

Chapter 1

INTRODUCTION

Domestic trade statistics is a compilation of data on commodities carried through the air, rail, and water transport systems in the country.

There are three kinds of domestic trade statistics, namely:

- a. **Air Trade Statistics** refers to the movement of commodities from one airport to another within the country through the air transport system.
- b. **Rail Trade Statistics** refers to the movement of commodities from one station to another via the rail transport system.
- c. **Coastwise Trade and Coastwise Passenger Statistics** refer to the flow of commodities / passenger from one port to another within the country through the water transport system.

Data on the inflow and outflow of commodities in the different regions of the country are used to construct inter-regional and inter-industry relation tables. These serve as bases in the formulation and implementation of various regional development programs like countryside development and port planning.

This field operations manual serves as guide to all National Statistics Office personnel to ensure the smooth operation of the undertaking. The instructions in this manual also serve to standardize the various aspects of the domestic trade statistics system.

1.1 Scope and Coverage

The domestic trade statistics covers the following:

- 1.1.1 Air trade covers forty-six (46) Philippine Airlines (PAL) operated domestic airports.
- 1.1.2 Rail trade covers fifty-one (51) Philippine National Railways (PNR) stations but only twenty-seven (27) stations are operating in the country.

- 1.1.3 Coastwise trade and coastwise passenger covers forty-eight (48) major ports and seven hundred five (705) municipal and private ports listed by the Philippine Ports Authority (PPA) all over the country.

Commodities are classified according to the Philippine Standard Commodity Classification (PSCC), Revised, at the following levels:

- a. Air trade -- group (3-digit level)
- b. Rail trade -- group (3-digit level)
- c. Coastwise trade -- item (5-digit level)

The following classes of goods, however, are **excluded** from the compiled data.

- a. Goods transported by vessels of the Philippine Navy.
- b. Fish and other marine products landed directly from the sea.
- c. Service cargoes for consumption of the vessel.
- d. Cadaver

Also excluded are vessels not carrying any cargo / passenger, wherein the vessel master indicates "NIL CARGO / PASSENGER" in the coasting / passenger manifests.

1.2 Source Documents

The source documents for domestic trade statistics are described below. Copies of these documents are found in Appendices 1 to 4.

1.2.1 Air Trade Statistics

Data source for air trade is the Air Waybill (PAL Form No. F-O777 A) issued by PAL to every consignee. The air waybill contains, among others, the following information:

- * Actual Gross Weight
- * Declared Value

- * Station of Origin
- * Station of Destination
- * Description of Commodity
- * Grand Total Charges

1.2.2 Rail Trade Statistics

The basic document used in generating the rail trade statistics is the Daily Report of Outgoing Shipments (DROS) which is the summary of the daily cargoes shipped through the PNR. The information contained in this form are the following:

- * Station of Origin
- * Station of Destination
- * Year
- * Month
- * Weight
- * Description of Commodity
- * Declared Value
- * Freight or Express Charges

1.2.3 Coastwise Trade and Coastwise Passenger Statistics

Coastwise trade and coastwise passenger statistics are compiled from two basic documents required to be submitted before a vessel is given clearance to leave or clear a port. These are:

- a. **Coasting Manifest (BC Form No. 78)** - This contains the vessel particulars and information about the commodities loaded in it. Among others, the information available in the manifest are:

- * Port of Origin
- * Port of Destination
- * Year
- * Month
- * Description of Commodity
- * Area of Occupancy
- * Type of Handling
- * Weight
- * Value
- * Freight Charges

- b. **Philippine Coastwise Passenger Manifest (BC Form No. 460)** - This contains a list of passengers carried by the vessel. The following are the information contained in the manifest:

- * Port of Origin
- * Port of Destination
- * Year
- * Month
- * Name of Passenger

1.3Revisions

In line with the new system for domestic trade statistics, the **DomTrade Data Processing System (DT-DPS)** Version 1.1, the following changes have been made with regards to manual processing and will be carried out when the said system will be deployed in the provinces. These are further discussed in the succeeding chapters.

a. *Forms*

New forms are to be used, copies of which may be found in the appendices.

b. *Coding Scheme for Air and Rail Stations*

For purposes of uniformity, 5-character alphanumeric codes will be used for each air and rail station. The codes used in the existing system (DOS-based) are prefixed with the province code of each air or rail station. For example, the air station in Cebu City whose code is *CEB*, will have its code in DT-DPS as *22CEB*, 22 being the province code for Cebu.

Rail stations having only 2-character alpha codes in the old system will be given 3-character alpha codes. Listing of such stations together with their new codes may be found in Table 1, page 13.

Coding Scheme for Air and Rail Stations may also be found in the appendices.

c. Items of Information for Air Trade

Only the following items will be captured and processed from the air waybills:

1. Actual Gross Weight
2. Declared Value
3. Station of Origin
4. Station of Destination
5. Description of Commodity
6. Grand Total Charges

Chapter 2

DUTIES AND RESPONSIBILITIES OF FIELD PERSONNEL

To efficiently implement the decentralized data processing system, every field personnel (regional or provincial) involved is assigned specific duties and responsibilities to perform during the different stages of the undertaking.

2.1 Regional Director (RD)

The Regional Director (RD) is responsible for the over-all implementation of the decentralized system in his / her region of responsibility. Specifically, he / she shall:

- a. Monitor the collection, manual processing of documents and the data entry of information they contain, as well as the submission of data diskettes to the Central Office.
- b. Ensure that the deadline in the collection and transmittal of processed documents and diskettes to the central office is strictly followed by the Provincial Statistical Officer (PSO).
- c. Prepare monthly progress and narrative reports to be submitted to the Chief of Industry and Trade Statistics Department (ITSD).

During the initial stages of decentralization, the RD is required to prepare monthly progress (*Appendix B*) and narrative reports so as to provide comprehensive information in the progress / status of the decentralization. This should reach the Central Office (Chief, ITSD) not later than the 55th day after the reference month.

The narrative report should highlight the important aspects of the Domestic Trade decentralization, and incorporate problems encountered and solutions made. Recommendations and suggestions to improve the next round of activities must also be included.

The summary narrative report must be prepared in four (4) copies. Three of these copies will be submitted to the following: the Administrator, the Chief, ITSD, and the Planning, Management and Coordination Division (PMCD). The last copy is for the RD file.

After the system has become fully operational, this report is required only to report problems and other events that have negatively affected the operation or improvements in the system that have been made.

2.2 Provincial Statistical Officer (PSO)

The PSO shall be responsible for the phases of the operation that are to be done in the provincial office. He / she shall:

- a. Supervise the collection and processing of documents.
- b. Inform the Regional Director (RD) about the status of the collection and processing of documents in his province.
- c. Transmit the processed documents / sheets and diskettes to the Central Office.
- d. Prepare monthly progress report (*Appendix B*), narrative and financial reports and submit these to the Regional Office.

The PSO should submit their reports to the RD for consolidation. All PSO reports must reach the RD not later than 45 days after the reference month.

The PSO shall prepare a summary financial report (*Appendix C*) specifying the stations covered by the District Statistical Officer (DSO) / Statistical Coordination Officer (SCO), the total number of collected documents and the total number of visits to the designated collection points. This report must be submitted to the Chief, ITSD, copy furnished the RD, not later than 20 days after the reference month.

2.3 Provincial Statistical Staff

2.3.1 Provincial Statistician

The Statistician in the provincial office shall:

- a. Monitor the receipt and control, processing and the daily accomplishments of the processors / encoders.
- b. Verify the coded and transcribed data from the documents to the processing sheets following the instructions in Chapter 4.
- c. Analyze and evaluate provincial statistical tables generated.

- d. Prepare weekly accomplishment report (*Appendix D*) and submit the same report to the PSO.
- e. Submit bundled documents / processing sheets and data in diskettes (Regional / Provincial office should keep back-up copies) / printed copy to the PSO for verification before transmitting to Central Office.

2.3.2 Processor / Coder

The processor / coder shall:

- a. Receive and acknowledge the receipt of documents collected by the DSO / SCO.
- b. Sort, record and bundle the documents / processing sheets by following the instructions in Chapter 3.
- c. Examine data collected for completeness, consistency and reasonableness.
- d. Transform data into numerical codes whenever called for and verify all pre-coded entries in the reports.
- e. Transcribe data in the processing sheets.
- f. Edit and update Reject Listings.
- g. Submit weekly accomplishment report to the Provincial Statistician.

2.3.3 Encoder

The encoder is the person assigned to transfer information from the documents into a computer medium for computerized data processing. He / she shall:

- a. Encode the data from the documents / processing sheets into the micro-computer for machine processing, tabulation and other related activities following the instructions in the **DomTrade Data Processing System (DT-DPS) Version 1.1 User's Manual**.

- b. Generate monthly tabulation for the province.
- c. Submit weekly accomplishment report to the Provincial Statistician.

2.4 District Statistical Officer (DSO) / Statistical Coordination Officer (SCO)

The DSO / SCO shall be responsible for the collection of domestic trade documents from all ports / airports / stations in his / her area of responsibility. Specifically, he/she shall:

- a. Collect documents from the airports / seaports / railway stations of their designated area of assignment.
- b. Check the completeness of the documents and its entries before leaving the area.
- c. Submit all the collected documents (PAL Air Waybills, DROS and Coasting / Passenger Manifests) within the specified timetable to the PSO.
- d. Report to the PSO any problem encountered during the collection.
- e. Prepare financial report (*Appendix C*) and submit this to the PSO not later than five days after the collection period.

Chapter 3

OPERATIONAL FLOW OF DOMESTIC TRADE STATISTICS

The flow chart of domestic trade operation shown in Figure 1 depicts the domestic trade operations flow and clearly delineates the areas of responsibility of the units involved in the operation.

3.1 Collection of Documents

3.1.1 Air Trade

The Philippine Airlines (PAL) furnishes the National Statistics Office (NSO) a copy of every air waybill issued all over the country. The preparation and distribution of air waybill copies are accomplished by the acceptance clerk and sales report clerk of PAL.

The NSO field personnel collect the air waybills and sales reports from the authorized PAL sales outlets. These are then transmitted to the provincial office.

3.1.2 Rail Trade

The PNR Daily Report of Outgoing Shipments (DROS) accomplished by the station agents is collected by NSO field personnel. Collection of the NSO copy is done twice a month and submitted to the provincial office.

3.1.3 Coastwise Trade and Coastwise Passenger

The NSO field personnel are responsible for the collection of documents from the various PPA designated collection points in the provinces.

Coasting and passenger manifests are submitted by the master of a vessel plying the inter-island ports to the PPA before the vessel leaves the port area. These documents are collected by NSO field personnel from the PPA and then transmitted to the provincial office.

3.2 Receipt and Control

Upon receipt, the collected documents should be sorted, recorded, bundled and numbered by type of document, by port / station and by month in the provincial office.

3.2.1 Air Trade

a. Sorting Instructions

1. Sort the air waybills by month and by station.
2. Count the number of air waybills and record it in the Control List (*Appendix E*).
3. Include only air waybill documents listed in the Freight Sales Report (PAL Form No. F - 2104 - 00 - 11170) during the reference month. Air waybill numbers not indicated in the said report are considered cancelled, void and non-revenue, therefore these are not to be included in the bundle for processing.

b. Bundling of Air waybills

1. Bundle the air waybills by month and by station. A bundle must contain 300 air waybills. Only the last bundle for a given station and month may contain less than 300 air waybills or when the number of air waybills for the station during the month is less than 300.
2. Assign sequentially a sheet number starting with 1 to each air waybill document in the bundle. The number should be written beside the air waybill number.
3. Assign a bundle number consecutively to each bundle for a given station and month. Start with 1 every month for the first bundle.
4. Cover each bundle with a Control Form (see *Appendix I* as an example of a correctly filled-up control form). Fill up the necessary information required by following the instructions on the next page.

- a. Write the name of the Province, Station of Origin, Year and Month in the space provided and the corresponding codes in the boxes. Refer to the Air Station Coding Scheme (*Appendix Q*) for the appropriate 5-character station of origin code.
- b. Fill in the bundle number in the corresponding code box.
- c. The relevant portion on "Processing Records" should be filled up properly by the persons responsible for each specified activity.
- d. The PSO should print and sign his name on the space "OK for Transmittal" when all the documents in the bundle have been verified / reviewed (Refer to the guidelines in Section 3.3).

3.2.2 Rail Trade

a. Sorting Instructions

1. Sort the DROS by station of origin and by month.
2. Arrange the sheets according to date starting with the first day covered in a particular month.
3. Count the number of DROS and record it in the control list (*Appendix F*).
4. Include only reports / records which have entries in the DROS during the reference month. Reports / records indicating "CANCELLED / SERVICE" are not to be included in the bundle for processing.

b. Bundling of DROS

1. Bundle the DROS by station of origin and by month. A bundle must have 40 reports. Only the last bundle for a given station and month may contain less than 40 reports, or when the number of reports for the station during the month is less than 40.

2. Assign sequentially a bundle number to each bundle for a given station and month. Start with 1 every month for the first bundle.

c. Bundling of Processing Sheets

1. Bundle the processing sheets by station of origin and month. A bundle must have, at most, 40 sheets. The processor / coder may decide on his / her own judgment the number of sheets in a bundle, for purposes of efficient manual processing.
2. Assign a bundle number consecutively to each bundle for a given station and month. Start with 1 every month for the first bundle.
3. Cover each bundle containing the processing sheets with a Control Form (see *Appendix J* as an example of a correctly filled-up control form). Fill up the necessary information required by following the instructions below.
 - a. Write the name of the Province, Station of Origin, Year and Month in the space provided and the corresponding codes in the boxes. For the station of origin, 5-character codes are needed.

Table 1 shows the list of rail stations with 2-character alpha codes in the existing system and their appropriate codes in DT-DPS.

Table 1. Rail Stations with Two-Character Codes in the Old System

Old Code	New Code	Rail Station
<i>National Capital Region</i>		
MA	39MLA	Manila
PC	39PAC	Paco, Manila
SA	39STA	Sta. Mesa, Manila
TY	39TAY	Tayuman, Manila
CN	75KAL	Kalookan City
<i>CALABARZON</i>		
NA	34BIN	Biñan, Laguna
LA	34CAL	Calamba, Laguna
TD	34MAM	Mamatid
CD	56CAN	Candelaria, Quezon
GM	56GUM	Gumaca, Quezon
HA	56HON	Hondagua
KN	56KIN	Kinatakutan
LZ	56LOP	Lopez, Quezon
LC	56LUC	Lucena City
OY	56MAL	Malicboy
MT	56MAN	Manato
TK	56TAG	Tagkawayan, Quezon
<i>Bicol Region</i>		
DA	05DAR	Daraga, Albay
LG	05LEG	Legazpi City
OS	05OAS	Oas, Albay
IR	17IRI	Iriga City
NG	17NAG	Naga City

Furthermore, refer to the PNR Station Coding Scheme (*Appendix R*) for a complete listing of PNR station codes.

- b. Fill in the bundle number in the corresponding code box.
- c. The relevant portion on "Processing Records" should be filled up properly by the persons responsible for each specified activity.
- d. The PSO should print and sign his name on the space "OK for Transmittal" when all the sheets in the bundle have been verified / reviewed (Refer to the guidelines in Section 3.3).

3.2.3 Coastwise Trade and Coastwise Passenger

a. Sorting Instructions

1. Sort the Coasting / Passenger Manifest by port and by month.
2. Count the number of documents and record it in the Control List (*Appendices G and H*).
3. Include only manifests of vessels which carried cargoes / passengers during the subject month. Manifests indicating "NIL CARGO / PASSENGERS" are not to be included in the bundle for processing.
4. Arrange the documents consecutively according to the control number indicated in the upper right corner of the document. Each control number pertains to one voyage. For documents without control numbers, assign a control number consecutive to the control number of the last document. For example, if the last document with control number is 45, assign 46 to the document without control number.

b. Bundling of Manifests

1. Bundle together the manifests for a given port / pier and month by their control numbers. Start with the manifest with control number 1. Bundles must contain manifests arranged consecutively according to their control numbers. One bundle may contain more than one control number as long as all sheets of the same control number belong to just one bundle.
2. To each bundle of manifests for a given port and month, assign sequentially a bundle number (i.e., 1, 2, 3, 999). Start with 1 every month for the first bundle.

c. Bundling of Processing Sheets

1. Bundle together processing sheets for a given port and month. A bundle must contain, at most, 40 processing sheets arranged consecutively according to sheet number. The processor / coder may decide on his / her own judgment the

number of sheets in a bundle, for purposes of efficient manual processing.

2. To each bundle of processing sheets for a given port and month, assign sequentially a bundle number (i.e., 1, 2, 3, 999). Start with 1 every month for the first bundle.
3. Cover each bundle with a Control Form (see *Appendices K* and *L* as examples of correctly filled-up control forms). Fill up the necessary information required by following the instructions below.
 - a. Write the name of Province, Port of Origin, Port Management Unit (PMU), Pier / Zone, Year and Month in the space provided and the corresponding codes in the boxes. Refer to *Appendices S* and *T* for the appropriate port of origin, PMU, and pier / zone codes.
 - b. Fill in the bundle number in the corresponding code box.
 - c. The relevant portion on "Processing Records" should be filled up properly by the persons responsible for each specified activity.
 - d. The PSO should print and sign his name on the space "OK for Transmittal" when all the sheets in the bundle have been verified / reviewed (Refer to the guidelines in Section 3.3).

3.3 Manual Processing

The Provincial Office personnel will do the manual processing of documents. The documents are processed and simultaneously transcribed in the processing sheets. The reason for transcribing the data to the processing sheet is to make the codes and other data legible to coders. It has been observed that some information in the manifests, particularly the data on quantity and value of the commodity, are hardly legible. This being the case, errors in encoding are likely to be committed. To avoid committing such errors, the processing sheet is used. Detailed instructions on how to accomplish the processing sheets and to edit and code the air waybills will be discussed in the next chapter.

Manual verification of bundled and coded processing sheets and documents should be done by the statistician. They should review and scrutinize the forms and documents in accordance with the detailed instructions in Chapter 4 of this manual before data encoding.

In reviewing the coded documents / processing sheets, the statistician should be guided by the following:

3.3.1 Air Trade

- a. Verify completeness of the documents. Check if the documents are consecutively numbered.
- b. On the control form of each of the bundles for a given station, check if the number entered in the boxes corresponding to the bundle number correspond to the bundle it is attached to and if they are consecutive.
- c. Verify if codes / values entered in the documents are correct.

3.3.2 Rail Trade

- a. Verify completeness of the processing sheets against the DROS. Check if all the listed commodities in the DROS have been transcribed to the processing sheets.
- b. On the control form of each of the bundles for a given station, check if the number entered in the boxes corresponding to the bundle number correspond to the bundle it is attached to and if they are consecutive.
- c. Verify if the codes / values entered in the processing sheets are correct.

3.3.3 Coastwise Trade and Coastwise Passenger

- a. Verify completeness of the processing sheets against the documents. Check if all the listed commodities in each manifest have been transcribed to the processing sheets.
- b. On the control form of each of the bundles for a given port, check if the number entered in the boxes corresponding to the bundle number correspond to the bundle it is attached to and if they are consecutive.

- c. Verify if the codes / values entered in the processing sheets are correct.

3.4 Computer Processing

Processed and bundled documents / processing sheets will be computer processed, which includes data entry and machine validation (i.e., completeness and consistency checks). Validated data in diskettes are to be submitted to the Regional / Central Office.

3.5 Transmittal of Bundled Documents / Processing Sheets / Diskettes to the Central Office

Bundled documents / processing sheets and valid data file in diskettes should be transmitted to the Central Office (Provincial Office should keep back-up copies) in the following manner:

- a. All boxes / bundles should be properly labeled and shipped addressed to:

The Chief, ITSD
ATTN: Business and Services Statistics Division (BSSD)
National Statistics Office
6th Floor Solicarel Bldg. II I
Ramon Magsaysay Blvd.,
Sta. Mesa, Manila

- b. Data diskettes should be labeled in the following manner:

Province
_____ Month _____ Year
(*Air, Rail, Coastwise, or Passenger*)

diskette *number* of (*number used*) diskettes

- b. For each shipment sent to the Central Office, prepare three (3) copies of the transmittal form. One copy will be retained at the Provincial Office and the other two copies to accompany the shipment. One copy for the Receipt and Control Unit (RCU) - Business and Services Statistics Division (BSSD) and one is sent back to Provincial Office to acknowledge the shipment.

3.6 Communication Flow

Official communications from the ITSD to the field and vice versa shall be coursed through the RD concerned for endorsement or any other appropriate action for his information. Where messages and other communication are transmitted directly to ITSD by PSO / OIC, the RD should be furnished a copy of whatever official communications for his reference.

3.7 Timetable of Operations

It is very important that the deadlines for the different phases /activities of the undertaking must be met. The person involved should be aware of and adhere strictly to the timetable of activities below.

ACTIVITY	TARGET DATE
a. Collection of Domestic Trade Documents	- 22 nd day of the reference month 7 th day after the reference month
b. Transmittal of Domestic Trade Documents to the Provincial Office	- 23 rd day of the reference month 9 th day after the reference month
c. Manual Processing	- 25 th of the reference month 12 th day after the reference month
d. Data Encoding	- 28 th day of the reference month 15 th day after the reference month
e. Machine Validation (Editing / Updating)	- 7 th - 20 th day after the reference month
f. Provincial Monthly Tabulation	- 15 th - 25 th day after the reference month
g. Transmittal of Bundled Documents / Processing Sheets / Diskettes to the Central Office	- 28 th - 30 th day after the reference month

Chapter 4

MANUAL PROCESSING OF DOCUMENTS

To ensure the quality of statistics that would be produced by the system, it is necessary to review the documents to determine the completeness, consistency and reasonableness of information contained. Only then can entries be transcribed and coded into the processing sheets.

Manual processing of domestic trade data involves the following activities:

- a. **Coding** -- the process of assigning to an item of information a unique number, called code, to simplify capturing of information and facilitate further machine processing.
- b. **Code verification** -- the process of checking the validity and correctness of the code for the information given in the source document.
- c. **Computation** -- the process of determining the reasonableness of the value of the commodity of specific quantity and making the necessary corrections, in case of obvious errors. This also refers to the process of providing the missing information (imputation) using available auxiliary information such as prevailing market prices, standard prices, etc.

The standard daily rate of manual processing per person by type of document is determined on the basis of the number of records a person can actually code and transcribe into processing sheets in a day. By type of document, suggested standard rates are as follows:

	Coding	Verification
a.	Air Trade	350 - 400 records
b.	Rail Trade	300 - 350 records
c.	Coastwise Trade / Coastwise Passenger	250 - 300 records

4.1 How to edit / code the Air Waybill documents

The source document for air trade statistics is the Air Waybill (PAL Form No. F-0777 A) collected from PAL sales outlets.

4.1.1 General Instructions

- a. Use red ball pen in editing / coding.
- b. Codes are to be written directly into the air waybill. Remember, however that PAL is using sensitized paper and a cardboard has to be inserted between the sheet currently being processed and the next sheet to prevent superimposing on the entries in the next sheet.
- c. Refer to the following classification schemes and standards for the appropriate codes:
 1. Air Station Coding Scheme (*Appendix Q*) for codes for the station of origin and station of destination.
 2. Philippine Standard Commodity Classification (PSCC), Revised (*Appendix W*) for the commodity code.

4.1.2 Specific Instructions

- a. *Sheet Number* -- Ensure that the sheet numbers written beside the air waybill number, during bundling, are sequential, starting from 1. Check also that no air waybills are missing and that the maximum number of air waybills in a bundle is 300.
- b. *Actual Gross Weight (kilograms)* -- Check the actual weight of the shipment. Make sure that it is expressed only up to 1 decimal place.
- c. *Declared Value (Peso)* -- Check the amount of shipment declared by the shipper. Cancel out decimal figures, if there is any (i.e., if the amount given is "56.80," it should be converted into "56").

If the shipper declared NCV (no commercial value), NDV (no declared value), or did not put any entry compute for the declared value using the appropriate formula specified in the next page.

1. Case 1 : Valuation Charge is present

For *rate basis* = W

$$\text{Declared Value} = \frac{\text{Valuation Charge}}{60} * 100$$

2. Case 2 : No valuation charge

$$\text{Declared Value} = \text{Gross Weight} * 4$$

- d. *Origin* -- Check that all air waybills in a bundle contain the same **3-character** alpha code assigned to the station where each of the commodities came from. The coding scheme for stations is contained in *Appendix Q*. Although the DT-DPS will be using 5-character codes for air stations, each 3-character alpha code is unique for the whole country, and thus they will be enough for manual processing, as well as data entry -- the system will supply the 2-digit province code prefixes for each of the stations.
- e. *Destination* -- Enter the **3-character** alpha code assigned to the station or airport where the commodity is unloaded. Refer again to *Appendix Q* for the complete coding scheme for the appropriate code.
- f. *Commodity Code* -- Enter the **3-digit** code for the commodity. Refer to the PSCC, Rev. (*Appendix W*) for the appropriate code.
- g. *Grand Total Charges* -- Check the sum of airline charges, freight forwarder charges as well as other charges per shipment. Cancel out decimal figures, if there is any (i.e., if the amount given is "506.60," it should be converted into "506").

4.2 How to accomplish the Processing Sheet for Rail Trade (DT Form No. 2b)

The source document for rail trade statistics is the Daily Report of Outgoing Shipments (DROS) collected from PNR stations. Pertinent control information and cargo particulars contained in this document are to be transcribed into the Processing Sheet for Rail Trade (DT Form No. 2b).

4.2.1 General Instructions

- a. Process the DROS by station.
- b. Refer to the following classification schemes and standards for the appropriate codes:
 1. PNR Station Coding Scheme (*Appendix R*) for the station codes.
 2. PSCC, Rev. (*Appendix W*) for the commodity code.
- c. Use blue / black ballpen in transcribing code / value.

4.2.1 Specific Instructions

a. Control Information

Supply information only on the following items. PMU and Pier / Zone pertain only to Coastwise Trade and Coastwise Passenger.

1. *Origin* -- Enter the 3-character alpha code for the station where the cargoes were loaded / shipped.

Some rail stations were assigned with 2-character alpha codes in the old system. Table 1, on page 13, shows the list of such stations and their appropriate codes in DT-DPS.

Although the DT-DPS will be using 5-character codes for rail stations, each 3-character alpha code is unique for the whole country, and thus they will be enough for manual processing, as well as data entry -- the system will supply the 2-digit province code prefixes for each of the stations.

Furthermore, refer to the PNR Station Coding Scheme (*Appendix R*) for a complete listing of PNR station codes.

2. *Year* -- Enter the last two digits of the year of departure of the carriage.

3. *Month* -- Enter the numeric equivalent of the month of departure of the carriage, "01" being equivalent to January, "02" for February, so on up to "12" for December. Make sure that the month of departure is consistent with the month being reported on.
4. *Bundle Number* -- Enter the bundle number assigned to the bundle.
5. *Sheet Number* -- The processing sheets in a bundle are to be numbered consecutively starting with 1 for the first sheet. Enter the sheet number assigned to the current sheet.

b. Rail Particulars

1. *Record Number* -- Each line in the form represents a commodity listed in the DROS. It is also equivalent to one record. Assign sequentially to each line / record in a sheet a record number. The numbering should start with 1 for the first line / record in the first sheet and should be made continuous for all lines / records in all the sheets in each bundle.
2. *Station of Destination* -- Enter the 3-character alpha code for the station where the commodities are destined. Refer to the PNR Station Coding Scheme (*Appendix R*) for the appropriate code.
3. *Commodity Code* -- Enter the 3-digit commodity code based on the PSCC, Rev. (*Appendix W*).
4. *Value (Pesos)* -- Enter the equivalent value in pesos of the particular commodity. Round off centavo values. If the value is not given, estimate the value based on the prevailing unit price in the area.
5. *Weight (kilograms)* -- Enter the total volume of the commodity in kilograms. Round off any decimal value.
6. *Total Freight Charges* -- Enter the freight charges on the commodity. Round off any centavo value. If the freight charges are not available, estimate the freight by using the prevailing rate in the area.

4.3 How to accomplish the Processing Sheet for Coastwise Trade / Coastwise Passenger

4.3.1 Processing Sheet For Coastwise Trade (DT Form No. 2c)

The Processing Sheet for Coastwise Trade (DT Form No. 2c) is designed for capturing all essential data items pertaining to cargoes declared in a manifest, for encoding into floppy diskettes.

The upper portion of the form contains control information to identify the data contained in the sheet to (a) the Port of Origin, (b) the Port Management Unit (PMU), (c) Pier / Zone, (d) Year, (e) Month, (f) Bundle Number, and (g) Sheet Number.

The other portion of DT Form No. 2c, the Cargo Particulars, is for transcribing specific information for each type of commodity loaded.

4.3.1.1 General Instructions

- a. Transcribe into appropriate spaces in the DT Form No. 2c the pertinent information contained in the manifest.
- b. Refer to the following classification schemes and standards for the codes and computation / correction of missing / erroneous values:
 1. Port Codes of the Philippines (*Appendix S*) for coding PMUs and ports.
 2. Pier / Zone Codes (*Appendix T*) for coding pier / zone of ports of Cebu, Iloilo and Manila.
 3. PSCC, Rev. (*Appendix W*) for coding commodities.
- c. Use blue / black ballpen in transcribing information into the processing sheet.
- d. Arrange the Coasting Manifest sequentially according to the Control Number, i.e., the manifest with Control Number 1 must be processed first, followed by the manifest with Control Number 2, and so on.

- e. Assign a number for each commodity listed in the manifest sequentially and transcribe commodities according to increasing Commodity Sequence Number specified in the manifest. Start with 1 for the first commodity listed in each manifest.

4.3.1.2 Specific Instructions for filling-up DT Form No. 2c

a. Control Information

1. *Origin* -- Each port is assigned a 5-digit code. Refer to the Port Codes of the Philippines (*Appendix S*) for the correct code for the port of origin of the vessel and enter it into the appropriate space.
2. *PMU* -- Each port is handled by a Port Management Unit (PMU). A PMU may cover several ports. Each PMU is assigned a 2-digit number and can be found in the Port Codes of the Philippines. Enter into the space the code for the PMU where the manifest has been collected by the NSO Personnel.
3. *Pier / Zone* -- The ports of Cebu, Iloilo, and Manila are divided into piers / zones. For these ports, indicate the pier / zone number from where the vessel was cleared. Refer to the Pier / Zone Codes (*Appendix T*) for the appropriate code.
4. *Year* -- Enter the last two digits of the year the vessel cleared the port.
5. *Month* -- Enter the two-digit numeric equivalent of the month the vessel cleared the port, where "01" refers to January, "02" to February, and "12" to December.
6. *Bundle Number* -- Enter the bundle number assigned to the bundle.
7. *Sheet Number* -- The processing sheets in a bundle are to be numbered consecutively starting with 1 for the first sheet. Enter the sheet number assigned to the current sheet.

b. Cargo Particulars

This part is to be filled-up by entering information asked for in each column about a specific commodity in a line.

1. *Control Number* -- Each manifest contains a control number indicated on the upper right hand corner of the form. Copy into this column the control number of the manifest.

All commodities in the same manifest must have the same control number. For commodities in the same manifest transcribed into the same sheet, enter the control number for the first commodity listed in the sheet and draw a vertical arrow pointing downwards up to the last commodity from the same manifest.

2. *Destination* -- Enter the 5-digit code assigned to the port where the commodity is to be unloaded. When the destination is a bay, gulf, or sea (i.e., not a port), enter xxxxx. When a group of commodities are to be unloaded in the same port, enter the port code only for the first and the last commodity in the sequence and draw a vertical arrow pointing downwards in-between.
3. *Area of Occupancy* -- Enter a 2-digit code corresponding to the area of occupancy as specified in the manifest, referring either to berth or anchorage. Refer to *Appendix U* for the coding scheme.
4. *Type of Handling* -- Enter the appropriate code for the specified type of handling for the commodity. It could be one of the following: dry bulk, liquid bulk, break bulk, or containerized. Refer to *Appendix V* for the coding scheme.
5. *Commodity Sequence Number* -- Commodities listed in a manifest are numbered sequentially starting with 1 for the first commodity listed. However, if 2

or more of the same kind of commodity appear continuously line by line on the manifest, assign only one commodity sequence number and add the corresponding weight, value and freight for the said commodity. Copy into the column the number assigned to the commodity.

6. *Commodity Code* -- Enter the 5-digit code assigned to the commodity in the PSCC, Rev. Refer to *Appendix W* for the commodity classification scheme.
7. *Weight (kilograms)* -- Enter the weight of the commodity in kilograms. Round-off decimal values, i.e., drop decimal value that is less than 0.5 kilogram and round up to 1 unit higher a decimal value that is equal to or greater than 0.5.

If the weight is not given or is doubtful, estimate the acceptable weight by using any information about the prevailing value and unit price of the commodity in the area.

8. *Value (Peso)* -- Enter the equivalent value of the commodity in peso. Round off any centavo entry. If the value is not given in the manifest, estimate the value of the commodity by using the prevailing unit price in the area multiplied by the quantity (weight).
9. *Freight Charges* -- This refers to the charges for transporting the commodity. The Board of Transport (BOT) has standard charges for the area and when these are not available, the prevailing rates in the area must be used.

4.3.2 Processing Sheet for Coastwise Passenger (DT Form No. 2d)

The Processing Sheet for Coastwise Passenger (DT Form No. 2d) is designed to capture passenger movement by getting information from each passenger manifest submitted by the master of a vessel as a requirement for clearing a port.

4.3.2.1 General Instructions

- a. Copy into the Processing Sheet for Coastwise Passenger pertinent information contained in the Passenger Manifest.
- b. Refer to the Port Codes of the Philippines (*Appendix S*) for coding PMUs and ports.
- c. Record only vessel which carried passengers and departed during the reference month.
- d. Use blue / black ballpen in transcribing information into the processing sheet.

4.3.2.2 Specific Instructions for filling-up DT Form No. 2d

a. Control Information

1. *Origin* -- Each port is assigned a 5-digit code. Refer to the Port Codes of the Philippines (*Appendix S*) for the correct code for the port of origin of the vessel and enter it into the appropriate space.
2. *PMU* -- Each port is handled by a Port Management Unit (PMU). A PMU may cover several ports. Each PMU is assigned a 2-digit number and can be found in the Port Codes of the Philippines. Enter into the space the code for the PMU where the manifest has been collected by the NSO Personnel.
3. *Pier / Zone* -- The ports of Cebu, Iloilo, and Manila are divided into piers / zones. For these ports, indicate the pier / zone number from where the vessel was cleared. Refer to the Pier / Zone Codes (*Appendix T*) for the appropriate code.
4. *Year* -- Enter the last two digits of the year the vessel cleared the port.
5. *Month* -- Enter the two-digit numeric equivalent of the month the vessel cleared the port, where "01" refers to January, "02" to February, and "12" to December.

6. *Bundle Number* -- Enter the bundle number assigned to the bundle.
7. *Sheet Number* -- The processing sheets in a bundle are to be numbered consecutively starting with 1 for the first sheet. Enter the sheet number assigned to the current sheet.

b. Passenger Particulars

1. *Control Number* -- This is the number assigned to the vessels based on their arrival at the port. It starts with 1 for the first vessel arriving at a port for a given month and shall be unique for the month for each port. It appears on the upper right hand portion of the manifest. Copy this into column (1).
2. *Destination* -- Enter the code of the port where the passengers are disembarking / destined. Refer to the Port Codes of the Philippines for the appropriate code.
3. *Number of Passengers* -- This pertains to the total number of disembarking passengers in the given port of destination.