



REPUBLIC OF THE PHILIPPINES
PHILIPPINE STATISTICS AUTHORITY


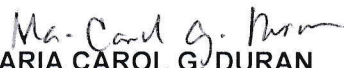
Minutes of the Meeting

TITLE			
Title/Description:			
Staff Meeting in reference to the Status of All Surveys and Other Matters			
Date:	Time Started:	Time Adjourned:	Venue
24 August 2017	10:15 AM	11:59 AM	Room 3 and 4, PSA 16 th Floor Eton Cyberpod Centris Building Three, EDSA Corner, Quezon Avenue, Quezon City Philippines 1100
Meeting Presider:			
Maria Carol G. Duran			
Meeting Attended by:			
1. Maria Carol G. Duran		5. John Carlo C. Katibayan	
2. Delilah G. Bassig		6. Arjie M. Cantancio	
3. Nestor Asley S. Navarro		7. Angelica L. Feliciano	
4. Eden R. Maitem		8. Revelyn R. Lizardo	
Absent from meeting:			
AGENDA		TOPICS/DISCUSSION/ACTION	
Agenda Item No. 1			
Status of Agricultural Labor Survey (ALS)		<ol style="list-style-type: none"> 1. Update the group on what had transcribed on yesterday's meeting with the Systems Development Division (SDD) group for the development of new processing system of ALS spearheaded by Ms. Libertie V. Masculino. 2. It was agreed during the meeting with SDD group that Agricultural Accounts Division (AAD) will prepare the specifications and other requirements in the development of the new processing system. Deadline of submission is 6 September 2017 to SDD group. 3. Because of the development of the new processing system, data encoding for the July Survey Round will be put on hold. Only manual editing of the survey questionnaires will be done. (c/o Ms. Arjie M. Cantancio, Ms. Revelyn R. Lizardo and Mr. Ronnie R. Hermoso). 	
Agenda Item No. 2			
Status of Survey on Costs and Returns (SCR) of Tomato Production		<ol style="list-style-type: none"> 1. The Central Office will e-mail the involved Provincial Statistical Officers (PSOs) and SCR Focal Person of the following information: <ol style="list-style-type: none"> a. Budget of Provincial Data Review (PDR) b. Advisory for the Date Submission of the Provincial Data Files (13 September 2017) 	



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	<ol style="list-style-type: none">2. Ms. Eden R. Maitem and Ms. Arjie M. Cantancio were assigned for the Documentation<ol style="list-style-type: none">a. First Level Trainingb. Second Level Trainingc. Training and Workshop on Data Processing System, Data Review and Validation of the 2017 Survey Results on Costs and Returns of Tomato Productiond. Selected Personnel of the team will be assigned for the Review on the Formulas of the SCR Output Template
Other Matters:	
Status of Other Matters	<ol style="list-style-type: none">1. There will be a training for Accounts this coming 28-29 August 20172. To follow-up the Survey of Food Demand (SFD) Audited Financial Report3. The Individual Performance Commitment and Review (IPCR) must adhere to the prescribed format below which stated in the Memo and the deadline of submission is on or before 31 August 2017:<ol style="list-style-type: none">a. Microsoft Excelb. Font – Arialc. Font Size – 11 pt.d. Orientation – Landscapee. Paper – Long
Prepared by:	
 ARJIE M. CANTANCIO Statistical Analyst AAD-MAS Signature over printed name	
Approved by:	
 MARIA CAROL G. DURAN Presiding Officer Chief, AAD-MAS Signature over printed name	