

TECHNICAL NOTES

I. INTRODUCTION

I.1 Background of the Survey

The 2020 Survey of Tourism Establishments in the Philippines (STEP) is the third survey round conducted and a rider to the 2020 Annual Survey of Philippine Business and Industry (ASPBI). It collects information on the available supply of tourism goods and services, which are valuable inputs in the compilation of the Philippine Tourism Satellite Accounts (PTSA). The PTSA provides a framework by which the economic contribution of tourism is measured. Using this account, it is possible to quantify the contribution of tourism industry to the economy within the context of the Philippine Systems of National Accounts (PSNA).

Moreover, industries are classified based on the Philippine Statistics Authority (PSA) Board Resolution No. 5, Series of 2016 – Approving and Adopting the 2016 Philippine Tourism Statistical Classification System (PTSCS) which was approved on 12 May 2016, which provides the basis for the generation, consolidation, dissemination, and analysis of tourism statistics, specifically in the compilation of PTSA. The PTSCS identifies characteristic and connected tourism products (goods or services) and industries. *Tourism characteristic products* are goods and services which would cease to exist in meaningful quantity or those for which the level of consumption would be significant.

I.2 Objectives

The general objective of the 2020 STEP is to generate information on the availability of supply from tourism characteristic industries that will meet the consumption of goods and services of visitors.

Specifically, the 2020 STEP aims to:

- a. provide data on the supply and capacity of tourism characteristic industries in terms of facilities and services;
- b. generate data on employment by nationality, status, age group, and sex;
- c. determine the number of displaced workers during the COVID-19 pandemic;
- d. gather data on revenue generated;
- e. to determine solid waste type and disposal;
- f. provide information on indicators for future expansion and/or renovation plans; and
- g. DOT accreditation.

I.3 Uses of data

The data collected from STEP is valuable in measuring the progress of the tourism industry in the country.

Specifically, the survey results are used in:

- a. providing inputs in the compilation of the Philippine Tourism Satellite Account (PTSA);
- b. establishing baseline data on Measuring Sustainable Tourism (MST);
- c. assessing the impact of the pandemic on the tourism industries in terms of revenue generated and employment; and
- d. assessing resources and available infrastructure of the tourism sector.

I.4 Historical Information on the Survey

The STEP is being conducted every five (5) years. The 2009 STEP was the first series conducted in 2010 with 2009 as the reference year. The 2014 STEP was the second round and was conducted in 2015. The third round of this survey was the 2020 STEP which was conducted in 2021.

I.5 Scope and coverage

Industries covered in the 2020 ASPBI were also covered in the 2020 STEP. The 2020 STEP is a nationwide survey of establishments in the formal sector engaged in **tourism-characteristic products (goods and services)**.

The 2020 STEP covered the tourism characteristic industries classified according to the 2016 Philippine Tourism Statistical Classification System (PTSCS) as defined in Table 1.

Tourism-connected industries are excluded from the coverage of the 2020 STEP.

Table 1. Scope and Coverage of the 2020 STEP

Category	2009 PSIC	Industry Description
Accommodation for Visitors	I55101	Hotels and Motels
	I55102	Resort hotels
	I55103	Condotels
	I55104	Pension houses
	I55105	Camping Sites/Facilities
	I55109	Other short-term accommodation activities, n.e.c.
	I55909	Other accommodation, n.e.c.
	L68190	Other real estate activities with owned or leased property (MICE)

Continued

Table 1 - - Continued

Category	2009 PSIC	Industry Description
Food and Beverage Serving Activities	I56101	Restaurants
	I56102	Fast-food chains
	I56103	Cafeterias
	I56104	Refreshment stands, kiosks and counters
	I56109	Other restaurants and mobile food service activities, n.e.c.
	I56290	Other food service activities
	I56301	Night clubs
	I56302	Bars and cocktail lounges
	I56303	Café or coffee shops
	I56309	Other beverage serving activities, n.e.c.
Road Passenger Transport	H49201	Inter-urban bus line operation
	H49202	Urban and suburban bus line operation
	H49204	Chartered buses operation (e.g. tourist buses)
	H49323	Public utility cars and taxicabs operation
	H49324	Chartered cars operation (rent-a-car)
	H49329	Other land transport operation, n.e.c.
Water Passenger Transport	H50111	Ocean passenger transport
	H50112	Interisland water passenger transport
	H50113	Renting of ship with operator
	H50210	Inland passenger water transport
Air Passenger Transport	H51101	Domestic air passenger transport
	H51102	International air passenger transport
	H51103	Non-scheduled air passenger transport
Transport Equipment Rental	N77301	Renting of land transport equipment
	N77302	Renting of water transport equipment
	N77303	Renting of air transport equipment
Travel Agencies and Other Reservation Service Activities	N79110	Travel agency activities
	N79120	Tour operator activities
	N79901	Activities of booking offices
	N79902	Accommodation reservation activities
	N79904	Package tour reservation activities
	N79905	Tourist assistance activities (e.g., tourist guides),
	N79906	Event tickets, entertainment, and recreational reservation activities
	N79909	Other reservation service and related activities

Continued

Table 1 - - Concluded

Category	2009 PSIC	Industry Description
Cultural Activities	R90001	Concerts and opera or dance production
	R90002	Live theatrical presentations and other stage productions
	R90005	Art galleries
	R90006	Operation of concert and theatre halls and other arts facilities
	R90009	Other creative, arts and entertainment activities, n.e.c.
	R91020	Museum activities and preservation of historical sites and buildings
	R91030	Botanical and zoological gardens and nature reserves activities
Sports and Recreational Activities	N77210	Renting and leasing of recreational and sports goods
	R92000	Gambling and betting activities
	R93110	Operation of sports facilities
	R93190	Other sports activities
	R93210	Activities of amusement parks and theme parks
	R932291	Operation of ballrooms, discotheques (disco's)
	R93292	Operation of recreation parks, beaches, including renting of facilities, such as bathhouses, lockers, chairs, etc.
Retail Trade of Country-Specific Tourism Characteristic Goods	R93299	Other amusement and recreation activities, n.e.c.
	G47219	Retail sale of food products, n.e.c.
	G47595	Retail sale of handicrafts
Education, Health and Personal Service Activities	G47732	Retail sale of gifts and novelty goods
	Q86121	Private general hospital activities
	Q86221	Private medical activities
	Q86222	Private dental and laboratory services
	Q86229	Private medical, dental, and other health activities, n.e.c.
	Q87100	Residential nursing care facilities
	S96101	Spa activities
	S96102	Steam and bath activities
Other Activities	S96103	Slendering and body building activities
	K66130	Foreign exchange dealing

Tourism-connected products are goods and services that are affected significantly without tourism; or are important to tourism, independent of level of usage of the product by tourists. Similarly, activities from which the products were created are termed as tourism-connected industries. **Tourism-connected industries are excluded from the coverage of the 2020 STEP.**

I.6 Other related topics

I.6.1. Legal Authority

The conduct of the 2020 ASPBI is authorized under the RA No. 10625 known as the Philippine Statistical Act of 2013 - Reorganizing and strengthening of the Philippine Statistical System (PSS), its agencies, and instrumentalities. It shall be the policy of the State to affect the necessary and proper changes in the organizational and functional structures of the PSS to rationalize and promote efficiency and effectiveness in the delivery of statistical services.

Section 25 (Obligation to Provide Information) of the same law stipulated that all respondents, whether natural or legal persons, are required to provide truthful and complete information to all statistical inquiries or surveys conducted by the Philippine Statistics Authority (PSA).

Section 26 (Confidentiality of Information) states that data provided by respondents shall be considered privileged communication and as such shall be inadmissible as evidence in any proceeding.

“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...”

Section 27 specifies the penalties for any person who breach the confidentiality of information and for respondents who failed to provide truthful and complete information.

“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.

To ensure compliance, 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 answer 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 or any other juridical entity, depending on the category of the enterprise or

business concerned whether small, medium or large, shall be imposed a fine ranging from One hundred thousand pesos (P100,000.00) to Five hundred thousand pesos (P500,000.00).

Any person, including parties within the PSA Board and the PSA, who breach the confidentiality of information, whether by carelessness, improper behavior, behavior with malicious intent, and use of confidential information for profit, are considered guilty of an offense and shall be liable to fines as prescribed by the PSA Board which shall not be less than Five thousand pesos (P5,000.00) nor more than Ten thousand pesos (P10,000.00) and/or imprisonment of three (3) months but not to exceed one (1) year, subject to the degree of breach of information.

Failure to comply with the survey clearance provision shall be penalized by a fine of Fifty thousand pesos (P50,000.00) to One hundred thousand pesos (P100,000.00), depending on the gravity and seriousness of such noncompliance.”

RA No. 6713 further provides for the Code of Conduct and Ethical Standards for Public Officials and Employees.

Section 7 of RA No. 6713 states that:

“(c) Disclosure and/or misuse of confidential information. Public officials and employees shall not use or divulge confidential or classified information officially known to them by reason of their office and not made available to the public, either: (1) to further their private interest, or give undue advantage of anyone, or (2) to prejudice the public interest...”

I.6.2. Reference Period

All information collected in the 2020 STEP refers to calendar year 2020. However, employment data was as of 15 November 2020 to facilitate the accomplishment and to get an accurate estimate of employment for the reference year.

I.6.3. Survey Operations

The 2020 STEP, together with the 2020 ASPBI underwent the following major phases of operation: preparatory activities, training, field operations, data processing, tabulation, and dissemination.

I.6.4.1. Preparatory Activities

PSA officials, selected Economic Sector Statistics Service (ESSS) statisticians, Systems Development Division (SDD), Knowledge Management and Communications Division (KMCD), Systems Quality Assurance Division (SQAD), and Service and Industry Census Division (SICD) personnel undertook the planning activities for the 2020 STEP.

The planning activities included the following: preparation of timetable of activities, budget preparation and logistics, questionnaire design and content, preparation of manuals (field

operations and manual processing and data processing), clearance process, preparation of sampling design, frame updating, and sample selection, preparation of edit specifications and tabulation format and specifications, computer system design and program development, publicity campaign, printing of survey forms and manuals, preparation for shipment of survey materials, and other related activities.

I.6.4.2. Training

Training for the field operations and processing was done in two phases, as follows:

Phase I - Training for Field Operations and Manual Processing

Training for field operations and manual processing was done on four levels, as follows:

1. Trainers' training. This training was done to capacitate central office staff to conduct the different levels of trainings. It was conducted from 18 to 19 February 2021.
2. Task force training. The first level training was conducted from 04 to 05 March 2021. Field operation and processing procedures, technical and administrative aspects of the survey were discussed extensively in this training. It was attended by selected SSD and ISD statisticians and selected SDD and SQAD personnel.
3. Second level training. This level of training was conducted from 11 to 12 March 2021 in all Regional Offices with participants in the first level training as trainers. Regional Directors, Chief Statistical Specialists, OICs, regional and provincial focal persons responsible for establishment participated in this training.
4. Third level training. This training was conducted in all provinces and five districts of NCR from 18 to 19 March 2021 with participants in the second level training as trainers. Participants in this training were the Statistical Specialists (SSs), Statistical Analysts (SAs), Provincial Statistical Office (PSO) personnel, and hired Statistical Researchers (SRs).

Phase II - Training for Data Processing

Training for data processing was done in three levels, as follows:

1. Task force training. The first level training for data processing was conducted from 15 to 16 April 2021. Participants were the ESSS subject-matter statisticians and selected SDD and SQAD personnel.
2. Second level training. Data processing, folioing, verification of error listing, and the different modules of the EDMS were discussed thoroughly in this training. The training was conducted from 22 to 23 April 2021. Participants in this training were provincial focal persons, selected provincial personnel and hired SRs. SSD and ISD statisticians and selected SDD staff who attended the Task Force training served as trainers for the second level training.

- a. Third level training. This training was conducted from 29 and 30 April 2021 with the participants in the second level training that served as trainers for the third level training. Participants to this training were the SSs, SAs, PSO personnel, and hired SRs.

I.6.4.3. Field Operations

Distribution of Questionnaires

Distribution of questionnaires for the 2020 STEP, was done by Provincial Statistical Office (PSO) personnel, and hired SRs through personal delivery of the questionnaires to the sample establishments. This activity was done from 05 to 30 April 2021.

Collection and Field Editing of Questionnaires

Collection of data was done either through a self-administered questionnaire, accomplishment of electronic questionnaire or web-based online questionnaire. Field editing of all collected questionnaires was done to ensure completeness and consistency of entries between data items to avoid revisits or callbacks. Collection and field editing of questionnaires was scheduled from 15 April 2021 to 15 June 2021.

Supervision

The Regional Directors, Chief Statistical Specialists, regional and provincial focal persons conducted close supervision on collection and editing of questionnaires to ensure the quality of data and completeness of survey returns.

Receipt and Control

An online version of the Monitoring and Tracking System (MTS) developed by SDD was used by field offices to keep track the distribution, collection, and transmittal of questionnaires. At the same time, a control list of sample establishments was made available where information on the status of the questionnaire was recorded.

In the Central Office (CO), the online MTS was utilized by subject-matter statisticians to monitor the distribution, collection, and submission of questionnaires from the provincial offices to the CO. Consolidated progress reports and status reports were prepared regularly to inform the management and field offices on the progress of the survey operations.

I.6.4.4. Data Processing

Processing or editing of accomplished questionnaires was done to check for the completeness, validity, consistency, and reasonableness of data. It consisted of two stages: manual processing and machine processing.

Manual Processing

Manual processing of questionnaires was done in three levels, as follows:

1. Field editing of data was done by SSs, SAs, PSO personnel, and hired SRs upon collection of the accomplished questionnaire from the sampled establishment. The objective is to check for completeness and consistency of entries in the questionnaire, following the instructions provided in the Field Operations and Processing Manual. Any missing data was corrected at this stage as this can be immediately verified from the respondent.
2. Verification of data was done by PSO personnel upon receipt of the accomplished questionnaires from the field personnel and hired SRs to check for completeness as well as for the consistencies and validity of entries. In some instances, the personnel contacted directly the establishments through phone calls or sent email inquiries to verify some inconsistent or missing data.
3. Review of accomplished questionnaires to check the consistency and reasonableness of entries and processing of consolidated reports were done by the ESSS subject-matter personnel. Consolidated reports of enterprises were disaggregated at the firm level using ratios and proportions of the individual firms to the enterprise. Moreover, the review process validated the status of establishments that were non-responding and reported closed, cannot be located, transferred, and out-of-scope. Telephone inquiry was extensively utilized to verify information from the establishment's contact person. The Internet was also used to obtain information on the contact address and to research for information on the status of the establishment.

Machine processing

Machine processing comprised of data entry, generation, and verification of structural and consistency edit, completeness check, and summary file report. The PSOs were mainly responsible for data entry and validation, and encoding of updates while the CO for the analysis of completeness check and summary file reports, evaluation and analysis of data, and generation of statistical tables.

The EDMS, an online system designed and developed by the SDD personnel, was utilized to facilitate the processing of survey data from data entry up to the generation of statistical tables.

II. DATA COLLECTION

II.1 Data Collection Procedure

The 2020 STEP utilized self-administered questionnaires which were distributed to sample establishments by field office personnel and/or hired SRs from the PSOs. The PSO personnel/SRs will set a date on when to collect the questionnaire from the sample

establishments. Moreover, sample establishments had the option to accomplish the questionnaire online by accessing the provided Uniform Resource Locator (URL).

II.2 Instruments

The 2020 STEP utilized five types of questionnaires, each with a corresponding clearance number and an expiration date of 28 February 2022.

Table 2 shows the different types of questionnaires, their major industry division, and assigned clearance numbers.

Table 2. Types of Questionnaires

Form Type	Major Tourism Industry Division	Clearance Number
STEP Form 1	Accommodation	PSA-2107-01
STEP Form 2	Food and Beverage	PSA-2107-02
STEP Form 3	Transport Operators; Tour and Travel Agencies	PSA-2107-03
STEP Form 4	Health and Wellness	PSA-2107-04
STEP Form 5	Other Tourism Activities	PSA-2107-05

The sample establishments also responded to the survey through the use of web-based version of the 2020 STEP questionnaires which were accomplished online at the PSA website at <https://step.psa.gov.ph>. The electronic copies of the questionnaires via Excel or Fillable PDF file format, as another option to respond to the survey were emailed upon request to sample establishments.

II.3 Major Data Items

Table 3 shows the major data items gathered from tourism characteristics establishments.

Table 3. List of Major Data Items

Item No.	Description
1	Economic Activity or Business in 2020
2	Number of Establishments
3	Employment as of 15 November 2020
4	Facilities/Amenities and Usage in 2020
5	Transport Facilities in 2020
6	Solid Waste Type and Disposal in 2020

Continued

Table 3 - -Concluded

Item No.	Description
7	Revenue in 2020
8	Plans for Expansion and/or Renovation within the next five (5) years
9	Estimated Cost of Expansion and/or Renovation
10	DOT Accreditation

III. METHODOLOGY

III.1 Unit of enumeration

The unit of enumeration for the 2020 STEP is the establishment. An establishment is defined as an economic unit, which engages, under a single ownership or control, i.e. under a single legal entity, in one or predominantly one kind of economic activity at a single fixed physical location. Thus, stores, shops, transport companies, hotels, restaurants, banks, insurance companies, real estate development companies and the like are considered establishments.

In actual practice, however, there are some difficulties in applying the ideal definition so the establishment is defined in operational terms to take into account the organization and record-keeping practices of certain industries by making the single physical location and activity criteria more flexible. It is then necessary to use the kind-of-activity unit (KAU).

The KAU is “the unit that is engaged in the production of the most homogenous group of goods and services, usually at one location, but sometimes over a wider area, for which separate records are available that can provide data concerning the production of these goods and services and the materials, labor and physical resources used in the production.”

The above definition applies to the following sections and industries:

Sections

- a. Construction
- b. Transportation and Storage
- c. Real Estate Activities

Industries

- a. Wired telecommunications activities
- b. Wireless telecommunications activities
- c. Satellite telecommunications activities
- d. Telephone access in facilities open to the public service activities
- e. Other telecommunications service activities, n.e.c.
- f. Travel agency and tour operator activities
- g. Other reservation service and related activities

- h. Security and investigation activities
- i. General cleaning of buildings

The use of the kind-of-activity unit (KAU) for the above-mentioned sections and industries was necessary as there is no restriction for the geographical areas in which a given kind of activity is carried on by a single legal entity.

III.1.1 Classification of Establishments

An establishment is categorized by its economic organization, legal organization, industrial classification, employment size, and geographic location.

Economic Organization (EO)

This relates to the organizational structure or role of the establishment in the organization. The following are the types of EO:

- a. Single establishment (EO=1) is an establishment which has neither branch nor main office.
- b. Branch only (EO=2) is an establishment which has a separate main office located elsewhere.
- c. Establishment and main office (EO=3) is one where the establishment is located in the same address as the main office and with branch/es elsewhere.
- d. Main office only (EO=4) is the unit which controls, supervises and directs one or more establishments of an enterprise.
- e. Ancillary unit other than Main Office (EO=5) is the unit that operates primarily or exclusively for a related establishment or group of related establishments or its parent establishment and provides goods or services that support but do not become part of the output of those establishments.

Legal Organization (LO).

This provides the legal basis for ownership of the establishment. The following are the types of LO:

- a. Single Proprietorship (LO=1) is a business establishment organized, owned and managed by one person, who alone assumes the risk of the business enterprise.
- b. Partnership (LO=2) is an association of two or more individuals for the conduct of a business enterprise based upon an agreement or contract between or among them to contribute money, property or industry into a common fund with the intention of dividing profits among themselves.

- c. Government Corporation (LO=3) is a corporation organized for a private aim, benefit or purpose with the government as the majority stockholder, regardless of whether they are stock or non-stock corporations.
- d. Stock Corporation (LO=4) is an ordinary business corporation organized by private persons, created and operated for the purpose of making a profit which may be distributed in the form of dividends to stockholders on the basis of their invested capital.
- e. Non-Stock Non-Profit Corporation (LO=5) is a business corporation which does not issue stock to its members and are created not to profit but for the public good and welfare. Of this character, are most of the religious, social, literary, scientific, civic and political organizations and societies.
- f. Cooperative (LO=6) is an organization composed primarily of small producers and/or consumers who voluntarily join together to form a business enterprise, which they themselves own, control, and patronize.
- g. Others (LO=7) are organizations not classified in any of the above classification like private associations, foundations, non-government organizations, etc.

Industrial Classification

The industrial classification of an economic unit is determined by the activity from which it derives its major income or revenue. The 2009 PSIC was utilized to classify economic units according to their economic activities. It was approved for adoption by government agencies and instrumentalities through PSA Board Resolution No. 1 Series of 2017-158 signed on 14 February 2017.

The 2009 PSIC is aligned with the International Standard Industrial Classification of all Economic Activities (ISIC) Revision 4 and was officially released by the United Nations Statistics Division on 11 August 2008, for adoption by countries in their revised national classifications by 2010.

The structure and coding system of the 2009 PSIC consists of an alpha character and 5 numeric digits. The alpha character represents the **section**, the first two digits represent the **division**; the first three digits, the **group**; the first four digits, the **class**; and all 5 digits, the **sub-class**.

Example: PSIC Code I55101

Section	I	Accommodation and Food Service Activities
Division	55	Accommodation
Group	551	Short term accommodation activities
Class	5510	Short term accommodation activities
Sub-class	55101	Hotels and motels

Table 4 shows the levels of disaggregation of industries in the 2009 PSIC.

Table 4. Levels of Disaggregation of the 2009 PSIC by Section

Code	Section	Division	Group	Class	Sub-class
	Total	88	246	521	1,285
A	Agriculture, Forestry, and Fishing	3	12	53	157
B	Mining and Quarrying	5	10	15	32
C	Manufacturing	24	73	201	476
D	Electricity, Gas, Steam, and Air Conditioning Supply	1	3	3	3
E	Water Supply; Sewerage, Waste Management and Remediation Activities	4	6	8	8
F	Construction	3	8	10	15
G	Wholesale and Retail Trade; Repair of Motor Vehicles and Motorcycles	3	20	45	189
H	Transportation and Storage	5	12	21	56
I	Accommodation and Food Service Activities	2	5	6	20
J	Information and Communication	6	13	25	39
K	Financial and Insurance Activities	3	10	21	45
L	Real Estate Activities	1	2	5	6
M	Professional, Scientific and Technical Activities	7	16	16	38
N	Administrative and Support Service Activities	6	19	28	74
O	Public Administration and Defense; Compulsory Social Security	1	3	7	12
P	Education	1	6	13	24
Q	Human Health and Social Work Activities	3	9	11	32
R	Arts, Entertainment, and Recreation	4	5	10	18
S	Other Service Activities	3	10	18	34
T	Activities of Households as Employers; Undifferentiated Goods – and Services-Producing Activities of Private Households for Own Use	2	3	3	3
U	Activities of Extraterritorial Organizations and Bodies	1	1	2	4

Establishment Size Classification

The size of an establishment is determined by its total employment as of a specific date.

Table 5 shows the Employment Size (SZ) classification and code used in the survey.

Table 5. Employment Size and Code

SZ Code	Total Employment	SZ Code	Total Employment
0	1 – 4	5	100 – 199
1	5 – 9	6	200 - 499
2	10 – 19	7	500 - 999
3	20 - 49	8	1,000 – 1,999
4	50 - 99	9	2,000 and over

Geographic Classification

Establishments are also classified by geographic area using the Philippine Standard Geographic Code (PSGC) classification. The PSGC is a systematic classification and coding of geographic areas in the country. It contains updates on the official number of regions, provinces, cities, municipalities, and barangays in the Philippines.

Based on the PSGC as of 31 December 2020, the Philippines has 17 regions, 81 provinces, 146 cities, 1,488 municipalities, and 42,045 barangays.

III.2 Sampling Frame

The frame for the 2020 STEP is the list of samples of the 2020 ASPBI which was extracted from the preliminary 2020 List of Establishments (LE) as of 06 January 2021. This is to ensure that the sample of STEP is a sample of ASPBI as well.

III.3 Sample selection procedure

III.3.1 Sampling design

The 2020 STEP utilized stratified systematic sampling design with five-digit PSIC serving as first stratification variable (industry strata/domain) and employment size (TE) as the second stratification variable (employment strata).

Stratified systematic sampling is a process of dividing the population into homogeneous groups, called strata, and then selecting independent samples in each stratum systematically. This method ensures that all important subgroups of the population are represented in the sample and increases the precision of “overall” survey estimates.

III.3.2 Sampling units

The sampling unit of the 2020 ASPBI was the establishment. In particular, the sampling units for industries identified as the kind-of-activity unit (KAU) were establishments with EO = 1, 3, and 4. The sampling units for non-KAU industries were establishments with EO = 1, 2, and 3. For Government-Owned or Controlled Corporations (GOCCs), the sampling units were establishments with EO = 1, 3, and 4, except for those engaged under Sections G and R in which the sampling units are establishments with EO = 1, 2, and 3. This was based on the availability of data in the identified sampling units which maintain the records and ensure completeness of coverage.

Table 6 shows the sampling units by section and selected industries.

Table 6. Sampling Units by Section and Selected Industries

Section/ Industry Code	Description	EO
A	Agriculture, Forestry and Fishing	1, 2, 3
B	Mining and Quarrying	1, 2, 3
C	Manufacturing	1, 2, 3
D	Electricity, Gas, Steam and Air Conditioning Supply	1, 2, 3
E	Water Supply; Sewerage, Waste Management and Remediation Activities	1, 2, 3
F	Construction	1, 3, 4
G	Wholesale and Retail Trade; Repair of Motor Vehicles and	1, 2, 3
H	Transportation and Storage	1, 3, 4
I	Accommodation and Food Service Activities	1, 2, 3
J	Information and Communication except J611, J612, J613, J61901 and J61909	1, 2, 3
J611	Wired telecommunications activities	1, 3, 4
J612	Wireless telecommunications activities	1, 3, 4
J613	Satellite telecommunications activities	1, 3, 4
J61901	Telephone access in facilities open to the public service	1, 3, 4
J61909	Other telecommunications service activities	1, 3, 4
K	Financial and Insurance Activities	1, 2, 3
L	Real Estate Activities	1, 3, 4
M	Professional, Scientific and Technical Activities	1, 2, 3
N	Administrative and Support Service Activities, except N791, N799, N80 and N81210	1, 2, 3
N791	Travel agency and tour operator activities	1, 3, 4
N799	Other reservation service and related activities	1, 3, 4
N80	Security and investigation activities	1, 3, 4
N81210	General cleaning of buildings	1, 3, 4

Continued

Table 6 - -Concluded

Section/ Industry Code	Description	EO
P	Education	1, 2, 3
Q	Human Health and Social Work Activities	1, 2, 3
R	Arts, Entertainment and Recreation	1, 2, 3
S	Other Service Activities	1, 2, 3

III.3.3 Domains

Industry Domain

The industry stratification for the 2020 STEP is the 5-digit PSIC level (sub-class). Generally, the industry strata are the same for all establishments within the employment groupings (MSME) classifications.

Table 7 shows a summary of the number of industry domains by section.

Table 7. Distribution of Industry Strata by Section

Section	Number of Industry Strata	Section	Number of Industry Strata
Total	351		
A	10	J	26
B	14	K	10
C	144	L	2
D	2	M	16
E	12	N	19
F	16	P	6
G	38	Q	9
H	11	R	5
I	5	S	6

Employment Stratum

Within the industry domains for each section, the establishments were further stratified by total employment (TE). The TE sizes were grouped into six (6) to comprise the employment strata. The basic considerations for grouping were the concentration of establishments in the TE sizes and the occurrence of stratum jumpers between TE sizes.

Table 8 shows the employment strata and corresponding SZ codes and TE sizes.

Table 8. Employment Strata by Size Code and TE Size

Employment Stratum	SZ Code	TE Size
1	0, 1	1 – 9
2	2	10 – 19
3	3	20 – 49
4	4	50 – 99
5	5	100 – 199
6	6-9	200 and over

Employment Groupings (MSME) Domain

Considering the need for data on employment groupings (MSME), the establishments were grouped according to four (4) employment group (MSME) domains.

Table 9 shows the employment groupings (MSME) domain and corresponding SZ codes and TE sizes.

Table 9. Employment Groupings (MSME) Domain by Size Code and TE Size

Employment Groupings (MSME) Domain	SZ Code	TE Size
Micro	0, 1	1 – 9
Small	2, 3, 4	10 – 99
Medium	5	100 – 199
Large	6, 7, 8, 9	200 and over

For sampling purposes, the survey frame was divided into three primary strata. Stratum 1 was considered as certainty stratum while strata 2 and 3 were treated as non-certainty strata.

A certainty stratum is defined as the stratum whose sampling ratio is 100 percent. In this stratum, all establishments are taken as certainty samples, i.e. the selection probability is 1 and the sampling weight is 1.

On the other hand, a non-certainty stratum is the stratum where only sample establishments are taken.

Table 10 shows the sampling indicator of different sampling units under the stratum code.

Table 10. Sampling Indicator of Different Sampling Units under Stratum Code

Stratum Code	Sampling Units	TE Size
1	Establishments under Meetings, Incentives, Conferences and Exhibitions (MICE) as identified by the Department of Tourism (DOT)	Certainty
2	All establishments not classified in stratum 1	Non-certainty

Table 11 shows the distribution of industry strata by tourism characteristic industry.

Table 11. Distribution of Industry Strata by Tourism Characteristic Industry

Tourism Characteristics Industry	Number of Industry Strata	Tourism Characteristics Industry	Number of Industry Strata
Total	68		
Accommodation for visitors	8	Travel Agencies and Other Reservation Service Activities	8
Food and Beverage Serving Activities	10	Cultural Activities	7
Road Passenger Transport	6	Sports and Recreational Activities	7
Water Passenger Transport	4	Retail Trade of Country-Specific Tourism Characteristics	3
Air Transport	3	Education, Health and Personal Service Activities	8
Transport Equipment Rental	3	Other Activities	1

Geographic Domain

For all employment sizes, the geographic domain is national level for 2020 STEP.

III.3.4 Sample size

The primary consideration in the determination of sample size for the survey was its manageability at the optimum level of estimated budget without compromising the reliability and timely release of survey results. The sample size was computed based on the target CV of eight (6) percent.

The sample size was determined by MSME Classification and Industry Stratum. Minimum sample size is set to 5 establishments per cell (industry domain and employment stratum). However, when the total number of establishments (N) in the cell is equal to or less than the set minimum sample size, all establishments in that cell are taken as samples.

All establishments under Stratum 1 were already considered as samples for the survey.

Proportional allocation was applied to the non-certainty employment strata for each 5-digit level (industry sub-class) under Stratum 2 at the national level.

All samples in the certainty and non-certainty strata are combined to comprise the total samples for the survey of 9,849.

III.4 Estimation procedure

Estimation of Survey Weights

a) Base Weight

The base weight is the inverse of the probability of selection. For the STEP, the base weight for each domain is given by:

$$w_{hk} = \frac{N_h}{n_h}$$

where:

- w_{hk} = weight of the k^{th} establishment in h^{th} stratum
- N_h = total no. of establishments in h^{th} stratum
- n_h = total no. of sample establishments in h^{th} stratum
- h = refers to the industry-employment stratum

b) Adjusted Weight

Adjustment Factor Due to Non-Response

To take into account the non-responding sample establishments, the adjustment factor by region and industry domain is as follows:

$$A_{1s} = \frac{\sum_{k=1}^n w_{hk} X_{1k}}{\sum_{k=1}^n w_{hk} X_{2k}}$$

where:

- A_{1s} = adjustment factor for industry domain s
- X_{1k} = eligibility status of the k^{th} sample establishment
(1 if eligible, 0 otherwise)
- X_{2k} = responding status of the k^{th} sample establishment
(1 if responding, 0 otherwise)

Adjusted Weight

The adjusted weight is the product of the base weight and adjustment factor due to non-response. That is,

$$w_{1hk} = (w_{hk})(A_{1s})$$

where:

- w_{1hk} = adjusted weight of the kth sample establishment in stratum h
- w_{hk} = base weight of the kth establishment in the hth stratum
- A_{1s} = adjustment factor for industry domain s

c) Final Weight

Adjustment Factor for Conformity with ASPBI

In order to conform with the estimate of total establishments in the ASPBI, final adjustment factor is computed as follows:

$$A_{2h} = \frac{\hat{Y}_{h,ASPBI}}{\hat{Y}_{h,STEP,p}}$$

where:

- A_{2h} = adjustment factor for conformity with ASPBI
- $\hat{Y}_{h,ASPBI}$ = estimated number of establishments in stratum h in ASPBI
- $\hat{Y}_{h,STEP,p}$ = preliminary estimated number of establishments in stratum h in STEP which is computed as:

$$\hat{Y}_{h,STEP,p} = \sum_{k=1}^{n_h} w_{1hk}$$

Final Weight

The final weight is the product of the adjusted weight and the second adjustment factor. That is,

$$w'_{hk} = (w_{1hk})(A_{2h})$$

where:

- w'_{hk} = final weight of the kth sample establishment in stratum h
- w_{1hk} = adjusted weight of the kth sample establishment in stratum h
- A_{2h} = adjustment factor for conformity with ASPBI

Total by Industry Stratum and Domain

The estimator for the total of a characteristic in each industry stratum in a domain is given by:

$$\hat{Y}_{ir} = \sum_{h=1}^{h_i} \sum_{j=1}^{n_h} w'_{hk} y_{hk}$$

where:

h_i = number of strata (industry-employment strata)
for industry stratum i

Total by Employment Stratum and Domain

The estimator for the total of a characteristic in each employment stratum in a domain is given by:

$$\hat{Y}_{jr} = \sum_{h=1}^{h_j} \sum_{j=1}^{n_h} w'_{hk} y_{hk}$$

where:

h_j = number of strata (industry-employment strata)
for industry stratum j
 r = subscript for geographic domain r

Total by Geographic Domain

The estimator for the total of a characteristic in each geographic domain is given by:

$$\hat{Y}_r = \sum_{i=1}^I \hat{Y}_{ir}$$

or

$$\hat{Y}_r = \sum_{j=1}^J \hat{Y}_{jr}$$

where:

I = total number of industry strata in geographic domain r
 J = total number of employment strata in geographic domain r

National Total

The estimator for the national total of a characteristic is given by:

$$\hat{Y}_c = \sum_{i=1}^I \hat{Y}_{ic}$$

or

$$\hat{Y}_c = \sum_{j=1}^J \hat{Y}_{jc}$$

Total by Industry Stratum

The estimator for the total of a characteristic in each industry stratum is given by:

$$\hat{Y}_{in} = \sum_{h=1}^{h_i} \sum_{k=1}^{n_h} w'_{hk} y_{hk}$$

where:

h_i = Number of employment strata for industry stratum i

National Total

The estimator for the national total of a characteristic is given by:

$$\hat{Y}_n = \sum_{i=1}^I \hat{Y}_{in}$$

$$\hat{Y}_n = \sum_{j=1}^J \hat{Y}_{jn}$$

where:

I = Total number of industry strata

J = Total number of employment strata

For All Establishments

Estimation of Total

Total by Industry-Employment Stratum

The estimator for the total of a characteristic in each industry-employment stratum is given by:

$$\hat{Y}_h = \hat{Y}_{hc} + \hat{Y}_{hn}$$

where:

\hat{Y}_{hc} = Total by industry-employment stratum all industries

Total by Employment Stratum

The estimator for the total of a characteristic in each employment stratum in a domain is given by:

$$\hat{Y}_{jf} = \hat{Y}_{jc} + \hat{Y}_{jn}$$

where:

\hat{Y}_{jc} = Total by employment stratum for all industries

III.5 Imputation Procedure

Data of non-responding establishments were imputed based on the established imputation methods. Sources of information were from previous reports of the same establishment or from report of other responding establishment with similar characteristics.

Data of closed, duplicate, temporarily stopped operation, out of scope, merged with other enterprise, and informal sector establishments were not imputed.

III.6. Tabulation

Tabulation included the generation and evaluation of preliminary and final statistical tables. The statistical tables were evaluated for internal and external consistency of data.

The statistical tables were presented at the national level for all establishments.

III.6.1 Statistical Disclosure Control

Section 26 of RA No. 10625 requires that data furnished by respondents be kept confidential. To avoid disclosure of information of individual establishment, statistical tables do not provide information for any sub-class wherein the number of establishments is less than three. Figures relating to such industries are suppressed in accordance with the guidelines on statistical disclosure control of data for establishments' survey.

The two (2) methods to safeguard the confidentiality of data are as follows:

1. Combination¹

Combination involves the grouping of a confidential cell in a statistical table with another cell of the same group (3-digit PSIC), class (4-digit PSIC), or sub-class (5-digit PSIC) and the information is disseminated for the aggregate and not for the individual cell. Grouping of data shall be done for similar industries. The **bracket ()** symbol shall be used to identify the cell combined.

2. Suppression¹

Suppression means the hiding of confidential data in a cell. The values in the confidential cells (primary suppression) are not published while publishing the original values of the other cell with establishments' count of more than three (3). If necessary, other cells must also be suppressed to guarantee the protection of the values under the primary cells, leading to the secondary suppression. The symbol “s” shall be used to the suppressed cells.

IV. Concept and Definitions

The following were the terms and definitions utilized in the 2020 STEP. The terms are classified as tourism establishments, type of facilities and amenities, and tourism services.

Tourism 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 business, 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 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 “typical” tourism activities such as sightseeing, sunbathing, visiting sites, 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.

Health and wellness tourism refers to the activities of persons traveling to and staying in places outside their usual environment for not more than one consecutive year for health and wellness purposes not related to the exercise of an activity remunerated from within the place visited.

Medical tourism refers to the activities of traveling for the purpose of availing health care services or treatments for illnesses and health problems in order to maintain one's health and well-being.

Domestic Tourism refers to tourism of resident visitors within the economic territory of the country of reference.

Inbound tourism refers to tourism of non-resident visitors within the economic territory of the country of reference.

Outbound tourism refers to tourism of resident visitors outside the economic territory of the country of reference.

¹ Source: Manual on the Statistical Disclosure Control of Data for Establishments Census/Survey

Tourist/visitor is a person traveling to a place other than that of his/her usual environment for less than 12 months and whose main purpose of the trip is other than the exercise of an activity remunerated within the place visited.

Same-day visitor is a visitor who does not spend the night in a collective or private accommodation in the place visited.

Usual environment is the geographical boundaries within which an individual displaces himself/herself within his/her regular routine of life; consists of the direct vicinity of his/her home and place of work or study and other places frequently visited.

Tourism Establishments

Ambulatory clinic refers to an establishment primarily organized to provide elective surgical treatment of outpatients whose recovery, under normal and routine circumstances, will not require in-patient care.

Apartelle is an establishment with several independent and furnished or semi-furnished apartments, regularly leased to tourists and travelers for dwelling on a more or less long-term basis and offering basic services to its tenants, similar to hotels.

Bar and cocktail lounge refer to an establishment that serves drinks, especially alcoholic beverages such as beer, liquor, and cocktails, for consumption on the premises. Bars provide stools or chairs for their patrons along tables or raised counters. Some bars have entertainment on a stage, such as a live band, comedians, go-go dancers, a floor show, or strippers. Bars that are part of hotels are sometimes called long bars or hotel lounges.

Beauty/barber shop is an establishment dealing with cosmetic treatments for men and women. Other variations of this type of business include hair salons and spas. There is a distinction between a beauty salon and a hair salon and although many small businesses do offer both sets of treatments; beauty salons provide more generalized services related to skin health, facial aesthetic, foot care, aromatherapy, — even meditation, oxygen therapy, mud baths, and innumerable other services.

Café/coffee shop is an establishment, which primarily serves prepared coffee or other hot beverages. It shares some of the characteristics of a bar, and some of the characteristics of a restaurant, but it is different from a cafeteria. Coffee houses focus on providing coffee and tea as well as light snacks.

Cafeteria is a self-service restaurant in which customers select various dishes from an open-counter display. The food is usually placed on a tray, paid for at a cashier's station, and carried to a dining table by the customer. The modern cafeteria, designed to facilitate a smooth flow of patrons, is particularly well-adapted to the needs of institutions schools, hospitals, and corporations attempting to serve large numbers of people efficiently and inexpensively. In addition to providing quick service, the cafeteria requires fewer service personnel than most other commercial eating establishments.

Condotel also known as a hotel-condo, is an establishment used both as a condominium and a hotel. Condo hotels are typically high-rise buildings developed and operated as luxury hotels, usually in major cities and resorts.

Day and night clubs are drinking, dancing, and entertainment establishments. A club is usually distinguished from bars, pubs, or taverns by the inclusion of a dance floor and a DJ booth, where a DJ plays recorded dance and pop music.

Dental clinic is an establishment that evaluates, diagnoses, prevents, and treats diseases, disorders, and conditions of the soft and hard tissues of the jaw (mandible), oral cavity, maxillofacial area, and the adjacent and associated structures.

Dermatology clinic is an establishment that treats skin and its diseases.

Dormitory refers to an establishment providing sleeping quarters for large numbers of people (e.g. boarding school for college or university students).

Fast food is also known as quick service restaurant or QSR, an establishment where food can be prepared and served very quickly. It is an establishment, which sells food with low quality preparation, preheated or precooked ingredients, and served to the customer in a packaged form for dine-in or take-out/take-away.

Hospital is an establishment for health care providing patient treatment by specialized staff and equipment, and often, but not always providing for longer-term patient confinement.

Hotel is an establishment providing regular reception, accommodation or lodging of travelers and tourists and the provision of services incidental thereto for a fee.

Laboratory clinic is an establishment where tests are done on clinical specimens in order to get information about the health of a patient as pertaining to the diagnosis, treatment, and prevention of disease.

Motorist hotel is an establishment primarily located along the highway with individual or common parking space at which motorists may obtain lodging and, in some instances, meals.

Nursing home is an establishment that provides living quarters and care for the elderly or the chronically ill individual.

Ophthalmology clinic refers to an establishment where the eyes of patients are examined including their anatomy, physiology, and pathology.

Optometry clinic refers to an establishment where optometrists evaluate visual abilities, visual acuity, and provision of necessary treatment by the use of eyeglasses, and contact lenses.

Pension house refers to a private or family-operated tourist boarding house, tourist guest house or tourist lodging house employing non-professional domestic helpers regularly catering

to tourists and travelers, containing several independent lettable rooms, providing common facilities such as toilets, bathrooms/showers, living and dining rooms and/or kitchen and where a combination of board and lodging may be provided.

Pharmacy is an establishment supervised by a licensed pharmacist where prescription drugs are sold.

Resort hotel is a place providing a wide variety of recreational facilities/programs (golf courses, tennis court, beach access, or other amenities) rather than a convention and meeting business. Resort hotels are normally located in suburban or outlying locations on larger sites than conventional hotels. Resort hotels are similar to hotels in that they provide sleeping accommodations, restaurants, cocktail lounges, retail shops, and guest services. The primary difference is that resort hotels cater to the tourist and vacation industry.

Restaurant refers to an establishment offering to the public refreshments and/or meals.

Slimming salon refers to an establishment offering a variety of non-surgical beauty treatments, including hair removal, slimming treatments, and facial care.

Spa refers to an establishment that has a holistic approach to health and wellness, rest, and relaxation that aims to treat the body, mind, and spirit by integrating a range of professionally administered health, wellness, fitness and beauty, water treatment, and services.

Specialty shops a specialized store that sells only one line of products such as cosmetics and others.

Tertiary hospital is an establishment that provides clinical care and management, as well as specialized and sub-specialized forms of treatments, surgical procedures, and intensive care.

Tour operator refers to an establishment engaged in the business of extending to individuals or groups, such as services pertaining to arrangements and bookings for transportation and/or accommodation, handling and/or conduct of inbound tours whether or not for a fee, commission, or any form of compensation. Tour Operation typically combines tour and travel components to create a holiday.

Tourist inn is a lodging establishment catering to transients, which does not meet the minimum requirements of an economy hotel.

Travel agency refers to an establishment that sells tours, cruises, transportation, hotel accommodations, meals, transfers, sightseeing, and all other elements of travel to visitors in a certain geographic area at a certain moment in time and within certain conditions. The agency acts as a broker, bringing the buyer and seller together. They do not substitute the service-providing unit, but play the role of providing information and access to the visitor and are the middlemen in the purchase of certain services.

Accommodation services include room service, lodging inn, or tourist inn. Room service is an accommodation available at many hotels where workers at the hotel bring food and other items to hotel rooms, by request of the guest and usually for extra charge.

Accreditation refers to a certification issued by the Department of Tourism which recognizes the holder as having complied with its minimum standards in the operation of the establishment concerned.

Aesthetic is an essential component of plastic surgery and includes facial and body aesthetic surgery. Plastic surgeons use cosmetic surgical principles in all reconstructive surgical procedures as well as isolated operations to improve overall appearance.

Air transport refers to the transportation of persons, property, mail, or cargo by aircraft.

Airplane refers to an aircraft used to transport passengers and cargo by air.

Airport transfer refers to pickup and drop-off service provided by a tour operator or hotel to its customers traveling to and from an airport.

Amusement/recreation includes a collection of rides and other entertainment attractions assembled for the purpose of entertaining a large group of people. An amusement park is more elaborate than a simple city park or playground, usually providing attractions meant to cater to children, teenagers, and adults. Recreation or fun is the expenditure of time in a manner designed for therapeutic refreshment of one's body or mind. While leisure is more likely a form of entertainment or sleep, recreation is active for the participant but in a refreshing and diverting manner.

Aromatherapy refers to a type of complementary and alternative medicine that uses rubbing and kneading of the skin with plant oils that give off strong, pleasant aromas (smells) in an attempt to promote relaxation, a sense of well-being, and healing. There is no evidence of any long-term results other than the pleasure achieved from a pleasant-smelling massage.

AUV/SUV (Asian Utility Vehicle/Sport Utility Vehicle) is a four-wheel-drive vehicle used for travel but most suitable for rough terrain.

Bodypack and wrap involve reviving the skin through the method of bodypack using different methods such as mud body pack and wrap.

Body toning/contouring is a general term that refers to any surgical procedure that alters different areas of the body, whether it is in a massive weight loss patient or not. Body contouring after massive weight loss refers to a series of procedures that eliminate and/or reduce excess skin and fat that remains after obese individuals lose a significant amount of weight, in a variety of places including the torso, upper arms, chest, and thighs.

Bus is a vehicle with a minimum of 25 seating capacity.

Car/sedan is a vehicle with a maximum seating capacity of five including a driver.

Catering services are businesses providing food service at a remote site. This service is typically provided at banquets, conventions, and weddings.

Chartered flight is a flight booked exclusively for the use of a group of people for the movement of persons, baggage, or properties on a time, mileage, or trip basis.

Cosmetic surgery concerns surgical procedures intended to improve appearance; specifically relates to the correction of deformities that result from heredity or aging and are not caused by congenital anomalies, disease, trauma, or tumors. It is also an optional procedure that is performed on normal parts of the body with the sole purpose of improving a person's appearance and/or removing signs of aging.

Dockyard-shipyards and dockyards are areas where ships (e.g. yachts, military vessels, cruise liners, or other cargo or passenger ships) are repaired and built. Dockyards are sometimes more associated with maintenance and basing activities than shipyards, which are sometimes associated more with initial construction.

Domestic chartered flight refers to a flight flown and operated by an air carrier or air taxi operator within the economy of reference where the entire capacity of one or more aircraft has been engaged for the movement of persons and their luggage or the movement of properties, on a time, mileage or trip basis.

Dry Cleaning is a process that cleans clothes without water. The cleaning fluid that is used is a liquid, and all garments are immersed and cleaned in a liquid solvent, the fact that there is no water is why the process is called "dry."

Electronic payment (e.g. Credit Card, ATM) refers to money paid electronically. Also known as e-money, electronic cash, electronic currency, digital money, digital cash or digital currency).

Exfoliation involves the removal of the oldest dead skin cells on the skin's outermost surface, and to help maintain the skin. Exfoliation is involved in the process of a facial and during body treatments at spas. Exfoliation can be achieved through mechanical or chemical means.

Face Care refers to the maintenance of the face and its features such as the skin, lips, and eyelashes so that it has an attractive, youthful appearance.

Ferry refers to any vessel having provision only for deck as defined in the Philippine Merchant Marine Rules and Regulations (PMMRR).

Flight refers to the scheduled trip of an aircraft identified by a specific number from a departure point through any designated stop to a destination point.

Flight frequency refers to the number of flights operated by an airline within a specific time period, such as a day or week.

Filipino healing/"hilot" refers to the traditional healing technique from the Philippines that also includes massage techniques. It also includes joint manipulations to help relax stressed muscles and encompasses a wide variety of techniques beyond the treatment of stressed muscles. Hilot is used to reset dislocated and sprained joints, diagnose and treat musculoligamentous and musculoskeletal ailments, and even aid in giving birth and inducing abortion.

Foot care refers to the maintenance of the foot and its parts to prevent unnecessary problems such as nail diseases.

Foreign exchange counter refers to a business establishment whose customers exchange one currency for another.

Forwarding services refers to a service by which an individual or company dispatches shipments via common carriers

Function/conference rooms refer to a room provided for singular events such as business conferences. It is commonly found at large hotels and convention centers through many other establishments, including hospitals. Sometimes other rooms are modified for large conferences such as arenas or concert halls.

Garage is a building or a portion of a residential/non-residential building for storing a car.

General surgery includes basic knowledge of surgical anatomy, physiology, pathology, oncology, metabolism, wound healing, surgical bacteriology and sepsis, shock and resuscitation, immunology and organ transplantation, fluid and electrolytes, nutrition, burns, and critical care.

Group tour refers to a number of people traveling together following an itinerary organized by a private entity such as a tour operator or travel agency or by a government institution.

Guestrooms refer to a room in a hotel or lodging house for occupation by guests.

Guided tour refers to a tour conducted for tourism purposes by a tour guide.

Gynecology deals with health care for women, especially the diagnosis and treatment of disorders affecting the female reproductive organs.

Hair care refers to the overall term for parts of hygiene and cosmetology involving the hair on the human head.

Hand care refers to the maintenance of hand sanitation and its features, for example: manicures, hand spas, etc.

Helicopter refers to a type of rotorcraft in which lift and thrust are supplied by one or more engine-driven rotors. In contrast with fixed-wing aircraft, which allow the helicopter to take off and land vertically, hover, and fly forwards, backward, and laterally.

Hydrotherapy formerly called hydropathy, involves the use of water for pain relief and treating illness. The term hydrotherapy is synonymous with the term water cure as it was originally marketed by practitioners and promoters in the 1800s.

Incentive travel (IT) – is travel given by a company to its qualified employees, production workers, sales personnel, dealers, distributors, and support staff, either as a "perk" to stimulate productivity or as a "reward" due to the achievement of work-related goals.

International chartered flight indicates a flight flown and operated by an air carrier/airline on the basis of a contract between a carrier/airline and a group of individuals or agencies to carry exclusive traffic from an economy of reference to other points beyond and vice-versa.

Intensive care is a continuous and closely monitored health care that is provided to critically ill patients.

Internal medicine is a medical specialty concerned with the diagnosis, management, and non-surgical treatment of unusual or serious diseases. According to some sources, an emphasis on internal structures is implied.

Land transport deals with the movement of goods and passengers on or across land by using various means like cars, AUVs/SUVs, buses, mini-buses, trucks, and the like.

Laundry is the process of washing clothing and linens often done in a business, room, or area in a home or apartment building, reserved for that purpose.

Limousine or **limo** is a luxury vehicle sedan or saloon car, especially one with a lengthened wheelbase or driven by a chauffeur.

Massage services involve acting on and manipulating the body with pressure – structured, unstructured, stationary, or moving – tension, motion, or vibration, done manually or with mechanical aids. Target tissues may include muscles, tendons, ligaments, skin, joints, or other connective tissue, as well as lymphatic vessels, or organs of the gastrointestinal system. Massage can be applied with the hands, fingers, elbows, knees, forearms, and feet. There are over eighty different recognized massage modalities. The most cited reasons for introducing massage as therapy have been client demand and perceived clinical effectiveness.

Medical services refer to the treatment and management of illnesses, and the preservation of health through services offered by the medical, dental, complementary and alternative medicine, pharmaceutical, clinical sciences (in vitro diagnostics), nursing, and allied health professions.

Mini-bus refers to a land vehicle with a minimum of 16 to a maximum of 35 seating capacity.

Motorboat/motorized banca refers to a vessel of 20 gross tonnage (GRT) and below engaged in providing water transport services including sightseeing and other water-related tourism activities to foreign or domestic tourists for a fee or any form of compensation.

Obstetrics refers to a surgical specialty dealing with the care of women and their children during pregnancy, childbirth and postnatal.

On-line booking/reservation involves reservation through a website using credit/debit card for payment per transaction done.

Package tour refers to a set of products and services offered to the visitors that is composed of a variety of tourism-characteristic products (such as transport, accommodation, food services, recreation, etc.). The component of a package tour might be pre-established or can result from an "a la carte" procedure where the visitor decides the combination of products/services he/she wishes to acquire. This can be synonymously used with "package travel and/or package holiday".

Parking space indicates a location that is designated for parking, either paved or unpaved. It could be in a parking garage, in a parking lot, or on a city street. It is usually designated by a white paint-on-tar rectangle indicated by three lines at the top, left, and right of the designated area. The automobile fits inside the space, either by parallel parking, perpendicular parking, or angled parking.

Passenger air service is an air service performed primarily for the transport of passengers from the point of origin to the point of destination.

Passenger ship is any vessel, which is authorized to carry more than 12 passengers.

Pediatric deals with the medical care of infants, children, and adolescents. The upper age limit of such patients ranges from age 12 to 21, depending on the country.

Plastic/Reconstructive surgery refers to a medical specialty concerned with the correction or restoration of form and function. While famous for aesthetic surgery, plastic surgery also includes many types of reconstructive surgery, hand surgery, microsurgery, and the treatment of burns. Reconstructive surgery is the surgical specialty that deals with the reconstruction of facial and body tissue that requires reshaping or remolding to correct a condition in order to approximate a normal appearance or to repair working ability.

Reflexology or tui-na is based on the principle that there are reflexes in the hands and feet that relate to every organ, gland, and system of the body.

Rehabilitation and physical medicine include diagnosis, treatment, and prevention of disease and disability by physical means such as manipulation, massage, and exercise, often with the aid of mechanical devices and with the application of heat, cold, electricity, radiation, or water.

Rest/comfort rooms refer to a public toilet facility in contrast to a private usually residential toilet room, which may be a stand-alone water closet, or part of a bathroom.

Retailing refers to the sale of goods or merchandise from a fixed location, such as a department store, boutique, or kiosk, or by mail, in small or individual lots for direct consumption by the purchaser.

Sauna bath refers to a small room or house designed as a place to experience dry or wet heat sessions or an establishment with one or more of these and auxiliary facilities. These facilities derive from the Finnish sauna. The word "sauna" is also used figuratively to describe an unusually hot or humid environment.

Standard rooms refer to the hotel industry term for lower priced and lesser quality accommodation.

Steam bath refers to a bath supplied by natural hot springs from beneath the ground.

Suites refers to a perfect lodging choice for business travel and leisure travelers.

Swedish /shiatsu ("shi" meaning finger and "atsu" meaning pressure) is an eastern (oriental) born therapy that uses pressure applied with thumbs, fingers, and palms to the same energy meridians as acupressure and incorporates stretching. It also uses techniques such as rolling, brushing, vibrating, grasping, and in one particular technique developed by Suzuki Yamamoto. Pressure is applied with the feet on the person's back, legs, and feet (a special setup is required for the "foot" shiatsu).

Terminal refers to a building or complex containing facilities needed by transportation operators and passengers at either end of a travel or shipping route by air, rail, road, or sea.

Thai massage is known in Thailand as (Nuat phaen boran), meaning "ancient/traditional massage". Thai massage originated in India and is based on ayurveda and yoga. The technique combines massage with yoga-like positions during the course of the massage; the northern style emphasizes stretching while the southern style emphasizes acupressure.

Tour refers to any arranged journey intended for purposes of tourism to one or more places and back to the point of origin. The arranged journey may not necessarily be pre-paid.

Tour guide pertains to an individual who guides visitors for a fee, commission, or any form of lawful remuneration or personnel from a government or private entity who performs the above function without fee or remuneration.

Tour packaging services is a package holiday or package tour consisting of transport and accommodation advertised and sold together by a vendor known as a tour operator. Other services may be provided like a rental car, activities, or outings during the holiday. Transport can be via charter airline to a foreign country. Package holidays are a form of product bundling. Package holidays are organized by a tour operator and sold to a consumer by a travel agent. Some travel agents are employees of tour operators, others are independent.

Tour services include tourist guides, transport equipment that can be rented, etc.

Transport renting services refers to renting of available transport equipment without a driver for travel.

Transport services refer to the renting of transport equipment with a driver to transport passengers.

Valet parking involves a service provided by some hotels, restaurants, and airports whereby an employee parks people's cars for them on arrival and brings the cars back for them on departure.

Van refers to a vehicle with a minimum of 6 to a maximum of 18 seating capacity.

Wards refers to a small room in a hospital for in-patients who wish to avail a cheap room for confinement.

Water transport refers to the movement of goods and passengers on waterways by using various means like boats, steamers, launches, ships, etc.

Waxing refers to a method of semi-permanent hair removal, which removes the hair from the root. New hairs will not grow back in the previously waxed area for two to eight weeks. Almost any area of the body can be waxed, including eyebrows, face, bikini area, legs, arms, back, abdomen, and feet. There are many types of waxing suitable for removing unwanted hair.

Wi-Fi is the name of a popular wireless networking technology that uses radio waves to provide wireless high-speed Internet and network connections.

Worker displacement is defined as the separation of workers from 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 worker's job performance, work behavior and attitude, or work relations and other factors that are not attributable to the characteristics of the individual workers.

Yacht refers to a vessel used for recreational purposes.

Symbols and Abbreviations Used in Statistical Tables

s	suppressed
}	combined
-	zero value
()	negative value
n.e.c	not elsewhere classified

V. DISSEMINATION

Survey results were disseminated in the form of Special Releases and Infographics posted at the PSA website and electronic copy of publication report.

V.1. Response Rates

The overall response rate at the national level was 92.7 percent. Included are receipts of “good” questionnaires, partially accomplished questionnaires, consolidated reports, reports of closed, cannot be located, moved out or transferred, out of scope, refusals, duplicates, and referrals.

Table 12 shows the response rates by industry.

Table 12. Response Rates by Industry

Industry	Number of Sample Establishments	Number of Responding Establishments	Response Rate (%)
Philippines	9,849	9,132	92.7
Accommodation	752	690	91.8
Food and Beverage	3,179	2,923	91.9
Transport Operators, Tour and Travel Agencies	1,390	1,312	94.4
Health and Wellness	1,987	1,824	91.8
Other Tourism Activities	2,541	2,383	93.8

The total sample establishments that responded to this survey totaled 9,132. Of this, 226 or 2.5 percent responded through the use of the online 2020 STEP questionnaires via the PSA website.

Table 13 shows the breakdown of the number of questionnaires accomplished online by industry.

Table 13. Number of Questionnaires Accomplished Online by Industry

Industry	Number of Questionnaires	Response Rate (%)
Philippines	226	2.5
Accommodation	19	2.8
Food and Beverage	86	2.9
Transport Operators, Tour and Travel Agencies	22	1.7
Health and Wellness	51	2.8
Other Tourism Activities	48	2.0