2 Species

This item refers to species unloaded in the landing center during the quarter.

Inquire from the respondent,

What was/were the species unloaded in the landing center during the quarter?

The 31 species enumerated in this column are the top species at the national level which are listed below:

SPECIES	CODE	SPECIES	CODE
1. Acetes (Alamang)	44504	17. Bali sardinella (<i>Tamban</i>)	43507
2. Anchovies (<i>Dilis</i>)	43510	18. Indo-pacific mackerel (<i>Hasa-hasa</i>)	43701
3. Big-eyed scad (<i>Matangbaka</i>)	43402	19. Mullet (<i>Kapak</i>)	43408
4. Bigeye tuna (<i>Tambakol/Bariles</i>)	43609	20. Parrot fish (<i>Loro</i>)	43313
5. Blue crab (<i>Alimasag</i>)	44201	21. Porgies (<i>Pargo</i>)	43324
6. Caesio (<i>Dalagangbukid</i>)	43306	22. Round herring (<i>Tulis</i>)	43504
7. Cavalla (<i>Talakitok</i>)	43407	23. Roundscad (<i>Galunggong</i>)	43403
8. Crevalle (<i>Salay-salay</i>)	43406	24. Siganid (<i>Samaral</i>)	43309
9. Eastern little tuna (<i>Bonito</i>)	43605	25. Skipjack (<i>Gulyasan</i>)	43604
10. Fimbriated sardines (<i>Tunsoy</i>)	43505	26. Slipmouth (<i>Sapsap</i>)	43314
11. Flying fish (<i>Bolador</i>)	43418	27. Snapper (<i>Maya-maya</i>)	43307
12. Frigate tuna (<i>Tulingan</i>)	43602	28. Spanish mackerel (<i>Tanigue</i>)	43601
13. Goatfish (<i>Saramulyete</i>)	43316	29. Squid (<i>Pusit</i>)	45701
14. Grouper (<i>Lapu-lapu</i>)	43304	30. Threadfin bream (<i>Bisugo</i>)	43308
15. Hairtail (<i>Espada</i>)	43704	31. Yellowfin tuna (<i>Tambakol/Bariles</i>)	43603
16. Indian mackerel (<i>Alumahan</i>)	43702		

Note: Corrected name of Indian sardines (*Tamban*) to Bali sardinella as per PSA Memo dated 03 July 2019 and BFAR AO Circular No. 01 dated 15 March 2019

Under Others, indicate the ten (10) species which are identified as top in the region i.e., the same for all provinces within the region. These species are available in the related data processing worksheet.

Further, specify species other than the 31 species and 10 regional species, which have considerable volume of unloading during the quarter.

All other species unloading in the landing center are accounted in others.

Col 3-5 Volume of Unloading

II FISH UNLOADING INFORMATION					
NO.	SPECIES		VOLUME OF UNLOADINGS (KG)		
			<i>What was the volume of unloading of species during the following months of the reference quarter?</i>		
	<i>What was/were the species unloaded in the landing center during the quarter?</i>		MONTH		
			Jan	Feb	Mar
(1)	(2)		(3)	(4)	(5)
1	Acetes (<i>Alamang</i>)	44504			
2	Anchovies (<i>Dilis</i>)	43510			
3	Big-eyed scad (<i>Matang-baka</i>)	43402	150	210	-
4	Bigeye Tuna (<i>Tambakol/Bariles</i>)	43609	95	128	-
5	Blue crab (<i>Alimasag</i>)	44201			
6	Caesio (<i>Dalagang-bukid</i>)	43306			
7	Cavalla (<i>Talakitok</i>)	43407			
8	Crevalle (<i>Salay-salay</i>)	43406			
9	Eastern little tuna (<i>Bonito</i>)	43605			

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

Volume of unloading refers the total weight in kilograms of the species unloaded in the entire landing center during the reference quarter.

Ask the respondent,

What was the volume of unloading of species unloaded in the landing center during the following months of the reference quarter?

Enter the volume in whole number and in kilogram unit.

The items should account all volume of all species so that the sum of the volume by species should be the total unloading in the landing center 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.

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

PRICE PER KILOGRAM (P/KG)		
<i>What was the price per kilogram of the species during the following months of the reference quarter?</i>		
MONTH		
Jan	Feb	Mar
(6)	(7)	(8)
____ . ____	____ . ____	____ . ____
____ . ____	____ . ____	____ . ____
122 . 0 0	110 . 0 0	- . ____
135 . 0 0	128 . 0 0	- . ____
____ . ____	____ . ____	____ . ____
____ . ____	____ . ____	____ . ____

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.

Block III. Remarks

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

Whenever applicable, the reason should be by species. Also, indicate in remarks portion on the status of the landing center and reasons why there is no unloading/s during the reference period.

Block I. Sample Identification

I SAMPLE IDENTIFICATION			
1.1	REGION	SOCCKSARGEN	<input type="text" value="12"/>
1.2	PROVINCE	SOUTH COTABATO	<input type="text" value="63"/>
1.3	NAME OF FISHPORT	TAMBLER, G.SANTOS CITY	<input type="text" value="030301"/>
1.4	PORT CLASSIFICATION	<input type="text" value="2"/>	1 - PFDA 2 - LGU MANAGED 3 - PRIVATE

1.1–1.4 Region, Province, Municipality, Barangay, Name of fishport, Port Classification

The Sample Identification is consists of the region, province and name of fishportwith their corresponding PSGC codes. These are accomplished in the similar way as QMFS Form 1, discussed in Item 6.2.

The Port classification identifies the entity that manages the operations of the landing center or fish port. Enter the code appropriate to the classification which are:

- 1 - PFDA
- 2 - LGU

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

1.5 FISHING GROUND/S
West Sulu Sea

1.5 Fishing grounds

Enter the name of fishing ground as provided in the administrative record.

Block II. Fish unloading information

The information filled out in QMFS Form 2 comes from the administrative records of the fish port. Follow filling-out instructions on similar data item in Item 6.2.

CHAPTER 7

INSTRUCTIONS FOR MANUAL PROCESSING

This Chapter discusses the procedures in the manual processing of the QMFS 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 INSTRUCTIONS 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 INSTRUCTIONS FOR COMPLETENESS CHECK

- Check for completeness of survey returns. Ensure that all sample fish landing centers have accomplished survey forms. Indicate the status of each sample landing center in QMFS Form 3.
- Be sure that all five(5) key informants are interviewed for each sample landing center. This will determine the response rate per province during the reporting period.
- Check completeness of entries in the survey form. Ensure that the volume and price of each species during all months of the quarter including others were filled out whenever appropriate.

7.3 SPECIFIC INSTRUCTIONS FOR ACCURACY CHECK

- Check that the correct expansion factors were used. Expansion factors are total number of landing center in the stratum (L) and number of sample landing center (I).
- Check the species with reported volume of unloading.
 - Translate to its English names all the species that are in local names.
 - Be sure that species included in “unspecified others” have no equivalent or similar species family listed in the top 31 and in Specified Others, 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”.

- 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 whole landing center and not for the particular respondent only.
 - Ensure that the volume reported by month was the total and not limited only to the 31 species only.
- Check price collected by species
 - Check that the unit used in price was in per kilogram and peso unit expressed in two (2) decimal places. Convert when necessary.
 - Ensure that prices reported were the landing center price (or from the first point of sale) and not the wholesale or retail prices in the area.
 - Verify prices that are out of range or outliers.

7.4 SPECIFIC INSTRUCTIONS FOR CONSISTENCY CHECK

- Check that each species for a particular month with reported volume of unloading have corresponding entry on price per kilogram.
- Compare responses on volume of unloadings of species among key informants. Verify big discrepancies in responses, if there is any.
- Check prices reported across sample landing centers.
- Compare prices at the landing center level reported by the province.

Appendix 1

QMFS Form 1

	REPUBLIC OF THE PHILIPPINES PHILIPPINE STATISTICS AUTHORITY	PSA Approval Number PSA-1933-01 Expires on 31 December 2020	QMFS Form 1 Revised May 2018						
QUARTERLY MUNICIPAL FISHERIES SURVEY TRADITIONAL LANDING CENTERS									
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.		DATE OF VISIT MONTH - DAY - YEAR							
Reference Quarter and Year: _____									
I SAMPLE IDENTIFICATION									
1.1	REGION	<input type="text"/>	1.5 NAME OF RESPONDENT						
1.2	PROVINCE	<input type="text"/>							
1.3	NAME OF LANDING CENTER	<input type="text"/>	1.6 TYPE OF RESPONDENT* <input type="checkbox"/>						
1.4	STRATUM	<input type="checkbox"/> 1 - STRATUM 1 <input type="checkbox"/> 2 - STRATUM 2 <input type="checkbox"/> 3 - STRATUM 3							
II FISH UNLOADING INFORMATION									
NO.	SPECIES	VOLUME OF UNLOADINGS (KG)			PRICE PER KILOGRAM (P/KG)				
		What was the volume of unloading 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	Acetes (Alamang)	44804							
2	Anchovies (Dilis)	43510							
3	Big-eyed scad (Matang-baka)	43402							
4	Bigeye Tuna (Tambako/Banles)	43809							
5	Blue crab (Almasag)	44201							
6	Caesio (Delagang-bukid)	43308							
7	Cavalla (Talakbak)	43407							
8	Crevalle (Salay-salay)	43408							
9	Eastern little tuna (Bonito)	43805							
10	Fimbriated sardines (Tunsoy)	43505							
11	Flying fish (Boledor)	43418							
12	Frigate Tuna (Tulingan)	43802							
13	Goatfish (Samaruyente)	43316							
14	Grouper (Lapu-lapu)	43304							
15	Halibut (Espada)	43704							
16	Indian Mackerel (Alumahan)	43702							
17	Ball Sardine (Tamban)	43807							
18	Indo-Pacific Mackerel (Hasa-hasa)	43701							
19	Mullet (Kapak)	43406							
20	Parrot fish (Loro)	43313							
21	Porgies (Pargo)	43324							
22	Round herring (Tulis)	43804							
23	Roundsad (Galunggong)	43403							
24	Siganid (Samara)	43309							
25	Skipjack (Gulyasan)	43804							
26	Silpmouth (Sapsap)	43314							
27	Snapper (Mays-mays)	43307							
28	Spanish mackerel (Tonigue)	43801							
29	Squid (Puot)	46701							
30	Threadfin bream (Bisugo)	43306							
31	Yellowfin tuna (Tambako/Banles)	43803							
32	Others								
33									
34									
35									
36									
37									
38									
39									
40									
41									
42									
REMARKS		What was/were the reasons for increase or decrease in volume of unloading and price compared to the same quarter last year?							
RESPONDENT CODE 1-Fisherman 2-Boat owner/operator 3-Truck/Tractor 4-Landing center operator 5-Other, Specify		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 _____	

Appendix 2

Quarterly Municipal Fisheries Survey: Number of Sample Landing Centers by Province

Region/Province	Number of Landing Centers			TOTAL
	Traditional	PFDA	LGU	
PHILIPPINES	829	4	14	847
NCR	5	1		6
District IV	4	1		5
District V	1			1
ILOCOS REGION	43			43
IlocosNorte	9			9
Ilocos sur	12			12
La Union	10			10
Pangasinan	12			12
CAGAYAN VALLEY	20			20
Batanes	6			6
Cagayan	14			14
Isabela				
CENTRAL LUZON	42		1	43
Aurora	7			7
Bataan	13		1	14
Bulacan	4			4
Pampanga	6			6
Zambales	12			12
CALABARZON	33	1	3	37
Batangas	15			15
Cavite	5		1	6
Quezon	13	1	2	16
MIMAROPA Region	65		1	66
Marinduque	8			8
Mindoro Occidental	10			10
Mindoro Oriental	10			10
Palawan	25		1	26
Romblon	12			12
BICOL REGION	93	1	2	96
Albay	10			10
Camarines Norte	14		1	15
Camarines Sur	17			17
Catanduanes	13			13
Masbate	21			21
Sorsogon	18	1	1	20
WESTERN VISAYAS	91		2	93
Aklan	10			10
Antique	15			15
Capiz	14		1	15
Iloilo	23		1	24
Guimaras	9			9
Negros Occidental	20			20
CENTRAL VISAYAS	70			70
Bohol	18			18
Cebu	25			25
Negros Oriental	16			16
Siquijor	11			11

Region/Province	Number of Landing Centers			TOTAL
	Traditional	PFDA	LGU	
EASTERN VISAYAS	90			90
Biliran	11			11
Eastern Samar	11			11
Leyte	14			14
Northern Samar	15			15
Samar	19			19
Southern Leyte	20			20
ZAMBOANGA PENINSULA	68		4	72
Zamboanga Norte	19		2	21
Zamboanga Sur	16		1	17
Zamboanga Sibugay	15		1	16
Zamboanga City	18			18
NORTHERN MINDANAO	47			47
Camiguin	7			7
Lanao Norte	11			11
Misamis Occidental	14			14
Misamis Oriental	15			15
DAVAO REGION	54			54
Compostela Valley	8			8
Davao Norte	9			9
Davao Sur	8			8
Davao City	8			8
Davao Oriental	14			14
Davao Occidental	7			7
SOCCKSARGEN	16	1	1	18
Sarangani	9		1	10
South Cotabato	2	1		3
Sultan Kudarat	5			5
Caraga	50			50
Agusan del Norte	9			9
Dinagat Islands	9			9
Surigao Norte	20			20
Surigao Sur	12			12
ARMM	42			42
Basilan	10			10
Lanao del Sur	5			5
Maguindanao	7			7
Sulu	10			10
Tawi-tawi	10			10