

FIELD OPERATIONS MANUAL

QUARTERLY INLAND

FISHERIES SURVEY



MARCH 2022



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PHILIPPINE STATISTICS AUTHORITY

F O R E W O R D

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

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

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TABLE OF CONTENTS

FOREWORD.....	i
CHAPTER 1 INTRODUCTION.....	1
1.1 OVERVIEW	1
1.2 OBJECTIVES.....	1
1.3 USES OF QUARTERLY FISHERIES SURVEYS.....	2
1.4 LEGAL AUTHORITY	2
1.5 CONFIDENTIALITY OF INFORMATION	3
CHAPTER 2 SURVEY DESIGN.....	5
2.1 ENUMERATION UNIT	5
2.2 GEOGRAPHIC CLASSIFICATION	5
2.3 SAMPLING FRAME	6
2.4 SAMPLING DESIGN.....	7
2.4.1 Sample Selection.....	7
2.5 ESTIMATION PROCEDURE	7
2.6 CONCEPTS AND DEFINITION	10
CHAPTER 3 SURVEY FORMS, OTHER FORMS AND MATERIALS	11
3.1 SURVEY FORMS	11
3.2 DATA ITEMS.....	11
3.3 LIST OF SAMPLES.....	14
3.4 MATERIALS.....	15
CHAPTER 4 ORGANIZATION AND PROCESSES OF THE OPERATIONS.....	16
4.1 ORGANIZATIONAL STRUCTURE.....	16
4.2 MAJOR PHASES OF OPERATIONS.....	17
4.2.1 Planning and preparatory activities.....	18
4.2.2 Training.....	18
4.2.3 Data collection and field editing	19
4.2.4 Data processing.....	20
4.2.5 Data review and validation.....	20
4.2.6 Submission of reports	20

4.2.7	Dissemination and publication	21
4.3	TIMETABLE OF ACTIVITIES	22
4.4	DUTIES AND RESPONSIBILITIES OF FIELD PERSONNEL.....	22
CHAPTER 5 FIELD OPERATIONS PROCEDURE.....		25
5.1	PRE-ENUMERATION ACTIVITIES.....	25
5.2	DATA COLLECTION PROCEDURES.....	25
5.2.1	Area of Assignment.....	25
5.2.2	Courtesy call to the barangay official	26
5.2.3	Respondent	26
5.2.4	Conduct of interview	26
5.3	SUPERVISION.....	27
5.3.1	Conduct of spot-checking and back-checking.....	27
5.3.2	Sample replacement	28
CHAPTER 6 INSTRUCTIONS IN ACCOMPLISHING FORMS		30
6.1	GENERAL INSTRUCTIONS	30
6.2	SPECIFIC INSTRUCTIONS IN ACCOMPLISHING QIFS FORM 1.....	32
CHAPTER 7 INSTRUCTIONS FOR MANUAL PROCESSING		39
7.1	GENERAL INSTRUCTIONS FOR MANUAL PROCESSING	39
7.2	SPECIFIC INSTRUCTIONS FOR COMPLETENESS CHECK	40
7.3	SPECIFIC INSTRUCTIONS FOR ACCURACY CHECK.....	40
7.4	SPECIFIC INSTRUCTIONS FOR CONSISTENCY CHECK	41
APPENDICES		42
Appendix 1 QIFS Form 1		43
Appendix 2 QIFS Form 2		44
Appendix 3 QIFS Form 3		45

CHAPTER 1

INTRODUCTION

1.1 OVERVIEW

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

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

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

1.2 OBJECTIVES

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

1.3 USES OF QUARTERLY FISHERIES SURVEYS

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

- a. Compilation of national accounts
- b. Estimation of performance of agriculture
- c. Policy making and program implementation
- d. Researches and studies

1.4 LEGAL AUTHORITY

The conduct of quarterly QIFS is authorized under the following:

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

Section 25 of RA 10625 (*Obligation to Provide Information*) states that:

“...The respondents under this Act are required to give truthful and complete answers to statistical inquiries or surveys of the PSA and other statistical offices of the PSS. The respondent is considered to have complied with the obligation only upon receipt of the duly completed statistical inquiry or survey forms. The government shall provide franking privileges, charges and postings to the survey offices, unless otherwise disallowed by law. The PSA is authorized to gather data from other government agencies for statistical purposes.”

Section 27 of RA 10625 (Penalties) 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. To ensure compliance, any violation of this Act shall result in the imposition of the penalty of one (1) year imprisonment and a fine of One hundred thousand pesos (P100,000.00). In cases where the respondent fails to give truthful and complete answer to such statistical inquiries is a corporation, the above penalty shall be imposed against the responsible officer, director, manager and/or agent of said corporation. In addition, such erring corporation or any other juridical entity, depending on the category of the enterprise or business concerned whether small, medium or large, shall be imposed a fine ranging from One hundred thousand pesos (P100,000.00) to Five hundred thousand pesos (P500,000.00).

1.5 CONFIDENTIALITY OF INFORMATION

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

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

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

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

CHAPTER 2

SURVEY DESIGN

This chapter defines the economic units to be covered. It identifies these units in terms of its type and geographic location. It also presents concepts and definitions used in the operations.

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

2.1 ENUMERATION UNIT

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

2.2 GEOGRAPHIC CLASSIFICATION

The activity is conducted in 79 provinces based on its Philippine Standard Geographic Code (PSGC) classification. Province also serves as the domain of the QIFS. This means that species caught by inland fishing household and its measurements within the geographic area, regardless of from where and which fishing ground it was caught are accounted in the province.

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

TABLE 2.1 Geographic Classification by Region and Province

CODE	REGION	PROVINCES
13	NCR	
14	CAR	Abra, Apayao, Benguet, Ifugao, Kalinga, Mt. Province
01	I – Ilocos Region	Ilocos Norte, Ilocos Sur, La Union, Pangasinan
02	II – Cagayan Valley	Cagayan, Isabela, Nueva Vizcaya, Quirino
03	III – Central Luzon	Aurora, Bataan, Bulacan, Nueva Ecija, Tarlac, Pampanga, Zambales
04	IVA – CALABARZON	Batangas, Cavite, Laguna, Quezon, Rizal
17	IVB – MIMAROPA Region	Marinduque, Occidental Mindoro, Oriental Mindoro, Palawan, Romblon
05	V – Bicol Region	Albay, Camarines Norte, Camarines Sur, Catanduanes, Masbate, Sorsogon
06	VI – Western Visayas	Aklan, Antique, Capiz, Guimaras, Iloilo, Negros Occidental
07	VII – Central Visayas	Bohol, Cebu, Negros Oriental, Siquijor
08	VIII – Eastern Visayas	Biliran, Eastern Samar, Leyte, Northern Samar, Samar, Southern Leyte
09	IX – Zamboanga Peninsula	Zamboanga del Norte, Zamboanga del Sur, Zamboanga Sibugay
10	X – Northern Mindanao	Bukidnon, Camiguin, Lanao del Norte, Misamis Occidental, Misamis Oriental
11	XI – Davao Region	Davao Norte, Davao del Sur, Davao City, Davao Oriental, Davao de Oro, Davao Occidental
12	XII – SOCCSKSARGEN	North Cotabato, Sarangani, South Cotabato, Sultan Kudarat
16	Caraga	Agusan del Norte, Dinagat Island, Surigao del Norte, Surigao del Sur
15	ARMM	Basilan, Lanao del Sur, Maguindanao, Sulu, Tawi-Tawi

2.3 SAMPLING FRAME

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

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

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

2.4 SAMPLING DESIGN

The QIFS uses a two-stage sampling design with barangay serving as the primary sampling unit (PSU) and inland fishing household as the secondary sampling unit (SSU).

2.4.1 Sample Selection

Sample barangays (PSUs) are selected using probability proportional to size (PPS) with sampling rate of 10 percent. The number of inland fishing households is used as the size measure. While sample inland fishing households (SSUs) are selected using simple random sampling (SRS) for each sample barangay. The inland fishing household size is 10 per barangay. For a sample barangay which has less than 10 inland fishing households, all households are taken as samples.

2.5 ESTIMATION PROCEDURE

a. Sampling Weight

Base Weights Computation

Base Weight – The base weight (w_{ij}) of a sample household in a barangay is computed using the following formula:

$$w_{ij} = \left(\frac{X}{aX_i} \right) \left(\frac{N_i}{n_i} \right)$$

Where:

- w_{ij} - weight of household j in barangay i
- X - total number of inland fishing hhs for the province
- X_i - total number of inland fishing hhs in barangay i
- a - number of sample inland fishing barangays for the province
- N_i - total number of inland fishing hhs in barangay i
- n_i - number of sample inland fishing hhs in barangay i

Weight Adjustment Factor for Non-Response

Adjustment Factor – To account for non-response, the weight adjustment factor for province p (A_p) is computed as follows:

$$A_p = \frac{\sum_{i=1}^a \sum_{j=1}^{n_i} w_{ij} X_{1ij}}{\sum_{i=1}^a \sum_{j=1}^{n_i} w_{ij} X_{2ij}}$$

Where:

- A_p - adjustment factor for province p
- w_{ij} - weight of household j in barangay i
- n_i - number of sample inland fishing hhs in barangay i
- a - number of sample inland fishing barangays for the province
- X_{1ij} - eligible status of sample inland fishing hh j in barangay i (1 if eligible, 0 otherwise)
- X_{2ij} - responding status of sample inland fishing hh j in barangay i (1 if responding, 0 otherwise)

Final Weight – The final weight (w'_{ij}) is obtained by multiplying the base weight and adjustment factor as follows:

$$w'_{ij} = w_{ij} \times A_p$$

Where:

w'_{ij} - final weight of household j in barangay i

w_{ij} - base weight of household j in barangay i

A_p - adjustment factor for province p

- b. Provincial Total – During data collection, sample inland fishing households are interviewed about the monthly catch of the entire households. The responses of the sample households represent the estimates for the reference quarter. The provincial estimate (\hat{Y}) is computed using the following formula:

$$\hat{Y} = \sum_{i=1}^a \sum_{j=1}^{n_i} w'_{ij} y_{ij}$$

Where:

\hat{Y} - Estimated total inland fishing production for the province

w'_{ij} - final weight of household j in barangay i

y_i - survey data for household j in barangay i

a - number of sample inland fishing barangays for the province

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

2.6 CONCEPTS AND DEFINITION

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

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

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

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

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

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

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

CHAPTER 3

SURVEY FORMS, OTHER FORMS AND MATERIALS

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

3.1 SURVEY FORMS

The Quarterly Inland Fisheries Survey (QIFS) utilizes one (1) survey form from QIFS Form 1 (Refer Figure 3.1).

3.2 DATA ITEMS

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

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


- a. The Sample Identification block identifies the geographic location of the residence of the inland fishing household. It includes the following data items:
 - Region
 - Province
 - Municipality
 - Barangay
 - Name of the household head
 - Sex of the household head
 - Name of respondent
 - Type of respondent

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

- Col (1) Number
- Col (2) Species
Volume of catch
- Col (3) Month 1
- Col (4) Month 2

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

Specific instructions in accomplishing QIFS Form 1 are discussed in Chapter 6 of this manual.



REPUBLIC OF THE PHILIPPINES
PHILIPPINE STATISTICS AUTHORITY

PSA Approval Number PSA-2138
Expires on 31 December 2022

QIFS Form 1
Revised February 2021

QUARTERLY INLAND FISHERIES SURVEY

Reference Quarter and Year _____

Section 8 of RA 10173 (Confidentiality)
All data obtained herein shall be held STRICTLY CONFIDENTIAL
and will not be used for taxation, investigation and law enforcement purposes.

DATE OF VISIT

MONTH

DAY

YEAR

I. SAMPLE IDENTIFICATION

1.1 REGION _____

1.2 PROVINCE _____

1.3 MUNICIPALITY _____

1.4 BARANGAY _____

1.5 NAME OF HOUSEHOLD HEAD _____

1.6 SEX OF HOUSEHOLD HEAD ☐ 1 - MALE ☐ 2 - FEMALE

1.7 NAME OF RESPONDENT _____

1.8 RELATIONSHIP TO THE HOUSEHOLD HEAD ☐

1 - HOUSEHOLD HEAD 2 - SPOUSE
3 - OTHER MEMBER OF THE HOUSEHOLD

1.9 FISHING GROUND* _____

II. FISH CATCH INFORMATION

NO.	SPECIES	VOLUME OF CATCH (KG)			PRICE PER KILOGRAM (P/KG)		
		What was the volume of catch of species during the following months of the reference quarter?			What was the price per kilogram of the species during the following months of the reference quarter?		
		MONTH			MONTH		
What was/when the species caught during the quarter?		(1)	(2)	(3)	(4)	(5)	(6)
15	FISH						
16	Carp	101					
17	Catfish (Ilu)	102					
18	Catfish (Kandul)	103					
19	Climbing perch (Matukol)	104					
20	Eel (Ipat)	105					
21	Freshwater goby (Iliya)	106					
22	Gourami	107					
23	Milkfish (Bangus)	108					
24	Mudfish (Dagig)	109					
25	Mullet (Kaput)	110					
26	Mullet (Lutong)	111					
27	Sardines (Tawit)	112					
28	Silver perch (Ayung)	113					
29	Spade fish (Kiang)	114					
30	Starry goby (Dung)	115					
31	Tarpon (San Bas)	116					
32	Tilapia	117					
33	Big head carp	118					
34	Other fishes	119					
35	CRUSTACEANS						
36	Blue crab (Kinang)	201					
37	Endeavor prawn (Suha)	202					
38	Freshwater crab (Talagla)	203					
39	Freshwater shrimp (Ipus)	204					
40	Lobster (Lang)	205					
41	Mud crab (Kinangul)	206					
42	Tiger prawn (Sugat)	207					
43	White shrimp (Huang Put)	208					
44	Other crustaceans	209					
45	MOLLUSCS						
46	Clams (Kubli)	301					
47	Freshwater clam (Tulya)	302					
48	Oyster (Tahat)	303					
49	Shell (Kutol)	304					
50	Snail (Sung)	305					
51	Other molluscs	306					

III. REMARKS

What were the reasons for increase or decrease in volume of catch and price compared to the same quarter last year?

INTERVIEW STATUS

☐ 1 - Interview completed
☐ 2 - Temporarily stopped operation
☐ 3 - Not engaged in inland fishing

CERTIFICATION

I hereby certify that the data and facts herein were personally obtained/reviewed by me in accordance with the instructions given to me by the Philippine Statistics Authority.

FISHING GROUND CODE:

01 - Rice 06 - Irrigation canal

02 - Corn 07 - Beach

03 - Dam 08 - Swamp

04 - Rice field 09 - Reservoir

05 - Lake 10 - Other


STATISTICAL RESEARCHER _____ DATE _____

PSO SUPERVISOR _____ DATE _____

Figure 3.1 QIFS Form 1

3.3 LIST OF SAMPLES


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

 REPUBLIC OF THE PHILIPPINES PHILIPPINE STATISTICS AUTHORITY						QUARTERLY INLAND FISHERIES SURVEY LIST OF SAMPLES				QIFS Form 2	
REFERENCE PERIOD: <input type="text"/> QUARTER <input type="text"/> YEAR <input type="text"/>											
REGION: <input type="text"/>						TOTAL NUMBER OF IFHH (N): <input type="text"/>					
PROVINCE: <input type="text"/>						NUMBER OF SAMPLE IFHH (n): <input type="text"/>					
NO.	REG.	PROV.	MUN.	BCTY.	WTR	ADDRESS			NAME OF HOUSEHOLD HEAD	STATUS OF IFHH	REMARKS
						MUNICIPALITY	BARANGAY	SITIO			
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)
1											
2											
3											
4											
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STATUS OF INLAND FISHING HOUSEHOLD (11)
 1 - INTERVIEW COMPLETED 3 - NOT ENGAGED IN INLAND FISHING 5 - CANNOT BE LOCATED
 2 - TEMPORARILY STOPPED OPERATION 4 - HOUSEHOLD TRANSFER TO OTHER PLACE 6 - REFUSED TO BE INTERVIEWED

Figure 3.2 QIFS Form 2

QIFS Form 3 contains the list of replacement sample inland fishing households in the province. It will be sent quarterly together with QIFS Form 2 prior to the data collection period. The list specifies the inland fishing households to be used as replacement samples during enumeration.

 Republic of the Philippines PHILIPPINE STATISTICS AUTHORITY										QUARTERLY INLAND FISHERIES SURVEY LIST OF REPLACEMENT SAMPLES										QIFS Form 3	
REFERENCE PERIOD: <input type="text"/> QUARTER <input type="text"/> YEAR <input type="text"/>																					
REGION: <input type="text"/>										TOTAL NUMBER OF IFHH (N): <input type="text"/>											
PROVINCE: <input type="text"/>										NUMBER OF SAMPLE IFHH (n): <input type="text"/>											
NO.	REG.	PROV.	MUN.	BAR.	SITIO	ADDRESS			NAME OF HOUSEHOLD HEAD	STATUS OF IFHH	REMARKS										
						MUNICIPALITY	BARANGAY	SITIO													
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)										
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STATUS OF INLAND FISHING HOUSEHOLD (11)
 1 - INTERVIEW COMPLETED 3 - NOT ENGAGED IN INLAND FISHING 5 - CANNOT BE LOCATED
 2 - TEMPORARILY STOPPED OPERATION 4 - HH TRANSFERRED TO OTHER PROVINCE 6 - REFUSED TO BE INTERVIEWED

Figure 3.3 QIFS Form 3

3.4 MATERIALS

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

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

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

CHAPTER 4

ORGANIZATION AND PROCESSES OF THE OPERATIONS

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

4.1 ORGANIZATIONAL STRUCTURE

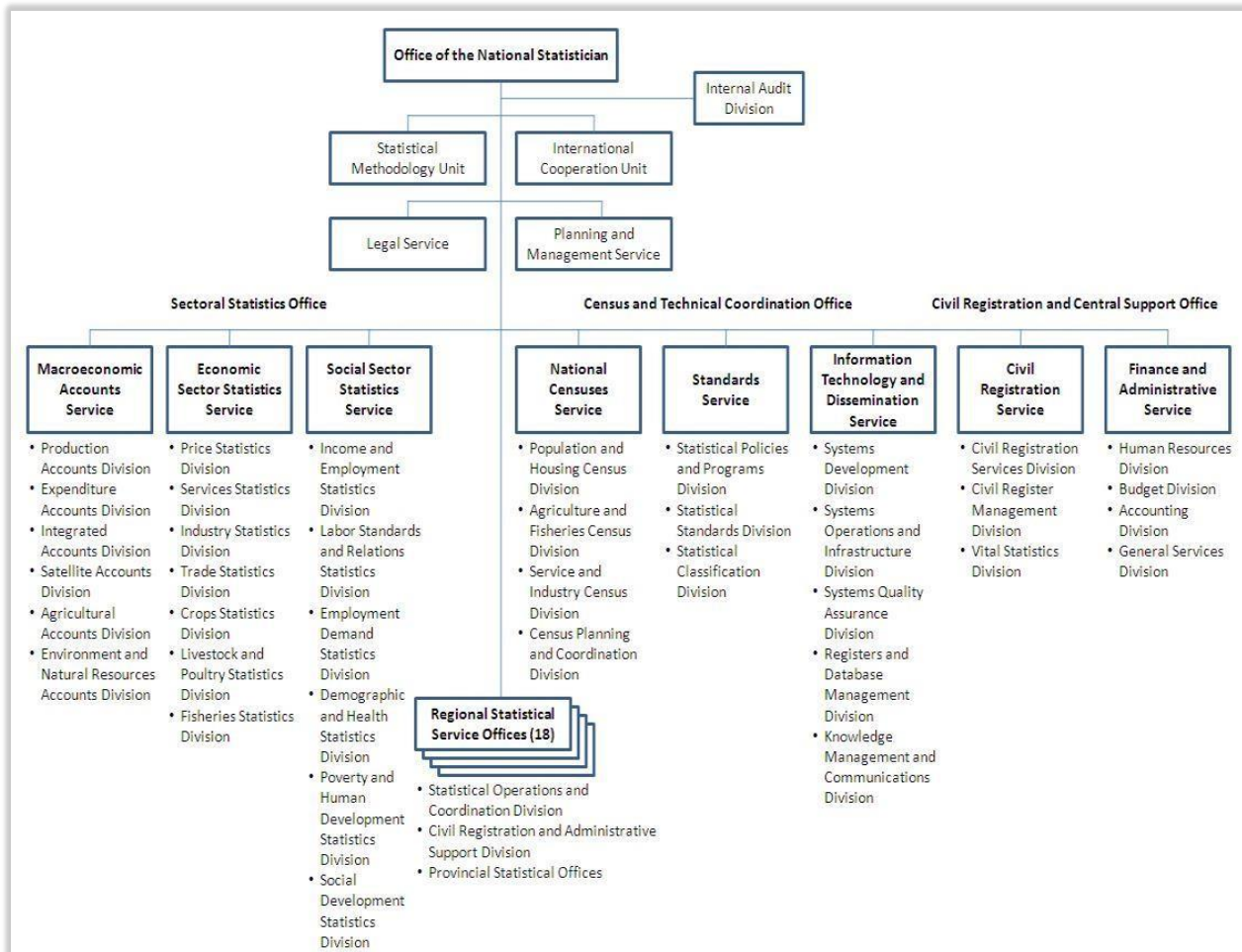


FIGURE 4.1 Organizational Structure of the PSA

Figure 4.1 shows the organizational structure of the PSA in order to illustrate the units involved in the conduct of quarterly fisheries surveys.

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

- a. Statistical Methodology Unit (SMU), Office of the National Statistician (ONS) for the sampling design, methodology.
- b. Agriculture and Fisheries Census Division (AFCD), National Censuses Service (NCS) of Census and Technical Coordination Office (CTCO) for the sampling frame and sample selection.
- c. Statistical Standards Division (SSD), Standards Service (SS) of CTCO for securing the survey clearance.
- d. Systems Development Division (SDD), Information Technology and Dissemination Service (ITDS) of CTCO for development of computerized systems.

The Regional Statistical Services Office (RSSO) through Provincial Statistical Offices (PSOs) are responsible for the data collection, supervision, field editing and data processing.

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

4.2 MAJOR PHASES OF OPERATIONS

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

- a. Planning and preparatory activities
- b. Training
- c. Data collection and field editing
- d. Data processing
- e. Data review and validation
- f. Submission of reports
- g. Publication and dissemination

4.2.1 Planning and preparatory activities

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

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

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

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

1. Updated list of samples to be used during data collection
2. CSPro data files to be used during the data processing
3. Survey forms to be used during data collection

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

The hired SRs should be:

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

4.2.2 Training

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

1. **Operational training on fisheries surveys** serves as the first level training conducted annually. The FSD staff act as resource persons. The participants include two (2) representatives per region. Due to the ongoing COVID pandemic protocols, the said training is conducted virtually.

-
2. **Second level training** is conducted in the RSSO immediately after the first level training. Participants to the second level training are representatives from the RSSO and one (1) participant from each province.
 3. **Third level training** is held at the PSO prior to each survey round. The training is attended by the PSO supervisors and SRs.

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

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

4.2.3 Data collection and field editing

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

The reference periods are the following:

TABLE 4.1 Reference Periods of the Conduct of QIFS

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

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

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

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

4.2.4 Data processing

A CPro based data processing system developed by SDD will be used to facilitate data entry, completeness check, consistency check, generation of estimates of the quarterly fisheries surveys. The PSO is responsible for the data processing of QIFS returns using the system.

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

4.2.5 Data review and validation

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

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

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

4.2.6 Submission of reports

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

The RDR reports comprised the following:

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

The dates of submission of PDR and RDR reports are provided in the Item 4.3 of this manual. The reports are submitted through inland.fsd@gmail.com and fsdco.psa@gmail.com.

4.2.7 Dissemination and publication

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

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

4.3 TIMETABLE OF ACTIVITIES

The table below presents the timetable activities for the Quarterly Fisheries Surveys:

TABLE 4.2 Timetable of Activities for Quarterly Fisheries Surveys

ACTIVITIES	TIMETABLE				RESPONSIBLE UNIT
ACTIVITIES	TIMETABLE				RESPONSIBLE UNIT
	QUARTER 1	QUARTER 2	QUARTER 3	QUARTER 4	
1. Operational training on fisheries surveys	Wk 3 Feb				FSD, RSSO, PSO
2. Second level training	Wk 1 Mar				FSD, RSSO, PSO
3. Sending of survey forms and provincial data files	nl 15 Mar	nl 15 Jun	nl 15 Sep	nl 15Nov	FSD
4. Third level training	nl15 Mar	nl15 Jun	nl 15Sep	nl 15Nov	RSSO, PSO
5. Data collection	Wk3 Mar	Wk 3 Jun	Wk 3 Sep	Wk 3 Nov	RSSO, PSO
6. Compilation and summarization of provincial estimates	Wk 4 Mar	Wk 4 Jun	Wk 4 Sep	Wk 4Nov	RSSO, PSO
7. Provincial data review	Wk 1 Apr	Wk 1 Jul	Wk 1 Oct	Wk 1 Dec	RSSO, PSO
8. Submission of PDR reports to RSSO and FSD	nl6 Apr	nl6 Jul	nl 6 Oct	nl6 Dec	RSSO, PSO
9. Summarization at the regional level	Wk 2 Apr	Wk 2 Jul	Wk 2 Oct	Wk 2 Dec	RSSO
10. Regional data review	Wk 3 Apr	Wk 3 Jul	Wk 3 Oct	Wk 3 Dec	RSSO, PSO
11. Submission of RDR reports to FSD	nl20 Apr	nl 20 Jul	nl 20 Oct	nl 20 Dec	RSSO
12. National data review	Wk 4 Apr	Wk 4 Jul	Wk 4 Oct	Wk 1 Jan next year	FSD, RSSO, PSO
13. Web posting of FSR and OpenSTAT databases	nl 15 May	nl 15 Aug	nl 15 Nov	nl 15 Jan next year	FSD, KMCD

4.4 DUTIES AND RESPONSIBILITIES OF FIELD PERSONNEL

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

1. Regional Directors (RDs)/OICs

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

2. SOCD Head/Regional Statistician/Regional Focal Person

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

3. Provincial Statistics Officers/OICs

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

4. Provincial Statisticians/Provincial Focal Person

- a. Attend the second level training.
- b. Serve as trainer for the third level training.
- c. Assist the PSO in the successful conduct of the survey operations.
- d. Assist in the conduct of data review and validation in the province.
- e. Prepare and submit to FSD updates on the status of inland fishing households including status of replacement samples every after survey round.
- f. Prepare and submit narrative reports on or before the set deadline.

5. Statistical Specialist/Statistical Analysts/Other PSO Staff

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

6. Statistical Researchers (SRs)

- a. Attend the third level training.
- b. Conduct of interview, accomplish and field edit survey forms.
- c. Inform the supervisor immediately of any problem encountered during the survey operations.
- d. Submit field edited survey forms to supervisor.
- e. Submit LOS form with filled out interview status and remarks for the reasons.

CHAPTER 5

FIELD OPERATIONS PROCEDURE

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

5.1 PRE-ENUMERATION ACTIVITIES

Prior to each survey round, FSD updates the list of samples (LOS) and sends to the field offices.

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

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

5.2 DATA COLLECTION PROCEDURES

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

5.2.1 Area of Assignment

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

5.2.2 Courtesy call to the barangay official

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

5.2.3 Respondent

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

5.2.4 Conduct of interview

1. Once an eligible respondents are available, conduct the face-to-face or phone interview with each of the respondents using the appropriate QIFS form depends on the pandemic protocols being implemented by the local government in the area.
 - a. Inquire from the respondent the information about the catch during the reference quarters as indicated in Item 4.2.3.
 - b. Detailed discussion on filling-out of QIFS form is provided in Chapter 6 of this manual.
2. Depending on the status of the sample inland fishing household, be guided by the following instructions:
 - If temporarily stopped operation and refused to be interviewed, report to the PSO supervisor. The PSO supervisor will provide the appropriate replacement for the sample inland fishing household.
 - If the household transferred residence within the same barangay, locate the new residence, update the geographic information and conduct the interview.

-
- If the household is no longer engaged in inland fishing, transferred to other province or cannot be contacted, indicate and explain in the remarks whatever the case may be. The replacement for these samples will be done at the Central Office and will take effect on the next survey round.
3. Before ending the interview, go over the responses once again to check if there are questions not asked or need clarification.
 4. Follow the same procedure for all the sample inland fishing households assigned to you.
 5. In addition, before leaving your assigned area, inquire from other key informants the current situation of inland fishing operations in the locality. The key informants may be barangay officials, officers/members of fisherfolk association or other inland fishing households.

5.3 SUPERVISION

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

- a. Ensure that all sample inland fishing households are covered.
- b. Ensure that the survey forms were properly accomplished by the SRs and following the correct concepts and procedures.
- c. Assist the SRs during the data collection especially the new ones during the first day.
- d. Assist in solving problems encountered during the survey operations.
- e. Review the survey returns submitted by the SRs.

5.3.1 Conduct of spot-checking and back-checking

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

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

5.3.2 Sample replacement

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

The field supervisors will select the replacement household within the same barangay from the list of sample replacements provided by the FSD. In cases where all the five (5) replacement households were used or exhausted, no additional replacements shall be done. Survey weights will be adjusted to consider non-responding eligible sample households.

Indicate in III Remarks the sample identification code of the replaced sample. The field supervisors will also indicate the same information in QIFS Form 2 List of Samples.

2. For non-eligible sample household such as; no longer engaged in inland fishing, household transferred to other province and cannot be located; replacement of samples will be done at the Central Office and will take effect during the next survey round. Survey weights will be adjusted to consider the ineligible sample households.


CHAPTER 6

INSTRUCTIONS IN ACCOMPLISHING FORMS

This chapter discusses the specific instructions on how to accomplish QIFS Form.

6.1 GENERAL INSTRUCTIONS

1. Accomplish the survey forms properly and neatly. Use soft lead pencil. Write entries legibly in clear CAPITAL LETTERS or numbers. Wrong entries must be erased neatly and not crossed out. Write the correct answer on the space provided.
2. Enter answers to questions in the corresponding spaces. Be careful in recording numerical answers.
3. Do not leave any answer space blank. A blank answer space may 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 space to indicate that there is no data/report for that item.

	REPUBLIC OF THE PHILIPPINES PHILIPPINE STATISTICS AUTHORITY	PSA Approval Number PSA-2138 Expires on 31 December 2022	QIFS Form 1 Revised February 2021
QUARTERLY INLAND FISHERIES SURVEY			
Section 8 of RA 10173 (Confidentiality) All data obtained herein shall be held STRICTLY CONFIDENTIAL and will not be used for taxation, investigation and law enforcement purposes.		Reference Quarter and Year: _____	
		DATE OF VISIT MONTH - DAY - YEAR	
I SAMPLE IDENTIFICATION			
1.1	REGION		<input type="text"/> <input type="text"/>
1.2	PROVINCE		<input type="text"/> <input type="text"/>
1.3	MUNICIPALITY		<input type="text"/> <input type="text"/>
1.4	BARANGAY		<input type="text"/> <input type="text"/> <input type="text"/>
1.5	NAME OF HOUSEHOLD HEAD		<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
1.6	SEX OF HOUSEHOLD HEAD	<input type="checkbox"/> 1 - MALE <input type="checkbox"/> 2 - FEMALE	
1.7	NAME OF RESPONDENT _____		
1.8	RELATIONSHIP TO THE HOUSEHOLD HEAD <input type="checkbox"/>		
	1 - HOUSEHOLD HEAD 2 - SPOUSE 3 - OTHER MEMBER OF THE HOUSEHOLD		
1.9	FISHING GROUND*		<input type="text"/> <input type="text"/>

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

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

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

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

The bottom portion of the survey form contains the certification that the SR accomplished the survey form and attested by the PSO supervisor. List of codes were also indicated for ease of use.

6.2 SPECIFIC INSTRUCTIONS IN ACCOMPLISHING QIFS FORM 1

REPUBLIC OF THE PHILIPPINES PHILIPPINE STATISTICS AUTHORITY		PSA Approval Number PSA-2138 Expires on 31 December 2022		QIFS Form 1 Replaced February 2021			
QUARTERLY INLAND FISHERIES SURVEY							
Section 8 of RA 10173 (Confidentiality) All data obtained herein shall be held STRICTLY CONFIDENTIAL and will not be used for taxation, investigation and law enforcement purposes.							
Reference Quarter and Year				DATE OF VISIT			
				MONTH DAY YEAR			
I. SAMPLE IDENTIFICATION							
1.1	REGION			1.7	NAME OF RESPONDENT		
1.2	PROVINCE			1.8	RELATIONSHIP TO THE HOUSEHOLD HEAD		
1.3	MUNICIPALITY			1 - HOUSEHOLD HEAD 2 - SPOUSE			
1.4	BARANGAY			3 - OTHER MEMBER OF THE HOUSEHOLD			
1.5	NAME OF HOUSEHOLD HEAD			1.9	FISHING GROUND*		
1.6	SEX OF HOUSEHOLD HEAD	<input type="checkbox"/> 1 - MALE <input type="checkbox"/> 2 - FEMALE					
II. FISH CATCH INFORMATION							
NO.	SPECIES	VOLUME OF CATCH (KG)			PRICE PER KILOGRAM (P/KG)		
		What was the volume of catch of species during the following months of the reference quarter?			What was the price per kilogram of the species during the following months of the reference quarter?		
		MONTH			MONTH		
	What was/where the species caught during the quarter?						
		(Q1)	(Q2)	(Q3)	(Q1)	(Q2)	(Q3)
1	FISH						
2	Carp	101					
3	Catfish (Ilo)	102					
4	Catfish (Kandul)	103					
5	Climbing perch (Marikina)	104					
6	Eel (Iga)	105					
7	Freshwater goby (Iya)	106					
8	Gourami	107					
9	Milkfish (Bangus)	108					
10	Mudfish (Dagig)	109					
11	Mullet (Kapak)	110					
12	Mullet (Lutong)	111					
13	Sardines (Tawil)	112					
14	Silver perch (Kungit)	113					
15	Spade fish (Klang)	114					
16	Starry goby (Gulong)	115					
17	Tarpon (Buan Buan)	116					
18	Tilapia	117					
19	Big head carp	118					
20	Other fishes	119					
21	CRUSTACEANS						
22	Blue crab (Alimang)	201					
23	Endeavor prawn (Sutab)	202					
24	Freshwater crab (Talinga)	203					
25	Freshwater shrimp (Hapon)	204					
26	Lobster (Llang)	205					
27	Mud crab (Alimang)	206					
28	Tiger prawn (Sigay)	207					
29	White shrimp (Hapon Puti)	208					
30	Other crustaceans	209					
31	MOLLUSCS						
32	Clams (Kobis)	301					
33	Freshwater clams (Tulya)	302					
34	Oyster (Tatob)	303					
35	Shell (Kubis)	304					
36	Snail (Sung)	305					
37	Other molluscs	306					
INTERVIEW STATUS		<input type="checkbox"/> 1 - Interview completed <input type="checkbox"/> 2 - Temporarily stopped operation <input type="checkbox"/> 3 - Not engaged in inland fishing <input type="checkbox"/> 4 - Household transferred outside the province <input type="checkbox"/> 5 - Cannot be located <input type="checkbox"/> 6 - Refused to be interviewed					
REMARKS		What was/were the reasons for increase or decrease in volume of catch and price compared to the same quarter last year?					
FISHING GROUND CODE*		01 - River 02 - Irrigation canal 03 - Marsh 04 - Swamp 05 - Rice field 06 - Reservoir 07 - Lake 08 - Other					
DECLARATION		I hereby certify that the data set forth herein were personally obtained/interviewed by me in accordance with the instructions given to me by the Philippine Statistics Authority.					
STATISTICAL RESEARCHER		DATE		PSO SUPERVISOR			

Block I. Sample Identification

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

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

1.1–1.6 Region, Province, Municipality, Barangay, Name of household head and Sex of household head

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

The Name of Household Head and Sex of Household Head are also indicated.

These information are obtained from the list of samples (QIFS Form 2). Fill-up this portion before going out on a data collection day.

1.7	NAME OF RESPONDENT	TEODORO CASTILLO		
1.8	RELATIONSHIP TO THE HOUSEHOLD HEAD	<table border="1"><tr><td>1</td></tr></table>	1	
1				
	1 - HOUSEHOLD HEAD	2 - SPOUSE		
	3 - OTHER MEMBER OF THE HOUSEHOLD			
1.9	FISHING GROUND*	RIVER <table border="1"><tr><td>0</td><td>1</td></tr></table>	0	1
0	1			

1.7 Name of Respondent

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

Inquire from the respondent,

What is your name?

1.8 Relationship to the household head

The relationship maybe:

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

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

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

1.9 Fishing ground

The fishing ground maybe:

- 1 - River
- 2 - Creek
- 3 - Dam
- 4 - Rice
- 5 - Lakes
- 6 - irrigation canal
- 7 - Marsh
- 8 - Swamp
- 9 - Reservoir
- 10 - SWIP

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

Block II. Catch Information

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

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

Col 2 Species

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

Inquire from the respondent,

What was/were the species catch by the sample inland fishing household during the quarter?

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

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

Col 3-5 Volume of Catch

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

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

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

Ask the respondent,

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

Enter the volume in whole number and in kilogram unit.

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

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

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

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

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

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

Inquire from the respondent,

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

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

Block III. Remarks

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

Whenever applicable, the reason should be by species. Also, indicate in the remarks portion the status of the inland fishing household and reasons if there is no catch during the reference period.

CHAPTER 7

INSTRUCTIONS FOR MANUAL PROCESSING

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

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

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

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

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

7.1 GENERAL INSTRUCTIONS FOR MANUAL PROCESSING

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

7.2 SPECIFIC INSTRUCTIONS FOR COMPLETENESS CHECK

1. Check for completeness of survey returns. Ensure that all sample fishing households have accomplished survey forms. Indicate the status of each sample inland fishing households in QIFS Form 2.
2. Check completeness of entries in the survey form based on data items. Ensure that the volume and price of each species during all months of the quarter including others were filled out whenever appropriate.
3. Ensure that respondents' codes of sample inland fishing households entered in the survey form are consistent with the respondents' codes in the list of samples.

7.3 SPECIFIC INSTRUCTIONS FOR ACCURACY CHECK

1. Check that the correct expansion factors were used. Expansion factors are total number of inland fishing household (N) and number of sample inland fishing household (n).
2. Check the species with reported volume of catch.
 - Translate to its English names all the species that are in local names
 - Be sure that species included in "others" have no equivalent or similar species family in enumerated species, otherwise transfer or combine species under the same categories/type.
 - Be reminded that survey covers all species and not limited to enumerated species listed in the questionnaire
 - Avoid reporting assorted or miscellaneous species
 - Examine species components of "unspecified others".
3. Check volume reported by species
 - Check that the unit used in volume of fish catch was in kilograms and in two (2) decimal places. Convert when necessary.


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

7.4 SPECIFIC INSTRUCTIONS FOR CONSISTENCY CHECK


1. Check that each species for a particular month with reported volume of catch have corresponding entry on price per kilogram or vice versa.
2. Compare responses on volume catch of species among household respondents. Verify big discrepancies in responses, if there is any.
3. Check prices reported across sample inland fishing households.
4. Compare prices at the household level reported by the province.

APPENDICES

Appendix 43 QIFS Form

 REPUBLIC OF THE PHILIPPINES PHILIPPINE STATISTICS AUTHORITY		PSA Approval Number PSA-1002 Expires on 31 December 2020		QIFS Form 1 Revised February 2021			
QUARTERLY INLAND FISHERIES SURVEY							
Section 8 of RA 10173 (Confidentiality) All data obtained herein shall be held STRICTLY CONFIDENTIAL and will not be used for taxation, investigation and law enforcement purposes.							
Reference Quarter and Year: _____				DATE OF VISIT MONTH: _____ DAY: _____ YEAR: _____			
I. SAMPLE IDENTIFICATION							
1.1	REGION	_____		1.6	NAME OF RESPONDENT _____		
1.2	PROVINCE	_____		1.7	RELATIONSHIP TO THE HOUSEHOLD HEAD <input type="checkbox"/>		
1.3	MUNICIPALITY	_____		1 - HOUSEHOLD HEAD	2 - SPOUSE		
1.4	BARANGAY	_____		3 - OTHER MEMBER OF THE HOUSEHOLD			
1.5	NAME OF HOUSEHOLD HEAD	_____		1.8	FISHING GROUND* _____		
II. FISH CATCH INFORMATION							
NO	SPECIES	VOLUME OF CATCH (KG)			PRICE PER KILOGRAM (PKG)		
		What was the volume of catch of species during the following months of the reference quarter?			What was the price per kilogram of the species during the following months of the reference quarter?		
		MONTH			MONTH		
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
1	FISH						
2	Carp	101					
3	Catfish (net)	102					
4	Catfish (Kantut)	103					
5	Climbing perch (Matukas)	104					
6	Eel (lut)	105					
7	Freshwater goby (Riya)	106					
8	Gourami	107					
9	Milkfish (Banggai)	108					
10	Mudfish (Dagig)	109					
11	Mullet (Kigap)	110					
12	Mullet (Ludang)	111					
13	Sardines (Tawbi)	112					
14	Silver perch (Ayung)	113					
15	Spade fish (Khang)	114					
16	Starry goby (Duking)	115					
17	Tarpon (Buan River)	116					
18	Trapia	117					
19	Big head carp	118					
20	Other fishes	119					
21	CRUSTACEANS						
22	Blue crab (Almang)	201					
23	Endeavor prawn (Lushe)	202					
24	Freshwater crab (Talangka)	203					
25	Freshwater shrimp (Hpor)	204					
26	Lobster (Lung)	205					
27	Mud crab (Almang)	206					
28	Tiger prawn (Lugod)	207					
29	White shrimp (Hporng Put)	208					
30	Other crustaceans	209					
31	MOLLUSCS						
32	Clams (Kudai)	301					
33	Freshwater clams (Tulye)	302					
34	Oyster (Tawbi)	303					
35	Snail (Kutai)	304					
36	Snail (Lung)	305					
37	Other molluscs	306					
INTERVIEW STATUS		1 - Interview completed 2 - Interviewer missed question 3 - not engaged in interview 4 - interviewer's other problem 5 - cannot be located 6 - refused to be interviewed					
REMARKS What was/were the reasons for increase or decrease in volume of catch and price compared to the same quarter last year?							
FISHING GROUND CODE*		(1) - River (2) - Creek (3) - Dam (4) - Rice field (5) - Lake (6) - Irrigation canal (7) - Marsh (8) - Swamp (9) - Floodplain (10) - Other		CERTIFICATION I hereby certify that the data set forth herein were personally obtained/reviewed by me in accordance with the instructions given to me by the Philippine Statistics Authority.			
				STATISTICAL RESEARCHER		DATE	
				PSO SUPERVISOR		DATE	

Appendix 44 QIFS Form

 REPUBLIC OF THE PHILIPPINES PHILIPPINE STATISTICS AUTHORITY										QUARTERLY INLAND FISHERIES SURVEY LIST OF SAMPLES				QIFS Form 2	
REFERENCE PERIOD <input type="text"/> QUARTER <input type="text"/> YEAR <input type="text"/>										TOTAL NUMBER OF IFHH (N) <input type="text"/>					
REGION <input type="text"/>										NUMBER OF SAMPLE IFHH (n) <input type="text"/>					
PROVINCE <input type="text"/>															
NO.	REG	PROV	MUN	BRTY	WTR	ADDRESS			NAME OF HOUSEHOLD HEAD	STATUS OF IFHH	REMARKS				
						MUNICIPALITY	BARANGAY	SITIO							
10	20	30	40	50	60	70	80	90	100	110	120				
1															
2															
3															
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STATUS OF INLAND FISHING HOUSEHOLD (11)
 1 - INTERVIEW COMPLETED 3 - NOT ENGAGED IN INLAND FISHING 5 - CANNOT BE LOCATED
 2 - TEMPORARILY STOPPED OPERATION 4 - HOUSEHOLD TRANSFER TO OTHER PLACE 6 - REFUSED TO BE INTERVIEWED

Appendix 3 QIFS Form 3

Republic of the Philippines PHILIPPINE STATISTICS AUTHORITY										QUARTERLY INLAND FISHERIES SURVEY LIST OF REPLACEMENT SAMPLES										QIFS Form 3	
REFERENCE PERIOD: <input type="text"/> QUARTER <input type="text"/> YEAR <input type="text"/>																					
REGION <input type="text"/>																					
PROVINCE <input type="text"/>																					
TOTAL NUMBER OF IFHH (N) <input type="text"/>																					
NUMBER OF SAMPLE IFHH (n) <input type="text"/>																					
NO.	REG	PROV	MUN	BAR	SITIO	NAME OF HOUSEHOLD HEAD	STATUS OF IFHH	REMARKS	ADDRESS												
									MUNICIPALITY	BARANGAY	SITIO										
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)								
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STATUS OF INLAND FISHING HOUSEHOLD (11)
 1 - INTERVIEW COMPLETED 3 - NOT ENGAGED IN INLAND FISHING 5 - CANNOT BE LOCATED
 2 - TEMPORARILY STOPPED OPERATION 4 - HH TRANSFERRED TO OTHER PROVINCE 6 - REFUSED TO BE INTERVIEWED