

Definition of Terms

Anchorage	An area within a harbor with sufficient depth of water for ships to maneuver and anchor.
Area of Occupancy	Refers to the area occupied by the vessel, either berth or anchorage.
Berth	The place assigned to a vessel in a port when lying alongside a pier, quay or wharf where it can load or discharge cargoes.
Freight	Refers to charges on cargoes paid for the transportation of goods from one port / station to another.
Pier / Zone	Refers to the particular zone / pier number where the vessel is assigned to berth / anchor in its port of origin.
Port Management Unit	Refers to the administrative and operational arm in every port district in the Philippines of the Philippine Ports Authority (PPA).
Port / Station of Destination	Refers to the port / station where the cargoes / passengers are destined.
Port / Station of Origin	Refers to the port / station where the cargoes / passengers came from.
Type of Handling	Denotes whether the commodity handled is a dry bulk, liquid bulk, break bulk or containerized.
Value	Represents the peso equivalent of a particular commodity.
Weight	Represents the total volume of a commodity expressed in kilograms.

RD / PSO Monthly Progress Report

For the month _____

Region / Province: _____

Date: _____

Activity	Total	Air	Rail	Coastwise	Passenger
1. Number of collected documents					
2. Number of coded / transcribed documents					
% coded / transcribed documents to total collected documents					
3. Number of verified coded / transcribed documents					
% verified documents to total coded / transcribed documents					
4. Number of encoded documents / sheets					
% encoded documents / sheets to total verified documents / sheets					
5. Number of transmitted diskettes to Regional / Central Office					

Submitted by:

Printed Name and Signature of RD / PSO

Financial Report

Date: _____

Region: _____

Province: _____

Name of DCO / SCO	Station and Radiation Areas	Total Collected Documents	Total Number of Visits	Expenditures			
				Total	T. E.	P. D.	Gas

Submitted by:

Printed Name and Signature

Accomplishment Report

For the week ending _____

Name: _____

(Clerk, Processor / Reviewer / Encoder)

[illegible]

Submitted by:

Verified by:

(Print Name and Sign)

Regional / Provincial Statistician
(Print Name and Sign)

DT Form a

Control List of Documents (Receipt of Air Waybills)

[illegible]

DT Form b

Control List of Documents (Receipt of DROS Manifests)

[illegible]

DT Form d

Control List of Documents (Receipt of Passenger Manifests)

[illegible]

DT Form No. 1

NATIONAL STATISTICS OFFICE
Manila

Control Form for the Processing Sheets / Airway Bills

AIR TRADE

(Domestic Trade)

Province : _____

Origin : _____

PMU Code (for Coastwise Only) :

Pier/Zone Code (for Coastwise Only) :

Year : _____

Month : _____

Bundle No. :

PROCESSING RECORDS

ACTIVITY		Date/Time		Signature of	REMARKS
		Started	Finished	Person Responsible	
	Bundling				
P S S					
R T T					
O A A	Manual				
V T F	Processing				
I I F					
N S	Data				
C T	Entry				
I I					
A C	Data				
L A	Validation				
L					
	CCK/Submis-				
	sion of DF				

OK for Transmittal:

PSO Signature

DT Form No. 1

NATIONAL STATISTICS OFFICE
Manila

Control Form for the Processing Sheets / Airway Bills

RAIL TRADE

(Domestic Trade)

Province : _____

Origin : _____

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PMU Code (for Coastwise Only) :

--	--

Pier/Zone Code (for Coastwise Only) :

--	--

Year : _____

--	--

Month : _____

--	--

Bundle No. :

--	--	--

PROCESSING RECORDS

ACTIVITY		Date/Time		Signature of	REMARKS
		Started	Finished	Person Responsible	
P S S	Bundling				
R T T					
O A A	Manual				
V T F	Processing				
I I F					
N S	Data				
C T	Entry				
I I					
A C	Data				
L A	Validation				
L					
	CCK/Submis-				
	sion of DF				

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Manila

Control Form for the Processing Sheets / Airway Bills

COASTWISE TRADE

(Domestic Trade)

Province : _____

Origin : _____

PMU Code (for Coastwise Only) :

Pier/Zone Code (for Coastwise Only) :

Year : _____

Month : _____

Bundle No. :

PROCESSING RECORDS

ACTIVITY		Date/Time		Signature of	REMARKS
		Started	Finished	Person Responsible	
	Bundling				
P S S					
R T T					
O A A	Manual				
V T F	Processing				
I I F					
N S	Data				
C T	Entry				
I I					
A C	Data				
L A	Validation				
L					
	CCK/Submis-				
	sion of DF				

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NATIONAL STATISTICS OFFICE
Manila

Control Form for the Processing Sheets / Airway Bills

COASTWISE PASSENGER

(Domestic Trade)

Province : _____

Origin : _____

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PMU Code (for Coastwise Only) : _____

--	--

Pier/Zone Code (for Coastwise Only) : _____

--	--

Year : _____

--	--

Month : _____

--	--

Bundle No. : _____

--	--	--

PROCESSING RECORDS

ACTIVITY		Date/Time		Signature of	REMARKS
		Started	Finished	Person Responsible	
	Bundling				
P S S					
R T T					
O A A	Manual				
V T F	Processing				
I I F					
N S	Data				
C T	Entry				
I I					
A C	Data				
L A	Validation				
L					
	CCK/Submis-				
	sion of DF				

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PSO Signature