



REPUBLIC OF THE PHILIPPINES
PHILIPPINE STATISTICS AUTHORITY

Rice and Corn Stocks Survey: Commercial

February 2022





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PHILIPPINE STATISTICS AUTHORITY



2022

Rice and Corn Stocks

Survey: Commercial

Manual of Operations

February 2022

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FOREWORD

The Rice and Corn Stocks Survey: Commercial (RCSS:C), formerly known as Commercial Stocks Survey (CSS), was moved from the National Food Authority (NFA) to the Philippine Statistics Authority (PSA) with the creation of Republic Act No. 11203 or the Rice Tariffication Law, as per Section 3 Rule 3.5 of its Implementing Rules and Regulations (IRR). The PSA began conducting the survey on 01 February 2021. As a result, the PSA developed this manual as a standard operating procedure in the conduct of surveys.

The title of CSS was renamed to RCSS:C as per PSA Board Resolution No. 02 Series of 2021 on Approving and Adopting the Modifications in the System of Designated Statistics dated 11 May 2021.

This 2022 Manual of Operations will serve as guide or reference to the personnel of the Philippine Statistics Authority in the conduct of the 2022 RCSS: C. It provides information about the survey, its methodology, and field operations procedures. Specific instructions on filling-out the survey questionnaire and manual editing of the accomplished questionnaires were also included to ensure the quality of the data collected. Appendices are likewise provided as brief, direct, and easy references. These include the CSS questionnaire, timetable of activities for the efficient and effective implementation of the survey, and generated output tables.

The supervisors, statistical researchers and other personnel are enjoined to fully understand the contents of this Manual for successful conduct of the 2022 RCSS:C operations.

DENNIS S. MAPA, Ph.D.

Undersecretary

National Statistician and Civil Registrar General

Quezon City, Philippines
February 2022

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CHAPTER 1

INTRODUCTION

Rice and Corn Stocks Survey: Commercial



The information on the inventory of Philippine rice and corn stocks is derived from data acquired from households, commercial warehouses/wholesalers/retailers, and government sectors. These data are used by planners and policymakers when developing food security initiatives and policies.

The Rice and Corn Stocks Survey: Commercial (RCSS:C) provides data on commercial stocks inventory. It is a monthly survey conducted by the Philippine Statistics Authority (PSA) that assesses the current rice and corn inventory in commercial warehouses, wholesalers, and retailers across the country.

The RCSS:C is formerly known as Commercial Stocks Survey (CSS) which was undertaken by the National Food Authority (NFA). With the enactment of the Rice Tariffication Law or Republic Act No. 11203 dated 05 March 2019, the CSS was supposedly transferred from NFA to PSA by 01 July 2020 as per Section 3 Rule 3.5 of its Implementing Rules and Regulations (IRR). However, the turnover was postponed until January 2021 due to the COVID-19 pandemic. The PSA implemented the survey in February 2021.

The title of CSS was renamed to RCSS: C as per PSA Board Resolution No. 02 Series of 2021 on Approving and Adopting the Modifications in the System of Designated Statistics dated 11 May 2021. The renaming of the designated statistics activity, from Palay/Rice and Corn Stocks Surveys to provide a generic name for both household and commercial stocks surveys and differentiate the commercial stocks inventory from that in the household sector.

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

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

Objective

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

Uses

Together with stocks information from the household, the information being collected is used to monitor stocks situation of the food staples to ensure supply and demand equilibrium, access, and price stability. It serves as inputs to the estimation and compilation of national accounts.

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

Authority for the Conduct of 2022 RCSS:C

The authority and mandate of the Philippine Statistics Authority (PSA) to conduct the RCSS:C 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 RCSS:C are required to keep in **STRICT CONFIDENCE** any information obtained during the survey that pertains to any particular grain's businessman.

Section 26 of RA No. 10625 states that:

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

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

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

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

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

Obligation of the Respondents to Give Truthful and Complete Information

Section 27 of RA 10625 states that:

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

Data Privacy Act of 2012 (RA 10173)

Approved into law on 15 August 2012 which is:

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

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

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CHAPTER 2

SURVEY DESIGN

Coverage

The RCSS:C is adopting the NFA methodology while the enhancement of the survey is still on-going. This is conducted in 76 provinces, cities of Zamboanga and Davao, and National Capital Region.

Sampling Frame

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

Sampling Design

The RCSS:C employs a two-stage systematic sampling wherein the domain is the province as shown in Illustration 1. The first stage stratification variable is the line of activity of the grains businessmen, and the second variable is businessmen' capitalization based on NFA registration.

The line of activity of the grains' businessmen are grouped into four (4) strata, namely: retailers, wholesalers, combined retailers-wholesalers and warehousemen. For each stratum (line of activity), it is further sub-stratified based on its declared capitalization in the NFA registration. The retailers, wholesalers and combined retailers-wholesalers are sub-stratified into big, medium and small according to capitalization structure, while warehousemen are sub-stratified into two, that is big and combined medium and small.

Sample allocation

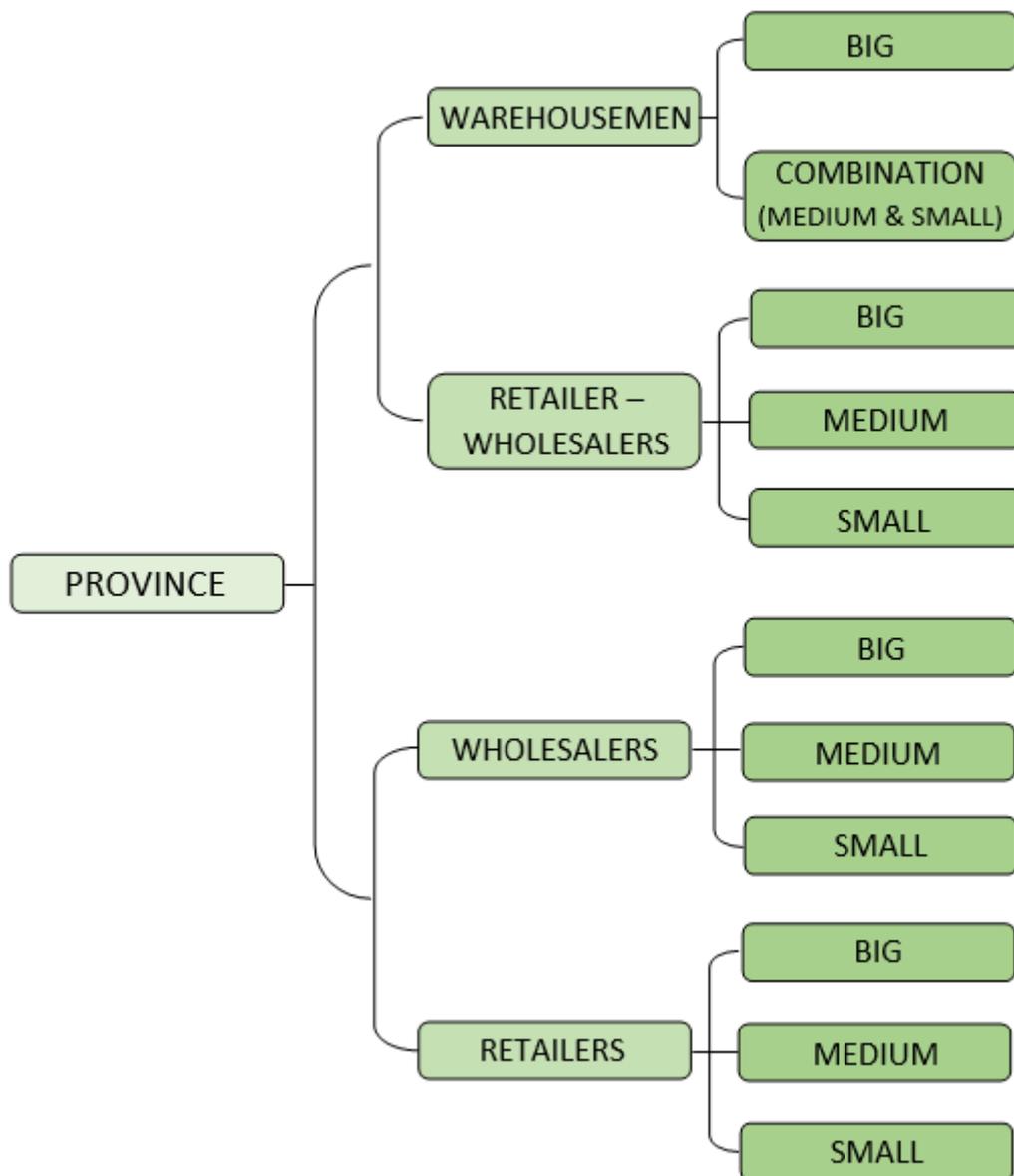
1. Number of samples by sub-stratum is derived by multiplying the sampling rate with the number of grains businessmen of the corresponding capitalization group for a specific line of activity. The sampling rates is based on previous commercial surveys of NFA.
2. Complete enumeration is done in big sub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

Sampling Rates

Table 1. Sampling Rates per Line of Activity

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

Illustration 1.1. RCSS: C Sampling Design



Estimation Procedure

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

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

where:

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

where:

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

where:

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

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

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

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

y_{ijk} – is the rice/corn stocks from the k^{th} sample grains businessman of the j^{th} sub-stratum in the i^{th} stratum of the province.

n_{ij} – is the number of sample grains businessmen in j^{th} sub-stratum in the i^{th} stratum of the province

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

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

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

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

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

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

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

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

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

Adjustment Factor

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

where:

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

where:

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

where:

$w1$ – basic weight

$A1$ = adjustment factor

n' = 1 if responding, 0 otherwise

e' = 1 if eligible, 0 otherwise

Frequency and Schedule of Data Collection



The survey is conducted in the first four (4) days of the month with the 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.

Table 2. Frequency and Schedule of Data Collection

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

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CHAPTER 3

CONCEPTS AND DEFINITIONS OF TERMS

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



Stocks

Supply stored for future use.

Palay

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



Rice

Kernels obtained after removal of hull bran.

White Corn

Used primarily for human consumption.



Yellow Corn

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

Corn grain /shelled corn

Corn grains that have been removed from the cob.



Corn Grits

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



Retail

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

Wholesaler

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



Wholesaler-Retailer

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



Warehouse

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

Capitalization

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

CHAPTER 4

DUTIES & RESPONSIBILITIES



Regional Director (RD)

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

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

Statistical Operations and Coordination Division (SOCD) Chief

The SOCD Chief is responsible to:

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

Regional Focal Person (RFP)

The responsibilities of the RFP are the following:

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



Chief Statistical Specialist (CSS)

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

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

Provincial Focal Person (PFP)

The responsibilities of the PFP are the following:

- a. prepares contract of SRs;
- b. conducts orientation/training for SRs;
- c. presides the conduct of PDR, in the absence of CSS, if necessary;
- d. prepares a documentation of the proceedings of the orientation/training;
- e. determines respective assignments of SRs under his/her supervision;
- f. prepares the work plans and strategies for field works and discuss these with the CSS;
- g. 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;
- h. 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;
- i. monitors the progress of SRs' work;
- j. addresses problems and gray areas reported by the SRs;
- k. 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;
- l. validates the information collected, when necessary;
- m. reports the status of field operations and problems that need the action of the CSS;
- n. prepares and submits quarterly narrative report on the conduct of RCSS:H;
- o. participates in the PDR; and
- p. 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. facilitates the reproduction of questionnaires;
- c. conducts spot-checking to the SRs under his/her supervision;

- d. 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;
- e. monitors the progress of SRs' work;
- f. addresses problems and gray areas reported by the SRs;
- g. 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;
- h. validates the information collected, when necessary; and
- i. reports to PFP the status of field operations and problems that need the action of the CS; and
- j. participates in the PDR.



Statistical Researcher (SR)

The duties of the SR are as follows:

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

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CHAPTER 5

FIELD ENUMERATION PROCEDURES

RCSS:C Questionnaire



The RCSS:C uses one (1) questionnaire in capturing the characteristics of the sample grains businessmen and their stocks of rice and corn. This shall be administered through personal interview with the registered grains businessmen. It consists of five (5) blocks as described below.

Block	Title
A	Geographic Identification
B	Establishment Information
C	Stocks Information
D	Respondent's Stock Assessment
E	Certification

Enumeration Materials

The SRs should be provided with the following enumeration materials:

1. Manual of Operations
2. RCSS:C questionnaire
3. Identification (ID) card
4. Folder/Envelope
5. Pencil
6. Eraser
7. Sharpener

Steps in Locating the Sample Grain Businessman/Establishment

- a. Locate the sample barangay and the sample grain businessman/establishment 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 grain businessman/establishment.
- 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 establishment. If so, proceed with the interview using the RCSS:C questionnaire. Otherwise, schedule an appointment for a revisit or replace the sample grain businessman/establishment.

A **qualified respondent** is a responsible person of the establishment, could be manager, bookkeeper/accountant or other employee, not necessarily the owner, who is **knowledgeable** of the establishment's inventory of palay/rice/corn stocks and **willing** to provide reliable information for the survey.

- e. Locate the next potential sample grain businessman/establishment in the list.

Guidelines in Conducting the Interview

How to conduct the interview

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

Be guided by the following interview techniques:

1. **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.
2. **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.
3. Introduce yourself and the survey. As an introduction, the SR may say the following:



“Good morning/afternoon, I am (state your name), a statistical researcher of the Philippine Statistics Authority. Here is my identification card. We are currently conducting Rice and Corn Stocks Survey: Commercial in the province. I would appreciate very much your cooperation in answering the questions in this undertaking.”

4. **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.”

5. **Explain the uses and objectives of the survey.** It is necessary to explain the objectives as well as the uses of the survey to gain the cooperation of the respondent. Explain to him/her as discussed in Chapter 1 of this Manual.
6. **Ask all the questions in the questionnaire.** Never assume answers. Ask all the question though you already have an idea of the answers to some of these questions. What you think may not be the right answers.
7. **Do not settle for an unsatisfactory answer.** Occasionally, a respondent’s answer may be confusing or unclear. In this case, do not settle for his/her answer. If you think that the respondent’s answer is not satisfactory, try probing for more information. A **probing question** is a follow-up question to obtain the desired information. The probing questions should be neutral and must not lead the respondents to answer in a predictable manner. The most common types of probing questions are the following:
 - a. 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.
 - b. Asking for more information. In case of doubtful answers, ask the respondent to explain more clearly his/her answers.
 - c. Giving the respondent enough time to think. Do not hurry the respondent. Give him/her time to think of the answers.
8. **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:

1. 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.
2. The questions are written in English. The SR should assess if the respondent is not comfortable with it or cannot understand the English language. If this is the case, the SR should translate the questions into the dialect, which both the SR and the respondent can understand, in such a way the meaning of the questions are not changed.
3. All questions should be asked in the order shown in the questionnaire. Follow strictly the skipping instructions to avoid asking questions which are unnecessary or not applicable for the grain businessman sample.
4. 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.
5. Ask probing questions when necessary to obtain the desired information.
6. Do not interrupt the respondent while he/she is answering a question.
7. Finish recording an answer first before proceeding to the next question.

How to record answers

1. 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.
2. Complete all required information to maintain data accuracy and consistency.
3. Use soft lead pencil when filling out the questionnaire. Never use pens, ballpens, or markers.
4. Write neatly and legibly. Erase neatly all erroneous entries.
5. Use the alphanumeric characters and always use CAPITAL LETTERS for write-in entries.
6. Translate verbatim answers to English after the interview.
7. Enter all numeric answers in the appropriate answer boxes.
8. For pre-coded answers, **encircle** the appropriate code/s.
9. 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.

10. If the entire section of the questionnaire has no entry, cross out the whole section to indicate that it has not been skipped.
11. For additional information, use the side margins of the questionnaire and indicate the specific item.
12. Before leaving the respondent's premises, go over the entire questionnaire to make sure that not a single item has been missed.

CHAPTER 6

INSTRUCTIONS IN ACCOMPLISHING THE RCSS: C QUESTIONNAIRE



RCSS:C Questionnaire

The RCSS:C questionnaire is composed of title panel and five (5) blocks which gathers information on the quantity of palay/rice stocks and corn grain/corn grits stocks in the establishment as of the first day of the reference month.

Contents of the RCSS: C Questionnaire

Title Panel

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

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

Illustration 1.2. RCSS:C Form 1 Title Panel

<p>RCSS:C Form 1 (Questionnaire)</p> <p>PSA Approval No: Expires on:</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>	 <p>REPUBLIC OF THE PHILIPPINES PHILIPPINE STATISTICS AUTHORITY</p>  <p>RICE AND CORN STOCKS SURVEY (COMMERCIAL)</p> <p>01 _____, 20____ Month Year</p>
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Cover Letter

The cover letter to the respondent contains a brief description on the conduct of the 2022 RCSS:C in accordance with Republic Act (RA) No. 10625 (Philippines Statistical Act of 2013).

Illustration 1.3. RCSS:C Form 1 Cover Letter

<p>Dear Sir/Madam:</p> <p>The Philippine Statistics Authority (PSA) is conducting the 2022 Rice and Corn Stocks Survey: Commercial (RCSS:C) to assess the current rice and corn inventories in grains businessmen across the country. These data together with the stocks in the household and government sectors will be used by government planners, policy makers, and administrators in formulating social and economic development plans, policies, and programs.</p> <p>The conduct of the 2022 RCSS:C is in accordance with Republic Act (RA) No. 10625 (Philippine Statistical Act of 2013), which authorizes the PSA to prepare and conduct periodic censuses on various sectors of economy and Executive Order No. 352 mandating the conduct of RCSS: C every month.</p> <p>Pursuant to Section 25 of RA 10625, the National Statistician identified the above statistical inquiry or survey to be conducted with obligation to provide information. Considering this, all respondents whether natural or legal persons shall be liable to reply to the statistical inquiry or survey. The respondents are also required to give truthful and complete answers to the said statistical inquiries or surveys of the PSA and other statistical offices of the Philippine Statistical System. We are requesting you to provide complete and truthful answers to all the questions that will be asked by our interviewer.</p> <p>Rest assured that the data you will furnish in the above survey shall be treated with strict confidentiality and shall be considered PRIVILEGED COMMUNICATION, hence, inadmissible in evidence in any proceeding as provided for in Section 26 of RA. No 10625. The PSA also complies with the Data Privacy Act of 2012 and assures that all collected personal information are processed in accordance with the law and other issuances.</p> <p>We appreciate your utmost cooperation and support for the success of the 2022 RCSS:C. Thank you very much.</p> <p>CLAIRE DENNIS S. MAPA, Ph.D. Undersecretary National and Civil Registrar General</p>
<p>For inquiries, contact:</p> <p>PSA Field Office Telephone Number: _____ E-mail Address: _____</p> <p>PSA Central Office Telephone Number: 8376 - 2022 E-mail Address: csd.staff@psa.gov.ph/stocks.csd@gmail.com</p>

Block A. Geographic Identification

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

Illustration 1.4. Geographic Identification

A. GEOGRAPHIC IDENTIFICATION									
1. Region	:	_____	<input type="text"/>	4. Barangay	:	_____	<input type="text"/>	<input type="text"/>	<input type="text"/>
2. Province	:	_____	<input type="text"/>	5. Stratum	:	<input type="text"/>	<input type="text"/>	
3. Municipality/City	:	_____	<input type="text"/>	6. Control Number	:	<input type="text"/>	<input type="text"/>	<input type="text"/>

Block B. Establishment Information

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

Illustration 1.5. Establishment Information

B. ESTABLISHMENT INFORMATION	
1. Name of Establishment	: _____
2. Tax Identification Number	: _____
3. Address of Establishment	: _____
4. Name of Owner/Manager	: _____ (Last Name, First Name and M.I.)
5. Name of Respondent	: _____ (Last Name, First Name and M.I.)
6. Telephone/ Mobile Number	: _____
7. Designation of Respondent ^{a)} (Indicate code)	: <input type="checkbox"/>

Item B.1. Name of Establishment

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

Item B.2. Tax Identification Number

Ask the respondent on the Tax Identification Number (TIN) of the establishment.

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

Item B.3. Address of Establishment

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

Item B.4. Name of Owner/Manager

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

Item B.5. Name of Respondent

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

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

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

Item B.6. Telephone/Mobile Number

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.7. Designation of Respondent

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

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

Interview Record

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



Illustration 1.6. Interview Record

INTERVIEW RECORD			SUMMARY OF VISIT
	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*	<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/>	Result of Final Visit* <input type="text"/> <input type="text"/>
Reason for Code 70 ^{b/}	<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/>	Reason for Code 70 ^{b/} <input type="text"/> <input type="text"/>
*Result of Visit Codes 40 - Interview Completed 60 - Refused to be interviewed 50 - Interview not completed 70 - Target respondent not contacted (Ask Items 1 to 2)			
1. Full Name of Informant : _____			
2. Designation of Informant : 1 - Barangay/Purok Official 2 - Neighbor 3 - Others (Encircle code)			

Date of visit

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

Result of visit

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

Table 3. Result of Visit Code and Description

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 commercial rice and corn stock. The SR should set an appointment to the respondent at a later date to finish the interview. This interview status can be used as a final result of visit only after all efforts to obtain a successful interview have been exerted.
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.
70	<p>Target respondent not contacted. If the SR was not able to contact the sample grain businessman and there is no other knowledgeable respondent in the sample establishment, ask for possible reasons why the sample grain businessman was not contacted.</p> <p>Below are the possible reasons and corresponding codes why the target respondent may not be contacted. Write in the box provided the appropriate reason for code 70.</p> <ul style="list-style-type: none"> 71 - No eligible respondent 72 - Closed/stopped operation 73 - Cannot be located 74 - Temporary stopped operation 75 - Transferred to other province <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> <ul style="list-style-type: none"> 1 – Barangay/Purok official 2 – Neighbors 3 – Others <p>Note:</p> <ol style="list-style-type: none"> 1. Sample grain businessman can be replaced outright during the field operation based on the result of visit with codes 60, 71, 72 and 75. 2. List of replacement samples will be provided to field supervisor. 3. Use a separate questionnaire for replacement sample. 4. No replacement of sample grain businessman for result of visits/ reasons for not contacted with codes 50, 73 and 74

Block C. Stocks Information

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

Illustration 1.7. Stocks Information

C. STOCKS INFORMATION			
How many bags/sacks of palay/rice/corn owned by the grains businessman as of 6:00 A.M. of the 1st day of the month?			
ITEM	NUMBER OF BAGS/SACKS	WEIGHT IN KILOGRAMS OF ONE BAG/SACK	TOTAL WEIGHT IN KILOGRAMS FOR OFFICE USE ONLY col. (2 x 3)
(1)	(2)	(3)	(4)
1. Palay			
2. Rice			
3. Corn grain ^{cl}			
3.1 Yellow			
3.2 White			
4. Corn grits			
4.1 Yellow			
4.2 White			

Column 1 – Item

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

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

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

Line Number (LN) 3.1 – Yellow

Line Number (LN) 3.2 – White

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

Line Number (LN) 4.1 – Yellow

Line Number (LN) 4.2 – White

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

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

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

CORN GRAIN = ears of matured corn x .071

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

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

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

Block D. Respondent's Stocks Assessment

This block contains the respondent's assessment of their rice and corn stocks inventory compared with the stocks' levels in the same month last year and last month.

Illustration 1.8. Respondent's Stocks Assessment

D. RESPONDENT'S STOCKS ASSESSMENT						
How would you assess your stocks this month as compared to same month last year and last month and what is the reason for the assessment?						
ITEM	SAME MONTH LAST YEAR			LAST MONTH		
	Assessment Code ^{d/}	REASON/s FOR CHANGE IN STOCKS INVENTORY		Assessment Code ^{d/}	REASON/s FOR CHANGE IN STOCKS INVENTORY	
	(2)	Code ^{d/}	Reason/s ^{d/}	(5)	Code ^{d/}	Reason/s ^{d/}
(1)	(2)	(3)	(4)	(5)	(6)	(7)
1. Palay						
2. Rice						
3. Corn grain						
3.1 Yellow						
3.2 White						
4. Corn grits						
4.1 Yellow						
4.2 White						

Column 1 – Item

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

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

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

Line Number (LN) 3.1 – Yellow

Line Number (LN) 3.2 – White

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

Line Number (LN) 4.1 – Yellow

Line Number (LN) 4.2 – White

Columns 2 to 4 Respondent's Stocks Assessment Compared with Same Month Last Year Inventory Level

Column 2 – Assessment Code for the Change in Rice and Corn Stocks Inventory. Enter the code of the respondent's assessment on their rice and corn stocks inventory compared with the same month of last year as follows:

1 – Larger

2 – Smaller

3 – About the Same

4 – No Stocks

Column 3 – Reason’s Code for the Change in Rice and Corn Stocks Inventory. Enter the code corresponding to the reason of change in stocks compared with the same month of last year as classified as follows:

- 1 – Price
- 2 – Production
- 3 – Weather
- 4 – Supple/Demand
- 5 – Mobility
- 6 – Others, specify

Column 4. Reason for the Change Rice and Corn Stocks Inventory. Record the verbatim answer of the respondents on the reason for the change in stocks inventory compared with the same month of last year.

Columns 5 to 7 Respondent’s Stocks Assessment Compared with Last Month Inventory level

Column 5 – Assessment Code for the Change in Rice and Corn Stocks Inventory. Enter the code of the respondent’s assessment on their rice and corn stocks inventory compared with last month as follows:

- 1 – Larger
- 2 – Smaller
- 3 – About the Same
- 4 – No Stocks

Column 6 – Reason’s Code for the Change in Rice and Corn Stocks Inventory. Enter the code corresponding to the reason of change in stocks compared with last month as classified as follows:

- 1 – Price
- 2 – Production
- 3 – Weather
- 4 – Supple/Demand
- 5 – Mobility
- 6 – Others, specify

Column 7. Reason for the Change Rice and Corn Stocks Inventory. Record the verbatim answer of the respondents on the reason for the change in stocks inventory compared with last month.

Block E. Certification

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



Illustration 1.9. Certification

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

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



Manual Editing Guidelines

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

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

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CHAPTER 7

INSTRUCTIONS IN ACCOMPLISHING THE FIELD SUPERVISION/SPOT CHECK AND RE-INTERVIEW FORMS FOR RCSS:C

RCSS:C Field Supervision/Spot Check and Re-Interview Form

To ensure that the field operation procedures are conducted properly and diligently by the hired Statistical Researchers (SRs), field supervision is necessary to evaluate the accuracy, quality, and completeness of the data collected. Spot checks and re-interview should also be done by the field offices (FOs) staff to evaluate if the interview procedures, protocols on replacement of samples, and instructions in filling out the survey questionnaires and frame maintenance forms (FMF) were strictly followed during the field data collection.

Field Supervision/Spot Check Form (RCSS:C Form 2)

The RCSS: C Spot Check Form (Appendix C) shall be used by the supervisor to document the activities, observations, and issues encountered by the SR during the conduct of field supervision for RCSS: C. This contains the general observations, list of spot-checked sample grains businessmen, errors/inconsistencies in the conduct of the survey, certification, and remarks. The spot checking will be undertaken by the regular staff. One form will be used for each SR to record their performance during the conduct of field data collection.

Illustration 1.10. RCSS:C Form 2 Title Panel

RCSS:C Form 2 (Spot Check Form)	 Republic of the Philippines PHILIPPINE STATISTICS AUTHORITY Rice and Corn Stocks Survey: Commercial 01 ____ 20 ____ Month Year		1. Province: _____ <input type="text"/> <input type="text"/> 2. Municipality: _____ <input type="text"/> <input type="text"/> 3. Barangay: _____ <input type="text"/> <input type="text"/> 4. Name of Statistical Researcher (SR): _____ <small style="float: right;">(Last Name, First Name M.I.)</small>
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Reference Period. Write on the space provided the reference period the spot-checked was conducted.

Name of Province, City/Municipality, Barangay, and Name of SR. Write on the spaces provided the name of the province, city/municipality, barangay, and name of SR being spot checked. The name of the SR should follow the following format “Last Name followed by the First Name and Middle Initial”. Auxiliary name such as Jr., II, or III, if applicable, should be written right after the last name.

Block A. General Observation

This block contains the general observation of the supervisor about the SRs being spot checked.

Illustration 1.11. Block A. General Observation

A. General Observation		
Did the SR observed the following:	Yes/No	Remarks
(1)	(2)	(3)
1. Correct interview procedures such as:		
a. Giving proper introduction about himself/herself, and explaining the survey and its objectives.		
b. Interviewing a qualified respondent.		
c. Asking the questions as worded.		
d. Following the skipping instructions in the questionnaire.		
e. Translating correctly the meaning or rephrasing the questions to local dialect.		
2. Correct manner of closing the interview such as:		
a. Checking/Reviewing the completed questionnaires immediately after the interview.		
b. Saying "Thank you" to the respondent after the interview.		

Column 1. Did the SR Observed the Following? These includes the SR's correct interview procedures which has five sub-items and the correct manner in closing the interview with two sub-items.

Column 2. Yes/No. This column contains the answer on each item being asked in column 1. Indicate "Yes" or "No" answer. Five sub-columns are allotted for each SR being supervised.

Column 3. Remarks. Write on this portion the observation of the supervisor to the SR being spot checked.

Block B. List of Spot-checked Sample Grains Businessmen

This block contains the Name of the Sample Grains Businessmen/establishments and the Respondents. Write on the spaces provided the list of spot checked sample grains businessmen/establishments. Minimum of two and maximum of five sample grains businessmen/establishments per SR are to be spot checked. This will depend on how the SRs follow the interview procedures and the instruction in filling out the questionnaire.

Illustration 1.12. Block B. List of Spot-checked Sample Grains Businessman

B. List of Spot-checked Sample Households					
Item	Sample Grain Businessman/ Establishment 1	Sample Grain Businessman/ Establishment 2	Sample Grain Businessman/ Establishment 3	Sample Grain Businessman/ Establishment 4	Sample Grain Businessman/ Establishment 5
(1)	(2)	(3)	(4)	(4)	(4)
a. Name of Establishment					
b. Address of Establishment					

Block C. Errors/Inconsistencies in the Conduct of the Survey

This block contains the geographic Information, sample information and palay/rice and corn stocks.

Column 1. Block/Item.

Line Number (LN) 1 – Block A. Geographic Information. This item is for control purposes.

Line Number (LN) 2 – Block B. Establishment Information. This item is for control purposes.

Line Number (LN) 3 – Block C. Stocks Information. This item is for control purposes.

- Line Number 3.1. – C.1. Palay
- Line Number 3.2. – C.2. Rice
- Line Number 3.3. – C.3. Corn Grain
 - C.3.1. Yellow
 - C.3.2. White
- Line Number 3.4. – D.4. Corn Grits
 - D.3.1. Yellow
 - D.3.2. White

Line Number (LN) 4 – Block D. Remarks. Write on this portion all other relevant information not captured by the data items in the previous blocks in the conduct of the field supervision.

Line Number (LN) 5 – Block E. Certification. This contains the observation if this block was properly accomplished, such as name of the SR, contact number, and the date the collection form was accomplished.

Illustration 1.13. Block C. Errors/Inconsistencies in the Conduct of the Survey

C. What are the specific errors/inconsistencies in the conduct of the survey?										
Block/Item (1)	Sample Grain Businessman/ Establishment 1		Sample Grain Businessman/ Establishment 2		Sample Grain Businessman/ Establishment 3		Sample Grain Businessman/ Establishment 4		Sample Grain Businessman/ Establishment 5	
	Errors/ Inconsistency (2)	Action Taken (3)	Errors/ Inconsistency (4)	Action Taken (5)	Errors/ Inconsistency (6)	Action Taken (7)	Errors/ Inconsistency (8)	Action Taken (9)	Errors/ Inconsistency (10)	Action Taken (11)
Block A - Geographic Information										
Block B - Sample Information										
Block C - Stocks Information										
c.1 Palay										
c.2 Rice										
c.3 Corn grain										
c.3.1 Yellow										
c.3.2 White										
c.4 Corn grits										
c.4.1 Yellow										
c.4.2 White										
Block D - Remarks										
Block E - Certification										

Column 2 to 11. Sample Grain Businessman/Establishment.

Columns 2, 4, 6, 8 and 10 – Errors/Inconsistencies. Identify and write on the spaces provided the errors/inconsistencies observed from the SRs in the collection of palay/rice and corn stocks in the sample grain businessman/establishment.

Column 3, 5, 7, 9, and 11 – Action Taken. Write on the spaces provided the action taken for each identified errors/inconsistencies in columns 2, 4, 6, 8 and 10, respectively.

Supervisor's Report

The RCSS: C Supervisor's Report (Appendix D) contains the Summary Report, General Observations, Specific Errors/Inconsistencies and Remarks.

Illustration 1.14. Supervisor's Report Title Panel

 REPUBLIC OF THE PHILIPPINES PHILIPPINE STATISTICS AUTHORITY  
Rice and Corn Stocks Survey: Commercial (RCSS:C) Supervisor's Report <u>PROVINCE</u> _____ to _____ 20__ Reference Period

Reference Period. Write on the space provided the reference period when the supervision was conducted.

Block A. Summary Report

This block contains the date of supervision, name of SR, number of cities/municipalities covered, and number of grains businessman interviewed.

Illustration 1.15. Block A. Summary Report

A. Summary Report			
Date of Supervision	Name of Statistical Researcher (SR) <i>(Last Name, First Name, M.I.)</i>	No. of Cities/Municipalities Covered	No. of Grains Businessmen Interviewed

Column 1- Date of Supervision. Indicate on the spaces provided the dates the supervisor conducted the field supervision. The date should be formatted by month/day/year format. For single-digit date, place zero before the date (e.g., 01/01/2022)

Column 2- Name of Statistical Researcher. Write on the spaces provided the complete name of the SRs being supervised in the following format "Last Name, followed by the First Name and Middle Initial." Auxiliary name such as Jr., II, or III, if applicable, should be written right after the last name.

Column 3- Number of Cities/Municipalities Covered. Indicate on the spaces provided the total number of cities/municipalities covered by each SR.

Column 4- Number of Grains Businessman Interviewed. Indicate on the spaces provided the total number of farmer-producers interviewed by each SR.

Block B. Summary Report

This block contains the general observations of the supervisor about the SRs being supervised. This is the same with the general observations indicated in Block A of RCSS: C Spot Check Form.

Illustration 1.16. Block B. General Observation

B. General Observations					
Did the SR observed the following:	YES/NO				Remarks
	SR1	SR2	SR3	SR4	
1. Correct interview procedures such as:					
e. Giving proper introduction about himself/herself, and explaining the survey and its objectives.					
f. Interviewing a qualified respondent.					
g. Asking the questions as worded.					
h. Translating correctly the meaning or rephrasing the questions to local dialect.					
2. Correct manner of closing the interview such as:					
c. Checking/Reviewing the completed questionnaires immediately after the interview.					
d. Saying "Thank you" to the respondent after the interview.					

Block C. Specific Errors/Inconsistencies

Write on the spaces provided the specific errors/inconsistencies observed from the SR and the action taken for each error/inconsistency.

Illustration 1.17. Block C. Specific Errors/Inconsistencies

C. Specific Errors/Inconsistencies	
What are the specific errors/inconsistencies in the conduct of the survey?	Action Taken

Block D. Remarks

Write on this portion all other relevant information not captured by the data items in the previous blocks in the conduct of the field supervision.

Illustration 1.18. Block D. Remarks

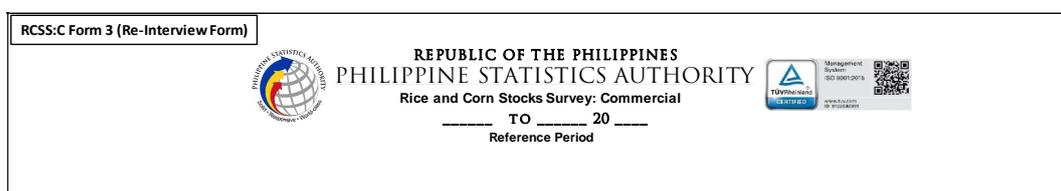
D. Remarks	
Write down all other relevant information in the conduct of field supervision	
Prepared by:	Noted by:
_____	_____
Field Supervisor (Signature over Printed Name)	Chief Statistical Specialist (Signature over Printed Name)

The Field Supervisor and the Chief Statistical Specialist should print their names and affix their signatures in the Supervisor’s Report.

Re-Interview Form (RCSS:C Form 3)

The RCSS:C Re-Interview Form (Appendix E) shall be used also by the supervisor to document the activities, observations and issues encountered by the SR during the conduct of field supervision for RCSS:C. This contains the Geographic Identification, Sample Information, Stocks Information and the Remarks. The interview will be undertaken by the regular staff. One form will be used for each SR to record their performance during the conduct of field data collection.

Illustration 1.19. RCSS:C Form 3 Title Panel



Reference Period. Write on the space provided the reference period when the re-interview was conducted.

Block A. Geographic Identification

Write on the spaces provided the names and codes of the region, province, municipality/city, barangay, stratum and control number.

Illustration 1.20. Block A. Geographic Identification

A. GEOGRAPHIC IDENTIFICATION							
1. Region	:	_____	<input type="text"/>	4. Barangay	:	_____	<input type="text"/>
2. Province	:	_____	<input type="text"/>	5. Stratum	:	<input type="text"/>
3. Municipality/City	:	_____	<input type="text"/>	6. Control Number	:	<input type="text"/>

Block B. Sample Information

Write on the spaces provided the name of establishment, address of establishment, tax identification number (if the sample agrees to provide), name of owner/manager and name of respondent.

Illustration 1.21. Block B. Sample Identification

B. SAMPLE INFORMATION	
1. Name of Establishment	: _____
2. Tax Identification Number	: _____
3. Address of Establishment	: _____
4. Name of Owner/Manager	: _____ (Last Name, First Name and M.I.)
5. Name of Respondent	: _____ (Last Name, First Name and M.I.)

Block C. Stocks information

This block is intended to record the stocks information of rice and corn as of 6:00 A.M. of the first day of the reference month.

Illustration 1.22. Block C. Stocks Information

C. STOCKS INFORMATION			
How many bags/sacks of palay/rice/corn owned by the grains businessman as of 6:00 A.M. of the 1st day of the month?			
ITEM	NUMBER OF BAGS/SACKS	WEIGHT IN KILOGRAMS OF ONE BAG/SACK	TOTAL WEIGHT IN KILOGRAMS FOR OFFICE USE ONLY col. (2 x 3)
(1)	(2)	(3)	(4)
1. Palay			
2. Rice			
3. Corn grain ^{c/}			
3.1 Yellow			
3.2 White			
4. Corn grits			
4.1 Yellow			
4.2 White			

Column 1 – Item.

Column 2 – Write on the spaces provided the volume of palay/rice stocks of the sample grain businessman in the establishment/warehouse as of the 1st day of reference month in terms of bag/sack.

Column 3 – Write on the spaces provided the equivalent weight in kilograms of one bag/sack used.

Column 4 – Write on the spaces provided the total weight in kilogram of the stocks by multiplying column 2 in column 3.

Block D. Respondent's Stocks Assessment

This block contains the respondent's assessment of their rice and corn stocks inventory compared with the stocks' levels in the same month last year and last month.

Illustration 1.23. Block D. Respondent's Stocks Assessment

D. RESPONDENT'S STOCKS ASSESSMENT						
How would you assess your stocks this month as compared to same month last year and last month and what is the reason for the assessment?						
ITEM	SAME MONTH LAST YEAR			LAST MONTH		
	Assessment Code ^{d/}	REASON/s FOR CHANGE IN STOCKS INVENTORY		Assessment Code ^{d/}	REASON/s FOR CHANGE IN STOCKS INVENTORY	
		Code ^{d/}	Reason/s ^{d/}		Code ^{d/}	Reason/s ^{d/}
(1)	(2)	(3)	(4)	(5)	(6)	(7)
1. Palay						
2. Rice						
3. Corn grain						
3.1 Yellow						
3.2 White						
4. Corn grits						
4.1 Yellow						
4.2 White						

Column 1 – Item

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

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

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

Line Number (LN) 3.1 – Yellow

Line Number (LN) 3.2 – White

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

Line Number (LN) 4.1 – Yellow

Line Number (LN) 4.2 – White

Columns 2 to 4 – Respondent’s Stocks Assessment Compared with Same Month last Year Inventory Level

Column 2 – Assessment Code. Write on the spaces provided the code of the respondent’s assessment on their rice and corn stocks inventory compared with the same month of last year.

1 – Larger

2 – Smaller

3 – About the same

4 – No Stocks

Column 3 – Reason’s Code for the Change in Rice and Corn Stocks Inventory. Write on the spaces provided the code corresponding to the reason of change in stocks compared with the same month of last year as classified.

Column 4 – Reason for the Change Rice and Corn Stocks Inventory. Record the verbatim answer of the respondents on the reason for the change in stocks inventory compared with the same month of last year.

Columns 5 to 7 Respondent’s Stocks Assessment Compared with Last Month Inventory level

Column 5 – Assessment Code. Enter the code of the respondent’s assessment on their rice and corn stocks inventory compared with last month as follows:

1 – Larger

2 – Smaller

3 – About the same

4 – No Stocks

Column 6 – Reason’s Code for the Change in Rice and Corn Stocks Inventory. Enter the code corresponding to the reason of change in stocks compared with last month as classified as follows:

1 – Price

2 – Production

3 – Weather

4 – Supply/Demand

5 – Mobility

6 – Others, specify

Column 7. Reason for the Change Rice and Corn Stocks Inventory. Record the verbatim answer of the respondents on the reason for the change in stocks inventory compared with last month.

Block E. Remarks

Write on this portion all other relevant information not captured by the data items in the previous blocks in the conduct of the re-interview.

Illustration 1.24. Block E. Remarks

E. REMARKS			
Write down all other important information/observation in the conduct of re-interview.			
Prepared by:		Noted by:	
_____	_____	_____	_____
Field Supervisor (Signature over Printed Name)	Date of Re-Interview (dd-mm-yyyy)	Chief Statistical Specialist (Signature over Printed Name)	Date of Re-Interview (dd-mm-yyyy)

The Field Supervisor and the Chief Statistical Specialist should print their names and affix their signatures and the dates the activities were undertaken in the RCSS:C Re-Interview Form.

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CHAPTER 8

POST-SURVEY ACTIVITIES

Data Processing



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

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

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

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

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

Data Validation

The PSA has mainstreamed a data validation process to ensure the quality of its statistical products. This is conducted in three (3) levels. The first level is at the province, attended by the provincial staff. The Chief Statistical Specialist is responsible for the conduct of this activity, assisted by the focal person for the survey. The second level review at Regional Statistical Service Office (RSSO) is undertaken by the RD and SOCD Chief.



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

Guidelines on data validation

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

APPENDICES

Appendix A. Timetable of Activities

ACTIVITY	JAN	FEB	MAR	APR
1. Updating of list of samples and reference files		20-31 Jan	21-28 Feb	21-31 Mar
2. Conduct of Operational Training				
3. Hiring of Statistical Researchers (SR)				
4. Briefing of Statistical Researchers (SR)			22-26 Mar	
5. Data Collection				
a. Collection of data and supervision	01-04 Jan 01-04 Jan	01-04 Feb	01-04 Mar	01-04 Apr
b. Manual editing		01-05 Feb	01-05 Mar	01-05 Apr
6. Data processing and review of output tables				
a. Encoding, data cleaning, generate table, data verification and generate of response rate summaries	06-08 Jan	06-08 Feb	06-08 Mar	06-08 Apr
7. Data review and validation				
a. Review, analyze and validate the estimates	08-09 Jan	08-09 Feb	08-09 Mar	08-09 Apr
b. Submission of data files and summary tables from PO to RSSO and CSD*	14 Jan	15 Feb	15 Mar	13 Apr
c. Submission of validated summary tables to RSSO and CSD	18 Jan	18 Feb	18 Mar	18 Apr
8. Preparation of statistical tables as input to:				
a. Special Release	01-10 Feb	01-10 Mar	01-11 Apr	01-10 May
b. OpenStat	10 Feb	10 Mar	09 Apr	10 May

ACTIVITY	MAY	JUN	JUL	AUG
1. Updating of list of samples and reference files	20-29 Apr	20-31 May	20-30 Jun	20-29 Jul
2. Conduct of Operational Training				
3. Hiring of Statistical Researchers (SR)		Jun		
4. Briefing of Statistical Researchers (SR)		Any day from 26 to 30		
5. Data Collection				
a. Collection of data and supervision	01-04 May	01-04 Jun	01-04 Jul	01-04 Aug
b. Manual editing	01-05 May	01-05 Jun	01-05 Jul	01-05 Aug
6. Data processing and review of output tables				
a. Encoding, data cleaning, generate table, data verification and generate of response rate summaries	06-08 May	06-08 Jun	06-08 Jul	06-08 Aug
7. Data review and validation				
a. Review, analyze and validate the estimates	08-09 May	08-09 Jun	08-09 Jul	08-09 Aug
b. Submission of data files and summary tables from PO to RSSO and CSD	16 May	15 Jun	15 Jul	15 Aug
c. Submission of validated summary tables to RSSO and CSD	18 May	17 Jun	18 Jul	18 Aug
8. Preparation of statistical tables as input to:				
a. Special Release	01-10 Jun	01-11 Jul	01-10 Aug	01-09 Sept
b. OpenStat	10 Jun	11 Jul	10 Aug	09 Sept

ACTIVITY	SEPT	OCT	NOV	DEC
1. Updating of list of samples and reference files	19-31 Aug	20-30 Sept	20-31 Oct	20-29 Nov
2. Conduct of Operational Training				
3. Hiring of Statistical Researchers (SR)	Sept		Nov	
4. Briefing of Statistical Researchers (SR)	Any day from 20 to 24		Any day from 22 to 26	
5. Data Collection				
a. Collection of data and supervision	01-04 Sept	01-04 Oct	01-04 Nov	01-04 Dec
b. Manual editing	01-05 Sept	01-05 Oct	01-05 Nov	01-05 Dec
6. Data processing and review of output tables				
a. Encoding, data cleaning, generate table, data verification and generate of response rate summaries	06-08 Sept	06-08 Oct	06-08 Nov	06-08 Dec
7. Data review and validation				
a. Review, analyze and validate the estimates	08-09 Sept	08-09 Oct	08-09 Oct	08-09 Dec
b. Submission of data files and summary tables from PO to RSSO and CSD	15 Sept	14 Oct	15 Nov	15 Dec
c. Submission of validated summary tables to RSSO and CSD	19 Sept	18 Oct	18 Nov	19 Dec
8. Preparation of statistical tables as input to:				
a. Special Release	01-10 Oct	01-10 Nov	01-09 Dec	01-10 Jan 2023
b. OpenStat	10 Oct	10 Nov	09 Dec	10 Jan 2023

Appendix B. RCSS: C Form 1 (Questionnaire)

<p>RCSS:C Form 1 (Questionnaire)</p> <p>PSA Approval No: Expires on:</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>	 <p>REPUBLIC OF THE PHILIPPINES PHILIPPINE STATISTICS AUTHORITY</p> 	<p>RICE AND CORN STOCKS SURVEY (COMMERCIAL)</p> <p>01 _____, 20____ Month Year</p>
<p>Dear Sir/Madam:</p> <p>The Philippine Statistics Authority (PSA) is conducting the 2022 Rice and Corn Stocks Survey: Commercial (RCSS:C) to assess the current rice and corn inventories in grains businessmen across the country. These data together with the stocks in the household and government sectors will be used by government planners, policy makers, and administrators in formulating social and economic development plans, policies, and programs.</p> <p>The conduct of the 2022 RCSS:C is in accordance with Republic Act (RA) No. 10625 (Philippine Statistical Act of 2013), which authorizes the PSA to prepare and conduct periodic censuses on various sectors of economy and Executive Order No. 352 mandating the conduct of RCSS: C every month.</p> <p>Pursuant to Section 25 of RA 10625, the National Statistician identified the above statistical inquiry or survey to be conducted with obligation to provide information. Considering this, all respondents whether natural or legal persons shall be liable to reply to the statistical inquiry or survey. The respondents are also required to give truthful and complete answers to the said statistical inquiries or surveys of the PSA and other statistical offices of the Philippine Statistical System. We are requesting you to provide complete and truthful answers to all the questions that will be asked by our interviewer.</p> <p>Rest assured that the data you will furnish in the above survey shall be treated with strict confidentiality and shall be considered PRIVILEGED COMMUNICATION, hence, inadmissible in evidence in any proceeding as provided for in Section 26 of RA. No 10625. The PSA also complies with the Data Privacy Act of 2012 and assures that all collected personal information are processed in accordance with the law and other issuances.</p> <p>We appreciate your utmost cooperation and support for the success of the 2022 RCSS:C. Thank you very much.</p> <p>CLAIRE DENNIS S. MAPA, Ph.D. Undersecretary National and Civil Registrar General</p>		
<p>For inquiries, contact:</p> <p>PSA Field Office Telephone Number: _____ E-mail Address: _____</p> <p>PSA Central Office Telephone Number: 8376 - 2022 E-mail Address: csd.staff@psa.gov.ph/stocks.csd@gmail.com</p>		

RICE AND CORN STOCKS SURVEY: COMMERCIAL				PAGE 2			
A. GEOGRAPHIC IDENTIFICATION							
1. Region	:	_____	<input type="text"/>	4. Barangay	:	_____	<input type="text"/>
2. Province	:	_____	<input type="text"/>	5. Stratum	:	_____	<input type="text"/>
3. Municipality/City	:	_____	<input type="text"/>	6. Control Number	:	_____	<input type="text"/>
B. ESTABLISHMENT INFORMATION							
1. Name of Establishment	:	_____					
2. Tax Identification Number	:	_____					
3. Address of Establishment	:	_____					
4. Name of Owner/Manager	:	_____					
		(Last Name, First Name and M.I.)					
5. Name of Respondent	:	_____					
		(Last Name, First Name and M.I.)					
6. Telephone/ Mobile Number	:	_____					
7. Designation of Respondent ^{bl} (Indicate code)	:	<input type="checkbox"/>					
INTERVIEW RECORD			SUMMARY OF VISIT				
		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"/>	Total Number of Visits	<input type="text"/>		
Result of Visit*		<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/>	Result of Final Visit*	<input type="text"/> <input type="text"/>		
Reason for Code 70 ^{bl}		<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/>	Reason for Code 70 ^{bl}	<input type="text"/> <input type="text"/>		
*Result of Visit Codes 40 - Interview Completed 60 - Refused to be interviewed 50 - Interview not completed 70 - Target respondent not contacted (Ask Items 1 to 2)							
1. Full Name of Informant : _____							
2. Designation of Informant : 1 - Barangay/Purok Official 2 - Neighbor 3 - Others (Encircle code)							
C. STOCKS INFORMATION							
How many bags/sacks of palay/rice/corn owned by the grains businessman as of 6:00 A.M. of the 1st day of the month?							
ITEM	NUMBER OF BAGS/SACKS	WEIGHT IN KILOGRAMS OF ONE BAG/SACK	TOTAL WEIGHT IN KILOGRAMS FOR OFFICE USE ONLY col. (2 x 3)				
(1)	(2)	(3)	(4)				
1. Palay							
2. Rice							
3. Corn grain ^{cl}							
3.1 Yellow							
3.2 White							
4. Corn grits							
4.1 Yellow							
4.2 White							
D. RESPONDENT'S STOCKS ASSESSMENT							
How would you assess your stocks this month as compared to same month last year and last month and what is the reason for the assessment?							
ITEM	SAME MONTH LAST YEAR			LAST MONTH			
	Assessment Code ^{dl}	REASON/s FOR CHANGE IN STOCKS INVENTORY		Assessment Code ^{dl}	REASON/s FOR CHANGE IN STOCKS INVENTORY		
(1)	(2)	(3)	Reason/s ^{fl} (4)	(5)	(6)	Reason/s ^{fl} (7)	
1. Palay							
2. Rice							
3. Corn grain							
3.1 Yellow							
3.2 White							
4. Corn grits							
4.1 Yellow							
4.2 White							
E. CERTIFICATION							
I hereby certify that the data gathered in this questionnaire were obtained/reviewed by me in accordance with the instructions given.							
Name and Signature of Statistical Researcher : _____			Contact no. _____	Date : _____(DDMMYYYY)			
Name and Signature of Field Supervisor : _____			Contact no. _____	Date : _____(DDMMYYYY)			

^{bl} Designation of Contact person/Respondent 1 - Operator/Manager 2 - Bookkeeper/Accountant 3 - Other employee 4 - Others, specify
^{bl} Reason for code 70 : 71 - No eligible respondent 72 - Closed/Stopped Operation 73 - Cannot be located 74 - Temporary Stopped Operation
 75 - Transferred to other province 76 - Others
^{cl} Include ears of matured corn in corn grain equivalent. CORN GRAIN = Ears of Matured Corn X.071
^{dl} Assessment code: 1 - Larger 2 - Smaller 3 - About the same 4 - No stocks
^{fl} Reason code for change in stocks: 1 - Price 2 - Production 3 - Weather 4 - Supply/Demand 5 - Mobility 6 - Others, specify
^{fl} Indicate the reason for change in stocks inventory compared to the same month last year and last month

Appendix C. RCSS: C Form 2 (Spot Check Form)

RCSS: C Form 2 (Spot Check Form)											
			Republic of the Philippines PHILIPPINE STATISTICS AUTHORITY Rice and Corn Stocks Survey: Commercial 01 20 Month Year								
1. Province: _____		2. Municipality: _____		3. Barangay: _____		4. Name of Statistical Researcher (SR): _____ <small>(Last Name, First Name M.I.)</small>					
A. General Observation											
Did the SR observed the following:											
		Yes/No		Remarks							
(1)		(2)		(3)							
1. Correct interview procedures such as:											
a. Giving proper introduction about himself/herself, and explaining the survey and its objectives.											
b. Interviewing a qualified respondent.											
c. Asking the questions as worded.											
d. Following the skipping instructions in the questionnaire.											
e. Translating correctly the meaning or rephrasing the questions to local dialect.											
2. Correct manner of closing the interview such as:											
a. Checking/Reviewing the completed questionnaires immediately after the interview.											
b. Saying "Thank you" to the respondent after the interview.											
B. List of Spot-checked Sample Households											
Item		Sample Grain Businessman/ Establishment 1		Sample Grain Businessman/ Establishment 2		Sample Grain Businessman/ Establishment 3		Sample Grain Businessman/ Establishment 4		Sample Grain Businessman/ Establishment 5	
(1)		(2)		(3)		(4)		(4)		(4)	
a. Name of Establishment											
b. Address of Establishment											
C. What are the specific errors/inconsistencies in the conduct of the survey?											
Block/Item		Sample Grain Businessman/ Establishment 1		Sample Grain Businessman/ Establishment 2		Sample Grain Businessman/ Establishment 3		Sample Grain Businessman/ Establishment 4		Sample Grain Businessman/ Establishment 5	
		Errors/ Inconsistency	Action Taken	Errors/ Inconsistency	Action Taken	Errors/ Inconsistency	Action Taken	Errors/ Inconsistency	Action Taken	Errors/ Inconsistency	Action Taken
(1)		(2)		(3)		(4)		(5)		(6)	
(7)		(8)		(9)		(10)		(11)			
Block A - Geographic Information											
Block B - Sample Information											
Block C - Stocks Information											
c.1 Palay											
c.2 Rice											
c.3 Corn grain											
c.3.1 Yellow											
c.3.2 White											
c.4 Corn grits											
c.4.1 Yellow											
c.4.2 White											
Block D - Remarks											
Block E - Certification											
Prepared by: _____					Noted by: _____						
Field Supervisor <small>(Signature over Printed Name)</small>		Date of Supervision <small>(dd-mm-yyyy)</small>		Chief Statistical Specialist <small>(Signature over Printed Name)</small>			Date <small>(dd-mm-yyyy)</small>				

Appendix D. RCSS:C Supervisor's Report



REPUBLIC OF THE PHILIPPINES
PHILIPPINE STATISTICS AUTHORITY



Rice and Corn Stocks Survey: Commercial (RCSS:C)

Supervisor's Report

PROVINCE

to 20

Reference Period

A. Summary Report

Date of Supervision	Name of Statistical Researcher (SR) (Last Name, First Name, M.I.)	No. of Cities/Municipalities Covered	No. of Grains Businessmen Interviewed

B. General Observations

Did the SR observed the following:	YES/NO				Remarks
	SR1	SR2	SR3	SR4	
1. Correct interview procedures such as:					
a. Giving proper introduction about himself/herself and explaining the survey and its objectives.					
b. Interviewing a qualified respondent.					
c. Asking the questions as worded.					
d. Translating correctly the meaning or rephrasing the questions to local dialect.					
2. Correct manner of closing the interview such as:					
a. Checking/Reviewing the completed questionnaires immediately after the interview.					
b. Saying "Thank you" to the respondent after the interview.					

C. Specific Errors/Inconsistencies

What are the specific errors/inconsistencies in the conduct of the survey?	Action Taken

D. Remarks

Write down all other relevant information in the conduct of field supervision.

--

Prepared by:

Noted by:

Field Supervisor
(Signature over Printed Name)

Chief Statistical Specialist
(Signature over Printed Name)

Appendix E. RCSS:C Form 3 (Re-Interview Form)

RCSS:C Form 3 (Re-Interview Form)						
		REPUBLIC OF THE PHILIPPINES PHILIPPINE STATISTICS AUTHORITY Rice and Corn Stocks Survey: Commercial _____ 20 _____ Reference Period				
 						
A. GEOGRAPHIC IDENTIFICATION						
1. Region	: _____	<input type="text"/>	4. Barangay			
2. Province	: _____	<input type="text"/>	5. Stratum			
3. Municipality/City	: _____	<input type="text"/>	6. Control Number			
B. SAMPLE INFORMATION						
1. Name of Establishment	: _____					
2. Tax Identification Number	: _____					
3. Address of Establishment	: _____					
4. Name of Owner/Manager	: _____					
	(Last Name, First Name and M.I.)					
5. Name of Respondent	: _____					
	(Last Name, First Name and M.I.)					
C. STOCKS INFORMATION						
How many bags/sacks of palay/rice/corn owned by the grains businessman as of 6:00 A.M. of the 1st day of the month?						
ITEM	NUMBER OF BAGS/SACKS	WEIGHT IN KILOGRAMS OF ONE BAG/SACK	TOTAL WEIGHT IN KILOGRAMS FOR OFFICE USE ONLY col. (2 x 3)			
(1)	(2)	(3)	(4)			
1. Palay						
2. Rice						
3. Corn grain ^{d/}						
3.1 Yellow						
3.2 White						
4. Corn grits						
4.1 Yellow						
4.2 White						
D. RESPONDENT'S STOCKS ASSESSMENT						
How would you assess your stocks this month as compared to same month last year and last month and what is the reason for the assessment?						
ITEM	SAME MONTH LAST YEAR			LAST MONTH		
	Assessment Code ^{d/}	REASON/s FOR CHANGE IN STOCKS INVENTORY		Assessment Code ^{d/}	REASON/s FOR CHANGE IN STOCKS INVENTORY	
(1)	(2)	(3)	Reason/s ^{d/}	(5)	(6)	Reason/s ^{d/}
1. Palay						
2. Rice						
3. Corn grain						
3.1 Yellow						
3.2 White						
4. Corn grits						
4.1 Yellow						
4.2 White						
E. REMARKS						
Write down all other important information/observation in the conduct of re-interview.						
Prepared by:			Noted by:			
Field Supervisor		Date of Re-Interview		Chief Statistical Specialist		Date of Re-Interview
(Signature over Printed Name)		(dd-mm-yyyy)		(Signature over Printed Name)		(dd-mm-yyyy)
Conversion in Block C ^{d/} Include ears of matured corn in corn grain equivalent CORN GRAIN = Ears of Matured Corn X .071				Codes in Block D ^{d/} Assessment code: 1 - Larger 2 - Smaller 3 - About the same 4 - No stocks ^{d/} Reason code for change in stocks: 1 - Price 2 - Production 3 - Weather 4 - Supply/Demand 5 - Mobility 6 - Others, specify ^{d/} Indicate the reason for change in stocks inventory compared to the same month last year and last month		

Appendix F. RCSS:C Provincial Output Tables

Table 1. Completeness Check

Rice and Corn Stocks Survey: Commercial

01 _____ 20__
Reference Month, YearRegion
Province

Table 1. Completeness Check

LN	Stratification Variables *	Number of Samples	Interview Status				Reason for Non-Response						
			40	50	60	70	71	72	73	74	75		
	(1)												
1	Retailer												
2	Big												
3	Medium												
4	Small												
5	Wholesaler												
6	Big												
7	Medium												
8	Small												
9	Combined Retailer Wholesaler												
10	Big												
11	Medium												
12	Small												
13	Warehousemen												
14	Big												
15	Combination of Medium and Small												
	TOTALS:	-	-	-	-	-	-	-	-	-	-	-	-

* by line of activity and capitalization

Table 2. Provincial RCSS: Commercial Summary Sheet

Rice and Corn Stocks Survey: Commercial

01 _____ 20__
Reference Month, YearRegion:
Province:

Table 2. Provincial RCSS:C Summary Sheet

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

Note: ^a count of samples with corn by sub-stratum

Table 3. RCSS: Commercial Expanded Data

Rice and Corn Stocks Survey: Commercial

01 _____ 20__
Reference Month, YearRegion:
Province:

Table 3. RCSS:C Expanded Data

Item	Rice			Corn				
	Total Population	Stocks (in kilograms)		Total Population ^b	Yellow		White	
		Average	Estimated Total Rice Stocks		Average	Estimated Total Corn Grain Stocks	Average	Estimated Total Corn Grain Stocks
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
Retailer								
Big								
Medium								
Small								
Wholesaler								
Big								
Medium								
Small								
Combined Retailer/Wholesaler								
Big								
Medium								
Small								
Warehousemen								
Big								
Comb. (Med. & Small)								
TOTAL								

Note: ^b N of Rice minus the count of pure palay/rice samples by sub-stratum

Table 4. Provincial RCSS: Commercial Stocks Inventory

Rice and Corn Stocks Survey: Commercial

01 _____ 20__
Reference Month, YearRegion:
Province:

Table 4. Provincial Commercial Stocks Inventory

Item	Stocks Inventory (in metric tons)		
	Total Rice	Total Corn (Yellow)	Total Corn (White)
(1)	(2)	(3)	(4)
Retailer			
Wholesaler			
Combined Retailer/Wholesaler			
Warehousemen			
TOTAL			

Adjusted Stocks for Rice

Table 5. Comparative Table for Change in Stocks Inventory

Rice and Corn Stocks Survey: Commercial

01 _____, 20__
Reference Month, YearRegion:
Province:

Table 5. Comparative Table for Change in Stocks Inventory

Item	Stocks Inventory (in metric tons)			Change in Stocks Inventory					
				Compared to Same Period of Last Year			Compared to Last Month		
	Current Month	Previous Month	Same Month in the Previous Year	Level	% Change	Reason for Change	Level	% Change	Reason for Change
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)
Rice									
Corn									

Appendix G. RCSS:C Regional Output Table

Table 6. Regional RCSS: Commercial Stocks Inventory by province

Rice and Corn Stocks Survey: Commercial

01 _____, 20__
Reference Month, Year

Region:
Province:

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

Item	Stocks Inventory (in metric tons)			Change in Stocks Inventory					
	Current Month	Previous Month	Same Month in the Previous Year	Compared to Same Period of Last Year			Compared to Last Month		
				Level	% Change	Reason for Change	Level	% Change	Reason for Change
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)
Rice									
Province 1									
Province 2									
Province 3									
Province 4									
Province 5									
Corn									
Province 1									
Province 2									
Province 3									
Province 4									
Province 5									

Appendix H. RCSS:C National Output Table

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

Rice and Corn Stocks Survey: Commercial

01 January 2022
Reference Month, Year

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

REGION/ PROVINCE	RICE STOCK (MT)			Change in Stocks Inventory			
	JAN'22 srvy	DEC 2021	JAN 2021	Jan'22/Dec'21		Jan'22/Jan'21	
				Level	%	Level	%
PHILIPPINES							
CAR							
Abra							
Benguet							
Ifugao							
Kalinga							
Apayao							
Mt. Province							
ILOCOS REGION							
.							
.							
.							
NATIONAL CAPITAL REGION							

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

Rice and Corn Stocks Survey: Commercial

01 January 2022
Reference Month, Year

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

REGION/ PROVINCE	CORN STOCK (MT)			Change in Stocks Inventory			
	JAN'22 srvy	DEC 2021	JAN 2022	Jan'22/Dec'21		Jan'22/Jan'21	
				Level	%	Level	%
PHILIPPINES							
CAR							
Abra							
Apayao							
Benguet							
Ifugao							
Kalinga							
Mt. Province							
ILOCOS REGION							
.							
.							
.							
NATIONAL CAPITAL REGION							

Appendix I – Provincial Narrative Report

	REPUBLIC OF THE PHILIPPINES PHILIPPINES STATISTICS AUTHORITY																		
<u>Rice and Corn Stocks Survey: Commercial (RCSS:C)</u> Provincial Narrative Report																			
Region: _____ Province: _____	Date Submitted: _____																		
A. Provincial Data Review (PDR) Participants and Designation _____ _____ _____																			
B. Training <i>(Indicate the date and venue of the training, issues/concerns encountered, and resolutions/actions taken during the training of SRs)</i>																			
C. Data Collection <i>(Indicate the date of collection, issues/concerns encountered, and resolutions/actions taken during the data collection)</i>																			
D. Field Supervision/Spot checking/Re-Interview <i>(Indicate the date of field supervision/spot-checking/</i>																			
E. Data Validation <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%;">Issues / Concerns</th> <th style="width: 50%;">Resolutions / Actions Taken</th> </tr> </thead> <tbody> <tr> <td colspan="2">Data Review</td> </tr> <tr> <td>1. Data Processing</td> <td></td> </tr> <tr> <td>2. Completeness/Accuracy</td> <td></td> </tr> <tr> <td colspan="2">Data Validation</td> </tr> <tr> <td>1. Unacceptable survey results</td> <td></td> </tr> <tr> <td>2. Inconsistent trend with auxiliary information</td> <td></td> </tr> <tr> <td colspan="2">Unresolved Issues</td> </tr> <tr> <td colspan="2" style="height: 20px;"></td> </tr> </tbody> </table>		Issues / Concerns	Resolutions / Actions Taken	Data Review		1. Data Processing		2. Completeness/Accuracy		Data Validation		1. Unacceptable survey results		2. Inconsistent trend with auxiliary information		Unresolved Issues			
Issues / Concerns	Resolutions / Actions Taken																		
Data Review																			
1. Data Processing																			
2. Completeness/Accuracy																			
Data Validation																			
1. Unacceptable survey results																			
2. Inconsistent trend with auxiliary information																			
Unresolved Issues																			
F. Other Concerns/Remarks: _____																			
Prepared by: _____ Focal Person	Reviewed by: _____ Supervising Statistical Specialist																		
Approved by: _____ Chief Statistical Specialist																			

Appendix J – Regional Narrative Report



REPUBLIC OF THE PHILIPPINES
PHILIPPINES STATISTICS AUTHORITY



Rice and Corn Stocks Survey: Commercial (RCSS:C)
Regional Narrative Report

Region: _____ **Date Submitted:** _____

A. Regional Data Review (RDR) Participants and Designation

B. Field Supervision/Spot checking/Re-Interview *(If conducted, indicate the date of field supervision/spot-checking/re-interview, issues/concerns encountered, and resolutions/actions)*

C. Data Validation

Issues / Concerns	Resolutions / Actions Taken
Data Review	
1. Completeness of reports/data files	
2. Consolidation	
3. Timeliness of submission	
Data Validation	
1. Unacceptable estimates	
2. Inconsistent trend with other auxiliary information	
Unresolved Issues	

D. Other Concerns/Remarks:

Prepared by: _____ **Reviewed by:** _____

Focal Person Chief Statistical Specialist

Approved by:

Regional Director

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For Inquiries:

PHILIPPINE STATISTICS AUTHORITY

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

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

E-mail address: info@psa.gov.ph • kmcd.staff@psa.gov.ph



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