

MONTHLY INTEGRATED SURVEY OF SELECTED INDUSTRIES (MISSI)

GENERAL INSTRUCTIONS

Read the following instructions before filling up this form. Preliminary estimates are acceptable if final figures are not available for the reference month. However, provide the final figures as soon as they are available.

DEFINITIONS AND SPECIFIC INSTRUCTIONS

I. **TOTAL EMPLOYMENT** - Report the total number of persons by type of worker who worked in or for this establishment during the period nearest the 15th of each reference month.

TYPE OF WORKER:

A. **WORKING OWNERS** - Owners who are actively engaged in the management of the establishment but do not receive regular pay, i.e., not included in the payroll. Working owners who are managers and directors of establishments working for pay should be reported as Managers in Item IB1.

UNPAID WORKERS - Persons working without regular pay for at least 1/3 of the working time normal to the establishment. It includes all apprentices and learners without regular pay.

B. **PAID EMPLOYEES** - This includes full-time or part-time workers, on sick or maternity leave and on paid vacation or holiday, and employees working away from this establishment paid by and under the control of this establishment. Exclude workers not in the payroll of this establishment.

1. **MANAGERS AND EXECUTIVES** - All salaried directors, managers, executives, administrative and other officials of the same category. Working owners who are receiving regular pay should be included in this category.

2. **PRODUCTION WORKERS** - All employees directly engaged in the production activities of the establishment, including manual workers, clerical personnel, working foreman and seasonal workers who fabricate, process, assemble, construct, install, etc. Excluded are supervisory employees above working foreman level.

3. **OTHER EMPLOYEES** - All other employees not included above.

II. **TOTAL COMPENSATION** - Report in Philippine Peso (PHP) salaries and wages before deductions of employees' SSS contribution, withholding taxes, etc. and employer's contribution to SSS/GSIS, PhilHealth, PAG-IBIG and other similar schemes.

A. **SALARIES AND WAGES** - Includes basic pay, overtime pay, cost-of-living allowances, vacation and sick leave pay, commissions, bonuses, dismissal or retirement pay, back pays and other benefits prior to deduction of employees' SSS/GSIS contribution, PAG-IBIG, PhilHealth, withholding taxes and the like.

B. **TOTAL EMPLOYER'S CONTRIBUTION TO SSS/GSIS, ECC, ETC.** - Includes all payments made by the employer on behalf of his employees to SSS/GSIS, ECC, PAG-IBIG, PhilHealth, pension and similar schemes.

III. **TOTAL VALUE OF PRODUCTION** - Report in Philippine Peso (PHP) the total value of production by the establishment during the reference month. Value of production is the value of all goods produced and work-in-progress during the reference month. Valuation should be at producer prices, that is, the amount receivable by the producer from the purchaser for a unit of a product as output, minus any VAT or similar deductible tax, involved to the purchaser. It excludes any transport charges invoiced separately by the producer.

IV. **TOTAL REVENUE/SALES** - Report in Philippine Peso (PHP) the total cash received and receivables for goods sold and services rendered.

A. **SALES FROM MANUFACTURING ACTIVITY** - Includes the value of shipments of products manufactured by the establishment whether or not they were produced during the reference month. Inter-plant transfer and goods transferred from one establishment to another of the same enterprise should be valued as though sold. Valuation of goods shipped is at ex-plant price (producer price) and net of discounts, allowances and returned goods.

B. **OTHER INCOME** - Includes income from activities other than manufacturing, such as investment interest, foreign exchange gains, rent income, and profit from the sale of non-inventory assets.

V. **INVENTORY** - Report the value of stocks of goods owned by or under the control of the establishment as of a fixed date of the reference month, regardless of where the stocks are located. Valuation of goods is at ex-plant price (producer price).

A. **FINISHED PRODUCTS** - Includes the total value of products produced/manufactured by the establishment that are ready for shipment.

B. **WORK-IN-PROGRESS** - Includes the total value of all materials which have been partially processed by the establishment but which are not usually sold or turned over to other establishment without further processing.

C. **RAW MATERIALS** - Includes the total value of materials and fuels that enter into the product.

VI. **CAPACITY UTILIZATION** - Enter a check mark corresponding to the estimated capacity utilization of the establishment.

CAPACITY UTILIZATION RATIO - is the ratio of output to the maximum rated capacity.

RATED CAPACITY refers to the largest volume of output possible at which the factory can operate with an acceptable degree of efficiency taking into consideration unavoidable losses of productive time (i.e., vacations, holidays and repairs to equipment) and availability of raw materials.

Please provide any remark/s that will help us understand the monthly report.

LN	MONTH	
27	January	
28	February	
29	March	
30	April	
31	May	
32	June	
33	July	
34	August	
35	September	
36	October	
37	November	
38	December	

QUESTIONNAIRE STATUS CODE (FOR PSA USE ONLY)											
JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
IND			PROV-MUN			BGY		ECN			



REPUBLIC OF THE PHILIPPINES
PHILIPPINE STATISTICS AUTHORITY

MISSI Form 1
PSA Approval Number: PSA-1747
Expires on 31 December 2018

Enter the TIN of this establishment

Dear Sir/Madam:

The Philippine Statistics Authority (PSA) is conducting the 2018 Monthly Integrated Survey of Selected Industries (MISSI). The 2017 MISSI will provide timely flash indicators that will monitor the performance of growth-oriented industries in the manufacturing sector.

This Office is authorized to collect information from businesses and industries under Republic Act No. 10625 (RA 10625). Section 27 of the same law obliges establishments to provide required information. The data collected shall be kept strictly confidential and shall not be used for purposes of taxation, investigation or regulation as provided under Article 55 of the Implementing Rules and Regulations of RA 10625.

The accomplished form will be collected by our Statistical Researcher not later than (10) days after each reference month.

Thank you very much.

Lisa Grace S. Bersales
LISA GRACE S. BERSALES, Ph.D.
Undersecretary
National Statistician and Civil Registrar General

TOP FIVE (5) PRODUCTS / COMMODITIES MANUFACTURED BY THIS ESTABLISHMENT	
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5.	

FOR INQUIRIES	CONTACT PERSON OF THIS ESTABLISHMENT WHO PROVIDED THE INFORMATION:
Contact: PSA Provincial Office at: Name: _____ Tel. No. _____ Email address: _____ or PSA Main Office: Email address: O.Regalia@psa.gov.ph / F.Helmont@psa.gov.ph or info.staff@psa.gov.ph Tel. Nos. 375-2090 • 375-1984	Name: _____ Designation: _____ Telephone Number: _____ Email address: _____

PLEASE READ INSTRUCTIONS AND DEFINITIONS BEFORE FILLING UP THIS FORM

LN	MONTH	JANUARY	FEBRUARY
01	I. TOTAL EMPLOYMENT Report the total number of persons who worked in or for this establishment during the period nearest the 15 th of the reference month / (sum of A & B)		
02	A. WORKING OWNERS AND UNPAID WORKERS		
03	B. PAID EMPLOYEES (sum of 1 to 3)		
04	1. MANAGERS AND EXECUTIVES		
05	2. PRODUCTION WORKERS		
06	3. OTHER EMPLOYEES		
07	II. TOTAL COMPENSATION (PnP) (sum of A and B)		
08	A. TOTAL SALARIES AND WAGES (sum of 1 to 3) Refer to payments in cash or in kind prior to any deductions for employee's contribution to SSS/SSSIS, withholding tax, etc.		
09	1. SALARIES OF MANAGERS AND EXECUTIVES		
10	2. SALARIES AND WAGES OF PRODUCTION WORKERS		
11	3. SALARIES AND WAGES OF OTHER EMPLOYEES		
12	B. TOTAL EMPLOYER'S CONTRIBUTION TO SSS/SSSIS, ECC, etc.		
13	III. TOTAL VALUE OF PRODUCTION (PnP) Report the value of production for the reference month.		
14	IV. TOTAL REVENUE/SALES (PnP) Report the sales for the reference month. (sum of A and B)		
15	A. SALES FROM MANUFACTURING ACTIVITY Report shipments net of discounts, allowances and returned goods.		
16	B. OTHER INCOME Report income from activities other than manufacturing.		
17	V. INVENTORY Report the total value of inventory of finished products, work-in-progress and raw materials for the reference month.		
18	A. FINISHED PRODUCTS		
19	B. WORK-IN-PROGRESS		
20	C. RAW MATERIALS		
21	VI. CAPACITY UTILIZATION Enter check mark (✓) corresponding to the Capacity Utilization for the reference month.		
22	BELOW 50%		
23	50% - 59%		
24	60% - 69%		
25	70% - 79%		
26	80% - 89%		
27	90% - 100%		
28	REMARKS		

[illegible]

AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	LN
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