



REPUBLIC OF THE PHILIPPINES

**PHILIPPINE STATISTICS AUTHORITY**

# Commercial Stocks Survey

Manual of Operations



January 2021

*This page is intentionally left blank.*

## FOREWORD

---

With the creation of Republic Act No.11203 known as The Rice Tariffication Law, the conduct of the Commercial Stocks Survey (CSS) was transferred from the National Food Authority (NFA) to the Philippine Statistics Authority (PSA) as per Section 3 Rule 3.5 of its Implementing Rules and Regulations (IRR). Starting 01 February 2021, the PSA will start conducting the CSS. Accordingly, the PSA formulated this manual as standard procedure in the conduct of surveys.

This 2021 Manual of Operations will serve as guide or reference to the personnel of the Philippine Statistics Authority in the conduct of the 2021 CSS. It provides information about the survey, its methodology, and field operations procedures. Specific instructions on filling-out the survey questionnaire and manual editing of the accomplished questionnaires were also included to ensure the quality of the data collected. Appendices are likewise provided as brief, direct, and easy references. These include the CSS questionnaire, timetable of activities for the efficient and effective implementation of the survey, and generated output tables.

The supervisors, statistical researchers and other personnel are enjoined to fully understand the contents of this Manual for successful conduct of the 2021 CSS operations.

**DENNIS S. MAPA, Ph.D.**

Undersecretary

National Statistician and Civil Registrar General

Quezon City, Philippines  
January 2021

## TABLE OF CONTENTS

---

	<b>Page</b>
<b>Foreword</b>	ii
<b>Chapter 1. Introduction</b>	1
Commercial Stocks Survey (CSS)	1
Objective	1
Uses	1
Authority for the Conduct of 2021 CSS	2
Confidentiality of Information	2
Obligation of the Respondents to Give Truthful and Complete Information	3
Data Privacy Act of 2012 (RA 10173)	3
<b>Chapter 2. Survey Design</b>	5
Coverage	5
Sampling Frame	5
Sampling Design	5
Estimation Procedure	8
Frequency and Schedule of Data Collection	10
<b>Chapter 3. Concepts and Definition of Terms</b>	11
<b>Chapter 4. Duties &amp; Responsibilities</b>	13
Regional Director (RD)	13
Statistical Operations & Coordination Division (SOCD) Chief	13
Regional Focal Person (RFP)	13
Chief Statistical Specialist (CSS)	14
Provincial Focal Person (PFP)	14
Field Supervisor	14
Statistical Researcher (SR)	15
<b>Chapter 5. Field Enumeration Procedures</b>	17
CSS Questionnaire	17
Enumeration Materials	17
Guidelines in Conducting the Interview	17
<b>Chapter 6. Instruction in Accomplishing CSS Questionnaire</b>	21
CSS Questionnaire	21
Contents of CSS Questionnaire	21
Manual Editing Guidelines	26

---

## TABLE OF CONTENTS

---

<b>Chapter 7. Supervision and Re-Interview</b>	27
CSS Re-Interview Form	27
Guidelines on the Conduct of Supervision and Re-Interview	27
<b>Chapter 8. Post-Survey Activities</b>	29
Data Processing	29
Data Review and Validation	29
<b>Appendices</b>	31
Appendix A. CSS Questionnaire	31
Appendix B. CSS Form 2b. Re-Interview Form	32
Appendix C. Timetable of Activities	33
Appendix D. Provincial CSS Output Tables	37
Appendix E. Regional CSS Output Tables	39
Appendix F. National CSS Output Tables	40

*This page is intentionally left blank.*

# CHAPTER 1

## INTRODUCTION

### Commercial Stocks Survey

---



The information on Philippine rice and corn stocks inventory are sourced out from the data gathered from the households, commercial and government sectors. The household stocks inventory is estimated through the Palay and Corn Stocks Survey (PCSS) while commercial stocks are taken from the Commercial Stocks Survey (CSS). On the other hand, the government stocks inventories are taken from the National Food Authority (NFA) warehouses/depositories. The Philippine Statistics Authority (PSA) consolidates the stocks inventories from the three sectors and disseminates it monthly through its publication of Special Release on Rice and Corn Stocks Inventory. These information are inputs to planners and policy makers in formulating programs and policies on food security.

The Commercial Stocks Survey was previously undertaken by National Food Authority (NFA) since 1980. But with the creation of the Republic Act No.11203 known as The Rice Tariffication Law on 05 March 2019, the CSS was deemed to be transferred from the NFA to PSA by 01 July 2020 as per Section 3 Rule 3.5 of its Implementing Rules and Regulations (IRR). However, the implementation and turnover of the CSS had been moved to January 2021 due to the COVID-19 pandemic.

The CSS will be implemented at the PSA starting 01 February 2021. With this, the PSA will adopt the NFA CSS sampling design while the enhancement of the said survey is still on-going.

This manual aims to guide the supervisors and statistical researchers (SRs) to carry-out their duties and responsibilities during data collection and supervision in their respective areas of assignment. This contains basic concepts and definition of terms, techniques in conducting an interview, procedures in filling out the questionnaire and manual editing of accomplished questionnaires. It is hoped that the proper use of this Manual will contribute to the attainment of timely and quality data for stocks.

### Objective

---

The objective of the survey is to generate rice and corn stocks inventory held by the commercial sector.

### Uses

---

Together with stocks information from the household, the information being collected is used to monitor stocks situation of the food staples to ensure supply and demand equilibrium, access,

and price stability. It serves as inputs to the estimation and compilation of national accounts. Information on stocks holdings can guide policymakers when and how much to import rice especially in time of emergency. Moreover, the survey supports the data needs of planners, policy and decision makers, and other stakeholders in the agriculture sector particularly the National Economic and Development Authority (NEDA), National Food Authority (NFA) and Department of Agriculture (DA), and the general public.

## Authority for the Conduct of 2021 CSS

---

The authority and mandate of the Philippine Statistics Authority (PSA) to conduct the CSS emanates from Republic Act (RA) No. 10625.

**Republic Act (RA) No. 10625**, also known as the *Philippine Statistical Act of 2013*, which was approved on September 12, 2013, states that:

*“the PSA shall be primarily responsible for all national censuses and surveys, sectoral statistics, consolidation of administrative recording system, and compilation of national accounts”.*

Moreover, **Republic Act (RA) No. 11203**, also known as the Rice Tariffication Law, which was approved on March 5, 2019, states that:

*““The NFA shall continue to perform its CSS until 31 December 2019. During this period of transition, the PSA will be closely coordinating with NFA to prepare PSA personnel and systems with the CSS instrument, survey coverage, sampling design and others, and for possible adjustments of CSS to conform with PSA quality data collection and standards. By the first quarter of 2020, PSA and NFA shall jointly undertake the CSS. The final turnover of CSS from the NFA to PSA shall be on 01 July 2020.”*



## Confidentiality of Information

---

All personnel involved in CSS are required to keep in **STRICT CONFIDENCE** any information obtained during the survey that pertains to any particular grains businessman.

**Section 26 of RA No. 10625** states that:

*“Individual 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..."*

## **Obligation of the Respondents to Give Truthful and Complete Information**

---

**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 answers 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, enterprise or business concerned, shall be imposed a fine ranging from One Hundred Thousand pesos (P100,000.00) to Five Hundred Thousand Pesos (P500,000.00)."*

## **Data Privacy Act of 2012 (RA 10173)**

---

Approved into law on 15 August 2012 which is:

*"An act protecting individual personal information in information and communications systems in the government and the private sector, creating for this purpose a national privacy commission, and for other purposes."*

It is the policy of the State to **protect the fundamental human right of privacy**, of communication while **ensuring free flow of information** to promote innovation and growth.

*This page is intentionally left blank.*

# CHAPTER 2

## SURVEY DESIGN

### Coverage

---

The survey covers all provinces except for Batanes and Davao Occidental. The cities of Zamboanga and Davao and National Capital Region (NCR) are treated as separate domain/province in the survey.

As per previous NFA operation, there are samples which are located in another province were covered and counted to the province based on NFA grouping as follows:

- Cagayan – 2 samples are located in Apayao
- Iloilo – 1 sample is located in Guimaras
- Biliran – 3 samples are located in Leyte
- Surigao del Norte – 1 sample is located in Dinagat Islands

### Sampling Frame

---

The 2021 CSS uses the 2017 NFA List of Registered Grains Businessmen as the sampling frame.

### Sampling Design

---

The 2021 CSS employs a two-stage systematic sampling wherein the domain is the province as shown in Illustration 1. The first level stratification is the line of activity of the grains businessmen and the second level stratification is based on businessmen' capitalization.

#### First level stratification – line of activity

The grains businessmen which include traders are grouped into four (4) major strata based on its line of activity as follows:

1. Retailers
2. Wholesalers
3. Combined retailers-wholesalers
4. Warehousemen

#### Second level stratification – grains businessmen' capitalization

The grains businessmen in each stratum (line of activity) are further stratified based on its declared capitalization in the NFA registration. The retailers, wholesalers and combined retailers-wholesalers are sub-stratified according to capitalization structure into big, medium and small capitalization structure, while warehousemen are sub-stratified into two, that is big and combined medium and small.

The groupings by capitalization of grains businessmen vary across regions (Illustration 2).

Illustration 1. CSS Sampling Design

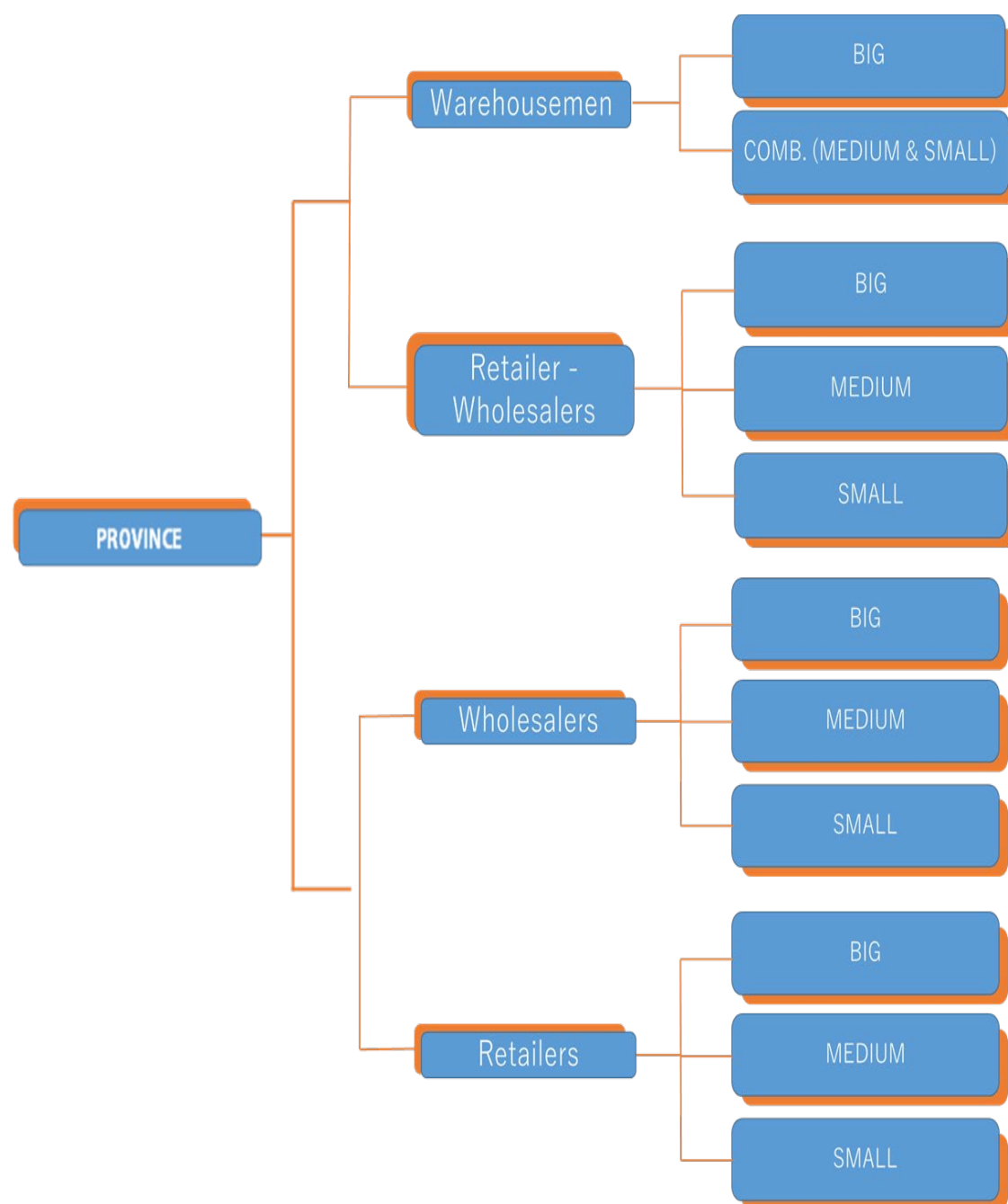


Illustration 2. Capitalization Requirement \*, selected region, 2008

**REGION III PROVINCES**

SUB-STRATUM	RETAILER (R)	WHOLESALE (W)	COMBINED (R/W)	WAREHOUSEMEN
BIG	Above 200,000	Above 400,000	Above 300,000	500,000 & above
MEDIUM	100,000 - 200,000	200,000 - 400,000	150,000 - 300,000	Below 500,000
SMALL	Below 100,000	Below 200,000	Below 150,000	

**REGIONS IV-A & MIMAROPA PROVINCES**

SUB-STRATUM	RETAILER (R)	WHOLESALE (W)	COMBINED (R/W)	WAREHOUSEMEN
BIG	Above 200,000	Above 300,000	Above 400,000	700,000 & above
MEDIUM	100,000 - 200,000	100,000 - 300,000	200,000 - 400,000	Below 700,000
SMALL	Below 100,000	Below 100,000	Below 200,000	

**REGION V PROVINCES**

SUB-STRATUM	RETAILER (R)	WHOLESALE (W)	COMBINED (R/W)	WAREHOUSEMEN*
BIG	Above 200,000	Above 300,000	Above 400,000	400,000 & above
MEDIUM	100,000 - 200,000	100,000 - 300,000	200,000 - 400,000	Below 400,000
SMALL	Below 100,000	Below 100,000	Below 200,000	

\* Amendment on size of establishment based on capitalization and warehouse capacity (NFA)

**Sample allocation**

- Number of samples by sub-stratum is derived by multiplying the sampling rate with the number of grains businessmen of the corresponding capitalization group for a specific line of activity. The sampling rates is based on previous commercial surveys of NFA.
- Complete enumeration is done in big sub stratum for warehousemen line of activity.

### Sampling Rates

Line of Activity	Capitalization		
	Big	Medium	Small
1. Retailers	15 %	15 %	15 %
2. Wholesalers	25 %	25 %	25 %
3. Combined retailers- wholesalers	25 %	25 %	25 %
4. Warehousemen*	100%	50%	

### Sample Selection

The sample grains businessmen in each sub-stratum by line of activity are selected using simple random sampling. For illustration purposes, the following are the procedures in selection of samples:

1. Group the total grains businessmen from the list according to stratum/line of activity, i.e., retailing, wholesaling, retailing/wholesaling combined and warehousing.
2. For each stratum, arrange the list of grains businessmen in descending order according to its capitalization and sub-stratify it into big, medium and small based on capitalization requirement of the region.
3. For each sub-stratum by line of activity, sample grains businessmen are drawn using simple random sampling.

### Estimation Procedure

The estimates for rice and corn stocks inventory in the province is given as follows:

$$\hat{Y} = \sum_{i=1}^l \sum_{j=1}^m \hat{y}_{ij}$$

where:

$$\hat{y}_{ij} = N_{ij} \cdot \bar{y}_{ij}$$

where:

$$\bar{y}_{ij} = \sum_{k=1}^n \frac{y_{ijk}}{n_{ij}}$$

where:

$\hat{Y}$  – total rice/corn stocks in the province.

$\hat{Y}_i$  – total rice/corn stocks of the  $i^{\text{th}}$  stratum in the province.

$\hat{y}_{ij}$  – total rice/corn stocks of the  $j^{\text{th}}$  sub-stratum in the  $i^{\text{th}}$  stratum of the province;

$N_{ij}$  – number of grains businessmen of the  $j^{\text{th}}$  sub-stratum in the  $i^{\text{th}}$  stratum of the province;

$\bar{y}_{ij}$  – is the average rice/corn stocks of the  $j^{\text{th}}$  sub-stratum in the  $i^{\text{th}}$  stratum of the province;  
and

$y_{ijk}$  – is the observation from the  $k^{\text{th}}$  sample grains businessman of the  $j^{\text{th}}$  sub-stratum in the  $i^{\text{th}}$  stratum of the province.

$n_{ij}$  – is the number of samples in  $j^{\text{th}}$  sub-stratum in the  $i^{\text{th}}$  stratum of the province

Estimates of total rice and corn grain stocks for the province are simply obtained by:

1. compute the average stocks by sub-stratum (capitalization)

$$\text{average stocks} = \frac{\text{total stocks of the sub - stratum}}{\text{sample size of the sub - stratum}}$$

2. derive the total stocks by sub-stratum by multiplying the specific average stocks to the corresponding population of the sub-stratum

$$\text{total stocks} = \text{average stocks of sub - stratum} \times \text{population of sub - stratum}$$

3. get the total stocks for a specific stratum (line of activity) by adding up the total stocks of all sub-strata

$$\text{total stocks of a stratum} = \text{sum of total stocks of all sub - strata for a specific stratum}$$

4. get the provincial rice and corn grain stocks by adding up the total stocks of all strata

$$\text{provincial stocks} = \text{sum of total stocks of all strata}$$

## Adjustment Factor

Weight will be adjusted to take into account cases of unit non-response. Further adjustment will be made also so that the final weighted estimates will conform to the known population count.

where:

$$w1 = \frac{N}{n}$$

where:

$$A1 = \frac{\sum_{i=1}^n w1_i e'_i}{\sum_{i=1}^n w1_i n'_i}$$

where:

$w1$ – basic weight

$A1$  = adjustment factor

$n'$ = 1 if responding, 0 otherwise

$e'$ = 1 if eligible, 0 otherwise

## Frequency and Schedule of Data Collection



The survey is conducted in the first four (4) days of the month with the 1<sup>st</sup> day of the month as the reference period. Strict adherence to the data collection schedule is required to minimize memory bias and to come up with the palay/rice and shelled corn/corn grits stock estimates at the earliest possible time.

Data Collection	Reference Period
01 to 04 February	as of 01 February
01 to 04 March	as of 01 March
01 to 04 April	as of 01 April
01 to 04 May	as of 01 May
01 to 04 June	as of 01 June
01 to 04 July	as of 01 July
01 to 04 August	as of 01 August
01 to 04 September	as of 01 September
01 to 04 October	as of 01 October
01 to 04 November	as of 01 November
01 to 04 December	as of 01 December

The collection of data is undertaken by hired SRs through personal interview during the first four days of the month. The SR will gather information on palay/rice and shelled corn/corn grits stocks stored in the establishments/warehouses as of 1st day of the month of the reference month



# CHAPTER 3

## CONCEPTS AND DEFINITIONS OF TERMS

For the purpose of this survey, the following are the concepts and definitions of terms used.



### Stock

---

Supply stored for future use.

### Palay

---

Local term for unhulled rice; also known as paddy or rough rice; scientifically called *Oryza sativa* Linn.



### Rice

---

Kernels obtained after removal of hull bran.

### White Corn

---

Used primarily for human consumption.



### Yellow Corn

---

Generally used as feed grain which includes all types of corn other than white,

### Corn grain /shelled corn

---

Corn grains that have been removed from the cob.



### Corn Grits

---

Milled corn grains where the outer covering and germs have been removed.



## Retail

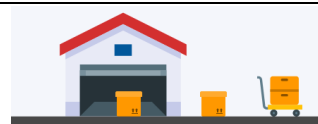
---

Buys product for resale directly to the ultimate consumers of the goods.

## Wholesaler

---

Sells in bulk to retailers, other wholesalers, and industrial users/processors.



## Wholesaler-Retailer

---

One who buys produce in large quantities either from wholesaler or contract buyers and who sells mainly to retailers on a wholesale basis but also retails those amounts that are not sold to retailers.



## Warehouse

---

Any building or fixed structure with enclosures and roofing for purpose of palay/rice and/or corn storage such as but not limited to silos, conventional warehouses.

## Warehouse Capacity

---



For conventional warehouses, it shall refer to the maximum number of fifty (50) kg bags of grains that a warehouse can store.

Warehouse capacity in cubic meters refers to the volume of storage space in cubic meters which is computed by multiplying the dimensions in meters of the warehouse: Length x Width x Height.

## Capitalization

---



Refers to the resources invested in the different lines of activity in the rice and corn business. Capitalization includes the cost of stocks, whether on consignment basis or bought on cash basis, cost of facilities and equipment, loans used in the business and amount of working capital.

## CHAPTER 4

### DUTIES & RESPONSIBILITIES



#### Regional Director (RD)

---

The RD is responsible for the overall implementation of the survey. Specifically, the responsibilities of the RD are the following:

- a. coordinates and supervises the overall conduct of trainings, survey operations and processing or validation of the data in the region; and
- b. provides overall direction in the conduct of field operations in all provinces under his/her jurisdiction.

#### Statistical Operations and Coordination Division (SOCD) Chief

---

The SOCD Chief is responsible to:

- a. assists the RD in the coordination and supervision on the conduct of trainings, survey operations and processing or validation of stocks data in the region;
- b. assists the RD in the monitoring and implementation of field operations in the provinces of the region;
- c. designates a focal person for the region; and
- d. ensures the submission of various reports of the region as scheduled.

#### Regional Focal Person (RFP)

---

The responsibilities of the RFP are the following:

- a. assists in ensuring the smooth conduct of training or briefing of statisticians in the entire region;
- b. observes the interviews, when necessary, to ensure that these are properly carried out;
- c. consolidates and reviews reports submitted by the Provincial Statistics Offices (PSOs); and
- d. prepares the regional report quarterly and submits it to the Central Office – Crops Statistics Division (CO-CSD).



## Chief Statistical Specialist (CSS)

---

The CSS in the province is responsible for undertaking the field operations. Specifically, the responsibilities are the following:

- a. ensures the smooth and successful conduct of training and survey operations (i.e., completeness of number of sample grains businessmen and quality processing of data) in accordance with the timetable set;
- b. recruits SRs;
- c. ensures the timely submission of the monthly report to SOCD of the Regional Statistical Service Office (RSSO) and CO-CSD; and
- d. designates a focal person for the province.

## Provincial Focal Person (PFP)

---

The responsibilities of the PFP are the following:

- a. conducts orientation/training for SRs;
- b. prepares a documentation of the proceedings of the orientation/training;
- c. determines respective assignments of SRs under his/her supervision;
- d. prepares the work plans and strategies for field works and discuss these with the CSS;
- e. plans an efficient schedule of the fieldwork ensuring that the SRs will be able to cover the target samples within the required days of data collection;
- f. observes and discusses with the SRs any error in asking questions or in recording responses in the questionnaire, and the corresponding actions to be taken to correct these errors;
- g. monitors the progress of SRs' work;
- h. addresses problems and gray areas reported by the SRs;
- i. carefully scrutinizes and edits accomplished questionnaires, and discusses with the SRs the errors observed in the accomplished questionnaires and the corresponding actions to be taken;
- j. validates the information collected, when necessary;
- k. reports the status of field operations and problems that need the action of the CSS; and
- l. prepares and submits the monthly reports to RSSO-SOCD and CO-CSD

## Field Supervisor

---

The responsibilities of the field supervisor are the following:

- a. assists in the conduct of orientation/training for SRs;
- b. assists PFP in the documentation of the proceedings of the orientation training;
- c. assists the PFP in determining the respective assignments of SRs under his/her supervision;
- d. conducts spot-checking of SRs under his/her supervision;
- e. observes and discusses with the SRs any error in asking questions or in recording responses in the questionnaire, and the corresponding actions to be taken to correct these errors;

- f. monitors the progress of SRs' work;
- g. addresses problems and gray areas reported by the SRs;
- h. carefully scrutinizes and edits accomplished questionnaires, and discusses with the SRs the errors observed in the accomplished questionnaires and the corresponding actions to be taken;
- i. validates the information collected, when necessary; and
- j. reports to PFP the status of field operations and problems that need the action of the CSS.



### **Statistical Researcher (SR)**

---

The duties of the SR are as follows:

- a. signs a Contract of Service and abides with the terms and conditions stipulated in it;
- b. attends orientation/training on concepts used in the survey and field operation procedures;
- c. pays a courtesy call to the Punong Barangay or any barangay official where the sample grains businessmen are located before starting the survey. Seek their permission to undertake the data collection in the area;
- d. locates and interviews the sample grains businessmen in accordance with the prescribed concepts and procedures using the questionnaire;
- e. reports to the supervisor the progress of work and problems encountered during enumeration;
- f. ensures completeness, correctness, and consistency of information gathered from the respondents;
- g. makes a callback or returns to the sample grains businessmen not contacted at most two revisits on different days;
- h. updates the list of samples based on the sample status and result of visit after the enumeration is done in the sample barangay;
- i. submits the accomplished questionnaires, list of samples, and Manual of Operations to the field supervisor after data collection phase; and
- j. secures a Certificate of Appearance from the barangay official and thank them for their cooperation, assistance and support.

*This page is intentionally left blank.*

# CHAPTER 5

## FIELD ENUMERATION PROCEDURES

### CSS Questionnaire



The CSS uses one (1) questionnaire in capturing the characteristics of the sample grains businessmen and their stocks of rice and corn. This shall be administered through personal interview with the registered grains businessmen. It consists of four (4) blocks as described below.

Block	Title
A	Geographic Identification
B	Sample Information
C	Stocks Information
D	Certification

### Enumeration Materials

The SRs should be provided with the following enumeration materials:

- Manual of Operations
- CSS questionnaire
- Cover Letter
- Identification (ID) card
- Folder/Envelope
- Pencil
- Eraser
- Sharpener


### Guidelines in Conducting the Interview

#### How to conduct the interview

The main objective of every data collection is to get accurate and complete information from the respondents. To achieve this, the SRs should be polite at all times and authoritative enough to win the trust and confidence of the respondents. Their good impression on the SR greatly helps in the successful conduct of the interview.

Be guided by the following interview techniques:

- Be presentable.** Make a good impression by dressing appropriately and neatly. Some people judge others by what they wear; hence, they may not open the door for someone who appears messy or untidy.

- b. **Be polite.** Different people will react in different manners. The SRs should always smile, maintain composure, and remain cordial and polite. Be prepared to give honest answers for all types of questions raised by the respondents. 
- c. Introduce yourself and the survey. As an introduction, the SR may say the following:
- “Good morning/afternoon, I am (state your name), a statistical researcher of the Philippine Statistics Authority. Here is my identification card. We are currently conducting Commercial Stocks Survey in the province. I would appreciate very much your cooperation in answering the questions in this undertaking.”*
- d. **Assure the respondent of the confidentiality of information that he/she will provide.** Cite the confidentiality clause of RA 10625.
- “Please be assured that all your answers will be treated with utmost confidentiality.”*
- e. **Explain the uses and objectives of the survey.** It is necessary to explain the objectives as well as the uses of the survey to gain the cooperation of the respondent. Explain to him/her as discussed in Chapter 1 of this Manual.
- f. **Ask all the questions in the questionnaire.** Never assume answers. Ask all the question though you already have an idea of the answers to some of these questions. What you think may not be the right answers.
- g. **Do not settle for an unsatisfactory answer.** Occasionally, a respondent’s answer may be confusing or unclear. In this case, do not settle for his/her answer. If you think that the respondent’s answer is not satisfactory, try probing for more information. A **probing question** is a follow-up question to obtain the desired information. The probing questions should be neutral and must not lead the respondents to answer in a predictable manner. The most common types of probing questions are the following:
- Repeating the question. Asking the question several times sometimes helps the respondent in providing the accurate information, which he/she needs to recall from memory.
  - Asking for more information. In case of doubtful answers, ask the respondent to explain more clearly his/her answers.
  - Giving the respondent enough time to think. Do not hurry the respondent. Give him/her time to think of the answers.
- h. **Thank the respondent for his/her cooperation.** Always try to leave the respondent with a good feeling towards the survey. Express your appreciation for the respondent’s cooperation.





### How to ask questions

The manner on which the questions are asked to the respondents has significant effects on the quality of the respondent's answer. Proper manner of asking the questions contributes to the efficiency of conducting the interview and quality of the responses. In asking the questions, observe the following rules:

- a. Ask all questions exactly as they are worded in the questionnaire. Changing a word in the question may change the meaning and intent of the question, and thereby elicit a different answer. Be careful in rewording the question during the interview.
- b. The questions are written in English. The SR should assess if the respondent is not comfortable with it or cannot understand the English language. If this is the case, the SR should translate the questions into the dialect, which both the SR and the respondent can understand, in such a way the meaning of the questions are not changed.
- c. All questions should be asked in the order shown in the questionnaire. Follow strictly the skipping instructions to avoid asking questions which are unnecessary or not applicable for the grain businessman sample.
- d. Never ask a leading question. A **leading question** is a question that suggests the answer desired by the interviewer. By asking a leading question, the respondent's mind is set into believing that the answer suggested by the SR is the right one.
- e. Ask probing questions when necessary to obtain the desired information.
- f. Do not interrupt the respondent while he/she is answering a question.
- g. Finish recording an answer first before proceeding to the next question.

### How to record answers

- a. Fill out the questionnaire only during the actual interview. Do not write the answers on a separate sheet of paper with the intention of transcribing the answers to the questionnaire at some other time.
- b. Complete all required information to maintain data accuracy and consistency.
- c. Use soft lead pencil when filling out the questionnaire. Never use pens, ballpens, or markers.
- d. Write neatly and legibly. Erase neatly all erroneous entries.
- e. Use the alphanumeric characters and always use CAPITAL LETTERS for write-in entries.
- f. Translate verbatim answers to English after the interview.



- g. Enter all numeric answers in the appropriate answer boxes.
- h. For pre-coded answers, **encircle** the appropriate code/s.
- i. Do not leave blank any answer space. A blank answer space may otherwise mean that the corresponding question was not asked. If the answer to a question is none or the question is not applicable, enter a dash (-) in the corresponding answer space(s) or draw a horizontal line along the particular question item to show that there is no entry for such item.
- j. If the entire section of the questionnaire has no entry, cross out the whole section to indicate that it has not been skipped.
- k. For additional information, use the side margins of the questionnaire and indicate the specific item.
- l. Before leaving the respondent's premises, go over the entire questionnaire to make sure that not a single item has been missed.

# CHAPTER 6

## INSTRUCTIONS IN ACCOMPLISHING THE CSS QUESTIONNAIRE



### CSS Questionnaire

The CSS questionnaire is composed of title panel and four (4) blocks which gathers information on the quantity of palay/rice stocks and corn grain/corn grits stocks in the establishment as of the first day of the reference month.

### Contents of the CSS Questionnaire

#### Title Panel

This panel is found at the uppermost part of page 1 of CSS Form 1. It contains the name and logo of the implementing agency (Philippine Statistics Authority), the title of the survey (Commercial Stocks Survey), and the reference period.

At the upper left portion of the title panel is the Approval Number, expiration of the clearance granted for the conduct of the survey, the obligation of the respondent to provide information and confidentiality clause which states that all information contained in the questionnaire is held strictly confidential.

	<p>REPUBLIC OF THE PHILIPPINES PHILIPPINE STATISTICS AUTHORITY</p> <h2 style="margin: 10px 0;">COMMERCIAL STOCKS SURVEY</h2> <p style="margin: 10px 0;">01 _____, 20____</p> <p style="margin: 0 100px; text-align: center;">Month                      Year</p>
--	--

#### Block A. Geographic Identification

This block contains the name and geographic code of the region, province, municipality/city, barangay, stratum, and control number.

A. GEOGRAPHIC IDENTIFICATION					
1. Region	:		□□	5. Stratum	: . . . . . □□
2. Province	:		□□	6. Control Number	: . . . . . □□□□
3. Municipality/City	:		□□		
4. Barangay	:		□□□□		

## Block B. Sample Information

This block contains the name of establishment, address, tax identification number, and the name of owner/manager. It also contains information on the name, telephone/mobile number, designation, results of visit, and interview of the respondent.

B. SAMPLE INFORMATION													
1. Name of Establishment	: _____												
2. Address of Establishment	: _____												
3. Tax Identification Number	: <table border="1" style="display: inline-table; vertical-align: middle;"><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>												
4. Name of Owner/Manager	: _____ (Last Name, First Name and M.I.)												
5. Name of Respondent	: _____ (Last Name, First Name and M.I.)												
6. Contact Number of Respondent	: <table border="1" style="display: inline-table; vertical-align: middle;"><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>												
7. Designation of Respondent <sup>al</sup> (Indicate code)	: <table border="1" style="display: inline-table; vertical-align: middle;"><tr><td></td></tr></table> (If Code 3, please specify: _____)												

### Item B.1. Name of Establishment

From the list of samples provided by the supervisor, write the name of the establishment.

### Item B.2. Address of Establishment

From the list of samples provided by the supervisor, write the address of the establishment.

### Item B.3. Tax Identification Number

Ask the respondent on the tax identification number (TIN) of the establishment.

Note that we cannot force the respondent to provide this information if he/she does not want to. In this case, just enter dash (-) in the space provided and put the necessary remarks such as "The respondent refused to give the TIN of the establishment".

### Item B.4. Name of Owner/Manager

Ask the respondent on the name owner/manager of the establishment.

### Item B.5. Name of Respondent

Ask the complete name of the respondent and write it down on the space provided following the Last Name, First Name, and Middle Initial format.

A **respondent** refers to the person being interviewed. He/she is a knowledgeable person of the establishment, not necessarily the owner, who provides answers to queries related to the commercial stocks inventory on rice and corn.

In case there are two (2) or more persons being interviewed, the one who provides most of the answers needed should be reported as the respondent. If the person who is knowledgeable on the rice and corn stocks of the establishment is not available, inquire when you can most likely interview him/her so that a revisit (callback) can be scheduled.

### Item B.6. Contact Number of Respondent

Ask the respondent for his/her contact number. It can be a seven-digit telephone number (nine-digit, including the area code) or an eleven-digit cellphone number. The purpose of asking for contact number is to be able to contact the respondent in case there will be data items that has to be verified or confirmed after the SR has already left the assigned area or during the review of the supervisor.

Note that we cannot force the respondent to provide this information if he/she does not want to. In this case, just enter dash (-) in the space provided and put the necessary remarks such as "The respondent refused to give his/her contact number".

### Item B.6. Designation of Respondent

Write the code of the designation of the respondent being interviewed. Codes are:

- 1 – Operator/Manager
- 2 – Bookkeeper/Accountant
- 3 – Other Employee

### Interview Record

The Interview Record in Block B has three (3) columns intended for two (2) visits and summary of visit. For each visit, the information to be recorded are the date and result of visit. The Summary of Visit is the part of the Interview Record where the following are to be recorded: total number of visits made, result of final visit, and reason for code 70.



INTERVIEW RECORD			
	VISIT 1	VISIT 2	Total Number of Visits <input type="text"/>
Date of Visit - Day : Month	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	Result of Final Visit <sup>b</sup> <input type="text"/> <input type="text"/>
Result of Visit <sup>b/</sup>	<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/>	Reason for Code 70 <sup>d/</sup> <input type="text"/> <input type="text"/>
Reason for code 70 <sup>d/</sup>	<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/>	
<p>Note: Ask Items 1 to 2 if the Result of Visit is Code 70</p> <p>1. Full Name of Informant : _____</p> <p>2. Designation of Informant<sup>d/</sup> (Indicate code) : <input type="text"/> _____</p>			

### Date of visit

For each visit (Visit 1 or 2 as the case may be), record the date of your visit to the sample grain businessman. Write in the first two (2) boxes the numeric code for the day and in the next two (2) boxes for the month of visit.

## Result of visit

The Interview Record also contains boxes for code/s of the result of visit/s and the reason for code 70. A visit to a sample grain businessman may result in a completed interview or in a callback due to refusal, absence of an eligible respondent, incomplete interview, and other reasons. Described below are the codes for the result of visit.

Code	Description for Result of Visit
<b>40</b>	<b>Interview completed.</b> The interview is said to be completed when the Statistical Researcher (SR) collected all the required information from the respondent.
<b>50</b>	<b>Interview not completed.</b> It is the case of not getting all the required data especially when the respondent avoided or stopped giving information on the commercial rice and corn stock. The SR should set an appointment to the respondent at a later date to finish the interview. This interview status can be used as a final result of visit only after all efforts to obtain a successful interview have been exerted.
<b>60</b>	<b>Refused to be interviewed.</b> This is the case wherein the respondent does not want to provide any information at all. The SR may ask to set an appointment to the respondent at a later date for interview. This interview status can be used as a final result of visit only after all efforts to obtain a successful interview have been exerted.
<b>70</b>	<p><b>Target respondent not contacted.</b> If the SR was not able to contact the sample grain businessman and there is no other knowledgeable respondent in the sample establishment, ask for possible reasons why the sample grain businessman was not contacted.</p> <p>Below are the possible reasons and corresponding codes why the target respondent may not be contacted. Write in the box provided the appropriate reason for code 70.</p> <ul style="list-style-type: none"> <li>71 - No eligible respondent</li> <li>72 - Closed/stopped operation</li> <li>73 - Cannot be located</li> <li>74 - Temporary stopped operation</li> <li>75 - Transferred to other province</li> </ul> <p><b>Full name of Informant.</b> This item must be filled up if the result of visit is code 70. Ask the complete name of the informant and write it down on the space provided.</p> <p><b>Designation of informant.</b> Determine the designation of the informant and encircle the appropriate code, then end the interview.</p> <ul style="list-style-type: none"> <li>1 – Barangay/Purok official</li> <li>2 – Neighbors</li> <li>3 – Others</li> </ul> <p>Note:</p> <ul style="list-style-type: none"> <li>• Sample grain businessman can be replaced outright during the field operation based on the result of visit with codes 60 and 71.</li> <li>• List of replacement samples will be provided to field supervisor.</li> <li>• Use a separate questionnaire for replacement sample.</li> <li>• No replacement of sample grain businessman for result of visits/ reasons for not contacted with codes 50, 72, 73 , 74 and 75</li> </ul>

### Block C. Quantity of Palay/Rice and Corn Grain/Grits Stocks as of 6:00 A.M. of the 1<sup>st</sup> day of the month



This block contains the information on palay and rice stocks owned by the grains' businessmen as of 6:00 a.m. of the 1<sup>st</sup> day of the reference month in the establishment/commercial warehouses.

<b>C. STOCKS INFORMATION</b>			
<b>As of 6:00 A.M. of the first day of the month, how many bags/sacks is your stocks of the following:</b>			
month	year		
	NUMBER OF BAGS/SACKS	WEIGHT IN KILOGRAMS OF ONE BAG/SACK	TOTAL WEIGHT IN KILOGRAMS FOR OFFICE USE ONLY col. (2 x 3)
(1)	(2)	(3)	(4)
1. Palay			
2. Rice			
3. Corn grain <sup>et</sup>			
3.1 Yellow			
3.2 White			
4. Corn grits			
4.1 Yellow			
4.2 White			

#### Column 1 – Item

**Line Number (LN) 1 – Palay.** This item is for control purposes.

**Line Number (LN) 2 – Rice.** This item is for control purposes.

**Line Number (LN) 3 – Corn Grain.** This item is for control purposes.

Line Number (LN) 3.1 – Yellow

Line Number (LN) 3.2 – White

**Line Number (LN) 4 – Corn Grits.** This item is for control purposes.

Line Number (LN) 4.1 – Yellow

Line Number (LN) 4.2 – White

#### Columns 2 to 3 – Number of Bags/Sacks and Weight in Kilograms of One Bag/Sack

**Column 2 – Number of bags/sacks.** Enter the volume of palay/rice stocks of the sample grain businessman in the establishment/warehouse as of the 1<sup>st</sup> day of reference month in terms of bag/sack.

**Column 3 – Weight in kilograms of one bag/sack.** Indicate the equivalent weight in kilograms of one bag/sack used.

CORN GRAIN = ears of matured corn x .071

NOTE: Convert ears of matured corn in shelled corn equivalent.

#### Column 4 – Total Weight in kilograms (For Office Use Only)

To be accomplished during the editing and summarization process. Multiply Column 2 by Column 3.

## Block D. Certification

This block will be filled out after the Statistical Researcher (SR) have successfully completed the interview and reviewed/edited the questionnaire. The SR will print his/her name in capital letters clearly on the space provided and sign over it. The SR signature attests to the completeness and accuracy of the questionnaire that he/she have accomplished. The date should also be indicated. All questionnaires that the SR have accomplished should bear his/her name and signature.



<b>D. CERTIFICATION</b>			
I hereby certify that the data gathered in this questionnaire were obtained/reviewed by me in accordance with the instructions given.			
Name and Signature of Statistical Researcher :	_____	Contact no. _____	Date : _____ (DDMMYYYY)
Name and Signature of Field Supervisor :	_____	Contact no. _____	Date : _____ (DDMMYYYY)

The field supervisor, personnel from the Provincial Office (PO), Regional Statistical Services Office (RSSO), and/or Central Office (CO), will also write his/her name, signature, and date on the space provided after he/she reviewed the accomplished questionnaire for completeness and correctness of entries.



## Manual Editing Guidelines

The SR should examine the accomplished questionnaires on the completeness and accuracy of entries.

- Reference period should be filled up.
- Check if all sample grains businessmen of the province in the list are covered.
- Check the corresponding codes indicated.
- Check if the weight of one bag/sack unit is reasonable.



# CHAPTER 7

## SUPERVISION AND REINTERVIEW

### CSS Re-Interview Form

---

The CSS Form 2b or the re-interview form is composed of four (4) blocks which gathers information on the quantity of palay/rice stocks and corn grain/corn grits stocks in the establishment as of 6:00 AM of the first day of the reference month.

### Guidelines on the Conduct of Supervision and Re-Interview

---

The purpose for the re-interview is to ensure that all inconsistent data during manual editing are corrected and verified. The Supervisor and the Statistical Researcher (SR) shall be guided by the following:

1. All sample establishments with conflicting and improbable data gathered during the survey round will be re-interviewed by the hired SRs. Excluded for the re-interview are those new samples which are replacements for non-response samples from the previous survey round.
2. The CSD will not provide a separate list of samples for the re-interview. Only the updated Frame Maintenance Form (FMF) provided to the Provincial Statistics Office (PSOs) will be the basis for the re-interview.
3. Use the CSS Form 2b (CSS Re-Interview Form) provided by the CSD. The SR is required to ask all the information and questions in the re-interview form for the purpose of verifying responses of the sample establishments. One re-interview form shall be used for each sample establishment to record the required information.
4. The Provincial Focal Persons (PFPs) shall validate the consistency of the responses from the re-interview with the results from the validated commercial stocks data of the previous survey round provided by the CSD.
5. If in case inconsistencies were observed, the PFPs shall conduct data processing of accomplished re-interview forms and re-generation of provincial stocks estimates. The results generated will be the provincial estimates for the reference month.
6. The updated data files and output tables shall be sent to [stocks.csd@gmail.com](mailto:stocks.csd@gmail.com) or [stocks.csd@yahoo.com](mailto:stocks.csd@yahoo.com).

*This page is intentionally left blank.*

# CHAPTER 8

## POST-SURVEY ACTIVITIES

### Data Processing



Data will be processed in the CSS processing system developed using the Census and Survey Processing System (CSPPro). Data processing is decentralized at the PSOs. The processing activities include encoding of the data from the edited questionnaires, computerized editing, completeness check and generation of output tables.

Prior to data encoding, the accomplished survey returns are manually edited and coded by the supervisor. Manual editing involves the checking of data items based on pre-set criteria, data ranges, completeness and consistency with other data items in the questionnaire. Coding is the assignment of alpha-numeric codes for questionnaire items to facilitate data entry.

To validate, encoded data are subjected to computerized editing using a customized editing program. The editing program takes into consideration the validation criteria such as validity, completeness and consistency with other data items. This activity is done to capture invalid entries that are overlooked during manual editing. An error listing is produced as output of the process. The errors reflected in said lists will be verified vis-à-vis the questionnaires. The data file will be updated based on the corrections made. Editing and updating are performed iteratively until a clean, error-free data file is generated.

Completeness check is done to compare the data file against the reference file of the sample grains businessmen as to whether all samples have been completely surveyed or not. This is done after a clean, error-free data file is generated.

Output table generation is performed only after the activities of completeness check and generation of correction factor have been done. The CSS system generates four (4) provincial output tables. Soft copies of provincial data files, specifically the clean data file and barangay reference file or zipped output file, are submitted to the Crops Statistics Division (CSD) at email addresses [stocks.csd@yahoo.com](mailto:stocks.csd@yahoo.com) and [stocks.csd@gmail.com](mailto:stocks.csd@gmail.com).

### Data Review and Validation

The PSA has mainstreamed a data review and validation process to ensure the quality of its statistical products. This is conducted in three (3) levels.

The first level is at the province, attended by the provincial staff. The Chief Statistical Specialist is responsible for the conduct of this activity, assisted by the focal person for the survey. The second level review at Regional Statistical Service Office (RSSO) is undertaken by the RD and SOCD Chief.

The third level is done by commodity specialists of CSD in CO. After which, regional estimates are finalized and consolidated to come up with the national estimates. The national estimates are then submitted to the management for final approval.






**Guidelines on data review and validation**

- Review the encoded data with the submitted questionnaires, check for encoding errors, if any.
- Take note of “outlier data” and validate through back checking, if possible.
- Do a parallel review of the current estimates versus the previous estimates (last month and same period last year). Check the consistency of the current level of estimates with the trends in production, prices, and the existing data series on commercial stocks.


# APPENDICES

## Appendix A – CSS Questionnaire Form 1

 <div style="text-align: center;"> <b>REPUBLIC OF THE PHILIPPINES</b>  <b>PHILIPPINE STATISTICS AUTHORITY</b> </div>	 		
<h2 style="margin: 0;">COMMERCIAL STOCKS SURVEY</h2>			
<b>01</b> _____, <b>20</b> _____ <div style="display: flex; justify-content: space-around; width: 100%;"> <span>Month</span> <span>Year</span> </div>			
<b>A. GEOGRAPHIC IDENTIFICATION</b>			
1. Region : _____ 2. Province : _____ 3. Municipality/City : _____ 4. Barangay : _____	5. Stratum : _____ 6. Control Number : _____		
<b>B. SAMPLE INFORMATION</b>			
1. Name of Establishment : _____ 2. Address of Establishment : _____ 3. Tax Identification Number : _____ 4. Name of Owner/Manager : _____ <div style="text-align: center; font-size: small;">(Last Name, First Name and M.I.)</div> 5. Name of Respondent : _____ <div style="text-align: center; font-size: small;">(Last Name, First Name and M.I.)</div> 6. Contact Number of Respondent : _____ 7. Designation of Respondent <sup>d/</sup> (Indicate code) : _____			
<b>INTERVIEW RECORD</b>			
Date of Visit - Day : Month Result of Visit <sup>b/</sup> Reason for code 70 <sup>c/</sup>	<b>VISIT 1</b> <div style="display: flex; justify-content: space-around; margin-top: 10px;"> <div style="border: 1px solid black; width: 30px; height: 20px;"></div> <div style="border: 1px solid black; width: 30px; height: 20px;"></div> </div>	<b>VISIT 2</b> <div style="display: flex; justify-content: space-around; margin-top: 10px;"> <div style="border: 1px solid black; width: 30px; height: 20px;"></div> <div style="border: 1px solid black; width: 30px; height: 20px;"></div> </div>	Total Number of Visits Result of Final Visit <sup>b</sup> Reason for Code 70 <sup>c/</sup>
Note: Ask Items 1 to 2 if the Result of Visit is Code 70			
1. Full Name of Informant : _____ 2. Designation of Informant <sup>d/</sup> (Indicate code) : _____			
<b>C. STOCKS INFORMATION</b>			
<b>As of 01 _____, 20 _____, how many bags/sacks is your stocks of the following:</b> <div style="display: flex; justify-content: space-around; font-size: small;"> <span>month</span> <span>year</span> </div>			
	NUMBER OF BAGS/SACKS	WEIGHT IN KILOGRAMS OF ONE BAG/SACK	TOTAL WEIGHT IN KILOGRAMS FOR OFFICE USE ONLY col. (2 x 3)
(1)	(2)	(3)	(4)
1. Palay			
2. Rice			
3. Corn grain <sup>e/</sup>			
3.1 Yellow			
3.2 White			
4. Corn grits			
4.1 Yellow			
4.2 White			
<b>D. CERTIFICATION</b>			
I hereby certify that the data gathered in this questionnaire were obtained/reviewed by me in accordance with the instructions given.			
Name and Signature of Statistical Researcher : _____		Contact no. _____ Date : _____ <div style="text-align: right; font-size: small;">(DDMMYYYY)</div>	
Name and Signature of Field Supervisor : _____		Contact no. _____ Date : _____ <div style="text-align: right; font-size: small;">(DDMMYYYY)</div>	

CODES:	<sup>a/</sup> Designation of Contact person/Respondent    1 - Operator/Manager    2 - Book keeper/Accountant    3 - Other employee
	<sup>b/</sup> Result of Visit Codes    40 Interview completed    50 Interview not completed    60 Refused to be interviewed    70 Target respondent not contacted
	<sup>c/</sup> Reason for code 70 :    71 - No eligible respondent    72 - Closed/Stopped Operation    73 - Cannot be located    74 - Temporary Stopped Operation 75 - Transferred to other province
	<sup>d/</sup> Designation of Informant    1 - Barangay/Purok Official    2 - Neighbor    3 - Others, specify
CONVERSION:	<sup>e/</sup> Include ears of matured corn in corn grain equivalent    CORN GRAIN = Ears of Matured Corn X .071

## Appendix B – CSS Form 2b. Re-Interview Form

 <b>REPUBLIC OF THE PHILIPPINES</b> <b>PHILIPPINE STATISTICS AUTHORITY</b> <b>COMMERCIAL STOCKS SURVEY</b> 1. 20 Month Year		Form 2b - CSS Re-Interview Form	
<b>A. GEOGRAPHIC IDENTIFICATION</b>			
1. Region	:	<input type="text"/>	5. Stratum
2. Province	:	<input type="text"/>	6. Control Number
3. Municipality/City	:	<input type="text"/>	
4. Barangay	:	<input type="text"/>	
<b>B. SAMPLE INFORMATION</b>			
1. Name of Establishment	:	<input type="text"/>	
2. Address of Establishment	:	<input type="text"/>	
3. Tax Identification Number	:	<input type="text"/>	
4. Name of Owner/Manager	:	<input type="text"/>	
		(Last Name, First Name and M.I.)	
5. Name of Respondent	:	<input type="text"/>	
		(Last Name, First Name and M.I.)	
6. Contact Number of Respondent	:	<input type="text"/>	
7. Designation of Respondent <sup>af</sup> (Indicate code)	:	<input type="text"/> (If Code 3, please specify: <input type="text"/> )	
<b>INTERVIEW RECORD</b>			
	VISIT 1		VISIT 2
Date of Visit - Day : Month	<input type="text"/>	<input type="text"/>	<input type="text"/>
Result of Visit <sup>b/</sup>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Reason for code 70 <sup>c/</sup>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Total Number of Visits <input type="text"/> Result of Final Visit <sup>b/</sup> <input type="text"/> Reason for Code 70 <sup>c/</sup> <input type="text"/>			
Note: Ask Items 1 to 2 if the Result of Visit is Code 70 1. Full Name of Informant : <input type="text"/> 2. Designation of Informant <sup>af</sup> (Indicate code) : <input type="text"/>			
<b>C. STOCKS INFORMATION</b>			
<b>As of 6:00 A.M. of the first day of the month, how many bags/sacks is your stocks of the following:</b> <div style="display: flex; justify-content: space-around; font-size: small;"> <span>month</span> <span>year</span> </div>			
	NUMBER OF BAGS/SACKS	WEIGHT IN KILOGRAMS OF ONE BAG/SACK	TOTAL WEIGHT IN KILOGRAMS FOR OFFICE USE ONLY col. (2 x 3)
(1)	(2)	(3)	(4)
1. Palay			
2. Rice			
3. Corn grain <sup>af</sup>			
3.1 Yellow			
3.2 White			
4. Corn grits			
4.1 Yellow			
4.2 White			
<b>D. CERTIFICATION</b>			
I hereby certify that the data gathered in this questionnaire were obtained/reviewed by me in accordance with the instructions given.			
Name and Signature of Statistical Researcher :		Contact no.	Date : (DDMMYYYY)
Name and Signature of Field Supervisor :		Contact no.	Date : (DDMMYYYY)
Prepared by:		Noted by:	
Statistical Researcher (Signature over Printed Name)		Field Supervisor (Signature over Printed Name)	
Date of Re-Interview (dd-mm-yyyy)		Date of Re-Interview (dd-mm-yyyy)	



PSA Complex, East Avenue, Diliman, Quezon City, Philippines 1101  
 Telephone: (632) 8938-52  
 www.psa.gov.ph

## Appendix C – Timetable of Activities

ACTIVITY	JAN	FEB	MAR	APR
1. Updating of list of samples and reference files		29 Jan	26 Feb	31 Mar
2. Conduct of Operational Training	25-27			
3. Hiring of Statistical Researchers (SR)		Jan	Mar	
4. Briefing of Statistical Researchers (SR)		29-Jan	Any day from 22 to 26	
5. Data Collection				
a. Collection of data and supervision		01-04 Feb	01-04 Mar	01-04 Apr
b. Manual editing		01-05 Feb	01-05 Mar	01-05 Apr
6. Data processing and review of output tables				
a. Encoding, data cleaning, generate table, data verification and generate of response rate summaries		06 to 08	06 to 08	06 to 08
7. Data review and validation				
a. Review, analyze and validate the estimates				08 to 09
b. Submission of data files and summary tables from PO to RSSO and CSD*		10-Jan	10-Mar	15 Apr
c. Submission of validated summary tables to RSSO and CSD				19 Apr
8. Preparation of statistical tables as input to:				
a. Special Release		01-10 Mar	01-09 Apr	01-10 May
b. OpenStat		10 Mar	09 Apr	10 May

\* Only data files will be submitted to CSD for Feb and March 2021.

## Appendix C – Timetable of Activities (Continued)

ACTIVITY	MAY	JUN	JUL	AUG
1. Updating of list of samples and reference files	30 Apr	28 May	30 Jun	30 Jul
2. Conduct of Operational Training				
3. Hiring of Statistical Researchers (SR)		Jun		
4. Briefing of Statistical Researchers (SR)		Any day from 26 to 30		
5. Data Collection				
a. Collection of data and supervision	01-04 May	01-04 Jun	01-04 Jul	01-04 Aug
b. Manual editing	01-05 May	01-05 Jun	01-05 Jul	01-05 Aug
6. Data processing and review of output tables				
a. Encoding, data cleaning, generate table, data verification and generate of response rate summaries	06 to 08	06 to 08	06 to 08	06 to 08
7. Data review and validation				
a. Review, analyze and validate the estimates	08 to 09	08 to 09	08 to 09	08 to 09
b. Submission of data files and summary tables from PO to RSSO and CSD	14 May	15 Jun	15 Jul	16 Aug
c. Submission of validated summary tables to RSSO and CSD	18 May	18 Jun	19 Jul	18 Aug
8. Preparation of statistical tables as input to:				
a. Special Release	01-09 Jun	01-09 Jul	01-10 Aug	01-10 Sept
b. OpenStat	10 Jun	09 Jul	10 Aug	10 Sept



## Appendix C – Timetable of Activities (Concluded)

ACTIVITY	SEPT	OCT	NOV	DEC
1. Updating of list of samples and reference files	31 Aug	30 Sept	29 Oct	30 Nov
2. Conduct of Operational Training				
3. Hiring of Statistical Researchers (SR)	Sept		Nov	
4. Briefing of Statistical Researchers (SR)	Any day from 20 to 24		Any day from 22 to 26	
5. Data Collection				
a. Collection of data and supervision	01-04 Sept	01-04 Oct	01-04 Nov	01-04 Dec
b. Manual editing	01-05 Sept	01-05 Oct	01-05 Nov	01-05 Dec
6. Data processing and review of output tables				
a. Encoding, data cleaning, generate table, data verification and generate of response rate summaries	06 to 08	06 to 08	06 to 08	06 to 08
7. Data review and validation				
a. Review, analyze and validate the estimates	08 to 09	08 to 09	08 to 09	08 to 09
b. Submission of data files and summary tables from PO to RSSO and CSD	15 Sept	15 Oct	15 Nov	15 Dec
c. Submission of validated summary tables to RSSO and CSD	17 Sept	18 Oct	18 Nov	17 Dec
8. Preparation of statistical tables as input to:				
a. Special Release	01-11 Oct	01-10 Nov	01-10 Dec	01-10 Jan 2022
b. OpenStat	11 Oct	10 Nov	10 Dec	10 Jan 2022

## Appendix D – Provincial CSS Output Tables

Table 1. Completeness Check

### Commercial Stocks Survey

01 \_\_\_\_\_, 20\_\_  
Reference Month, Year

Region  
Province

Table 1. Completeness Check

LN	Stratification Variables *	Expected no. of Samples	Interview Status			Reason for Non-Response					
			40	50	70	60	71	72	73	74	75
	(1)										
1	<b>Retailer</b>										
2	Big										
3	Medium										
4	Small										
5	<b>Wholesaler</b>										
6	Big										
7	Medium										
8	Small										
9	<b>Combined Retailer Wholesaler</b>										
10	Big										
11	Medium										
12	Small										
13	<b>Warehousemen</b>										
14	Big										
15	Combination of Medium and Small				-						
	TOTALS:	-	-	-	-	-	-	-	-	-	-

\* by line of activity and capitalization

Table 2. Provincial CSS Summary Sheet

## Commercial Stocks Survey

01 \_\_\_\_\_, 20\_\_  
Reference Month, YearRegion:  
Province:

Table 2. Provincial CSS Summary Sheet

Table 2. Provincial CSS Summary Sheet

Item	Rice					Corn								
	Sample Size	Stocks in bags of 50 kilograms				Sample Size	Stocks in bags of 50 kilograms							
		Palay		Rice			Corn Grain				Corn Grits			
							Yellow		White		Yellow		White	
		Total	Average	Total	Average		Total	Average	Total	Average	Total	Average	Total	Average
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)	(15)
Retailer														
Big														
Medium														
Small														
Wholesaler														
Big														
Medium														
Small														
Combined Retailer/Wholesaler														
Big														
Medium														
Small														
Warehousemen														
Big														
Comb. (Med. & Small)														
TOTAL														

Table 3. CSS Expanded Data

## Commercial Stocks Survey

01 \_\_\_\_\_, 20\_\_  
Reference Month, YearRegion:  
Province:

Table 3. CSS Expanded Data

Item	Rice				Corn					
	Total Population	Volume of Stocks ( 50 kilograms per bag)			Total Population	Volume of Stocks ( 50 kilograms per bag)				
		Palay (in rice term)	Rice	Estimated Total Rice Stocks		Corn Grain		Corn Grits (in corn grain term)		Estimated Total Corn Grain Stocks
						Yellow	White	Yellow	White	
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)
Retailer										
Big										
Medium										
Small										
Wholesaler										
Big										
Medium										
Small										
Combined Retailer/Wholesaler										
Big										
Medium										
Small										
Warehousemen										
Big										
Comb. (Med. & Small)										
TOTAL										

Table 4. Provincial Commercial Stocks Inventory

01 \_\_\_\_\_, 20\_\_\_\_  
Reference Month, Year

Region:  
Province:

Table 4. Provincial Commercial Stocks Inventory

Item	Volume of Stocks ( in metric tons)	
	Total Rice	Total Corn
(1)	(2)	(3)
Retailer		
Wholesaler		
Combined Retailer/Wholesaler		
Warehousemen		
TOTAL		

Table 5. Comparative Table for Change in Stocks Inventory

## Commerical Stocks Survey

01 \_\_\_\_\_, 20\_\_\_\_  
Reference Month, Year

Region:  
Province:

Table 5. Comparative Table for Change in Stocks Inventory

Item	Current Month	Previous Month	Same Month in the Previous	% Change in the Previous	% Change in the Previous
(1)	(2)	(3)	(4)	(5)	(6)
Rice					
Corn					

## Appendix E – Regional CSS Output Table

Table 6. Regional Commercial Rice and Corn Stocks Inventory by province

### Commerical Stocks Survey

01 January 2021  
Reference Month, Year

Table 6. Commercial Rice and Corn Stocks Inventory by province, region

PROVINCE	STOCKS INVENTORY ( in metric tons)					Change							
	JANUARY 2021			VALIDATED RESULTS		JAN'21/DEC'20		JAN'21 PDR/DEC'20		JAN'21 RDR/DEC'20		JAN'21/JAN'20	
	Survey	PDR	RDR	JAN'21	JAN'20								
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)
<b>Rice</b>	-	-	-	-	-	-	-	-	-	-	-	-	-
Province 1						-		-		-		-	
Province 2						-		-		-		-	
Province 3						-		-		-		-	
Province 4						-		-		-		-	
Province 5						-		-		-		-	
Province 6						-		-		-		-	
<b>Corn</b>	-	-	-	-	-	-	-	-	-	-	-	-	-
Province 1						-		-		-		-	
Province 2						-		-		-		-	
Province 3						-		-		-		-	
Province 4						-		-		-		-	
Province 5						-		-		-		-	
Province 6						-		-		-		-	

## Appendix F – National CSS Output Table

Table 7.a. National Commercial Rice Stocks Inventory

### Commerical Stocks Survey

01 January 2021  
Reference Month, Year

Table 7.a Commercial Rice Stocks Inventory by province, by region, Philippines

REGION/ PROVINCE	RICE STOCKS (in metric tons)			Change			
				Jan'21/Dec'20		Jan'21/Jan'20	
	JAN'21 srvy	DEC 2020	JAN 2020	Level	%	Level	%
PHILIPPINES							
CAR							
Abra							
Apayao							
Benguet							
Ifugao							
Kalinga							
Mt. Province							
Ilocos Region							
:							
:							
National Capital Region							

Table 7.b. National Commercial Corn Stocks Inventory

### Commerical Stocks Survey

01 January 2021  
Reference Month, Year

Table 7.b Commercial Corn Stocks Inventory by province, by region, Philippines

REGION/ PROVINCE	CORN STOCKS (MT)			Change			
				Jan'21/Dec'20		Jan'21/Jan'20	
	JAN'21 srvy	DEC 2020	JAN 2020	Level	%	Level	%
PHILIPPINES							
CAR							
Abra							
Apayao							
Benguet							
Ifugao							
Kalinga							
Mt. Province							
Ilocos Region							
:							
:							
National Capital Region							

For Inquiries:

## PHILIPPINE STATISTICS AUTHORITY

PSA Complex, East Avenue, Diliman, Quezon City, Philippines 1101

Tel. No.+63(2) 84626600 loc. 820 • Telefax No.+63(2) 84626600 loc. 839

E-mail address: [info@psa.gov.ph](mailto:info@psa.gov.ph) • [kmcd.staff@psa.gov.ph](mailto:kmcd.staff@psa.gov.ph)



Visit us on  
[www.psa.gov.ph](http://www.psa.gov.ph)



Like us on Facebook  
[/PhilippineStatisticsAuthority](https://www.facebook.com/PhilippineStatisticsAuthority)



Follow us on Twitter  
[@PSAgovph](https://twitter.com/PSAgovph)