



REPUBLIC OF THE PHILIPPINES

PHILIPPINE STATISTICS AUTHORITY

Palay and Corn Stocks Survey

Manual of Operations



July 2021

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FOREWORD

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

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

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CHAPTER 1

INTRODUCTION

Palay and Corn Stocks Survey (PCSS)

The PCSS is a monthly survey which produces estimates of the current stocks on rice and corn in farm and non-farm households.

The country rice and corn stocks inventory are generated from three sectors, namely: household, commercial and government stocks. The household stocks are taken from the results of PCSS of the Philippine Statistics Authority (PSA). Effective February 2021, PSA generates the commercial stocks inventory from the results of Commercial Stocks Survey (CSS) per Implementing Rules and Regulations of R.A. No. 11203 known as “The Rice Tariffication Law”. The government stocks inventory is taken from administrative records from the National Food Authority.

The PSA consolidates the stocks inventories from three sectors which is disseminated through a special release on Rice and Corn Stocks Inventory. This is made available in the PSA website every 10th day of the month after the reference period.

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

Objective

The objective of the survey is to generate estimates of the monthly stocks inventory of rice and corn for the household sector.

Uses

The information on households’ stocks together with the stocks in commercial and government warehouses/depositories are used to monitor stocks situation of the food staples to ensure supply and demand equilibrium, access, and price stability. It also serves as inputs to the estimation and compilation of national accounts. Information on stocks holdings can guide policymakers when and how much to import rice especially on time of emergency. Moreover, the survey supports the data needs of planners, policy and decision makers, and other stakeholders in the agriculture sector particularly the National Economic and Development Authority (NEDA), National Food Authority (NFA), Department of Agriculture (DA), and the general public.

Authority for the Conduct of PCSS

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

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

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

Confidentiality of Information

All personnel involved in PCSS are required to keep in **STRICT CONFIDENCE** any information obtained during the survey that pertains to any particular household or person.

Section 26 of RA No. 10625 states that:

“Individual data furnished by a respondent to statistical inquiries, surveys and censuses of the PSA shall be considered privileged communication and as such shall be inadmissible as evidence in any proceeding. The PSA may release aggregated information from statistical inquiries, surveys and censuses in the form of summaries or statistical tables in which no reference to an individual, corporation, association, partnership, institution or business enterprise shall appear.”

Further, **Section 27 of RA 10625** states that:

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

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

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

Obligation of the Respondents to Give Truthful and Complete Information

Section 25 of RA 10625 states that:

“Respondents of primary data collection activities such as censuses and sample surveys are obliged to give truthful and complete answers to statistical inquiries. The gathering, consolidation and analysis of such data shall likewise be done in the most truthful and credible manner. Any violation of this Act shall result in the imposition of the penalty of one (1) year imprisonment and a fine of One hundred thousand pesos (P100,000.00). In cases where the respondent fails to give truthful and complete answers to such statistical inquiries is a corporation, the above penalty shall be imposed against the responsible officer, director, manager and/or agent of said corporation. In addition, such erring corporation, enterprise or business concerned, shall be imposed a fine ranging from One Hundred Thousand pesos (P100,000.00) to Five Hundred Thousand Pesos (P500,000.00).”

Data Privacy Act of 2012 (RA 10173)

Approved into law on 15 August 2012 which is:

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

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

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CHAPTER 2

SURVEY DESIGN

Coverage

The survey covers sample farming households and non-farming households from the sample barangays of the 2021 Palay Production Survey (PPS) and Corn Production Survey (CPS). This is conducted in all provinces except Batanes. The National Capital Region (NCR) is included in the survey and treated as one province/domain.

Sampling Frame

The PCSS uses the 2012 Census of Agriculture and Fisheries (CAF) and the 2017 Listing of Farm Households (LFH) as the sampling frames.

Sampling Design

The PCSS farming households are sub-sample of the PPS and CPS April 2021 Round. In these surveys, the primary sampling units (PSUs) are the palay/corn producing barangays and secondary sampling units (SSUs) are the palay/corn farming households. The PSUs are selected using probability proportional to size while the SSUs are selected through systematic sampling.

For the PCSS non-farming households, five (5) non-farming households are selected for each sample barangay through right coverage approach.

In NCR, a two-stage sampling design is employed. Two sample barangays are selected using simple random sampling in each city/municipality. Five (5) sample households per barangay are selected randomly.

Selection of PCSS Samples for Non-farming Households

The five samples for non-farming households will selected through the right coverage procedure based on preassigned starting point (sp), random start (rs), and sampling interval (i) during data collection.

Right coverage is the way by which the statistical researcher looks for qualified sample for non-farming household along the existing path structure in a barangay. The right coverage requires that at the landmark-starting point, the statistical researcher's standing position is such that his/her right shoulder points to the main entrance of the starting point. He/She then moves on along this path, choosing households along the road or passageway. A range of alleys or "eskinitas" along or intersecting main roads on the right side shall be penetrated in a serpentine manner. Extensions/Other areas to be covered must be adjacent to the original spot and must be penetrated in likewise manner.

A qualified sample for **non-farming household** is any household in which a member operates an agricultural land, either solely or jointly with other members, but where the main source of income is not from such agricultural activities in rural areas. On the other hand, it is any household that does not operate an agricultural land as in the urban areas.

The following landmark-starting points were used in the application of the right coverage procedure:

- A - barangay hall
- B - school
- C - barangay chairperson's house
- D - church / chapel / mosque
- E - barangay secretary's house

A random start (r) will be pre-drawn for each sample barangay by the field supervisor. Likewise, a sampling interval (i) of 10 for urban barangays and 5 for rural barangays was followed in this survey. The right coverage procedure, along with the sp , rs and i was applied in locating the sample households.

Estimation Procedures

The provincial estimate for rice or corn stock is given as follows:

$$\hat{Y} = \left(N_f \times \frac{\sum_{i=1}^{n_f} y_i}{n_f} \right) + \left(N_g \times \frac{\sum_{j=1}^{n_g} y_j}{n_g} \right)$$

Where:

- y_i - observation from the i^{th} sample farming household
- N_f - total number of farming households in the province
- n_f - total number of sample farming households in the province
- y_j - observation from the j^{th} sample non-farming household
- N_g - total number of non-farming households in the province
- n_g - total number of sample non-farming households in the province

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

- multiplying the average stock held by the reporting households and by the total number of households under the farming and non-farming category; and
- adding the estimated stocks held by the farming and non-farming households.

The expansion factor of the PCSS is based on the number of farming and non-farming households which is updated in July every year using the projected midyear population estimate.

Frequency and Schedule of Data Collection

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

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

The collection of data is undertaken by hired statistical researchers (SRs) through personal interview during the first four days of the month. The SR will gather information on palay/rice and shelled corn/corn grits stocks stored in the household, kept in another household or in non-commercial granaries as of **6:00A.M. of the 1st day of the month** as the reference period.

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CHAPTER 3

CONCEPTS AND DEFINITIONS OF TERMS

For the purpose of this survey, the following are the concepts and definition of terms of the information gathered from PCSS.

Household

A person or group of persons who sleep under the same dwelling unit and usually have a common arrangement in the preparation and consumption of food. The household members may not necessarily be related by ties of kinship, although they are usually relatives. In some instances, more than one household may occupy the same dwelling unit.

Farming household

Any household in which a member operates an agricultural land, either solely or jointly with other members.

Non-farming household

Any household in which a member operates an agricultural land, either solely or jointly with other members, but where the main source of income is not from such agricultural activities in rural areas. On the other hand, it is any household that does not operate an agricultural land as in the urban areas.

Stocks

Supply of rice and corn stored for future use. This includes quantity of rice and corn kept by the household which are stored in the house or another house or non-commercial granaries. Stocks that are intended for resale are excluded.

Palay

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

Rice

Kernels obtained after removal of hull bran.

White Corn

Used primarily for human consumption.

Yellow Corn

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

Ears of Matured Corn

Corn in the cob that are harvested as they reach full maturity or at hard dough stage.

Ears of Green Corn

Young corn in the cob that are harvested on or before they reach full maturity, either at soft or hard dough stage (for boiling or broiling).

Shelled Corn

Corn grains that have been removed from the cob.

Corn Grits

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

CHAPTER 4

DUTIES AND RESPONSIBILITIES

Regional Director (RD)

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

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

Statistical Operations and Coordination Division (SOCD) Chief

The SOCD Chief shall have the following responsibilities:

- a. assists the RD in the coordination and supervision on the conduct of trainings, survey operations, manual and machine processing and validation of generated PCSS results in the region;
- b. assists the RD in the monitoring and implementation of field operations in the provinces of the region;
- c. designates a focal person for the region; and
- d. ensures the submission of the prescribed reports of the region as according to the prescribed format and timeline.

Regional Focal Person (RFP)

The responsibilities of the RFP are the following:

- a. assists in ensuring the smooth conduct of training or briefing of statisticians or designated provincial focal persons in the entire region;
- b. observes the interviews when necessary to ensure that these are properly carried out;
- c. consolidates and reviews reports submitted by the Provincial Statistical Offices (PSOs); and
- d. prepares the regional report and submits it to the Central Office – Crops Statistics Division (CO-CSD).
- e. assists the SOCD Chief in monitoring the progress of field operations in the provinces and in validation of generated PCSS results in the region.

Chief Statistical Specialist (CSS)

The CSS in the province shall be responsible for the smooth implementation of PCSS in his/her province. Specifically, the responsibilities are the following:

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

Provincial Focal Person (PFP)

The responsibilities of the PFP are the following:

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

Field Supervisor

The responsibilities of the field supervisor are the following:

- a. assists in the conduct of orientation/training for SRs;
- b. assists in the documentation of the proceedings of the orientation/training;
- c. assists the PFP in determining the respective assignments of SRs under his/her supervision;
- d. conducts spot-checking to the SRs under his/her supervision;

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

Statistical Researcher (SR)

The duties of the SR are as follows:

- a. signs a Contract of Services and abides by the terms and conditions stipulated in it;
- b. attends orientation training and learn all the concepts used in the survey and field operation procedures;
- c. pays a courtesy call to the Punong Barangay or any barangay official where the sample households are located before starting the survey. Seek their permission to undertake the data collection in the area;
- d. locates and interviews the sample households in accordance with the prescribed concepts and procedures using the questionnaire;
- e. reports to the supervisor the progress of work and problems encountered during enumeration;
- f. ensures completeness, correctness, and consistency of information gathered from the respondents;
- g. makes a callback or returns to the sample household not contacted at most two (2) revisits on different days;
- h. updates the list of samples based on the household classification and result of visit after the enumeration is done in the sample barangay;
- i. submits the accomplished questionnaires, list of samples, and Manual of Operations for Statistical Researchers to the field supervisor upon completion of his/her assigned tasked on or before the target date; and
- j. secures a Certificate of Appearance from the barangay official and thank them for their cooperation, assistance and support.

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CHAPTER 5

FIELD ENUMERATION PROCEDURES

PCSS Questionnaire

The PCSS questionnaire consists of five (5) blocks as follows:

BLOCK	TITLE
A	Geographic Identification
B	Sample Particulars
C	Quantity of Palay/Rice Stocks owned by the Household, as of 6:00 A.M. of the 1 st day of the month
D	Quantity of Corn Grain/Corn Grits owned by the Household, as of 6:00 A.M. of the 1 st day of the month
E	Certification

Enumeration Materials

The SRs should be provided with the following enumeration materials:

- Manual of Operations
- PCSS questionnaire
- Cover Letter (as need arises in a particular province)
- Identification card (ID)
- Folder/Envelope
- Pencil
- Eraser
- Sharpener

Steps in Locating the Sample Households

- a. Locate the sample barangay using the list of samples. Follow the usual protocol of paying a courtesy call to the barangay official. Inform him/her about the survey and its purpose. Seek his/her permission to undertake data collection in the area.

As representatives of the Philippine Statistics Authority (PSA) in this barangay, you should perform your duties in an efficient and professional manner. You must be courteous in your interactions with barangay official/s as well as with the respondents and their families. As you seek permission to conduct the survey in the locality, making a good impression is a key to carrying your tasks smoothly, thus personal appearance and knowledge of the subject matter is a must.

- b. Proceed to the first potential sample household.

- c. Introduce yourself and explain the purpose of the survey. Give assurance that the information to be gathered will be handled strictly confidential.

SR must always maintain confidentiality. Be careful not to discuss any aspects of the data when in a public location. Never leave any document with a sample name and contact information lying around where it can be viewed. Safeguard accomplished questionnaire until you deliver them to your respective field supervisors.

- d. Determine if a qualified respondent is available for interview in the sample household. If so, proceed with the interview using the PCSS questionnaire. Otherwise, schedule an appointment for a revisit or replace the sample household.

A **qualified respondent** is a responsible adult household member, not necessarily the household head, who is **knowledgeable** of the household's inventory of palay/rice/corn stocks and **willing** to provide reliable information for the survey.

- e. Locate the next potential sample household in the list.

Guidelines in Conducting the Interview

Whom to interview

The respondent must be the sample household head and/or any member of the household who has the knowledge of the palay/rice and corn stocks possession held by the household.

How to conduct the interview

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

Be guided by the following interview techniques:

- a. **Be presentable.** Make a good impression by dressing appropriately and neatly. Some people judge others by what they wear; hence, they may not open the door for someone who appears messy or untidy.
- b. **Be polite.** Different people will react in different manners. The SRs should always smile, maintain composure, and remain cordial and polite. Be prepared to give honest answers for all types of questions raised by the respondents.

- c. **Introduce yourself and the survey.** As an introduction, you may say the following:

“Good morning/afternoon. I am (state your name, show your PSA ID), a statistical researcher of the Philippine Statistics Authority. We are currently conducting PCSS in the province. I would appreciate very much your cooperation in answering the questions in this undertaking.”

- d. **Assure the respondent of the confidentiality of information that he/she will provide.** Cite the confidentiality clause of RA 10625.

“Please be assured that all your answers will be treated with utmost confidentiality.”

- e. **Explain the uses and objectives of the survey.** It is necessary to explain the objectives as well the uses of the survey to gain the cooperation of the respondent. Explain to him/her as discussed in Chapter 1 of this Manual.

- f. **Ask all questions in the questionnaire.** Never assume answers. Ask all questions though you already have an idea of the answers to some of these questions. What you think may not be the right answers.

- g. **Do not settle for unsatisfactory answer.** Occasionally, a respondent's answer may be confusing or unclear. In this case, do not settle for his/her answer. If you think that the respondent's answer is not satisfactory, try probing for more information. A **probing question** is a follow-up question to obtain the desired information. The probing questions should be neutral and must not lead the respondents to answer in a predictable manner. The most common types of probing questions are the following:

- Repeating the question. Asking the question several times sometimes helps the respondent in providing the accurate information, which he/she needs to recall from memory.
- Asking for more information. In case of doubtful answers, ask the respondent to explain more clearly his/her answers.
- Asking for an estimate, if appropriate. If the respondent cannot recall, for example the physical area of the corn farm, try to ask for an estimate. Help him/her calculate.
- Giving the respondent enough time to think. Do not hurry the respondent. Give him/her time to think of the answers.

- h. **Thank the respondent for his/her cooperation.** Always try to leave the respondent with a good feeling towards the survey. Express your appreciation for the respondent's cooperation.

How to ask questions

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

- a. Ask all questions exactly as they are worded in the questionnaire. Changing a word in the question may change the meaning and intent of the question, and thereby elicit a different answer. Be careful in rewording the question during the interview.
- b. The questionnaires are written in English. The SR should assess if the respondent is not comfortable with it or cannot understand the English language. If this is the case, the SR should translate the questions into the dialect, which both the SR and the respondent can understand, in such a way the meaning of the questions is not changed.
- c. All questions should be asked in the order shown in the questionnaire. Follow strictly the skipping instructions to avoid asking questions which are unnecessary or not applicable for a household member.
- d. Never ask a leading question. A **leading question** is a question that suggests the answer desired by the interviewer. By asking a leading question, the respondent's mind is set into believing that the answer suggested by the SR is the right one.

Example of a leading question:

“As of 01 April 2021, at 6:00 A.M., is your palay stock / inventory about 30 cavans at 50 kilograms?”

The right question should be:

As of 01 April 2021, at 6:00 A.M., how many stocks / inventory of palay do you have?

- e. Ask probing questions when necessary to obtain the desired information.

A **probing question** is a follow-up question to obtain the desired information. The probing questions should be neutral and must not lead the respondents to answer in a predictable manner. For example, if the respondent is not so sure in his/her answer to the question “*How many stocks of palay do you have as of 01 April 2021 at 6:00 a.m.?*” you can ask the neutral probing question “*Can you estimate how many sacks of palay and the weight per sack*”. Ask the unit of measure of the answer given to you.
- f. Do not interrupt the respondent while he/she is answering a question.
- g. Finish recording an answer first before proceeding to the next question.

How to record answers

- a. Fill out the questionnaire only during the actual interview. Do not write the answers on a separate sheet of paper with the intention of transcribing the answers to the questionnaire at some other time.
- b. Complete all required information to maintain data accuracy and consistency.
- c. Use soft lead pencil when filling out the questionnaire. Never use pens, ball pens, or markers.
- d. Write neatly and legibly. Erase neatly all erroneous entries.
- e. Use the alphanumeric characters and always use CAPITAL LETTERS for write-in entries.
- f. Translate verbatim answers to English after the interview.
- g. Enter all numeric answers in the appropriate answer boxes. Most of the answer lines requiring numerical entries are provided with decimal points. The underline space/s at the right of the decimal points is/are lines representing the number of decimal places required of a numerical response.
- h. For pre-coded answers, write it down in the space provided.
- i. Do not leave blank any answer space. A blank answer space may otherwise mean that the corresponding question was not asked. If the answer to a question is none or the question is not applicable, enter a dash (-) in the corresponding answer space(s) or draw a horizontal line along the particular question item to show that there is no entry for such item.
- j. If the entire section or sub-section of the questionnaire has no entry, cross out the whole section or sub-section to indicate that it has not been skipped.
- k. For additional information, use the back page of the questionnaire and indicate the specific item.
- l. Before leaving the respondent's premises, go over the entire questionnaire to make sure that not a single item has been missed.

How to handle enumeration problems

Some of the problems that the SR may encounter during field enumeration are listed below. If the SR encounter difficulties not covered in this manual, he/she shall not hesitate to contact his/her supervisor for assistance.

a. No eligible respondent at home or the entire household is away

If during the first visit there is no eligible respondent at home, or the entire household is away, the SR must make a revisit at his/her earliest opportunity.

The SR must exert all his/her efforts to contact the respondent and obtain information pertaining to the household.

A **callback** is a revisit to a household whose respondent had not been interviewed by the SR during the previous visit. Callbacks are intended to reduce the rate of non-response. Any unsuccessful visit done on the same day as the previous visit will not be counted as a callback. A succeeding visit is considered a callback if done only on the following day or any day

thereafter. Hence, to minimize the occurrence of callbacks, the SR should plan callbacks efficiently by checking when the qualified respondents will most likely be at home. The SR should inquire from the other members of the household, like household helpers or even from neighbors, about the best day and time for a callback.

The allowable maximum visit by the SR during the operation period is two visits, that is, one on the first visit and another one on the callback.

b. Household refuses to be interviewed

Sometimes, a respondent wants to postpone an interview because he/she is busy at the time of visit of the SR or does not want to be interviewed at all. In such situation, the SR should exert all effort to convince and persuade the respondent to grant an interview or to make an appointment.

The SR may also encounter an argumentative type of respondent who would ask questions about certain aspects of the survey. He/she will not gain much if he/she argues with this type of respondent. It is better not to say anything controversial and just let the respondent.

c. Critical areas

The Provincial Focal Person (PFP) is knowledgeable on the critical areas in the city/municipality. An area is deemed critical when an epidemic is prevailing at the time of visit or peace and order problem exists, among others. If during the course of the field enumeration the SR found out that his/her area of assignment is in critical condition, he/she should inform his/her supervisor immediately to discuss the best strategy to cope with the situation.

d. Political intervention

If the Punong Barangay or any local officials insist that the data gathered by the SR be shown to him/her, the SR should explain politely that they are prohibited by law to divulge the information that he/she have gathered and that the data files were already collected by his/her supervisor from the Provincial Statistical Office (PSO) of the PSA. The SR should report immediately to his/her supervisor so that he/she could help to handle the situation.

e. Other untoward incidents

In case the SR have encountered any untoward incident during the field enumeration, such as dog bite, accident, or sickness, the matter should be reported immediately to his/her supervisor.

CHAPTER 6

INSTRUCTIONS IN ACCOMPLISHING THE PCSS QUESTIONNAIRE

PCSS Questionnaire

The PCSS questionnaire is composed of five (5) blocks which gathers information on the quantity of palay/rice stocks and corn grain/corn grits stocks in the household as of 6:00 AM of the first day of the reference month.

Contents of the PCSS Questionnaire

Title Panel

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

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

PCSS Form 1 PSA Approval No : PSA-2011 Expires on : 31 March 2022	 REPUBLIC OF THE PHILIPPINES PHILIPPINE STATISTICS AUTHORITY	 Management System ISO 9001:2015  www.psa.gov.ph
OBLIGATION TO PROVIDE INFORMATION: Section 25 of Republic Act 10625 (Obligation to Provide Information) stipulates that all respondents whether natural or legal persons are required to provide truthful and complete information to all statistical inquiries or surveys conducted by the Philippine Statistics Authority (PSA).	PALAY AND CORN STOCKS SURVEY (PCSS) _____ 1, 20 _____ Month Year	
CONFIDENTIALITY: The PSA adheres and commits to the confidentiality of information as stipulated in Section 26 of RA 10625 (Confidentiality of Information) and Section 8 of RA 10173 (Confidentiality). All data obtained herein shall be held strictly confidential, and will not be used for taxation, investigation or law enforcement purposes.		

Block A. Geographic Identification

This block contains the name of the region, province, name of municipality/city, name of barangay, stratum, replicate, barangay qualifier, household classification and household code (EA-HSN).

A. GEOGRAPHIC IDENTIFICATION							
1. Region :					5. Barangay qualifier ^{a/} (Indicate code)		
2. Province/District :					6. Household classification ^{b/} (Indicate code)		
3. Municipality/City :					7. Enumeration Area (EA)		
4. Barangay :					8. Household Serial Number (HSN)		

Block B. Sample Particulars

This block contains the name of the household head, name of respondent, contact number, and relationship of the respondent to the household head. It also contains spaces where interview information on the result of visit, reason for target respondent not contacted, and the name and classification of the informant.

B. SAMPLE PARTICULARS	
1. Name of household head	: _____ (Last name, First name, M.I.)
2. Name of respondent	: _____ (Last name, First name, M.I.)
3. Contact number of respondent	: <input type="text"/>
4. Relationship to household head ^{ci} (Indicate code)	: <input type="text"/>

Item B.1. Name of household head

From the list of samples provided by the supervisor, write the name of the household head on the space provided following the Last Name, First Name, and Middle Initial format.

Item B.2. Name of respondent

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

A **respondent** refers to the person being interviewed. He/she is a knowledgeable member of the household, not necessarily the household head, who provides answers to queries related to the household's stocks on palay and corn.

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

Item B.3. Contact number of respondent

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

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

Item B.4. Relationship to household head

Write the code of the relationship of the person interviewed to the household head. Codes are found at the bottom the questionnaire. These are:

- 1 – Household Head
- 2 – Spouse
- 3 – Son/daughter
- 4 – Other knowledgeable member of the household

Interview Record

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

INTERVIEW RECORD			
	VISIT 1	VISIT 2	
Date of Visit - Day : Month	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	Total Number of Visits <input type="text"/>
Result of Visit ^{d/}	<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/>	Result of Final Visit ^b <input type="text"/> <input type="text"/>
Reason for code 70 ^{e/}	<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/>	Reason for Code 70 ^{e/} <input type="text"/> <input type="text"/>
Note: Ask Items 1 to 2 if the Result of Visit is Code 70			
1. Full Name of Informant : _____ (Last name, First name, M.I.)			
2. Designation of Informant ^{f/} (Indicate code) : <input type="text"/>			

Date of visit

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

Result of visit

The Interview Record also contains boxes for the code/s of the result of visits and the reason for Code 70. A visit to a sample household may result in a completed interview or in a callback due to refusal, absence of an eligible respondent, absence of the entire household, incomplete interview, and other reasons.

Code	Description for Result of Visit
40	Interview completed. The interview is said to be completed when the Statistical Researcher (SR) collected all the required information from the respondent.
50	Interview not completed. It is the case of not getting all the required data especially when the respondent avoided or stopped giving information on the household's rice and corn stocks. The SR should set an appointment to the respondent at a later date to finish the interview. This interview status can be used as a result of visit only after all efforts to obtain a successful interview have been exerted.
60	Refused to be interviewed. This is the case wherein the respondent does not want to provide any information at all. The SR may ask to set an appointment to the respondent at a later date for interview. This interview status can be used as a final result of visit only after all efforts to obtain a successful interview have been exerted.

Code	Description for Result of Visit
70	<p>Target respondent not contacted. If the SR was not able to contact the sample and there is no other knowledgeable respondent in the sample household, ask for possible reasons why the sample farmer was not contacted.</p> <p>Below are the possible reasons and corresponding codes why the target respondent may not be contacted. Write in the box provided the appropriate reason for code 70.</p> <p style="padding-left: 40px;">71 – Temporarily away/Not at home 72 – Temporarily not accessible 73 – Resides outside the sample barangay 74 – Unknown in the locality 75 – Deceased (No other member in the household)</p> <p>Full name of Informant - This item must be filled up if the result of visit is code 70. Ask the complete name of the informant and write it down on the space provided.</p> <p>Designation of informant -Determine the designation of the informant and encircle the appropriate code, then end the interview.</p> <p style="padding-left: 40px;">1 – Barangay/Purok official 2 – Neighbor 3 – Other household member</p> <p>Note:</p> <ul style="list-style-type: none"> • Sample farming household with codes 60, 71, 72 and 75 can be replaced outright during the field operation. • Use a separate questionnaire for replacement sample. • No replacement of sample household for result of visits / reasons for not contacted with codes 50,73 and 74.

Block C. Quantity of palay/rice stocks owned by the household as of 6:00 A.M. of the 1st Day of the Month

This block contains the information on palay and rice stocks owned by the household as of 6:00 AM of the 1st day of the month in the household, other household and non-commercial granaries.

C. QUANTITY OF PALAY/RICE STOCKS OWNED BY THE HOUSEHOLD AS OF 6:00 A.M. OF THE 1 ST DAY OF THE MONTH [#]				
Item	IN LOCAL UNIT			FOR OFFICE USE ONLY (kg) col. (3 x 4)
	UNIT USED	NUMBER OF UNITS	WEIGHT (in kg) OF ONE UNIT	
(1)	(2)	(3)	(4)	(5)
1. Palay				
2. Rice				

- Palay stocks intended for sale, consumption, feeds, reserved for seeds, for payment of labor, landlord share and other payment in kind are included as stock of the household.
- Rice stocks intended for sale (sari-sari store) are excluded in the survey.

Column 1 – Item.

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

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

Columns 2 to 5 – Palay/Rice, in local unit.

Column 2 – Unit Used. Write the name of local unit used in measuring palay/rice stocks e.g. sack, cavan, bundle for palay, can, others.

Column 3 – Number of Units. Enter the volume of palay/rice stocks of the sample household as of the reference date in local unit reported in Column 2.

Column 4 – Weight (in kg) of One Unit. Indicate the equivalent weight in kilograms of one local unit used and record in two (2) decimal places.

Column 5 – For Office Use Only. To be accomplished during the editing and summarization process. Multiply Column 3 by Column 4.

Block D. Quantity of corn grain/corn grits owned by the household as of 6:00 A.M. of the 1st Day of the Month

This block contains the information on corn grain and corn grits stocks held by the sample household.

D. QUANTITY OF CORN GRAIN/CORN GRITS OWNED BY THE HOUSEHOLD AS OF 6:00 A.M. OF THE 1ST DAY OF THE MONTH^{1/}				
Item	IN LOCAL UNIT			FOR OFFICE USE ONLY (kg) col. (3 x 4)
	UNIT USED	NUMBER OF UNITS	WEIGHT (in kg) OF ONE UNIT	
(1)	(2)	(3)	(4)	(5)
1. Corn grain^{2/}				
1.1 Yellow				
1.2 White				
2. Corn grit				
2.1 Yellow				
2.2 White				

Column 1 – Item.

Line Number (LN) 1 – Corn Grain. This item is for control purposes.

- Line Number 1.1 – Yellow corn grain
- Line Number 1.2 – White corn grain

Line Number (LN) 2– Corn Grits. This item is for control purposes.

- Line Number 2.1 – Yellow corn grits
- Line Number 2.2 – White corn grits

Columns 2 to 5 – Corn Grain /Corn Grits, in local unit

CORN GRAIN = ears of matured corn x .071

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

Column 2 – Unit Used. Write the local unit used in measuring yellow corn grain/corn grits stock, e.g. sack, cavan.

Column 3 – Number of Units. Enter the volume of yellow corn grain/corn grits stocks, in local unit reported in Column 2.

Column 4 – Weight (in kg) of One Unit. Indicate the equivalent weight in kilograms of one local unit used, and record in two (2) decimal places.

Column 5 – Office Use Only. To be accomplished during the editing and summarization process. Simply multiply Column 3 by Column 4.

Block E. Certification

Block E includes spaces for the information about the Statistical Researcher and Field Supervisor. It specifically contains their names, signatures and dates of accomplishing their respective tasks.

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

Manual Editing Guidelines

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

- Reference period should be filled up.
- Check if all household samples in the sample barangays in the list are covered.
- Check the corresponding codes indicated.
- Check if the weight of one local unit is reasonable.
- Check the computation in the conversion of weight in kilograms and sack of 50 kilograms.

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CHAPTER 7

SUPERVISION AND REINTERVIEW

Guidelines on the Conduct Field Supervision/Spot-Checking

1. The field supervision will be conducted any day during the scheduled field data collection during the first four days of the reference month within the reference quarter.

A maximum of two days field supervision/spot-checking shall be allotted for each field supervisor.

2. The spot-check forms shall be used by the supervisor to document the activities, observations, and issues encountered by the SR during the conduct of field supervision. This contains list of sample households, and specific errors/inconsistencies. One form will be used for each SR to record their performance during the conduct of field data collection.
3. Field supervision/spot-check will be undertaken by the regular staff. The Chief Statistical Specialist (CSS) shall determine the number of regular staff who will conduct the field supervision.

Each field supervisor is required to spot-check the interview being done by the SR in the sample households/farms following the prescribed number of samples for spot-checking

Guidelines on the Conduct of Supervision and Re-Interview

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

1. All sample households with conflicting and improbable data gathered during the survey round will be re-interviewed by the hired SRs. Excluded for the re-interview are those new samples which are replacements for non-response samples from the previous survey round.
2. Use the PCSS Form 2a (PCSS Re-Interview Form) provided by the CSD. The SR is required to ask all the information and questions in the re-interview form for the purpose of verifying responses of the sample household. One re-interview form shall be used for each sample household to record the required information.
3. The Provincial Focal Persons (PFPs) shall validate the consistency of the responses from the re-interview with the results from the validated household stocks data of the previous survey round provided by the CSD.

4. If in case inconsistencies were observed, the PFPs shall conduct data processing of accomplished re-interview forms and re-generation of provincial stocks estimates. The results generated will be the provincial estimates for the reference month.
5. The updated data files and output tables shall be sent to stocks.csd@gmail.com or stocks.csd@yahoo.com.

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CHAPTER 8

POST-SURVEY ACTIVITIES

DATA PROCESSING

The PCSS processing system was developed to capture the data collected in the survey using the Census and Survey Processing System (CSPPro) software. The procedures during processing include encoding of the data from the edited survey returns, computerized editing, completeness check and generation of output tables. The generated output tables include provincial summary sheets containing initial estimates of palay and corn stocks for the barangay and province, and the prescribed three (3) tables which are inputs in data validation, namely, expanded data; provincial estimate and comparative table on stocks inventory (Appendix C to E).

Note: See Data Processing Manual for PCSS

DATA REVIEW AND VALIDATION

The PSA has mainstreamed a data review and validation process to ensure the quality of its statistical products. This is conducted in three (3) levels. The first level is at the province, attended by the CSS, PFP, and selected field supervisors. The Provincial Statistical Office (PSO) is responsible for the conduct of this activity, assisted by the focal person for the survey. The second level review at Regional Statistical Service Office (RSSO) is undertaken by the RD, SOCD Chief, RFP and alternate RFP. The third level at Central Office (CO) is done by commodity specialists of CSD after which regional estimates are finalized and consolidated to come up with the national estimates. The national estimates are then submitted to the management for final approval.

Guidelines on data review and validation

- Review the encoded data with the submitted questionnaires, check for encoding errors, if any.
- Take note of “outlier data” and validate, if possible, through back checking.
- Check if the palay stock has been converted into rice equivalent before adding it with the rice stock. Likewise, corn grits stock should be converted also into corn grain equivalent.

The rice and corn grain equivalents of the estimated palay and corn grits stocks are computed using the formula:

$$\text{rice equivalent} = \text{palay stock} \times 65\%$$

$$\text{corn grain equivalent} = \text{corn grits stock} / 68\%$$

- Do a parallel review of the current estimates versus the previous estimates (last month and same period last year). Check the consistency of the current level of estimates with the trends in production, prices, and the existing data series on household stocks.

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APPENDICES

APPENDIX A. PCSS Questionnaire

<p>PCSS Form 1 PSA Approval No : PSA-2011 Expires on : 31 March 2022</p> <p>OBLIGATION TO PROVIDE INFORMATION: Section 25 of Republic Act 10625 (Obligation to Provide Information) stipulates that all respondents whether natural or legal persons are required to provide truthful and complete information to all statistical inquiries or surveys conducted by the Philippine Statistics Authority (PSA).</p> <p>CONFIDENTIALITY: The PSA adheres and commits to the confidentiality of information as stipulated in Section 26 of RA 10625 (Confidentiality of Information) and Section 8 of RA 10173 (Confidentiality). All data obtained herein shall be held strictly confidential, and will not be used for taxation, investigation or law enforcement purposes.</p>	 REPUBLIC OF THE PHILIPPINES PHILIPPINE STATISTICS AUTHORITY	 		
<p>PALAY AND CORN STOCKS SURVEY (PCSS)</p> <p>Month <u> 1 </u>, 20<u> 20 </u> Year</p>				
A. GEOGRAPHIC IDENTIFICATION				
1. Region :	<input type="text"/>	5. Barangay qualifier ^{af} (Indicate code)	<input type="text"/>	
2. Province/District :	<input type="text"/>	6. Household classification ^{af} (Indicate code)	<input type="text"/>	
3. Municipality/City :	<input type="text"/>	7. Enumeration Area (EA)	<input type="text"/>	
4. Barangay :	<input type="text"/>	8. Household Serial Number (HSN)	<input type="text"/>	
B. SAMPLE PARTICULARS				
1. Name of household head :	<input type="text"/>			
	<i>(Last name, First name, M.I.)</i>			
2. Name of respondent :	<input type="text"/>			
	<i>(Last name, First name, M.I.)</i>			
3. Contact number of respondent :	<input type="text"/>			
4. Relationship to household head ^{af} (Indicate code) :	<input type="text"/>			
INTERVIEW RECORD				
	VISIT 1	VISIT 2		
Date of Visit - Day : Month	<input type="text"/>	<input type="text"/>	Total Number of Visits <input type="text"/>	
Result of Visit ^{af}	<input type="text"/>	<input type="text"/>	Result of Final Visit ^b <input type="text"/>	
Reason for code 70 ^{af}	<input type="text"/>	<input type="text"/>	Reason for Code 70 ^{af} <input type="text"/>	
Note: Ask Items 1 to 2 if the Result of Visit is Code 70				
1. Full Name of Informant :	<input type="text"/>			
	<i>(Last name, First name, M.I.)</i>			
2. Designation of Informant ^{af} (Indicate code) :	<input type="text"/>			
C. QUANTITY OF PALAY/RICE STOCKS OWNED BY THE HOUSEHOLD AS OF 6:00 A.M. OF THE 1ST DAY OF THE MONTH^{af}				
Item	UNIT USED	IN LOCAL UNIT NUMBER OF UNITS	WEIGHT (in kg) OF ONE UNIT	FOR OFFICE USE ONLY (kg) col. (3 x 4)
(1)	(2)	(3)	(4)	(5)
1. Palay				
2. Rice				
D. QUANTITY OF CORN GRAIN/CORN GRITS OWNED BY THE HOUSEHOLD AS OF 6:00 A.M. OF THE 1ST DAY OF THE MONTH^{af}				
Item	UNIT USED	IN LOCAL UNIT NUMBER OF UNITS	WEIGHT (in kg) OF ONE UNIT	FOR OFFICE USE ONLY (kg) col. (3 x 4)
(1)	(2)	(3)	(4)	(5)
1. Corn grain ^{af}				
1.1 Yellow				
1.2 White				
2. Corn grit				
2.1 Yellow				
2.2 White				
E. CERTIFICATION				
I hereby certify that the data gathered in this questionnaire were obtained/reviewed by me personally and in accordance with the instructions.				
Name and signature of Statistical Researcher :	<input type="text"/>	Contact no. <input type="text"/>	Date : <input type="text"/>	(DDMMYYYY)
Name and signature of Field Supervisor :	<input type="text"/>	Contact no. <input type="text"/>	Date : <input type="text"/>	(DDMMYYYY)
^{af} Barangay qualifier: 1 - Palay 2 - Corn ^{af} Household classification: 1 - Farming 2 - Non-Farming ^{af} Relationship to household head: 1 - Household Head 2 - Spouse 3 - Son/Daughter 4 - Other knowledgeable member of the household ^{af} Result of visit: 40 - Interview completed 50 - Interview not completed 60 - Refused to be interviewed 70 - Target respondent not contacted ^{af} Reason for target respondent not contacted (Code 70) 71 - Temporarily away/Not at home 72 - Temporarily not accessible 73 - Resides outside the sample barangay 74 - Unknown in the locality 75 - Deceased (one-person household) ^{af} Designation of Informant 1 - Barangay/Purok Official 2 - Neighbor 3 - Other member of the household ^{af} Report the quantity of palay, (etc.) which is owned by the household and stored in the house or kept in another house or non-commercial granaries (Rice/Corn Feed Mills) Do not include owned stocks which are stored in commercial warehouses. ^{af} Include ears of matured corn in shelled corn equivalent CORN GRAIN = Ears of Matured Corn X .071				

APPENDIX B. PCSS Re-Interview Form

	REPUBLIC OF THE PHILIPPINES PHILIPPINE STATISTICS AUTHORITY Palay and Corn Stocks Survey Month <u> </u> , 20 <u> </u> Year	Form 2a - PCSS Re-Interview Form		
A. GEOGRAPHIC IDENTIFICATION				
1. Region :	<input type="text"/>	<input type="text"/>		
2. Province/District :	<input type="text"/>	<input type="text"/>		
3. Municipality/City :	<input type="text"/>	<input type="text"/>		
4. Barangay :	<input type="text"/>	<input type="text"/>		
5. Barangay qualifier ^{af} (Indicate code)	<input type="text"/>			
6. Household classification ^{af} (Indicate code)	<input type="text"/>			
7. Enumeration Area (EA)	<input type="text"/>	<input type="text"/>		
8. Household Serial Number (HSN)	<input type="text"/>	<input type="text"/>		
B. SAMPLE PARTICULARS				
1. Name of household head :	<input type="text"/>			
	<i>(Last name, First name, M.I.)</i>			
2. Name of respondent :	<input type="text"/>			
	<i>(Last name, First name, M.I.)</i>			
3. Contact number of respondent :	<input type="text"/>			
4. Relationship to household head ^{af} (Indicate code) :	<input type="text"/>			
INTERVIEW RECORD				
	VISIT 1	VISIT 2		
Date of Visit - Day : Month	<input type="text"/>	<input type="text"/>	Total Number of Visits <input type="text"/>	
Result of Visit ^{af}	<input type="text"/>	<input type="text"/>	Result of Final Visit ^b <input type="text"/>	
Reason for code 70 ^{af}	<input type="text"/>	<input type="text"/>	Reason for Code 70 ^{af} <input type="text"/>	
Note: Ask Items 1 to 2 if the Result of Visit is Code 70				
1. Full Name of Informant :	<input type="text"/>			
	<i>(Last name, First name, M.I.)</i>			
2. Designation of Informant ^{af} (Indicate code) :	<input type="text"/>			
C. QUANTITY OF PALAY/RICE STOCKS OWNED BY THE HOUSEHOLD AS OF 6:00 A.M. OF THE 1ST DAY OF THE MONTH^{af}				
Item	IN LOCAL UNIT			FOR OFFICE USE ONLY (kg) col. (3 x 4)
	UNIT USED	NUMBER OF UNITS	WEIGHT (in kg) OF ONE UNIT	
(1)	(2)	(3)	(4)	(5)
1. Palay				
2. Rice				
D. QUANTITY OF CORN GRAIN/CORN GRITS OWNED BY THE HOUSEHOLD AS OF 6:00 A.M. OF THE 1ST DAY OF THE MONTH^{af}				
Item	IN LOCAL UNIT			FOR OFFICE USE ONLY (kg) col. (3 x 4)
	UNIT USED	NUMBER OF UNITS	WEIGHT (in kg) OF ONE UNIT	
(1)	(2)	(3)	(4)	(5)
1. Corn grain ^{af}				
1.1 Yellow				
1.2 White				
2. Corn grit				
2.1 Yellow				
2.2 White				
E. CERTIFICATION				
I hereby certify that the data gathered in this questionnaire were obtained/reviewed by me personally and in accordance with the instructions.				
Name and signature of Statistical Researcher :		Contact no. _____	Date : _____ (DDMMYYYY)	
Name and signature of Field Supervisor :		Contact no. _____	Date : _____ (DDMMYYYY)	
Prepared by:		Noted by:		
_____ Statistical Researcher (Signature over Printed Name)	_____ Date of Re-Interview (dd-mm-yyyy)	_____ Field Supervisor (Signature over Printed Name)	_____ Date of Re-Interview (dd-mm-yyyy)	



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

APPENDIX C. Timetable of Activities

ACTIVITY	JAN	FEB	MAR
1. Updating of lists of samples and reference files	29	26	30
2. Hiring of Statistical Researchers (SR)			Mar
2. Briefing of Statistical Researchers (SR)			Any day from 22 to 26
3. Data Collection			
a. Collection of data and supervision	01 to 04	01 to 04	01 to 04
b. Manual editing	01 to 05	01 to 05	01 to 05
4. Data processing and review output tables			
a. Encoding, data cleaning, data verification and generation response rate summaries	06 to 08	06 to 08	06 to 08
5. Data Review and validation			
a. Review, analyze and validate the estimates	08 to 09	08 to 09	08 to 09
b. Submission of data files and summary tables from PO to RSSO and CSD	15 Jan	15 Feb	15 Mar
c. Submission of validated summary tables from RSSO to CSD	17 Jan	17 Feb	17 Mar
6. Preparation and dissemination of Special Release			
a. Consolidation and generation of household stocks	16 to 23	17 to 24	16 to 23
b. Gather palay and corn stocks from NFA depositories/warehouses	24	25	24
c. Review, consolidate and generate output tables on stocks data across sector	27	26	26
7. Preparation of Draft Special Release (SR)			
a. Preparation of draft SR	04 to 11	01 to 10	01 to 10
b. Posting of SR in the PSA website	11	10	10
c. Statistical tables (input to OpenSTAT)	11	10	10

ACTIMTY	APR	MAY	JUN
1. Updating of lists of samples and reference files	30	31	30
2. Hiring of Statistical Researchers (SR)			Jun
2. Briefing of Statistical Researchers (SR)			Any day from 26 to 30
3. Data Collection			
a. Collection of data and supervision	01 to 04	01 to 04	01 to 04
b. Manual editing	01 to 05	01 to 05	01 to 05
4. Data processing and review output tables			
a. Encoding, data cleaning, data verification and generation response rate summaries	06 to 08	06 to 08	06 to 08
5. Data Review and validation			
a. Review, analyze and validate the estimates	08 to 09	08 to 09	08 to 09
b. Submission of data files and summary tables from PO to RSSO and CSD	15 Apr	14 May	15 Jun
c. Submission of validated summary tables from RSSO to CSD	17 Apr	18 May	17 Jun
6. Preparation and dissemination of Special Release			
a. Consolidation and generation of household stocks	16 to 24	16 to 24	17 to 25
b. Gather palay and corn stocks from NFA depositories/warehouses	24	25	25
c. Review, consolidate and generate output tables on stocks data across sector	26	27	26
7. Preparation of Draft Special Release (SR)			
a. Preparation of draft SR	01 to 10	03 to 10	01 to 10
b. Posting of SR in the PSA website	8	11	10
c. Statistical tables (input to OpenSTAT)	8	11	10

ACTIVITY	JUL	AUG	SEP
1. Updating of lists of samples and reference files	30	31	30
2. Hiring of Statistical Researchers (SR)			Sep
2. Briefing of Statistical Researchers (SR)			Any day from 20 to 24
3. Data Collection			
a. Collection of data and supervision	01 to 04	01 to 04	01 to 04
b. Manual editing	01 to 05	01 to 05	01 to 05
4. Data processing and review output tables			
a. Encoding, data cleaning, data verification and generation response rate summaries	06 to 08	06 to 08	06 to 08
5. Data Review and validation			
a. Review, analyze and validate the estimates	08 to 09	08 to 09	08 to 09
b. Submission of data files and summary tables from PO to RSSO and CSD	15 Jul	13 Aug	15 Sep
c. Submission of validated summary tables from RSSO to CSD	17 Jul	17 Aug	17 Sep
6. Preparation and dissemination of Special Release			
a. Consolidation and generation of household stocks	16 to 23	18 to 24	16 to 23
b. Gather palay and corn stocks from NFA depositories/warehouses	24	25	24
c. Review, consolidate and generate output tables on stocks data across sector	25	26	25
7. Preparation of Draft Special Release (SR)			
a. Preparation of draft SR	01 to 09	02 to 10	01 to 10
b. Posting of SR in the PSA website	9	10	10
c. Statistical tables (input to OpenSTAT)	9	10	10

ACTIVITY	OCT	NOV	DEC
1. Updating of lists of samples and reference files	30	27	29
2. Hiring of Statistical Researchers (SR)		Nov	
2. Briefing of Statistical Researchers (SR)		Any day from 22 to 26	
3. Data Collection			
a. Collection of data and supervision	01 to 04	01 to 04	01 to 04
b. Manual editing	01 to 05	01 to 05	01 to 05
4. Data processing and review output tables			
a. Encoding, data cleaning, data verification and generation response rate summaries	06 to 08	06 to 08	06 to 08
5. Data Review and validation			
a. Review, analyze and validate the estimates	08 to 09	08 to 09	08 to 09
b. Submission of data files and summary tables from PO to RSSO and CSD	15 Oct	15 Nov	15 Dec
c. Submission of validated summary tables from RSSO to CSD	16 Oct	17 Nov	17 Dec
6. Preparation and dissemination of Special Release			
a. Consolidation and generation of household stocks	16 to 23	16 to 23	16 to 23
b. Gather palay and corn stocks from NFA depositories/warehouses	26	24	28
c. Review, consolidate and generate output tables on stocks data across sector	27	25	29
7. Preparation of Draft Special Release (SR)			
a. Preparation of draft SR	01 to 10	02 to 10	01 to 10
b. Posting of SR in the PSA website	11	10	10
c. Statistical tables (input to OpenSTAT)	11	10	10

APPENDIX D. Output Table

Table 1. Completeness Check

LN	Sample Barangay/ Municipality	FARMING									
		Expected no. of Samples	No. of Samples Responded	Interview Status			Reason for Non-Response				
				40	50	70	71	72	73	74	75
1											
2											
3											
4											
5											
6											
7											
8											
9											
10											
11											
12											
13											
14											
15											
16											
17											
18											
19											
20											
21											
22											
23											
24											
25											
26											
27											
28											
29											
30											
TOTALS:											

LN	Sample Barangay/ Municipality	NON-FARMING									
		Expected no. of Samples	No. of Samples Responded	Interview Status			Reason for Non-Response				
				40	50	70	71	72	73	74	75
1											
2											
3											
4											
5											
6											
7											
8											
9											
10											
11											
12											
13											
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21											
22											
23											
24											
25											
26											
27											
28											
29											
30											
TOTALS:											

Table 2. Provincial Summary Sheet for Farming Households

Line No.	Stratum Code	Sample Barangay/Municipality	No. of Samples	Stocks in Kilograms					
				Palay	Rice	Corn Grain		Corn Grits	
						Yellow	White	Yellow	White
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)
1									
2									
3									
4									
5									
6									
7									
8									
9									
10									
11									
12									
13									
14									
15									
16									
17									
18									
19									
20									
21									
22									
23									
24									
25									
26									
27									
28									
29									
30									
		TOTAL							
		AVERAGE							

Table 4. Expanded Data

Household Type	VOLUME OF STOCKS (In Kilograms)							
	Palay	Rice	Total (Rice terms)	CORN GRAIN		CORNGRITS		Total Grain
				Yellow	White	Yellow	White	
(1)	(2)	(3)	(4)	(5)	(6)	(8)	(9)	(10)
Farming								
Non-Farming								
Total								

Table 5. Provincial Estimates

Household Type	VOLUME OF STOCKS (In Metric Tons)							
	Palay	Rice	Total (Rice terms)	CORN GRAIN		CORNGRITS		Total Grain
				Yellow	White	Yellow	White	
(1)	(2)	(3)	(4)	(5)	(6)	(8)	(9)	(10)
Farming								
Non-Farming								
Total								

Table 6. Comparative Table for Change in Stocks Inventory

ITEM	Current Month	Previous Month	Same Month in the Previous Year	Percent Change in the Previous Month	Percent Change in the Previous Month
	February, 2021	January, 2021	February, 2020		
(1)	(2)	(3)	(4)	(5)	(6)
RICE					
CORN					

For Inquiries:

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