1. INTRODUCTION

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

There are three kinds of domestic trade statistics, namely:

a. Coastwise trade & passenger statistics refers to the flow of commodities/passenger from one port to another within the country through the water transport system.

b. Air statistics refers to the movement of commodities from one airport to another within the country through the air transport system.

c. Rail trade statistics refers to the movement of commodities from one station to another via the rail transport system.

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

The domestic trade statistics covers the following:

1.1.1. Coastwise trade & passenger covers forty-five (45) major ports & 388 municipal & private ports listed by Philippine Ports Authority all over the country.

1.1.2. Air trade covers forty-one (41) Philippine Airlines operated domestic airports.

1.1.3. Rail trade covers thirty-five (35) Philippine National Railways Stations but only twenty-three (23) stations are operating in the country.

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

a. Coastwise trade   - item (5 - digit level)

b. Air trade   - group (3 - digit level)

c. Rail trade   - group (3 - digit level)

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

1. Goods transported by vessels of the Philippine Navy.

2. Fish and other marine products landed direct from the sea.

3. Service cargoes for consumption of the vessel.

4. 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 Appendix (1 - 4).

1.2.1 Coastwise trade & passenger statistics

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

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
* Month
* Year
* Port of Destination
* Area of Occupancy
* Type of Handling

* Description of Commodity
* Weight
* Value
* Freight

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
* Month
* Year
* Name of Passenger

1.2.2. 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:

* Mode of Payment
* True destination of the Commodity
* True origin of the commodity
* Actual gross weight
* Declared value
* Equivalent volume weight
* Rate basis
* Rate class
* Description of Commodity
* Station of origin
* Station of Destination
* Issuing Office
* PAL Charges
* Freight Forwarder Charges
* Total Charges

1.2.3 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
* Month
* Year

* Weight
* Description of Commodity
* Declared value
* Freight or express charges

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 Administrator (RA)

The Regional Administrator (RA) is responsible for the overall implementation of the decentralized system in his 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 Chief, ITSD.

During the initial stages of decentralization, the RA is required to prepare monthly progress (Appendix A) 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, to include 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. One copy will be for the Administrator, another copy for the Chief, ITSD, then for the MPCS and the last copy for the RA file.

After the system has become fully operational, this report is required only to report problems and other events that have negatively affects 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 Administrator (RA) 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 RA for consolidation. All PSOs report must reach the RA not later than 45 days after the reference month.

The PSO shall prepare a summary financial report (see Appendix C) specifying the station covered by the DCO/SCO/ASCO, 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 RA 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 encoder/processor.

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 to the PSO.

e. Submit bundled documents/processing sheets and data in diskettes (Regional/Provincial office should keepback - up copies) /printed copy to 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 DCO/SCO/ASCO.

b. Sort, record and bundle the documents/processing sheets 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. 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 Micro - Computer Processing Manual.

g. Submit weekly accomplishment report to the 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 Micro - Computer Processing Manual.

b. Generate monthly tabulation for the province.

c. Submit weekly accomplishment report to the Statistician.

2.4 District Coordination Officer/ Statistical Coordination Officer/ Assistant Statistical Coordination Officer

The DCO/SCO/ASCO 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 (Coasting/Passenger Manifest, PAL Air waybills & DROS) within the specified timetable to the PSO.

d. Report to the PSO any problem encountered during the collection.

e. Prepare financial report (see Appendix C) & submit this to the PSO not later than five days after the collection period.

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 Coastwise Trade/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 Philippine Ports Authority (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.

3.1.2 Air Trade

The Philippine Airlines (PAL) furnishes the 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 collects the air waybills and sales reports from the authorized PAL sales outlets. These are then transmitted to the provincial office.

3.1.3 Rail Trade

The PNR Daily Report of Outgoing Shipments (DROS) accomplished by the station agents are collected by NSO field personnel. Collection of the NSO copy is done twice a month and submitted 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 Coastwise Trade/Passenger

a. Sorting Instructions

1. Sort the Coasting/Passenger Manifest by port and month.

2. Count the number of documents, then record it in the Control List (see Appendix E and F).

3. Include only manifests of vessels whichcarried cargoes/passengers during the subject month. Manifests indicating "NIL CARGOES / 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. For documents without control number, assign a control number consecutive to the control number of the last document. Ex. If the last document with control number is 045, assign 046 to the document without control number.

b. Bundling of Manifests

1. Bundle together the manifests for a given port and month. A bundle must contain 25 manifests arranged consecutively according to the control number. Only the last bundle for a given port and month may contain less than 25 manifests or when the number of manifests for the port during the month is less than 25.

2. To each bundle for a given port and month, assign sequentially a 3 - digit number (ex. 001,002,....999), starting with 001 for the first bundle.

c. Bundling of Processing Sheets

1. Bundle the processing sheets same as the manifests by port & month.

2. The first bundle of the Processing Sheets should be the same bundle number of the first as bundle of the manifests for a given port and month (ex.001, 002,....999), starting with 001 for the first bundle.

3. Cover each bundle with a cover page (see Appendix I and J as an example of a correctly filled-up cover page). Fill up the necessary information required following the instructions below.

   a. Write the name of PMU, Port of Origin, Pier/Zone, Year & Month in the space provided & the corresponding codes in the boxes.

   b. Fill in the total number of processing sheets contained in the bundle in the corresponding code box.

   c. Complete "Bundle_____of_____bundles" when all the processing sheets for each port have been bundled. Enter in the first blank space a 3-digit number assigned to the bundle in instruction # c.2. The entry in the second blank corresponds to the total number of bundles for the port.

   d. The relevant portion on "Processing Records" should be filled up properly by the persons responsible for each specified activity.

   e. The PSO should print & 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)

3.2.2 Air Trade

a. Sorting Instructions

   1. Sort the air waybills by month & station.
   2. Count the number of air waybills, then record it in the Control List (see Appendix H).
   3. Include only air waybill documents listed in the Freight Sales Report (PAL Form No. F-2104 - 00 - 11170) during

the subject 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 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 3-digit number sequentially starting with 001 to each air waybill document in the bundle. The number should be written above the air waybill number.

3. Assign a 3 - digit number consecutively to each bundle for a station, starting with 001 for the first bundle.

4. Cover each bundle with a Cover page (see Appendix L as an example of a correctly filled- up cover page). Fill up the necessary information required 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.

   b. Fill in the total number of documents contained in the bundle in the corresponding code box.

   c. Complete " Bundle _____ of _____ bundles " when all the documents per station have been bundled. Enter in the first blank space 3 - digit number assigned to the bundle in instruction # b.3. The entry in the second blank space should correspond to the total number of bundles for the station.

   d. The relevant portion on " Processing Records " should be filled up properly by the persons responsible for each specified activity.

   e. The PSO should print & 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)

3.2.3 Rail Trade

a.Sorting Instructions

1.Sort the DROS by station of origin & by month.
2.Arrange the sheets according to date starting with the 1st day of the period covered.
3.Count the number of DROS, then record it in the control list (see Appendix G).
4.Include only reports/records which have entries in the DROS during the subject 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 50 reports. Only the last bundle for a given station and month may contain less than 50 reports or when the number of reports for the station during the month is less than 50.

2.Assign sequentially a 3-digit number to each bundle for a given station and month starting with 001 for the first bundle.

c.Bundling of Processing Sheets

1.Bundle the processing sheets by station of origin and month.A bundle must have a maximum of 50 sheets. The last bundle for a given station and month may contain less than 50 sheets or when the number of sheets for the station during the month is less than 50.

2.Assign a 3-digit number consecutively to each bundle for a given station and month, starting with 001 for the first bundle.

3.Cover each bundle containing the processing sheets with a Cover page (see Appendix K as an example of a correctly filled-up cover page). Fill up the necessary information required 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.

b. Fill in the total number of processing sheets contained in the bundle in the corresponding code box.

c. Complete " Bundle ____ of ____ bundles " when all the processing sheets per station have been bundled. Enter in the first blank space a three - digit number starting from 001 until the last bundle for the station is reached. The entry in the second blank space should correspond to the total number of bundles per station.

d. The relevant portion on " Processing Records " should be filled - up properly by the persons responsible for each specified activity.

e. The PSO should print & sign his name on the space " OK for transmittal " when all the processing 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 punching are likely to be committed. To forestall 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. Coastwise trade/Passenger

1. Verify completeness of the processing sheets as against the documents. Check if all the listed commodities in each manifest have been transcribed to the processing sheets.

2. Verify if the reported total number of sheetsis equivalent to the actual number of sheets in a bundle.

3. On the cover page of bundles for a given port, check if the number entered in the first space in 'Bundle _____ of _____ bundles are consecutive and if the entries in the second space are the same and correspond to the total number of bundles for the port and month.

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

3.3.2. Air trade

1. Verify completeness of the documents. Check if the documents are consecutively numbered.

2. Check if the total number of documents indicated in the cover page is equal to the number of documents in a bundle.

3. Verify if codes/values entered in the documents are correct.

3.3.3. Rail trade

1. Verify completeness of the processing sheets as against the DROS. Check if all the listed commodities in the DROS have been transcribed to the processing sheets.

2. Verify if the reported total number of sheets is equivalent to the actual number of sheets in a bundle.

3. On the cover page of bundles for a given station,check if the number entered in the first space in 'Bundle _____ of _____ bundles are consecutive and if the entries in the second space are the same and correspond to the total number of bundles for the station and month.

4. 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, to include 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:

i.All boxes/bundles should be properly labelled and shipped addressed to:

> The Chief, ITSD
> ATTN:Trade Statistics Division
> National Statistics Office
> 6th Flr. D & E Bldg.
> Quezon Ave. cor Roces Ave.
> Quezon City

ii.Data diskettes should be labelled in the following manner:

> (Province)
>
> _____ Month _____ Year
> (Coastwise / Air / Rail)
> Diskette No. of (No. used) Diskettes

iii.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 RCU - Trade Statistics Division and one is sent back to Provincial Office to acknowledge the shipment.

3.6 Communication Flow

Officialcommunicationsfrom the ITSD to the field and vice versa shall be cursed through the RA 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 RA 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
1. Collection of Domestic Trade Documents	- 22nd of the reference month - 7th day after the reference month
2. Transmittal of Domestic Trade Documents to the provincial office	23rd of the reference month - 9th day after the reference month
3. Manual Processing	- 25th of the reference month - 12th day after the reference month
4. Data Encoding	- 28th day of the reference month - 15th day after the reference month
5. Machine Validation (Editing/Updating)	- 7th - 20th day after the reference month
6. Provincial Monthly Tabulation	- 15th - 25th day after the reference month
7. Transmittal of Bundled Documents/ Processing Sheets/Diskettes to the Central Office	- 28th - 30th day after the reference month

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 processing sheets.

Manual processing of domestic trade data involves the following activities:

1. Coding - a process of assigning to an item of information a unique number, called code, to simplify capturing of information and facilitate further machine processing.

2. Code verification - a process of checking the validity and correctness of the code for the information given in the source document.

3. Computation - a process of determining the reasonableness of the value of the commodity of specific quantity and making the necessary corrections, in case of obvious errors. It 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
1. Coastwise/Passenger	250 records	300 records
2. Air Trade	350 records	400 records
3. Rail Trade	300 records	350 records

4.1 HOW TO ACCOMPLISH THE PROCESSING SHEET FOR COASTWISE TRADE/PASSENGER

4.1.1 Processing Sheet For Coastwise Trade (DTSS Form 1)

The Domestic Trade and Shipping Statistics Form 1 (DTSS Form 1), or the Processing Sheet for Coastwise Trade, 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 (1) the Port Management Unit, (2) the Port of Origin, (3) Pier/Zone, (4) Year, (5) Month, (6) Bundle No., (7) Number of Sheets, and (8) Sheet Totals.

The other portion of DTSS Form 1, the Cargo Particulars, is for transcribing specific information for each type of commodity loaded.

4.1.1.1 General Instructions for Filling-up DTSS Form 1

1. Transcribe into appropriate spaces in the DTSS Form No. 1 the pertinent information contained in the manifest.

2. Refer to the following classification schemes and standards for the codes and computation/correction of missing/erroneous values:

   a. Port Codes of the Philippines (Appendix P) for coding PMUs and ports.

   b. Philippine Standard Commodity Classification (PSCC), Revised (Appendix T) for coding commodities; and

3. Use blue/black ballpen in transcribing information into the processing sheet.

4. Arrange the Coasting Manifest sequentially according to the Control Number; i.e., the manifest with control No. 001 must be processed first, followed by the manifest with Control No. 002, and so on.

5. Assign a three digit number for each commodity listed in the manifest sequentially and transcribe commodities according to increasing Commodity Sequence Number specified in the manifest.

4.1.1.2. Specific Instructions for Filling-up DTSS Form 1

I.Control Information

1. PMU Code - The Port Management Unit (PMU) Code is a two- digit number assigned to the PMU and can be found in the Port Codes of the Philippines. A PMU may cover several ports. Enter into the space the code for the PMU where the manifest has been collected by the NSO Personnel.

2. Port of Origin - Each port is assigned a five-digit code. Refer to the Port Codes of the Philippines for the correct code for the port of origin of the vessel and enter it into the appropriate space.

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 cleared.

4. Year - Enter the last two digits of the current year or 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 _____ of _____ sheets - The processing sheets in a bundle are to be numbered consecutively starting with '001' for the first sheet. Enter in the first blank the sheet number assigned to the current sheet. Enter in the second blank the total number of sheets in the same bundle. This means that all the sheets in the same bundle should have the same entry in the second blank.

8. Sheet Total

   a. Weight (KG.) - Enter the total weight in kilogram of all commodities listed in the sheet. This is the sum of all entries in Col. 7 of Cargo Particulars.

   b. Value (P) - Enter the total value of all commodities listed in the sheet. This is the sum of Col. 8 of Cargo particulars.

II. 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. Port of Destination - Enter the 5-digit code assigned to the port where the commodity is to be unloaded. When the destination ia 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 two-digit code corresponding to the area of occupancy as specified in the manifest, referring either to berth or anchorage. Refer to Appendix R for the coding scheme.

4. Type of Handling - Enter the appropriate code for the specified type of handling for the commodity. It could be either of the following: dry bulk, liquid bulk, break bulk, or containerized. Refer to Appendix S for the coding scheme.

5. Commodity Sequence No. - Commodities listed in a manifest are numbered sequentially starting with 001 for the first commodity listed. However, if 2 or more the same kind of commodities 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 Philippine Standard Commodity Classification, Revised (PSCC, Rev.). Refer to Appendix T for the 5-digit commodity classification scheme.

7. Weight (KG) - Enter the weight of the commodity in kilograms. Round-off decimal values; i.e., drop decimal value that is less than 0.5 kg. and round up to 1 a decimal value that is equal or greater than 0.5.

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

8. Value (P) - 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 BOT has standard charges for the area and when these are not available, the prevailing rates in the area must be used.

4.1.2. Processing Sheet for Passenger (DTSS Form 2)

The Domestic Trade and Shipping Statistics Form 2 (DTSS Form 2), or the Processing Sheet for Passenger, is designed to capture passenger movement by getting information from each passenger manifest submitted by the master of vessel as a requirement for clearing a port.

4.1.2.1. General Instructions

1. Copy into the Processing Sheet for Passenger pertinent information contained in the Passenger Manifest.

2. Refer to the Port Codes of the Philippines (Appendix P) for coding PMUs and ports.

3. Record only vessel which carried passengers and departed during the subject month.

4. Use blue/black ball pen in transcribing information into the processing sheet.

4.1.2.2. Specific Instructions

I. Control Information

1. PMU Code - The Port Management Unit (PMU) Code is a two- digit number assigned to the PMU and can be found in the Port Codes of the Philippines. A PMU may cover several ports. Enter into the space the code for the PMU where the manifest has been collected by NSO Personnel.

2. Port of Origin - Each port is assigned a five-digit code. Refer to the Port Codes of the Philippines for the correct code for the port of origin of the vessel and enter it into the appropriate space.

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 cleared.

4. Year - Enter the last two digits of the current year or the year the vessel cleared the port.

5. Month - Enter the two-digit numeric equivalent of themonth 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 _____ of _____ sheets - The processing sheets in a bundle are to be numbered consecutively starting with '001' for the first sheet. Enter in the first blank the sheet number assigned to the current sheet. Enter in the second blank the total number of sheets in the bundle. This means that all the sheets in the same bundle should have same entry in the second blank.
8. Sheet Total - Enter the total number of passengers recorded in the sheet. This is the sum of Col. 3 in Passenger Particulars.

II. Passenger Particulars

1. Control Number - Control Number is a number assigned to the vessels chronologically based on their arrival at the port. It starts with '001' 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 Col. 1.

2. Port of 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 Passenger - This pertains to the total number of disembarking passengers in the given port of destination.

4.2 HOW TO EDIT/CODE THE AIR WAYBILL DOCUMENTS

4.2.1. General Instructions

1. Use red ball pen in editing/coding.

2. 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 to prevent superimposing on the entries in the next sheet.

3. Refer to the PSCC Coding Scheme (Appendix T) for the Commodity Code.

4. Refer to the coding scheme in Appendix U for codes for the station of origin, destination and sales outlet.

4.2.2. Specific Instructions

1. Control Numbers

   a. Air waybill number - the control number used by the airline waybills. This must not be changed.

   b. Document Number - Assign a document number consecutively to every air waybill in the bundle, starting with '001' for the first document in the bundle. Write this above the air waybill number.

2. Mode of Payment Code - Enter the appropriate code for the mode of payment. The valid codes are:

   P - prepaid; when the word 'PREPAID' is written on the first line of item 14 (Fees/Charges).

C - collect; when the word 'COLLECT' is written on the first line of item 14 (Fees/Charges).

S - shipper cash on delivery (SHCOD); when 'SHCOD' is written on the first line of item 14.

3. True destination of the Commodity - Enter the 4-digit geographic code of the municipality/city and the province of the true destination of the commodity. Refer to the 1990 Philippine Standard Geographic Classification for appropriate municipality/city and province codes.

If there is no entry in this item, enter the geographic code of the destination station specified in Item No. 12.

4. True origin of the commodity - Enter the 4-digit geographic code of the municipality/city and the province of the true origin of the commodity. Refer to the 1990 Philippine Standard Geographic Classification for appropriate municipality/city and province codes.

   If there is no entry in this item, enter the geographic code of origin station specified in item no. 11.

5. Actual Gross Weight - Check the actual weight of the shipment. Make sure that it is expressed only up to 1 decimal place.

6. Declared Gross Weight - Check the amount of shipment declared by the shipper. Cancel or line out centavo figures, if there is any (e.g. if the amount given is '98.80', it should be converted into '98').

   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 below:

   a. Case 1 - Valuation Charge is present

   For rate basis = W

   $$\text{Declared value} = \frac{\text{Valuation charge}}{60} \times 100$$

   b. Case 2 - No valuation charge

   Declared value = Gross Weight X 4

7. Equivalent Volume Weight in kg. - A blank entry is acceptable. This item is filled up only when the Rate basis is E (Equivalent volume weight) and should be expressed up to 1 decimal place only. Otherwise it must equal to zero.

8. Rate basis - Enter the code for the type of rate used in computing for freight charges. Valid codes are :

      E - equivalent volume weight

      W - actual gross weight

If there is no entry in this item, determine the rate basis using the following rules:

  a. If there is no entry in equivalent volume weight, the rate basis must be W.

  b. If equivalent volume weight is present, compare it with the actual weight. Then

      1. if equivalent volume weight is greater than actual weight, rate basis is E.

      2. if actual weight is greater than equivalent volume weight, rate basis is W.

9. Rate class - Enter the code for the range into which the actual class weight or equivalent volume falls. It may be of the following:

      M - if applicable weight is from 0.5 to 5.0

      N - if applicable weight is greater than 5.0 but less than 50.0

      A - if applicable weight is equal or greater than 50.0 but less than 250.0.

      B - if applicable weight is equal or greater than 250.0 but less than 1,000.0

      C - if applicable weight is equal or greater than 1,000.0

10. Commodity Code - Enter the 3-digit code for the commodity. Refer to the PSCC, Rev. for the appropriate code (Appendix T for a complete classification system).

11. Station of Origin - Enter the three-character alpha code assigned to the station where the commodity came from. The coding scheme for stations is designed by PAL and is contained in Appendix U.

12. Station of Destination - Enter the three-character alpha code assigned to the station or airport where the commodity is unloaded. Refer again to Appendix U for the complete coding scheme for stations designed by PAL.

13. Sales Outlet - Enter the three-character alpha code used for the issuing office. This is equivalent to the PAL sales outlet code. Refer to the PAL coding scheme (Appendix U) for the appropriate code.

14. Total PAL Charges - This refers to the fees per cargo charged PAL.

15. Total Freight Forwarder Charges - This refers to the charges for cartage delivery, surface, handling and pick-up of the forwarder. 16. Grand Total Charges - sum of total PAL charges and total freight forwarder charges per shipment.

4.3 HOW TO ACCOMPLISH THE PROCESSING SHEET FOR RAIL TRADE (DTSS FORM 3)

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 (DTSS Form 3).

4.3.1. General Instructions

1. Process the DROS by station.

2. Refer to the PNR Station Coding Scheme (Appendix V) for the station codes.

3. Use blue/black ball pen in transcribing code/value.

4.3.2. Specific Instructions

I. Control information

1. Province - Enter the 2-digit code assigned to the province where the station is located. Refer to the 1990 Philippine Standard Geographic Classification for the province codes.
2. Station of Origin - Enter the two/three-character alpha code for the station where cargoes were loaded/shipped. Refer to the PNR Coding Scheme (Appendix V).

3. Year - Enter the last two digits of the current year; i.e. enter '94 for the year 1994.

4. 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.

5. Bundle Number - Enter the bundle number assigned to the bundle.

6. Sheet _____ of _____ sheets - The processing sheets in a bundle are to be numbered consecutively starting with '001' for the first sheet. Enter in the first blank the sheet number assigned to the current sheet. Enter in the second blank the total number of sheets in the same bundle. This means that all the sheets in the bundle should have the same entry in the second blank.

7. Sheet Total

   a. Weight (KG) - Enter the total weight in kilogram of all commodities listed in the sheet. This is the sum of the entries in Col. 5 of Cargo Particulars.

   b. Value (P) - Enter the total value of all commodities listed in the sheet. This is the sum of Col. 4 of Cargo Particulars.

II. Cargo 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 3- digit record number. The numbering should start with '001' for the first line/record in the first sheet and should be made continuous for all lines/records in all the sheets in the bundle.

2. Station of Destination - Enter the two/three- character alpha code for the station where the commodities are destined. Refer to the PNR Station Coding Scheme (Appendix V) for codes.

3. Commodity Code - Enter the three-digit commodity code based in the PSCC, Rev. (Appendix T).

4. Value - Enter the equivalent value in pesosof the particular commodity. Round off centavo values. When the value is not given, estimate the value based on the prevailing unit price in the area.

5. Weight - Enter the total volume of the commodity in kilogram. Round off any decimal value.
   Total Freight - Enter the freight charges on the commodity. Round off any centavo value. When the freight charges are not available, estimate the freight by using the prevailing rate in the area.