

Chapter 2

DUTIES AND RESPONSIBILITIES OF FIELD PERSONNEL

Regional Director (RD)



DUTIES AND RESPONSIBILITIES OF FIELD PERSONNEL

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

Regional Director (RD)

Monitor the collection, manual processing of documents and the data entry of information they contain, as well as the submission of data diskettes to the Central Office.

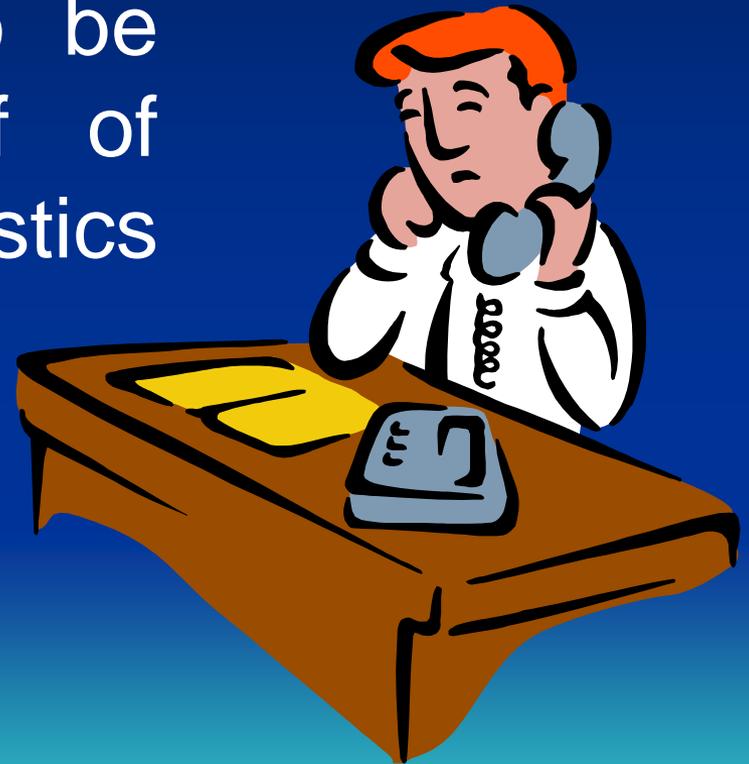


Regional Director (RD)

Ensure that the deadline in the collection and transmittal of processed documents and diskettes to the central office is strictly followed by the Provincial Statistical Officer (PSO).



Prepare monthly progress and narrative reports to be submitted to the Chief of Industry and Trade Statistics Department (ITSD).



Provincial Statistical Officer (PSO)



DUTIES AND RESPONSIBILITIES OF FIELD PERSONNEL

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



Supervise the collection and processing of documents.



Inform the Regional Director (RD) about the status of the collection and processing of documents in his province.



Transmit the processed documents / sheets and diskettes to the Central Office.



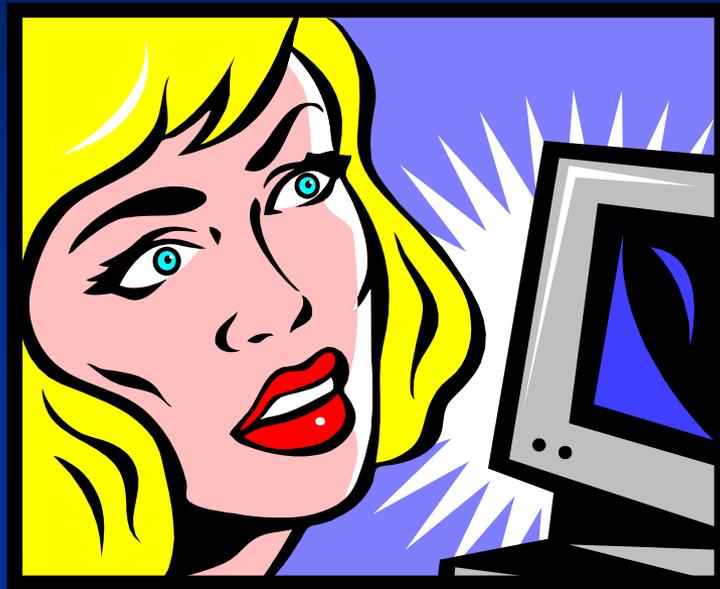
Prepare monthly progress report (Appendix B), narrative and financial reports and submit these to the Regional Office.

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

Provincial Statistical Staff



Provincial Statistician



The Statistician in the provincial office shall:

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

- d. Prepare weekly accomplishment report ([Appendix D](#)) and submit the same report to the PSO.

- e. Submit bundled documents / processing sheets and data in diskettes (Regional / Provincial office should keep back-up copies) / printed copy to the PSO for verification before transmitting to Central Office.

PROCESSOR / CODER



The processor / coder shall:

- a. Receive and acknowledge the receipt of documents collected by the DSO / SCO.

- b. Sort, record and bundle the documents / processing sheets.

The processor / coder shall:

- c. Examine data collected for completeness, consistency and reasonableness.

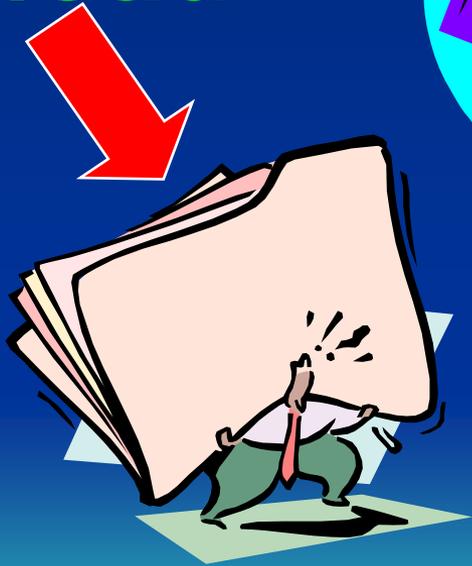
- d. Transform data into numerical codes whenever called for and verify all pre-coded entries in the reports.

The processor / coder shall:

- e. Transcribe data in the processing sheets.
- f. Edit and update Reject Listings.
- g. Submit weekly accomplishment report to the Provincial Statistician.

ENCODER

Workload



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

- a. Encode the data from the documents / processing sheets into the micro-computer for machine processing, tabulation and other related activities.
- b. Generate monthly tabulation for the province.
- c. Submit weekly accomplishment report to the Provincial Statistician.

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



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

- a. Collect documents from the airports / seaports / railway stations of their designated area of assignment.

- b. Check the completeness of the documents and its entries before leaving the area.

- c. Submit all the collected documents (PAL Air Waybills, DROS and Coasting / Passenger Manifests) within the specified timetable to the PSO.

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

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