



## 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 you.
- 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:** \_\_\_\_\_

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PROV		MUN		BGY	

**E. Company Website:** <https://www.>\_\_\_\_\_**F. Social Media Account/s:**  \_\_\_\_\_Others, *specify*: \_\_\_\_\_**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.)*

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

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

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**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.)*


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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.

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

## PRODUCTION/CONSTRUCTION WORKERS AND HOURS WORKED

### 10. Number of Production/Construction Workers as of 15 November 2021 (Not Applicable)

### 11. Total Hours Worked by Production/Construction Workers in 2021 (Not Applicable)

## REVENUE

### 12. Revenue in 2021

**Revenue** refers to cash received and receivables for services rendered and good sold.

**Valuation:** Services rendered and goods sold should be in **producer price** net of discounts and allowances.

**Producer price** is the amount receivable by the producer from the purchaser for a unit of a product (good or service produced) as output, minus any VAT or similar deductible tax, invoiced to the purchaser. It excludes any transport charge 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.
- ✓ Sale of goods to domestic market, transferred to other plants or establishments belonging to the same enterprise, directly exported and sold to exporters.

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

TYPE OF REVENUE	VALUE IN PESOS (Omit centavos)	LN NO
a. Interest income		01
b. Net insurance premiums earned <i>Gross earned premiums on insurance contracts less reinsurers' share of gross earned premiums on insurance contracts.</i>		02
c. Commissions and fees earned <i>(INCLUDE: Service fees.)</i>		03
d. Dividend income		04
e. Management income		05
f. Foreign exchange gains		06
g. Underwriting income other than net premiums earned <i>(INCLUDE: Investment income, decrease in legal policy reserves, etc.)</i>		07
h. Gain from sale of bonds, stocks, marketable securities and other financial assets		08
i. Revenue from non-industrial service done for others <i>(sum of 1 to 6)</i>		09
1. Rent income from land		10
2. Rental income from buildings warehouses and other structures		11
3. Rental income from machinery and transport equipment		12
4. Rental income from office equipment		13
5. Other rental income, <b>specify:</b> _____		14
6. Other income from non-industrial service done for others <b>Specify:</b> <i>(sum of a and b)</i>		15
a) _____		16
b) _____		17
j. Franchise income <i>Income received for license to make, distribute or sell a product or service.</i>		18
k. Other income <i>(sum of 1 and 2)</i>		19
1. Gain from sale of assets <i>(INCLUDE: Auctioned items and acquired/foreclosed fixed assets.)</i>		20
2. Others, <b>specify:</b> <i>(sum of a to c)</i>		21
a) _____		22
b) _____		23
c) _____		24
l. <b>Total Revenue</b> <i>(sum of a to k)</i>		25

Continued on Page 8

## 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**  
(Omit centavos)

LN  
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
- ✓ Interest rate subsidy
- ✓ Import subsidies
- ✓ Direct subsidies on export
- ✓ Subsidies resulting from multiple exchange rate
- ✓ Tax exemption/ tax privilege/ tax deduction
- ✓ Subsidies to public corporations and quasi-corporations
- ✓ Subsidies on products used domestically
- ✓ Subsidies on payroll or workforce
- ✓ 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. Interest expense <i>Interest paid for loans obtained from banks and other financial institutions.</i>		01
b. Net insurance benefits and claims		02
c. Commission expense		03
d. Management fee		04
e. Finance charges <i>(INCLUDE: Banking fees or charges, etc.)</i>		05
f. Foreign exchange losses		06

Continued on Page 9



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

TYPE OF EXPENSE	VALUE IN PESOS (Omit centavos)	LN NO
g. Total Compensation (sum of 1 to 3)		07
1. Gross salaries and wages <i>Refer to payments in cash or in kind prior to any deductions for employee's contributions to SSS/GSIS, withholding tax, etc.</i>		08
2. Separation/retirement/terminal pay, gratuities, etc.		09
3. Total employer's contribution to SSS/GSIS, ECC, etc. <i>(INCLUDE: Employer's contribution paid by this establishment to SSS/GSIS, Employees Compensation Commission (ECC), PhilHealth, PAG-IBIG, etc.)</i>		10
4. Compensation for R&D personnel ⇒ Indicate in the box below the total compensation for R&D personnel. <div style="border: 1px solid black; padding: 5px; margin-top: 10px;">PhP _____</div>		11
h. Materials and supplies		12
i. Electricity		13
j. Water		14
k. Fuels, lubricants, oils and greases		15
l. Industrial repairs, maintenance and installation work done by others		16
m. Non-industrial service done by others (sum of 1 to 9)		17
1. Rent expense for land		18
2. Rental expense for buildings, warehouses and other structures		19
3. Rental expense for machinery and transport equipment		20
4. Rental expense for office equipment		21
5. Other rental expense, <b>specify:</b> _____		22
6. Transport service expense <i>(INCLUDE: Stevedoring, forwarding and freight charges.)</i>		23
7. Communication expense		24
8. Insurance expense		25
9. Other expenses for non-industrial service done by others <i>(INCLUDE: Transportation and representation expense; professional, business and other service fees; storage and warehousing fees; advertising and promotional expense; janitorial, security and messengerial service fees; etc.)</i>		26

Continued on Page 10

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

TYPE OF EXPENSE	VALUE IN PESOS (Omit centavos)	LN NO
n. Taxes on products and other taxes on production (sum of 1 and 2)		27
1. Taxes on products <i>Taxes paid on products by producer or by the purchaser of the product. (INCLUDE: Import tax, export tax, excise tax, value added tax, sales tax, gross receipts tax, etc.)</i>		28
2. Other taxes on production <i>Taxes paid by the producer due to production. (INCLUDE: Business licenses, real estate tax, road tax, environmental tax, etc. EXCLUDE: Income tax.)</i>		29
o. Underwriting expense other than net insurance benefits paid (INCLUDE: Decrease in legal policy reserve, etc.)		30
p. Loss from sale of bonds, stocks, marketable securities and other financial assets		31
q. Research and development (R&D) expense <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. (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>		32
r. Environmental protection expense <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>		33
s. Royalty fee <i>Expense for trademarks, copyrights, patents or secrecy.</i>		34
t. Franchise fee <i>Expense made for license to make, distribute or sell a product or service.</i>		35
u. Depreciation <i>Depreciation for the year 2021</i>		36
v. Amortization expense for intangible assets <i>Amortization for the year 2021</i>		37
w. Other expenses (sum of 1 to 4)		38
1. Charitable donations and grants		39
2. Bad and doubtful debts <i>Report net of bad debts recovered.</i>		40
3. Loss from sale of assets (INCLUDE: Auctioned/acquired/foreclosed items, etc.)		41
4. Others, <b>specify:</b> (sum of a to c)		42
a) _____		43
b) _____		44
c) _____		45
x. <b>Total Expense</b> (sum of a to w)		46

Continued on Page 11

## CAPITAL EXPENDITURES 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 and 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** refer 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 <i>(Omit centavos)</i>					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 <i>(INCLUDE: Leasehold improvements; major repair, renovations and additions.)</i>						02
c. Transport equipment <i>(INCLUDE: Aircrafts, ships/vessels, trains, buses, cars, trucks and other transport equipment.)</i>						03
d. Machinery and equipment <i>(sum of 1 to 4)</i>						04
1. ICT machinery and equipment <i>(INCLUDE: Computer and peripherals, telecommunications equipment and apparatus.)</i>						05
2. Specialized industrial machinery <i>(INCLUDE: Bookbinding machinery, machine-tools, domestic electric appliances, and others.)</i>						06
3. General industrial machinery and equipment <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 <i>(INCLUDE: Professional and scientific and controlling instruments; photographic equipment and optical goods; and others.)</i>						08
e. Valuables <i>(INCLUDE: Precious stones and metals; paintings; sculptures; antiques; etc.)</i>						09
f. Other tangible fixed assets <i>(INCLUDE: Furniture and fixtures and other fixed asset not specified above.)</i>						10
g. <b>Total</b> <i>(sum of a to f)</i>						11

Continued on Page 12

## 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 previous 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 (Omit centavos)	LN 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 FOR INTANGIBLE ASSETS

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

⇒ Report the full value of all intangible fixed 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 NO
	CAPITAL EXPENDITURES (1)	BOOK VALUE as of 31 December 2021 (2)	
a. Intangible non-produced assets ( <b>INCLUDE:</b> Purchased goodwill; patents; trademarks; franchises; licenses; processes; copyrights; concessions; leases and other transferable contracts.)			01
b. Computer software and databases ( <b>INCLUDE:</b> Computer programs; systems and applications software purchased; computer software developed in-house; computer databases purchased, and computer databases developed in-house.)			02
c. Entertainment, literary and artistic originals ( <b>INCLUDE:</b> 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.)			03
d. Research and development			04
e. Other intangible assets			05
f. <b>Total</b> (sum of a to e)			06

Continued on Page 13

**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 (Omit Centavos)	LN NO
		01

**CAPACITY UTILIZATION****20. Average Capacity Utilization Rate of this Establishment in 2021 (Not applicable)****INVENTORIES****21. Inventories in 2021**

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

**Valuation** should be at current replacement cost in **purchaser's price** at the indicated dates.

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

TYPE OF INVENTORIES	VALUE IN PESOS (Omit centavos)		LN NO
	As of 1 January 2021 (1)	As of 31 December 2021 (2)	
a. Materials and supplies			01
b. Fuels, lubricants, oils and greases			02
c. Others, <b>specify:</b> _____			03
d. <b>Total</b> (sum of a to c)			04

**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.

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

Continued on Page 14

**BRANCHES AND PLANTS OWNED OR CONTROLLED (cont.)****22. Branches and Plants Owned or Controlled (for Main Office) cont.**

⇒ 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.

NAME OF BRANCH/ PLANT		COMPLETE ADDRESS	MAIN ECONOMIC ACTIVITY	TOTAL EMPLOYMENT as of 15 November 2021	YEAR STARTED OPERATION
		(1)	(2)	(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? 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	01
b. Did you use the previous answers as reference to complete this current questionnaire? 1 <input type="checkbox"/> Yes    2 <input type="checkbox"/> No	02
c. Were all the information needed to complete this questionnaire easy at hand? 1 <input type="checkbox"/> Yes    2 <input type="checkbox"/> No	03
d. How many persons accomplished this questionnaire? 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? 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	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? 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. _____ _____	07

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## 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:				/ /
				/ /