



## HOW TO ACCOMPLISH THE ONLINE QUESTIONNAIRE

### Step 1: *Register*

- a. Open <https://aspbi.psa.gov.ph> in the web browser.
- b. Click on the link **Proceed to the online questionnaire.**
- c. Click on the link **Register here.**
- d. Register using the first 14-digit alphanumeric **Establishment Control Number (ECN)** found at the lower portion of the address stub on the cover page of this questionnaire and your establishment's **official email address.**
- e. Wait for the password to be sent to the registered email address.

### Step 2: *Accomplish the questionnaire*

- a. Open <https://aspbi.psa.gov.ph> in the web browser.
- b. Log in using the **ECN** and the **password** provided to the establishment.
- c. Fill-out all the data fields up to the **Certification** portion.

### Step 3: *Confirm completion of the accomplished questionnaire*

- a. Tick the **checkbox** at the last page to confirm completion of the questionnaire.
- b. An acknowledgement will be sent to the establishment's registered email address.

## GENERAL INSTRUCTIONS

- ⇒ Provide best estimates if exact figures are not available in your records. Indicate "N.A." for items not applicable.
- ⇒ Refer to concepts and definition of terms, relevant explanatory notes in specific items when providing responses for each item or question.
- ⇒ Include only Philippine-based activities, including imports and exports, of this establishment.
- ⇒ Mark (✓) only **one box**, unless instructed otherwise.
- ⇒ All reports must pertain to 2021 as reference year.

*Continued on Page 3*

**GENERAL INFORMATION ABOUT THIS ESTABLISHMENT**

**1. Business and Registered Name, Business Tax Identification Number (TIN), Business Address, Company Website and Social Media Account/s of this Establishment in 2021**

**A. Business Name:** \_\_\_\_\_

**B. Registered Name:** \_\_\_\_\_

**C. Business TIN:**

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**D. Business Address:** \_\_\_\_\_

| Do Not Fill (For PSA Use Only) |     |     |  |  |  |
|--------------------------------|-----|-----|--|--|--|
| PROV                           | MUN | BGY |  |  |  |
|                                |     |     |  |  |  |

**E. Company Website:** <https://www.> \_\_\_\_\_

**F. Social Media Account/s:**

|   |   |
|---|---|
|  |  |
| _____   | _____   |
|  |  |
| _____   | _____   |
|  | Others, <i>specify:</i> _____   |
| _____   | _____   |

**2. Economic Activity or Business in 2021**

⇒ Describe in detail the main economic activity, secondary and other activities of this establishment.

**A. Main Economic Activity** *(Refers to the activity that contributes the biggest or major portion of the gross income or revenue of this establishment.)*

| Do Not Fill (For PSA Use Only) |  |  |  |  |  |  |
|--------------------------------|--|--|--|--|--|--|
| 2009 PSIC                      |  |  |  |  |  |  |
|                                |  |  |  |  |  |  |

\_\_\_\_\_

\_\_\_\_\_

**A.1. Major products/goods produced or sold or type of service rendered**  
*Specify:*

\_\_\_\_\_

**B. Secondary Activity** *(Refers to the activity carried out by this establishment that contributes the second biggest portion of the gross income or revenue of this establishment.)*

| Do Not Fill (For PSA Use Only) |  |  |  |  |  |  |
|--------------------------------|--|--|--|--|--|--|
| 2009 PSIC                      |  |  |  |  |  |  |
|                                |  |  |  |  |  |  |

\_\_\_\_\_

**C. Other Activities** *(Refer to other activities carried out by this establishment in which the output, like that of the main and secondary activities, must be suitable for delivery outside this establishment.)*

\_\_\_\_\_

\_\_\_\_\_

LN  
NO

01

02

03

04

**3. Year Started Operation**

⇒ Indicate the year when this establishment started operation regardless of its location in the Philippines.

|  |  |  |  |
|--|--|--|--|
|  |  |  |  |
|--|--|--|--|



**TOTAL EMPLOYMENT****7. Total Employment as of 15 November 2021**

**Total employment** refers to the total number of persons, whether **paid** or **unpaid**, who work in or for this establishment as of 15 November 2021.

**EXCLUDE:**

- \* Members of cooperative who are not involved in the operation of the cooperative
- \* Workers on sub-contract agreement or under manpower agencies/contractors (**to be reported in Item 8**)

**Paid employees** are all full-time and part-time employees working in or for the establishment and receiving regular pay, as well as those working away from this establishment and paid by and under the control of this establishment.

**INCLUDE:**

- ✓ Employees on sick or maternity leave
- ✓ Employees on paid vacation or holiday
- ✓ Employees on strike
- ✓ Directors of corporations working for pay
- ✓ Executives/managers and other officers of the same category
- ✓ Working owners receiving regular pay
- ✓ Apprentices and learners receiving regular pay
- ✓ Persons hired only during peak seasons like planting, harvesting, and the like
- ✓ Any other employee receiving regular pay not reported above

**EXCLUDE:**

- \* Directors paid solely for their attendance at meetings of Board of Directors
- \* Consultants
- \* Workers on indefinite leave
- \* Working owners who do not receive regular pay
- \* Homeworkers
- \* Workers receiving commissions only
- \* Other workers not in the payroll of this establishment

**Unpaid workers** are working owners who do not receive regular pay, apprentices and learners without regular pay, and persons working for at least 1/3 of the working time normal to this establishment without regular pay.

**EXCLUDE:** Silent or inactive business partners

| Type of Employment               | Male<br>(1) | Female<br>(2) | Total<br>(3) | LN<br>NO |
|----------------------------------|-------------|---------------|--------------|----------|
| a. Paid Employees                |             |               |              | 01       |
| b. Unpaid Workers                |             |               |              | 02       |
| c. <b>Total</b> (sum of a and b) |             |               |              | 03       |

**WORKERS ON SUB-CONTRACT AGREEMENT OR UNDER MANPOWER AGENCIES/CONTRACTORS****8. Workers on Sub-Contract Agreement or Under Manpower Agencies/Contractors as of 15 November 2021**

**Workers on sub-contract agreement or under manpower agencies/contractors** are workers employed by the contractors to perform or complete a job, work or service within the premise of this establishment pursuant to a service agreement. These are workers which are **not in the payroll of this establishment**.

|  | Male<br>(1) | Female<br>(2) | Total<br>(3) | LN<br>NO |
|--|-------------|---------------|--------------|----------|
| Workers on Sub-Contract Agreement or Under Manpower Agencies/Contractors |             |               |              | 01       |

Continued on Page 6

## RESEARCH AND DEVELOPMENT (R&D) PERSONNEL DIRECTLY-HIRED

### 9. R&D Personnel Directly-hired as of 15 November 2021

**Research and Development (R&D)** refers to creative work undertaken as a systematic basis in order to increase the stock of knowledge, including knowledge of man, culture and society, and the use of this stock of knowledge to devise new applications.

**R&D personnel** are all persons employed directly on R&D as well as those providing direct services such as R&D managers, administrators and clerical staff. R&D personnel are classified into three categories: researchers, technicians and other personnel involved in R&D.

**Researcher** refers to person who uses or creates scientific knowledge and engineering and technological principles, i.e. person with scientific or technological training who is engaged in work in R&D, who directs the execution of R&D.

**Technician** refers to person engaged in R&D who had vocational or technical training in any branch of knowledge and technology.

**Other R&D personnel** refers to persons who are directly associated with the performance of R&D; clerical, secretarial and administrative personnel, skilled, semi-skilled workers in various trades and all other supporting workers.

| R&D Personnel Directly-hired<br>by this Establishment | Male<br>(1) | Female<br>(2) | Total<br>(3) | LN<br>NO |
|---|-------------|---------------|--------------|----------|
| a. Researchers  |             |               |              | 01       |
| b. Technicians  |             |               |              | 02       |
| c. Other R&D Personnel                                |             |               |              | 03       |
| d. <b>Total</b> (sum of a to c)                       |             |               |              | 04       |

## PRODUCTION WORKERS AND HOURS WORKED

### 10. Number of Production Workers as of 15 November 2021

**Production workers** are workers directly engaged in the production process.

**INCLUDE:**

- ✓ Working foremen

**EXCLUDE:**

- \* Apprentices and other learners receiving regular pay/not directly engaged in production process
- \* Managers, executives, administrative and technical personnel above foremen level
- \* Accounting and personnel staff
- \* Unpaid production workers

|  | Male<br>(1) | Female<br>(2) | Total<br>(3) | LN<br>NO |
|--|-------------|---------------|--------------|----------|
| a. Production Workers Directly-hired   |             |               |              | 01       |
| b. Production Workers on Sub-Contract Agreement or Under Manpower Agencies/Contractors |             |               |              | 02       |

### 11. Total Hours Worked in 2021

**Number of hours worked** by production workers refers to the number of hours actually spent by production workers at work for the whole year of 2021.

**INCLUDE:**

- ✓ Waiting time and overtime

**EXCLUDE:**

- \* Time spent for paid sick leave and paid vacation leave

|  | Male<br>(1) | Female<br>(2) | Total<br>(3) | LN<br>NO |
|--|-------------|---------------|--------------|----------|
| a. Total Hours Worked by Production Workers Directly-hired   |             |               |              | 01       |
| b. Total Hours Worked by Production Workers on Sub-Contract Agreement or Under Manpower Agencies/Contractors |             |               |              | 02       |

**REVENUE****12. Revenue in 2021**

**Revenue** refers to cash received and receivables for products/by-products sold and services rendered.

**Valuation:** Products and by-products sold should be in **producer price** net of discounts and allowances. Services rendered should also be in **producer price**.

**Producer price** is the amount receivable by the producer from the purchaser for a unit of a product (good produced or service rendered) as output minus any VAT, or similar deductible tax, invoiced to the purchaser. It excludes any transport charges invoiced separately by the producer.

**INCLUDE:**

- ✓ Goods transferred and services rendered to other establishments belonging to the same enterprise as this establishment. This should be treated as sales and valued as if sold to a customer.
- ✓ Revenue from products made elsewhere for this establishment on a contractual basis from materials supplied by this establishment.
- ✓ Sale of products/by-products to domestic market, transferred to other plants or establishments belonging to the same enterprise, directly exported and sold to exporters.

| TYPE OF REVENUE   | VALUE IN PESOS<br>(Omit centavos) | LN<br>NO |
|---|-----------------------------------|----------|
| a. Sale of products/by-products (sum of 1 to 4)   |                                   | 01       |
| 1. Sales to domestic market<br><i>Sale of products/by-products of this establishment to another establishment including, producer, wholesaler and retailer, of a different enterprise.</i>                |                                   | 02       |
| 2. Interplant transfers<br><i>Shipment of products produced to other domestic plants or establishments belonging to the same enterprise as this establishment. These should be valued as though sold.</i> |                                   | 03       |
| 3. Direct exports<br><i>Products produced and shipped directly outside the country by this establishment.</i>   |                                   | 04       |
| 4. Sales to exporters<br><i>Sale of products/by-products locally to exporters by this establishment.</i>  |                                   | 05       |
| b. Sale of goods<br><i>Revenue from goods sold in similar condition as purchased.</i>   |                                   | 06       |
| c. Revenue from industrial service done for others<br>(sum of 1 and 2)  |                                   | 07       |
| 1. Contract and commission work done for others<br><i>Revenue from <b>outsourcing activities</b> done on <b>materials owned and controlled by another establishment.</b></i>                              |                                   | 08       |
| 2. Industrial repair, maintenance and installation work   |                                   | 09       |
| d. Revenue from non-industrial service done for others<br>(sum of 1 to 6)   |                                   | 10       |
| 1. Rent income from land  |                                   | 11       |
| 2. Rental income from buildings, warehouses and other structures  |                                   | 12       |
| 3. Rental income from machinery and transport equipment   |                                   | 13       |
| 4. Rental income from office equipment  |                                   | 14       |
| 5. Other rental income, <b>specify:</b> _____   |                                   | 15       |
| 6. Other income from non-industrial service done for others<br><b>Specify:</b> (sum of a and b)   |                                   | 16       |
| a.) _____   |                                   | 17       |
| b.) _____   |                                   | 18       |

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**REVENUE (cont.)****12. Revenue in 2021**

| TYPE OF REVENUE   | VALUE IN PESOS<br>(Omit centavos) | LN<br>NO |
|---|-----------------------------------|----------|
| e. Interest income<br><i>(INCLUDE: Interest on finance leases; earnings on discounted bills; interest from deposits in banks and other financial institutions; interest/discounts on loans, deposits, financing, bonds, money market; etc.)</i> |                                   | 19       |
| f. Dividend income  |                                   | 20       |
| g. Commissions and fees earned  |                                   | 21       |
| h. Royalty income<br><i>Income received for trademarks, patents or secrecy and concessions.</i>   |                                   | 22       |
| i. Franchise income<br><i>Income received to distribute or sell a product or service.</i>   |                                   | 23       |
| j. Delivery charges separately invoiced to customers  |                                   | 24       |
| k. Other income <i>(sum of 1 to 5)</i>  |                                   | 25       |
| 1. Foreign exchange gains   |                                   | 26       |
| 2. Gain from sale of assets   |                                   | 27       |
| 3. Gain resulting from the change in the fair value of assets, inventories  |                                   | 28       |
| 4. Gain from sale of investment assets and marketable securities  |                                   | 29       |
| 5. Others, <b>specify:</b> <i>(sum of a to c)</i>   |                                   | 30       |
| a) _____  |                                   | 31       |
| b) _____  |                                   | 32       |
| c) _____  |                                   | 33       |
| l. <b>Total Revenue</b> <i>(sum of a to k)</i>  |                                   | 34       |

**SALES FROM E-COMMERCE TRANSACTIONS****13. Sales from E-commerce Transactions in 2021**

⇒ Report sales from e-commerce transactions in 2021.

An **e-commerce transaction** is the sale or purchase of goods or services, whether between businesses, households, individuals, governments, and other public or private organizations, conducted over the Internet. The goods and services are ordered over the Internet, but the payment and the ultimate delivery of the good or service may be conducted on or offline.

**INCLUDE:** Orders received or placed on any internet application used in automated transactions, such as web pages, extranets and other applications that run over the internet such as EDI over the internet or over any other web-enabled application regardless on how the web is accessed (e.g., through a mobile phone or a TV set, etc.)

**EXCLUDE:** Orders received or placed by telephone, facsimile or conventional email

| Sales from E-commerce Transactions in 2021 | VALUE IN PESOS<br>(Omit centavos) | LN<br>NO |
|--|-----------------------------------|----------|
|  |                                   | 01       |

**SUBSIDIES****14. Subsidies Received from the Government in 2021**

⇒ Report subsidies received from the government in 2021.

**Subsidies** refer to special grants received from the government in the form of financial assistance to aid and develop an industry.

**INCLUDE:**

- |   |   |
|---|---|
| ✓ Price support and price discount                | ✓ Tax exemption/ tax privilege/ tax deduction             |
| ✓ Interest rate subsidy                           | ✓ Subsidies to public corporations and quasi-corporations |
| ✓ Import subsidies                                | ✓ Subsidies on products used domestically                 |
| ✓ Direct subsidies on export                      | ✓ Subsidies on payroll or workforce                       |
| ✓ Subsidies resulting from multiple exchange rate | ✓ Subsidies to reduce pollution                           |

**Subsidies Received from the Government in 2021**

**VALUE IN PESOS**  
(Omit centavos)

LN  
NO

01

**EXPENSE****15. Expense in 2021**

**EXPENSE** refers to cost incurred by this establishment during the year whether paid or payable.

**Valuation:** Goods and services should be in **purchaser price**.

**Purchaser price** is the amount paid by the purchaser, excluding any VAT or similar deductible tax, in order to take delivery of a unit of a good or service. It includes any transport charges paid separately by the purchaser to take delivery at the required time and place.

**INCLUDE:**

- ✓ Goods received from and services rendered by other establishments belonging to the same enterprise as this establishment. These should be valued as though purchased.

**TYPE OF EXPENSE**

**VALUE IN PESOS**  
(Omit centavos)

LN  
NO

a. Raw materials used (sum of 1 and 2 less 3)  
(**INCLUDE:** Raw materials and fuels that enter into the product.)

01

1. Raw materials inventories, beginning

02

2. Raw materials purchased

03

3. Raw materials inventories, ending

04

b. Total Compensation (sum of 1 to 3)

05

1. Gross salaries and wages

Refer to payments in cash or in kind prior to any deductions for employee's contributions to SSS/GSIS, withholding tax, etc.

06

2. Separation/retirement/terminal pay, gratuities, etc.

07

3. Total employer's contribution to SSS/GSIS, ECC, etc.

(**INCLUDE:** Employer's contribution paid by this establishment to SSS/GSIS, Employees Compensation Commission (ECC), PhilHealth, PAG-IBIG, etc.)

08

4. Compensation for R&D personnel

⇒ Indicate in the box the total compensation for R&D personnel.

09

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**EXPENSE (cont.)****15. Expense in 2021**

| TYPE OF EXPENSE  | VALUE IN PESOS<br>(Omit centavos) | LN<br>NO |
|--|-----------------------------------|----------|
| c. Cost of goods sold <i>(sum of 1 and 2 less 3)</i>   |                                   | 10       |
| 1. Goods for resale inventories, beginning   |                                   | 11       |
| 2. Goods purchased for resale<br><i>Acquisition cost of goods purchased for resale without transformation or processing.</i>   |                                   | 12       |
| 3. Goods for resale inventories, ending  |                                   | 13       |
| d. Overhead, general administrative and other operating expense<br><i>(sum of 1 to 15)</i>   |                                   | 14       |
| 1. Materials and supplies<br><i>(INCLUDE: Blasting materials, containers, packing materials and other plant supplies.)</i>   |                                   | 15       |
| 2. Electricity   |                                   | 16       |
| 3. Water   |                                   | 17       |
| 4. Fuels, lubricants, oils and greases   |                                   | 18       |
| 5. Industrial service done by others <i>(sum of a and b)</i>   |                                   | 19       |
| a) Contract and commission work done by others   |                                   | 20       |
| b) Industrial repair, maintenance and installation work done by others   |                                   | 21       |
| 6. Non-industrial service done by others <i>(sum of a to i)</i>  |                                   | 22       |
| a.) Rent expense for land  |                                   | 23       |
| b.) Rental expense for buildings, warehouses and other structures  |                                   | 24       |
| c.) Rental expense for machinery and transport equipment   |                                   | 25       |
| d.) Rental expense for office equipment  |                                   | 26       |
| e.) Other rental expense, <b>specify:</b> _____  |                                   | 27       |
| f.) Communication expense  |                                   | 28       |
| g.) Insurance expense  |                                   | 29       |
| h.) Transport service expense<br><i>(INCLUDE: Stevedoring, forwarding and freight charges.)</i>  |                                   | 30       |
| i.) Other expenses for non-industrial service done by others<br><i>(INCLUDE: Transportation and representation expense; bank charges; professional, business and other service fees; storage fees; advertising and promotional expenses; management fee; janitorial, security and messengerial service fee etc.)</i> |                                   | 31       |

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**EXPENSE (cont.)****15. Expense in 2021**

| TYPE OF EXPENSE   | VALUE IN PESOS<br>(Omit centavos) | LN<br>NO |
|---|-----------------------------------|----------|
| 7. Taxes on products and other taxes on production<br>(sum of a and b)  |                                   | 32       |
| a) Taxes on products<br><i>Taxes paid on products by producer or by the purchaser of the product.<br/>(INCLUDE: Import tax, export tax, excise tax, value added tax, sales tax, gross receipts tax, etc.)</i>   |                                   | 33       |
| b) Other taxes on production<br><i>Taxes paid by the producer due to production. (INCLUDE: Business licenses, real estate tax, road tax, environmental tax, etc. EXCLUDE: Income tax.)</i>  |                                   | 34       |
| 8. Interest expense<br><i>Interest paid for loans obtained from banks and other financial institutions.</i>   |                                   | 35       |
| 9. Depreciation<br><i>Depreciation for the year 2021</i>  |                                   | 36       |
| 10. Amortization for intangible assets<br><i>Amortization for the year 2021</i>   |                                   | 37       |
| 11. Research and development (R&D) expense<br><i>Amount spent on any systematic, scientific and creative work undertaken to increase the stock of knowledge and the use of this knowledge to create new or improved products, processes, services, and other applications.<br/>(EXCLUDE: Market research, testing analysis for quality control, minor alterations to existing products, legal and administrative work in connection with patent applications; R&amp;D capitalized.)</i> |                                   | 38       |
| 12. Environmental protection expense<br><i>Amount spent for the prevention, reduction and elimination of pollution as well as any degradation of the environment such as environmental protection services like wastewater treatment, reforestation, etc.</i>   |                                   | 39       |
| 13. Royalty fee<br><i>Expense for trademarks, patents or secrecy and concessions.</i>   |                                   | 40       |
| 14. Franchise fee<br><i>Expense made for license to make, distribute or sell a product or service.</i>  |                                   | 41       |
| 15. Other expenses (sum of a to g)  |                                   | 42       |
| a) Foreign exchange losses  |                                   | 43       |
| b) Charitable donations and grants  |                                   | 44       |
| c) Bad and doubtful debts<br><i>Report net of bad debts recovered.</i>  |                                   | 45       |
| d) Loss from sale of assets   |                                   | 46       |
| e) Loss resulting from the change in fair value of assets, inventories  |                                   | 47       |
| f) Loss from sale of investment assets and marketable securities  |                                   | 48       |
| g) Others, <b>specify:</b> (sum of 1 to 3)  |                                   | 49       |
| 1) _____  |                                   | 50       |
| 2) _____  |                                   | 51       |
| 3) _____  |                                   | 52       |
| e. <b>Total Expense</b> (sum of a to d)   |                                   | 53       |

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## CAPITAL EXPENDITURES, SALE AND BOOK VALUE OF TANGIBLE FIXED ASSETS, INCLUDING LOSSES AND DAMAGES

### 16. Capital Expenditures, Sale and Book Value of Tangible Fixed Assets, Including Losses and Damages in 2021

**Tangible Fixed Assets** refer to physical assets (tangible) acquired and for use of this establishment and expected to have a productive life of more than one year. These include land, buildings, other structures, land improvements, transport equipment, machinery and equipment, sub-soil assets and other fixed assets.

**INCLUDE:**

- ✓ Tangible fixed assets received from other establishments belonging to the same enterprise as this establishment should be valued as though purchased.
- ✓ Delivery charges and installation costs, taxes and other necessary fees (import duties, registration fees, etc.).

**EXCLUDE:**

- \* Financing cost

**Capital expenditures for tangible fixed assets** refer to the full value of fixed assets **acquired in 2021** whether or not full payments have been made.

**Sale of tangible fixed assets** refers to the actual amount received/realized (**not** book value) from the sale of fixed assets during the year including the value of fixed assets transferred to other establishments of the same enterprise.

**Losses and damages** refer to the decrease in the book value of tangible fixed assets due to theft, major catastrophe, and other accidental destructions.

**Book value** refers to the initial or acquisition cost of tangible fixed assets **less** accumulated depreciation charges. Also include in Book Value as of 31 December the capital expenditures for the corresponding tangible fixed assets.

| TYPE OF TANGIBLE FIXED ASSETS  | VALUE IN PESOS (Omit centavos)                 |                           |                               |                    |                                   | LN NO |
|--|--|---------------------------|-------------------------------|--------------------|-----------------------------------|-------|
|  | CAPITAL EXPENDITURES FOR TANGIBLE FIXED ASSETS |                           | SALE OF TANGIBLE FIXED ASSETS | LOSSES AND DAMAGES | BOOK VALUE as of 31 December 2021 |       |
|  | TOTAL  | PERCENT Directly Imported |                               |                    |                                   |       |
|  | (1)  | (2)                       | (3)                           | (4)                | (5)                               |       |
| a. Land  |  |                           |                               |                    |                                   | 01    |
| b. Buildings, other structures and land improvements<br>( <i>INCLUDE: Leasehold improvements, major repairs, renovations and additions.</i> )  |  |                           |                               |                    |                                   | 02    |
| c. Transport equipment<br>( <i>INCLUDE: Aircrafts, ships/vessels, trains, buses, cars, trucks and other transport equipment.</i> )   |  |                           |                               |                    |                                   | 03    |
| d. Machinery and equipment (sum of 1 to 4)   |  |                           |                               |                    |                                   | 04    |
| 1. ICT machinery and equipment<br>( <i>INCLUDE: Computer and peripherals, telecommunications equipment and apparatus.</i> )  |  |                           |                               |                    |                                   | 05    |
| 2. Specialized industrial machinery<br>( <i>INCLUDE: Metal working machineries; mining machineries; textile machineries; sawmill machineries; sugar mill machineries; and other special industrial machineries.</i> )                        |  |                           |                               |                    |                                   | 06    |
| 3. General industrial machinery and equipment<br>( <i>INCLUDE: Air-conditioning and refrigeration equipment; pumps and compressor; power generating equipment; other electronic machinery and equipment other than telecommunications.</i> ) |  |                           |                               |                    |                                   | 07    |
| 4. Other machinery and equipment<br>( <i>INCLUDE: photographic equipment and optical goods; and others.</i> )  |  |                           |                               |                    |                                   | 08    |
| e. Sub-soil assets - <b>for Mining establishments</b><br>( <i>INCLUDE: Coal, oil and natural gas reserves; and metallic/non-metallic reserves.</i> )   |  |                           |                               |                    |                                   | 09    |
| f. Valuables ( <i>INCLUDE: Precious stones and metals, paintings, sculptures, antiques, etc.</i> )   |  |                           |                               |                    |                                   | 10    |
| g. Other tangible fixed assets<br>( <i>INCLUDE: Furniture and fixtures and other fixed asset not specified above.</i> )  |  |                           |                               |                    |                                   | 11    |
| h. <b>Total</b> (sum of a to g)  |  |                           |                               |                    |                                   | 12    |

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## CAPITAL EXPENDITURES FOR ALL TANGIBLE FIXED ASSETS BY MODE OF ACQUISITION

### 17. Capital Expenditures for All Tangible Fixed Assets by Mode of Acquisition in 2021

⇒ Report the full value of all tangible fixed assets **acquired in 2021** by mode of acquisition. Total in this item should be equal to the **Total** reported in Item 16 column 1.

**New tangible fixed assets** refer to brand new tangible fixed assets acquired during the year, including directly/newly imported tangible fixed assets. **Directly/newly imported tangible fixed assets** are considered new whether or not they were used before they were imported.

**Major alterations and improvements on tangible fixed assets** are done to increase the performance or capacity of existing tangible fixed assets or to significantly extend their expected service lives.

**Used tangible fixed assets** refer to those that have been previously used within the country.

**Tangible fixed assets produced on own account** refer to the physical assets produced by the establishment for its own use. It should be valued as the cost of all work put in place including overhead cost.

| MODE OF ACQUISITION  | VALUE IN PESOS<br>(Omit centavos) | LN<br>NO |
|--|-----------------------------------|----------|
| a. New tangible fixed assets                                   |                                   | 01       |
| b. Major alterations and improvements on tangible fixed assets |                                   | 02       |
| c. Land and used tangible fixed assets                         |                                   | 03       |
| d. Tangible fixed assets produced on own account               |                                   | 04       |
| e. <b>Total</b> (sum of a to d)                                |                                   | 05       |

## CAPITAL EXPENDITURES AND BOOK VALUE OF INTANGIBLE ASSETS

### 18. Capital Expenditures and Book Value of Intangible Assets in 2021

⇒ Report the full value of all intangible fixed assets **acquired in 2021** and **book value as of 31 December 2021**.

**Intangible assets** are non-financial produced fixed assets that mainly consist of mineral exploration, computer software, entertainment, literary or artistic originals intended to be used for more than one year.

| TYPE OF INTANGIBLE ASSETS  | VALUE IN PESOS (Omit centavos) |  | LN<br>NO |
|--|--------------------------------|--|----------|
|  | CAPITAL<br>EXPENDITURES<br>(1) | BOOK VALUE<br>as of<br>31 December 2021<br>(2) |          |
| a. Intangible non-produced assets<br>( <i>INCLUDE: Purchased goodwill; patents, trademarks; franchises; licenses; processes; and copyrights; concessions; leases and other transferable contract.</i> )  |                                |  | 01       |
| b. Computer software and databases<br>( <i>INCLUDE: Computer programs; systems and applications software purchased; computer software developed in-house; computer databases purchased; and computer databases developed in-house.</i> )   |                                |  | 02       |
| c. Mineral exploration and evaluation<br><i>Expenditures on exploration for petroleum and natural gas and for non-petroleum deposits and subsequent evaluation of the discoveries made.</i>  |                                |  | 03       |
| d. Entertainment, literary and artistic originals<br>( <i>INCLUDE: Original films, sound recordings, manuscripts, tapes, models, etc., on which drama performances, radio and television programming, musical performances, sporting events, literary and artistic output, etc., are recorded.</i> ) |                                |  | 04       |
| e. Research and development  |                                |  | 05       |
| f. Other intangible assets   |                                |  | 06       |
| g. <b>Total</b> (sum of a to f)  |                                |  | 07       |

Continued on Page 14

**TOTAL ASSETS****19. Total Assets as of 31 December 2021**

⇒ Report the total assets of this establishment as of 31 December 2021.

**Total assets** are resources including land owned and/or controlled by the establishment as a result of past transactions and events from which future economic benefits are expected to flow to the establishment.

| Total Assets as of 31 December 2021 | VALUE IN PESOS<br>(Omit Centavos) | LN<br>NO |
|-------------------------------------|-----------------------------------|----------|
|                                     |                                   |          |

**CAPACITY UTILIZATION****20. Average Capacity Utilization Rate of this Establishment in 2021**

⇒ Report the capacity utilization in percent of this establishment as of 31 December 2021.

**Capacity utilization** is the ratio of total output to the maximum rated capacity of this establishment.

| Average Capacity Utilization Rate of this Establishment<br>in 2021 | PERCENT | LN<br>NO |
|--|---------|----------|
|  |         |          |

**INVENTORIES****21. Inventories in 2021**

**Inventories** refer to stocks of goods owned by or under the control of this establishment as of a fixed date, regardless of where the stocks are located.

Stocks of raw materials, fuels and supplies should be valued at current replacement cost in **purchaser prices** at the indicated dates. Finished products, work-in-progress and goods for resale should be valued at **producer prices**.

**Replacement Cost** is the cost of an item in terms of its present price rather than its original price.

**Finished products** refer to the value of goods manufactured by this establishment that are ready for sale/shipment.

**Work-in-progress** refers to value of all materials which have been partially processed by the establishment but which are not usually sold or turned over to other establishments without further processing.

| TYPE OF INVENTORIES   | VALUE IN PESOS (Omit centavos) |                        | LN<br>NO |
|---|--------------------------------|------------------------|----------|
|   | As of 1 January 2021           | As of 31 December 2021 |          |
|   | (1)                            | (2)                    |          |
| a. Finished products  |                                |                        | 01       |
| b. Work-in-progress   |                                |                        | 02       |
| c. Raw materials  |                                |                        | 03       |
| d. Other materials and supplies<br>( <i>INCLUDE: Blasting materials, containers, packing materials, plant supplies, office supplies, non-durable tools and spare parts, working clothes, etc.</i> ) |                                |                        | 04       |
| e. Fuel, lubricants, oils and greases   |                                |                        | 05       |
| f. Goods for resale   |                                |                        | 06       |
| g. Others, <b>specify:</b> _____  |                                |                        | 07       |
| h. <b>Total</b> (sum of a to g)   |                                |                        | 08       |

Continued on Page 15

## BRANCHES AND PLANTS OWNED OR CONTROLLED

### 22. Branches and Plants Owned or Controlled (for Main Office)

⇒ Indicate the total number of branches and plants owned or controlled by this establishment. For each branch, plant, or other establishment that this establishment owns or controls, indicate the name, address, main economic activity, total employment as of 15 November 2021 and year started operation.

**Total Number of Branches/Plants in the Philippines**

|   | NAME OF BRANCH/PLANT | COMPLETE ADDRESS<br>(1) | MAIN ECONOMIC ACTIVITY<br>(2) | TOTAL EMPLOYMENT as of 15 November 2021 | YEAR STARTED OPERATION |
|---|----------------------|-------------------------|-------------------------------|---|------------------------|
|   |                      |                         |                               | (3)                                     | (4)                    |
| 1 |                      |                         |                               |   |                        |
| 2 |                      |                         |                               |   |                        |
| 3 |                      |                         |                               |   |                        |
| 4 |                      |                         |                               |   |                        |
| 5 |                      |                         |                               |   |                        |

⇒ Please use additional sheets, if necessary.

### 23. Evaluation of this Questionnaire

⇒ Mark (✓) the appropriate box. If applicable, indicate your response in the space provided.

|   | LN NO |
|---|-------|
| a. How much time was devoted to complete this questionnaire?<br>1 <input type="checkbox"/> less than 3 days    2 <input type="checkbox"/> 4 to 5 days    3 <input type="checkbox"/> 6 to 10 days    4 <input type="checkbox"/> more than 10 days                                | 01    |
| b. Did you use the previous answers as reference to complete this current questionnaire?<br>1 <input type="checkbox"/> Yes                      2 <input type="checkbox"/> No   | 02    |
| c. Were all the information needed to complete this questionnaire easy at hand?<br>1 <input type="checkbox"/> Yes                      2 <input type="checkbox"/> No  | 03    |
| d. How many persons accomplished this questionnaire?<br>1 <input type="checkbox"/> 1 personnel            2 <input type="checkbox"/> 2 personnel            3 <input type="checkbox"/> more than 2 personnel  | 04    |
| e. On average, how many years have you been working in this establishment?<br>1 <input type="checkbox"/> less than 5 years    2 <input type="checkbox"/> 6 to 10 years    3 <input type="checkbox"/> 10 to 15 years    4 <input type="checkbox"/> more than 15 years            | 05    |
| f. Did you use the ASPBI online questionnaire, which can be accessed in <a href="https://aspbi.psa.gov.ph">https://aspbi.psa.gov.ph</a> , to respond to the survey?<br>1 <input type="checkbox"/> Yes → (Stop here.)            2 <input type="checkbox"/> No → (Proceed to g.) | 06    |
| g. If no, please indicate your reason/s why you do not use the online questionnaire.<br>_____<br>_____  | 07    |

**24. Remarks**

⇒ Indicate any remarks that will help PSA understand the report.

**25. Certification**

I hereby certify that this report for the period \_\_\_\_\_ to \_\_\_\_\_ has been completed accurately.

Name \_\_\_\_\_ Signature \_\_\_\_\_

Title/Designation \_\_\_\_\_ Date \_\_\_\_\_

**26. Contact Person**

Person to be contacted for queries regarding this form:

Name \_\_\_\_\_ Address \_\_\_\_\_

Title/Designation \_\_\_\_\_

Tel. No. \_\_\_\_\_ Fax No. \_\_\_\_\_ E-mail Address \_\_\_\_\_

**THANK YOU FOR ACCOMPLISHING THIS FORM!**

**27. Processing Information: Do Not Fill (For PSA Use Only)**

| Activity               | Name | Signature | Number of items with Errors | Date |
|------------------------|------|-----------|-----------------------------|------|
| <b>Field Office</b>    |      |           |                             |      |
| Distributed by:        |      |           |                             | / /  |
| Collected by:          |      |           |                             | / /  |
| Field Edited by:       |      |           |                             | / /  |
| Manually Processed by: |      |           |                             | / /  |
| Machine Processed by:  |      |           |                             | / /  |
| <b>Central Office</b>  |      |           |                             |      |
| Validated by:          |      |           |                             | / /  |
|                        |      |           |                             | / /  |