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CONFIDENTIALITY OF INFORMATION

Section 26 of RA 10625 states that:

“Individual data furnished by a respondent to statistical inquiries, surveys and censuses of the PSA shall be considered privileged communication and as such shall be inadmissible as evidence in any proceeding.

The PSA may release aggregated information from statistical inquiries, surveys and censuses in the form of summaries or statistical tables in which no reference to an individual, corporation, association, partnership, institution or business enterprise shall appear.”

PENALTIES

Section 27 of RA 10625 states that:

“Respondents of primary data collection activities such as censuses and sample surveys are obliged to give truthful and complete answers to statistical inquiries. The gathering, consolidation and analysis of such data shall likewise be done in the most truthful and credible manner. Any violation of this Act shall result in the imposition of the penalty of one (1) year imprisonment and a fine of One hundred thousand pesos (P100,000.00). In cases where the respondent fails to give truthful and complete answers to such statistical inquiries is a corporation, the above penalty shall be imposed against the responsible officer, director, manager and/or agent of said corporation. In addition, such erring corporation, enterprise or business concerned, shall be imposed a fine ranging from One hundred thousand pesos (P100,000.00) to Five hundred thousand pesos (P500,000.00).”

HOW TO ACCOMPLISH THE ONLINE QUESTIONNAIRE

Step 1: Register

- a. Open **https://step.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 the 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://step.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 2020 as reference year.

Tourism

This refers to activities of foreign and domestic visitors traveling to and staying in places outside their usual environment for not more than one continuous year for leisure, business and other purposes not related to employment with pay from within the place visited. Traveling for the purpose of conducting businesses, for education and training, etc., can also be part of tourism. Both foreign visitors (country of residence is other than the Philippines) and domestic visitors (Philippine residents) are covered in the survey.

Tourism activities

These encompass all that foreign and domestic visitors do for a trip or while on a trip. It is not restricted to what could be considered as "typical" tourism activities such as sightseeing, sunbathing, visiting site, etc. From an economic point of view, the basic activity of foreign and domestic visitors is consumption, that is, the acquisition of consumption goods and services to satisfy individual or collective needs and wants. For the purposes of this survey, industries that respond to tourism consumption will be covered.

I. Economic Activity or Business in 2020**A. What is the main activity of this establishment in 2020?**

Main Activity refers to the activity that contributes the biggest or major portion of the gross income or revenue of this establishment.

Mark (✓) the appropriate box.

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- | | |
|---|--|
| 1 <input type="checkbox"/> Air Transport | 5 <input type="checkbox"/> Travel Agency |
| 2 <input type="checkbox"/> Booking/Ticketing Services | 6 <input type="checkbox"/> Water Transport |
| 3 <input type="checkbox"/> Land Transport | 7 <input type="checkbox"/> Others, specify: _____ |
| 4 <input type="checkbox"/> Tour Operator | |

B. Aside from its main activity, does this establishment also own and operate within its premises any of the following in 2020?

Mark (✓) applicable box/es.

- | | |
|--|--|
| 1 <input type="checkbox"/> Booking/Ticketing Services | 6 <input type="checkbox"/> Transport Renting Services |
| 2 <input type="checkbox"/> Forwarding Services | 7 <input type="checkbox"/> Travel Agency |
| 3 <input type="checkbox"/> Renting of Business Space | 8 <input type="checkbox"/> Others, specify: _____ |
| 4 <input type="checkbox"/> Sports/Recreation/Amusement | 9 <input type="checkbox"/> None |
| 5 <input type="checkbox"/> Tour Operator | |

II. Employment as of 15 November 2020 (Report both paid and unpaid employees of this establishment as of 15 November 2020)

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
- ✓ Persons hired only during peak seasons
- ✓ Working owners receiving regular pay
- ✓ Apprentices and learners receiving regular pay
- ✓ 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
- ✗ Workers receiving commissions only
- ✗ Workers not in the payroll of this establishment

Unpaid employees 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

A. Employment by Nationality, Status, and Sex as of 15 November 2020

Regular or Permanent employment is when an **employee** performs activities that are usually necessary or desirable in the usual business or trade of the employer.

Contractual employee includes one employed by a contractor or subcontractor to perform or complete a job, work or service pursuant to an arrangement between the latter and a principal.

Seasonal workers refer to individuals who were hired for a specific period of time to augment the regular employees due to high demand of clients and/or increased work demands during peak months.

Nationality	Permanent/Regular		Contractual/Seasonal		Total	LN NO
	Male	Female	Male	Female		
	(1)	(2)	(3)	(4)		
1. Filipino						01
2. Non-Filipino						02
3. Total (sum of 1 and 2)						03

B. Total Number of Displaced Workers from March to December 2020 due to COVID-19 Pandemic (Report the total number of displaced workers from March to December 2020 due to COVID-19 pandemic)

Worker displacement is defined as the separation of workers to their jobs or termination of the employment relationship that is involuntary on the part of the worker, with a permanent effect without assurance of re-employment to the same employer or industry, and that is not caused by the worker's job performance, work behavior and attitude, or work relations and other factors that are not attributable to the characteristics of the individual worker.

Nationality	Permanent/Regular		Contractual/Seasonal		Total	LN NO
	Male	Female	Male	Female		
	(1)	(2)	(3)	(4)		
1. Filipino						01
2. Non-Filipino						02
3. Total (sum of 1 and 2)						03

II. Employment as of 15 November 2020 (conc.)**C. Employment by Nationality, Position, and Sex as of 15 November 2020**

Supervisory employee refers to an employee who, in the interest of the employer, effectively recommends managerial actions if the exercise of such authority is not merely routine or clerical in nature but requires the use of independent judgement.

Non-Supervisory employees means any employee who does not have authority to hire, discharge, promote, transfer, suspend, layoff, or discipline other employees or to effectively recommend such action, or who is not in a confidential relationship with the management.

Nationality	Supervisory		Non-Supervisory		Total	LN NO
	Male	Female	Male	Female		
	(1)	(2)	(3)	(4)		
1. Filipino						01
2. Non-Filipino						02
3. Total (sum of 1 and 2)						03

D. Employment by Nationality and Age Group as of 15 November 2020

Nationality	Age Group (in Years)				Total	LN NO
	15 to 25	26 to 40	41 to 55	56 and above		
	(1)	(2)	(3)	(4)		
1. Filipino						01
2. Non-Filipino						02
3. Total (sum of 1 and 2)						03

E. Number of Tour Guides as of 15 November 2020

Tour guide refers to an individual who guides tourists, both foreign and domestic, for fee, commission

Status	Number of Tour Guides by Sex			LN NO
	Male	Female	Total	
	(1)	(2)	(3)	
1. Regular employee of this establishment				01
2. Freelance or on commission basis				02
3. Total (sum of 1 and 2)				03

III. Facilities/Amenities and Usage in 2020

Report all facilities and amenities present for clients/guests use in this establishment. The facilities and amenities may not necessarily be owned and operated by this establishment.

A. What are the available facilities in this establishment in 2020?

Mark (✓) applicable box/es.

- | | |
|--|---|
| 1 <input type="checkbox"/> Electronic Payment
(ex. Credit card, Debit card) | 5 <input type="checkbox"/> Sports/Recreational/Amusement |
| 2 <input type="checkbox"/> Foreign Exchange Counter | 6 <input type="checkbox"/> Stores/Specialty Shops |
| 3 <input type="checkbox"/> On-line Booking/Reservation | 7 <input type="checkbox"/> Wireless Internet Connection (Wi-Fi) |
| 4 <input type="checkbox"/> Own Terminal/Garage/Dockyard | 8 <input type="checkbox"/> Others, specify: _____ |

III. Facilities/Amenities and Usage in 2020 (conc.)**B. What are the available services in this establishment in 2020?**

Mark (✓) applicable box/es.

1 ☐ Accommodation Services5 ☐ Visa Processing2 ☐ Passport Processing6 ☐ Others, **specify:** _____3 ☐ Tour Guide Services7 ☐ None4 ☐ Tour Packaging Services**IV. Transport Facilities in 2020**

Report all transport facilities owned and operated by this establishment which are available for use by clients/guests in 2020

Type of Transport Facility	Number of Units	Average Seating Capacity	LN NO
	(1)	(2)	
A. Land Transport			
a. Car/Sedan			01
b. Limousine			02
c. Asian Utility Vehicle (AUV)/ Sport Utility Vehicle (SUV)			03
d. Van			04
e. Mini-Bus			05
f. Chartered Bus			06
g. Tourist Motorbike/Tricycle (e.g. habal-habal)			07
h. Others, specify: _____			08
B. Water Transport			
a. Motorboat/Motorized Banca			09
b. Ferry			10
c. Yacht			11
d. Passenger Ship			12
e. Others, specify: _____			13
C. Air Transport			
a. Airplane			14
b. Helicopter			15
c. Seaplane			16
d. Others, specify: _____			17

V. Solid Waste Type and Disposal in 2020**A. On the average, how much solid wastes (garbage) do you generate monthly? _____ (in kg/s)****B. What are the types of solid waste (garbage) do you generate?**

Mark (✓) applicable box/es.

1 ☐ Food Wastes4 ☐ Plastic2 ☐ Glass and Metals5 ☐ Other Solid Wastes, **specify:** _____3 ☐ Paper and Cardboards

Continued on Page 7

V. Solid Waste Type and Disposal in 2020 (conc.)
C. How do you dispose your solid wastes (garbage)?

Mark (✓) applicable box/es.

- | | |
|--|---|
| 1 <input type="checkbox"/> Compost | 3 <input type="checkbox"/> Recycle |
| 2 <input type="checkbox"/> Dispose to Garbage Collectors | 4 <input type="checkbox"/> Others, <i>specify</i> : _____ |

VI. Revenue in 2020

- A. How much is the total revenue/sales of this establishment in 2020? ... PhP
- B. What percent of the total revenue/sales of this establishment was generated from tourists in 2020? %

VII. Plans for Expansion/Renovation within the Next Five Years (For Single Establishment and Main Office only)

- A. Does this establishment plan to expand within the next five years? ☐ YES ☐ NO

If YES, answer the following questions, if applicable.

1. How many additional regular employees do you plan to hire as tour guides?
2. How many branch offices do you plan to establish?
3. How many units do you plan to add?

Type of Transport Facility	Number of Units	LN NO	Type of Transport Facility	Number of Units	LN NO
A. Land Transport			B. Water Transport		
1. Car/Sedan		01	1. Motorboat/Motorized Banca		09
2. Limousine		02	2. Ferry		10
3. AUV/SUV		03	3. Yacht		11
4. Van		04	4. Passenger Ship		12
5. Mini-Bus		05	5. Others, <i>specify</i> : _____		13
6. Chartered Bus		06	C. Air Transport		
7. Tourist Motorbike/Tricycle (habal-habal, etc)		07	1. Airplane		14
8. Others, <i>specify</i> : _____		08	2. Helicopter		15
			3. Seaplane		16
			4. Others, <i>specify</i> : _____		17

4. How much will you invest in the next five years? PhP

- B. Does this establishment plan to renovate its facilities and/or upgrade its transportation facilities within the next five years? ☐ YES ☐ NO

1. If YES, how much will you invest in the next five years? ... PhP

VIII. DOT Accreditation in 2020

- Is this establishment accredited by DOT in 2020? ☐ YES ☐ NO

IX. Remarks <i>(Use the space provided for any remarks regarding entry/entries in the questionnaire.)</i>

X. Certification
<p>I hereby certify that this report for the period _____ to _____ has been completed as accurately as the records of this establishment allow and with the best estimates in some instances.</p> <p>Name _____ Signature _____</p> <p>Position Title _____ Date _____</p>

XI. Contact Person
<p>Person to be contacted for queries regarding this form:</p> <p>Name _____ Business Address: _____</p> <p>Title/Designation _____</p> <p>Tel No.: _____ Fax No.: _____ Email Address: _____</p>

THANK YOU FOR ACCOMPLISHING THIS FORM

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Activity	Name	Signature	Number of Items	Date
Field Office				
Distributed by:				/ /
Collected by:				/ /
Field Edited by:				/ /
Manually Processed by:				/ /
Machine Processed by:				/ /
Central Office				
Validated by:				/ /
				/ /