

## I. INTRODUCTION

The Barangay Agricultural Profiling Survey (BAPS) is a joint undertaking of the Bureau of Agricultural Statistics and DA – RFU of Region IX. It is a survey that aims to gather information on agriculture and fishery sectors and covers all barangays of the provinces covered by the region. The provinces of region IX include Zamboanga del Norte, Zamboanga del Sur, Zamboanga City and Zamboanga Sibugay. To facilitate data processing of survey questionnaires, a computerized data processing system was developed and the system is called the BAPS system. To be able to use the BAPS system, it is necessary to provide the processor with detailed procedures, hence these guidelines.

The **computerized data processing system** is composed of two parts namely, **data preparation** and **computerized processing**. Data preparation involves coding and editing of information contained in the survey questionnaire while the computerized processing involves procedures of system installation, accessing the system, data entry, data cleaning, and output table generation.

This manual contains the guidelines on computerized data processing. It is highly recommended that these guidelines must be READ and STRICTLY followed to be able to generate quality output tables.

## II. DATA PREPARATION

Data Preparation is one activity under the computerized data processing. It involves batching of survey returns, manual editing and coding of information. Batching of survey returns is the process of arranging the returns by batch or by group, for example by municipality. Manual editing is the checking of the responses to the BAPS questionnaire in terms of acceptability, consistency and validity. This activity is aimed at improving the quality of data collected by the CDCs and thus, the activity cannot be taken for granted. It involves the checking of the data items based on criteria like consistency with other data items, data ranges, and completeness. Coding on the other hand is another activity is the assigning of numeric codes to the alpha-numeric data items of the BAPS questionnaire. The assigning of codes facilitates the capture of data during encoding.

Below are the procedures on batching, instructions on editing and coding of data. The approach for editing and coding will be by block, by data item and by page.

## **BATCHING**

Prior to the editing and coding of information, check the completeness of the BAPS survey returns by batching them through sorting and at the same time checking against the Philippine Standard Geographic Classification (PSGC). The steps below allow the editor to systematically batch the questionnaires.

- a. Batch or group the questionnaires by municipality.
- b. For each of the municipality, sort the questionnaires under it by barangay in alphabetical order.
- c. Check against the PSGC using the names of barangays as key.
- d. Consider one municipality as one batch. Do the same to all municipalities in the province.
- e. After batching, the editor may now proceed to the checking of the barangay codes using the PSGC.

### **Block A. BARANGAY IDENTIFICATION**

- a. Check the indicated region, province, municipality and barangay names. The names should be legibly written. Check the indicated codes corresponding to region, province, municipality and barangay against the PSGC. For newly created barangays of a municipality and not included in the PSGC, add the barangay name in the list of barangays and assign the next unused consecutive number for that barangay. For example, the last Barangay code used is 023, the next number to be assigned for the newly created barangay would be 024. Always check the barangay names indicated in the questionnaire with that in the PSGC. The names should match, otherwise, please make the necessary corrections.
- b. Check the name of the barangay chairman if legibly written.
- c. For each respondent's name indicated, assign corresponding number starting from 01 for the first respondent listed, 02 for the second, 03 for the third and so on.
- d. Assign codes for the indicated designations. Refer from appendix 1 (Codes for selected items and open-ended questions) for the appropriate code to use.

### **Block B. BARANGAY CHARACTERISTICS**

- a. Check the encircled code in Item B.1 (Barangay Classification). Only one code must be encircled.

- b. Check the encircled code in item B.2 (General Geographic Terrain). Refer from appendix 1 for additional codes of others that are specified.
- c. In Item B.3 (Total number of barangay subdivisions), Multiple subdivisions may be filled-up and are acceptable.
- d. Total land area (Item B.4) must be equal to the sum of areas by land use. Area must be in two decimal places. Other land uses must be coded by referring from appendix 1 for their corresponding codes.
- e. Total population (Item B.5) must equal to the sum of the number of male and female. If the sum are not equal, there is a need for deeper probing and make the necessary adjustments.
- f. Total number of households (Item B.6) must equal to its breakdown, that is, the sum of items B.6.a, B.6.b, B.6.c, and B.6.d.
- g. Check the encircled code in Item B.7, if code 1 (Yes) is encircled, there must be calamity/ies indicated. For each calamity specified, there must be corresponding number of times of occurrences. Indicate the code of calamity by referring from appendix 1 for the appropriate code.

## **Block C. AGRICULTURAL CROPS**

### ***C.1. Palay***

- a. Check the entry on item C.1.a (total number of growers) if legibly written.
- b. Check the area indicated in C.1.b.1 (area for irrigated lowland – hybrid) if legibly written, see to it that the entry is in two decimal places.
- c. Check the area indicated in C.1.b.2 (area for irrigated lowland – Inbred) if legibly written, see to it that the entry is in two decimal places.
- d. Check the area indicated in C.1.b.3 (area for rainfed lowland – Inbred) if legibly written, see to it that the entry is in two decimal places.
- e. Check the area indicated in C.1.b.4 (area for upland – Inbred) if legibly written, see to it that the entry is in two decimal places.

### ***C.1.c. Area Planted, Cropping Calendar and Average Yield***

This portion of Block C can be edited and coded as follows:

- a. For November – April season, write code 1 on the margin adjacent to it.
- b. Under column 1, indicate the code of seed type, 1 for Hybrid and 2 for inbred.
- c. Under column 1, indicate the code of ecosystem, using

- 1 – Irrigated Lowland
- 2 – Rainfed Lowland
- 3 – Upland

- d. The area indicated in column 2 (first row, hybrid – irrigated lowland) must be less than or equal to the area in item C.1.b.1.
- e. The area indicated in column 2 (second row, hybrid – irrigated lowland) must be less than or equal to the area in item C.1.b.1.
- f. The area indicated in column 2 (first row, inbred – irrigated lowland) must be less than or equal to the area in item C.1.b.2.
- g. The area indicated in column 2 (second row, inbred – irrigated lowland) must be less than or equal to the area in item C.1.b.2.
- h. The area indicated in column 2 (first row, inbred – rainfed lowland) must be less than or equal to the area in item C.1.b.3.
- i. The area indicated in column 2 (second row, inbred – rainfed lowland) must be less than or equal to the area in item C.1.b.3.
- j. The area indicated in column 2 (first row, inbred – upland) must be less than or equal to the area in item C.1.b.4.
- k. The area indicated in column 2 (second row, inbred – upland) must be less than or equal to the area in item C.1.b.4.
- l. The area must all be in two decimal places.
- f. For each of the seed type and ecosystem, the planting month (column 3) must be within the crop season, that is, November to April. Indicate the code of the month using the following codes:

- 11 – November
- 12 – December
- 01 – January
- 02 – February
- 03 – March
- 04 – April

- g. For each of the seed type and ecosystem, indicate the code of the harvest month in column 4. The harvest month may be within or outside the cropping season. The following months are acceptable as harvest months:

- 01 – January
- 02 – February
- 03 – March
- 04 – April
- 05 – May
- 06 – June
- 07 – July
- 08 – August

- h. For each of the seed type and ecosystem, check the quantity indicated in column 5. It must be in one decimal place.

- i. Indicate the code of the unit of measure in column 6. Refer from appendix 2 for the corresponding code to be used.
- j. Accept the entry in column 7. The fresh weight must be in one decimal place.
- k. Accept the entry in column 8. The dry weight must be in one decimal place.
- l. For **May to October** season, indicate code 2 for the season code.
- m. In this section, the same consistency checks as in November to April is applied. However, the planting and harvest months to be used are as follows:

Planting months

- 05 – May
- 06 – June
- 07 – July
- 08 – August
- 09 – September
- 10 – October

Harvest months

- 07 – July
- 08 – August
- 09 – September
- 10 – October
- 11 – November
- 12 – December
- 01 - January

### **C.2. Corn**

- a. Check the entry on item C.2.a (total number of growers) if legibly written.
- b. Check the area indicated in C.2.b.1 (Hybrid - White) if legibly written, see to it that the entry is in two decimal places.
- c. Check the area indicated in C.2.b.2 (Hybrid - Yellow) if legibly written, see to it that the entry is in two decimal places.
- d. Check the area indicated in C.2.b.3 (Other types - White) if legibly written, see to it that the entry is in two decimal places.
- e. Check the area indicated in C.2.b.4 (Other types - Yellow) if legibly written, see to it that the entry is in two decimal places.

### **Area Planted, Cropping Calendar and Average Yield**

- a. For **November – April** season, indicate code 1 for the season code.
- b. Indicate the code of the variety planted either code 1 for Hybrid or code 2 for other varieties.
- c. Indicate the type of corn by assigning code 1 for white or code 2 for yellow.
- d. The area indicated in column 2 (first row, hybrid – White) must be less than or equal to the area in item C.2.b.1.
- e. The area indicated in column 2 (second row, hybrid – White) must be less than or equal to the area in item C.2.b.1.
- f. The area indicated in column 2 (first row, hybrid - Yellow) must be less than or equal to the area in item C.2.b.2.
- g. The area indicated in column 2 (second row, hybrid - Yellow) must be less than or equal to the area in item C.2.b.2.
- h. The area indicated in column 2 (first row, Other types - White) must be less than or equal to the area in item C.2.b.3.
- i. The area indicated in column 2 (second row, Other types - White) must be less than or equal to the area in item C.2.b.3.
- j. The area indicated in column 2 (first row, Other types - Yellow) must be less than or equal to the area in item C.2.b.4.
- k. The area indicated in column 2 (second row, Other types - Yellow) must be less than or equal to the area in item C.2.b.4.
- l. The area must all be in two decimal places.
- m. For each of the seed type and ecosystem, the planting month (column 3) must be within the crop season, that is, November to April. Indicate the code of the planting month using the following codes:

11 – November  
12 – December  
01 – January  
02 – February  
03 – March  
04 – April

- n. For each of the seed type and ecosystem, indicate the code of the harvest month in column 4. The harvest month may be within or outside the cropping season. The following months are acceptable as harvest months:

01 – January  
02 – February  
03 – March  
04 – April  
05 – May  
06 – June

07 – July  
08 - August

- n. For each of the seed type and ecosystem, check the quantity indicated in column 5. It must be in one decimal place.
- o. Indicate the code of the unit of measure in column 6. Refer from appendix 2 for the corresponding code to be used.
- p. Accept the weight of local unit in one decimal place in column 7.
- q. Accept the quantity of ears of matured corn in column 8.
- r. Indicate the code of the unit of measure in column 9.
- s. Accept the average number of ears per unit in column 10. The entry must be in whole number.
- t. Accept the number of green ears in column 11 as whole number.
- u. For May – October season, indicate code 2 for the season code.
- v. In this section, the same consistency checks as in November to April is applied. However, the planting and harvest months to be used are as follows:

Planting months

05 – May  
06 – June  
07 – July  
08 – August  
09 – September  
10 – October

Harvest months

07 – July  
08 – August  
09 – September  
10 – October  
11 – November  
12 – December  
01 - January

***C.2.d. Areas in the developmental Zone***

- a. Accept the area indicated in items C.2.d.1.i (Lower vega) and item C.2.d.1.ii (Upper vega). The area must be in two decimal places.
- b. Accept the area indicated in items C.2.d.2 (Broad Plains), item C.2.d.3 (Hilly) and Others. The area must be in two decimal places.

### **C.3. Other Temporary Crops**

- a. Code 1 for the first five temporary crops listed to indicate qualifier 1, Code 2 for the next five crops and so on.
- b. Indicate the code of temporary crop listed in column 1. Refer from appendix 3 for the appropriate crop code to use.
- c. Check the area planted in column 2. For each of the crop listed, there must be corresponding area in column 2. The area must be in two decimal places.
- d. Indicate the code of the planting month (column 3) and harvest month (Column 4) using the following codes:

- 01 – January
- 02 – February
- 03 – March
- 04 – April
- 05 – May
- 06 – June
- 07 – July
- 08 - August
- 09 – September
- 10 – October
- 11 – November
- 12 – December

- e. Accept the quantity reflected in column 5. The quantity must be in one decimal place.
- f. Indicate the code of the unit of measure in column 6. Refer from appendix 3 for the appropriate code.
- g. Accept the weight of local unit in column 7. It must be in one decimal place.

### **C.4. Cropping Pattern**

- a. Check the encircled code in item C.4.a. Only one code must be encircled. For each of the cropping pattern specified, indicate the codes of crops based on appendix 3.

### **C. 5. Permanent Crops**

- a. Code 1 for the first five permanent crops listed in column 1, code 2 for the next five crops and so on.

- b. Indicate the code of permanent crop listed in column 1. Refer from appendix 3 for the correct code of the crop.
- c. For compact planting, there must be corresponding area planted in column 2. The area must be in two decimal places.
- d. Accept the total number of trees in column 3.
- e. Accept the total number of bearing trees in column 4. The number of bearing trees must be less than or equal to the total number of trees.
- f. The planting density must be indicated in column 5 for each of the crop listed under compact planting.
- g. For scattered planting, accept the total number of trees in column 6 as well as the number of bearing trees in column 7. The number of bearing trees must be less than or equal to the total number of trees indicated in column 7.

### **C.6. Commercial Farms**

- a. Assign serial numbers for each operator listed in column 1. The serial number is a three-digit code starting from 001 up to nnn, depending on the number of operators listed.
- b. Check the name of operator/business name in column 1 if legibly written.
- c. Indicate the code/s of crop/s grown by the operator by referring from appendix 3 for the appropriate code.
- d. Accept the area planted for each crop indicated in column 3. The area must be in two-decimal places.
- e. Check the names of the contact persons in column 4 if legibly written.
- f. Check the telephone numbers indicated in column 5 if legibly written.
- g. An operator may have several crops grown.

### **Block D. IRRIGATION**

- a. Check the indicated irrigation facilities in column 1. Indicate the code of irrigation facility using the following codes:

- 01 – National Irrigation System (NIS)
- 02 – Communal Irrigation System (CIS)
- 03 – Pumps (Shallow tube well, Open Source Pump)
- 04 – Small Diversion Dam
- 05 – Small Water Impounding Project
- 06 – Small Farm Reservoir

- b. Check the indicated source of water in column 2. Indicate the code of the source using the following codes:

- 01 – River

- 02 – Lake
- 03 – Pond
- 04 – Dam
- 05 – Reservoir
- 06 – Deep Well
- 07 – Tube well
- 08 – Shallow well
- 09 – Spring

- c. Check the area entered in column 3. The actual area is less than or equal to the service area. The area must be in two decimal places.
- d. Check the number entered in column 4 for the service area. The service area is greater than or equal to the actual area. It must be in two decimal places.
- e. Check the area reflected in column 5 for the potential area that can be irrigated. It must also be in two decimal places.

### ***D.2. Irrigation Fee***

- a. Indicate the season code for in column 1. Code 1 for November to April season and code 2 for May to October season.
- b. For palay and corn, indicate the code of the irrigation facility in column 2 (both cropping or whichever has entry), using the same code as above.
- c. Indicate the code of terms of payment in column 3. Refer from appendix 1 for appropriate code to be used.
- d. Accept the entry in column 4 for cash payment. This must also be in two decimal places.
- e. Accept the entry in column 5 for payment made in kind. However, the entry must be in monetary value and in two decimal places.
- f. Indicate the code of special rate specified in column 1 by referring from appendix 1 for appropriate code.
- g. Proceed as in guidelines a to d.

## **Block E. LIVESTOCK AND POULTRY**

### ***E.1. Backyard Farms***

- a. Indicate the codes of animals in column 1 using appendix 1 for appropriate code.
- b. In column 2, accept the total number of heads by animal type.
- c. Accept the number of female breeder in column 3. Number of female breeders should be less than or equal to the total number of animals reflected in column 2.
- d. Accept the number of raisers in column 4.

## ***E.2. Commercial Farms***

- a. For every owner/contact person listed in column 3, assign serial numbers starting from 001 up to nnn depending on the number of owner listed.
- b. Indicate the code of animal in column 1 using appendix 1 for appropriate code.
- c. Indicate the code of the type of farm operation using the codes found at the bottom of the page.
- d. Check the name of the owner / contact person (column 3) if legibly written.
- e. Check the name/address of the mother company (column 4) if legibly written.
- f. Check the business name / telephone number of contact person (column 5) if legibly written.
- g. Check the encircled code in column 6. Any one of the two codes or both may be encircled but with corresponding area opposite the encircled code. The area must be in two decimal places.
- h. Accept the entries in column 7 for farm capacity. However, farm capacity should not be less than the total farm inventory.
- i. Accept the reflected farm capacity.
- j. Check and accept entries in columns 8 and 9 where female breeder must be equal to or less than the total in column 8.

## **Block F. FISHERY**

### ***F.1. Commercial Fishing Boats***

- a. Check the names of fishing ground if legibly written.
- b. For each operator listed, assign serial number starting from 001 up to nnn depending on the number of operators listed.
- c. Check the name of the operator if legibly written.
- d. Accept the indicated number of boats in column 2.
- e. In column 3, multiple answers are acceptable. Indicate the code of gears used based on appendix 1.

### ***F.2. Municipal Fishing Boats***

- a. Check the name of fishing ground if legibly written.
- b. Accept the number of boats in column 2 for both motorized and non-motorized type of boat.
- c. Indicate the code of fishing gears used by referring from appendix 1. Multiple codes may be accepted.

### **F.3. Landing Centers**

- a. For each of the landing center listed in column 1, assign code starting from 001 up to nnn, depending on the number of landing centers listed.
- b. Check the name of the landing center listed in column 1 if legibly written.
- c. Accept the number of municipal boats unloading reflected in column 2.
- d. Accept the number of commercial boats unloading in column 3.

### **F.4. Inland Fishing**

- a. Accept the number of inland fishing households indicated in item F.4.a. The entry must not exceed the number of households indicated in item B.6.b or B.6.c.
- b. Check if the name of fishing ground is legibly written.
- c. Indicate the code of fishing gears used using appropriate codes from appendix 1.

### **F.5. Aquaculture**

- a. Accept the number of seaweed farmers reflected in item F.5.a.
- b. For each of the operator listed, assign serial number starting from 001 up to nnn, depending on the number of operators listed.
- c. Check the name of operator listed in column 1 if legibly written.
- d. Indicate the code of the type of environment in column 2 using the following:
  - 1 – Brackish water
  - 2 – Freshwater
  - 3 – Marine
- e. Indicate the code of the type of farm in column 5 using the codes found at the bottom of the page.
- f. Accept the area reflected in column 4. The area must be in square meters.
- g. Assign code of the type of management system using the codes found at the bottom of the page.
- h. Accept the number of croppings reflected in column 6.
- i. Accept the species grown. Multiple codes may be accepted.

## **Block G. GOOD AGRICULTURAL PRACTICES**

- a. Indicate the code of agricultural practice in column 1 using
  - 01 – Cultivation of Genetically Modified Crops

- 02 – Hybrid Rice Cultivation/Commercialization
- 03 – Hybrid Corn Cultivation/Commercialization
- 04 – Organic Farming
- 05 – Integrated Pest Management
- 06 – Integrated Nutrient Management
- 07 – Water Management
- 08 – Hydroponics
- 09 – Health Management
- 10 – Others

- b. For each of the agricultural practices in column 1, there must be a corresponding encircled code 1 or 2.
- c. If the encircled code is 1, there must be corresponding number of farmers in any of the columns 2, 3, 4, 5, 6 or 7 wherever is applicable.

#### **Block H. MARKETING**

- a. Accept the encircled code in item H.1. If the encircled code is 1, item H.2 must have entries. If code 2 is encircled, item H.1.a and item H.1.b. must have entries.
- b. The distance of the barangay from the nearest market must be in kilometers reflected in two decimal places.
- c. Indicate the code of the usual means of transportation based on appendix 1.
- d. Accept the encircled code of commodity group in item H.2 in any of the market structure.
- e. Entries in Item H.3 are the information on marketing activities. Indicate the code of commodity in column 1 based on appendix 3 for the appropriate code.
- f. Indicate the code of market operation where appropriate. The codes for market operations are as follows:

- 1 – Wholesale
- 2 – Retail
- 3 – Wholesale – Retail
- 4 – Assembly

- g. Accept the number of traders by type of market operation in columns 2, 3, 4, and 5.
- h. Indicate the code of the frequency of trading in column 6 using the codes from appendix 1.
- i. Accept the encircled code in columns 7 and 8.

**Block I. FARM MACHINERIES/OTHER IMPLEMENTS**

- a. Indicate the code of farm machineries/implements based on appendix 1 and check the number of units indicated in columns 2 to 7.

**Block J. FACILITIES AND SERVICES**

- a. For item J.1 in column 1, indicate the codes of facilities with entries in column 1. Check the encircled code on the adjacent column, if encircled code is 1, there must be entries in columns 2 and 3. If the encircled code is 2, there must be entries in columns 4 and 5. Column 4 requires a distance reflected in two-decimal places. Indicate the code of the means of transportation used based on appendix 1.

**Block K. LAND CONVERSION**

- a. Indicate the code of land use in column 1 using the following codes.

- 01 – Palay
- 02 – Corn
- 03 – Temporary Crops
- 04 – Permanent Crops
- 05 - Land Based Aqua Farm
- 06 – Livestock and Poultry
- 07 – Other Agricultural Areas

- b. Indicate the code where the agricultural land was converted to using the following:

- 01 – Subdivision
- 02 – Industrial
- 03 – Memorial Park
- 04 – Golf course
- 05 - Others

- c. Check the area indicated in column 2. It must be equal to the sum of columns 3, 4, 5, 6, 7, and 8. The area must all be in two-decimal places.

**Block L. OTHER INFORMATION**

- a. For each of the association indicated in column 1 of item L.1, there should be corresponding entry in column 2. There must also be encircled code in column 3.

- b. For each of the program/project listed in column 1 of item L.2, there must be entries in columns 2 and the sponsor must be coded by referring to appendix 1 for appropriate code. Multiple sponsors are acceptable.
- c. Only one code is to be encircled in column 3.
- d. For item L.3, indicate the code of information secured by the residents using:

- 01 – Agricultural/fishery technology
- 02 – Market linkages
- 03 – Prices
- 04 – Others

- e. Assign codes of the source of information. Multiple sources for one piece of information are accepted. The code of sources are as follows:

- 01 – Radio/television/internet
- 02 – Posters, Newspapers, Bulletin
- 03 – Technician/DA/LGU Officials
- 04 – Friends/ co-farmers
- 05 – Others

- f. Check the encircled code in item L.4.a, only one code must be encircled.
- g. Check the encircled code in item L.4.b, multiple sources of livelihood are acceptable excluding the response in item L.4.a.
- h. In item L.5.a, accept the number of women engaged in agricultural and fishery activities. The value should not be greater than the total female population in item B.5.b.
- i. Indicate the code of activities usually participated by women in the barangay. Refer from appendix 1 for appropriate code of activities.
- j. Accept the encircled code in item L.6.a. If the encircled code is 1, there must be encircled code in item L.6.b. Multiple codes are acceptable in this item.
- k. Check the response in item L.7 if legibly written.

### III. SYSTEM INSTALLATION

The Barangay Agricultural Profiling Survey System (BAPS) is contained in a CD. The system must be installed into the hard disk so it could be easily accessed. To install the system, follow the steps below:

1. Insert the CD in the CD drive.
2. Double click on **bapsr09** icon.

3. Click **Next**.
4. Click **Install**.
5. Click **Finish**.

#### IV. ACCESSING THE SYSTEM

After installation, the system can now be accessed. To invoke the system, follow the steps below:

1. Log into the **baps9** sub-directory using the syntax as follows:

```
C:>cd baps9 [ENTER]
```

2. At the **baps9** sub-directory type the statement below:

```
C:\baps9>baps then [ENTER]
```

3. The **baps.bat** program executes and displays the main menu. (See Figure 1).

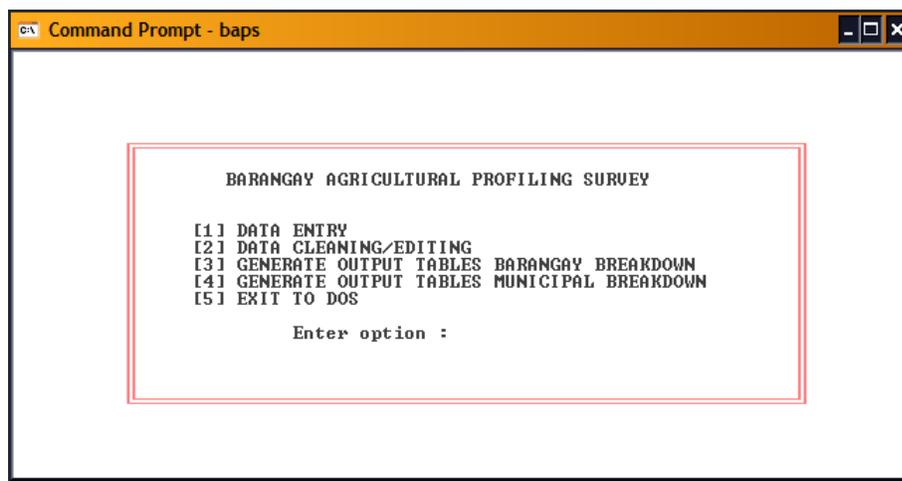


Figure 1: BAPS Main Menu

4. The user can select options from menu. Option 1 for data entry, option 2 for validating the records in the file, option 3 to generate output tables with barangay breakdown, option 4 to generate output tables with municipal breakdown and option 5 to exit from the system.

#### V. DATA ENTRY

Data entry is also called data encoding. It is the inputting of data items from the questionnaire and transforms the data items into machine-

readable media. A data entry application form is the tool used to capture the data items from the questionnaire. The procedures below are the steps in data entry:

1. Select **option 1** from **main menu**.
2. Press any key at the display of the IMPS logo or enter a password.
3. Highlight **B –Centry** then [**ENTER**].
4. Highlight **E – Enter Data** then [**ENTER**].
5. Enter Application Program: **BAPSAP.AP**.  
Enter batch file name: **BAPSpp.BCH**.

where:

**BAPS** – represents Barangay Agricultural Profiling Survey  
**pp** – province code

6. Press **F3** to do procedure.
7. Press **Y** to create batch.
8. Enter Operator's ID.
9. Highlight '**Add to Batch**' then press [**ENTER**] key.
10. In the **Batch Screen**, input the region and province codes and the year of survey.
11. Press [**ENTER**] to accept the batch.
12. In the questionnaire screen, input the municipality code and the barangay code.
13. Enter information required in Record type 1 screen, that is, Municipality name, barangay name, name of barangay chairman, respondents' serial numbers and designation codes.
14. Enter information required in Record type 2, that is, Barangay characteristics.
15. Enter information required for record type 3, and so on for the other record types.
16. Press **F7** to save records.
17. Upon the termination of data entry, press [**ESC**], Highlight **End Batch**, then press [**ENTER**].
18. Press [**ESC**] until the main menu is reached.

### **Useful Function Keys:**

Arrow keys for navigation

Tab - go to the next record type

F5 - choose next record type from menu

CTRL-F5 - choose next record type

F4 - delete current record or questionnaire. Record will be deleted if record screen is displayed. The

- questionnaire will be deleted if the monitor displays the questionnaire screen.
- F7 - save questionnaire or record.
  - \* - duplicate data field of previous record
  - F1 - HELP KEY

## VI. DATA CLEANING OR EDITING

Data cleaning or editing is the checking of data items in the record using an editing program. The editing program automates the checking of data items as to ranges and consistencies. The erroneous data items are listed in an error list with the corresponding remarks or actions to be taken to correct them. The error list is then printed and the listing of errors serves as guide to editors in correcting the errors.

The figure below shows the activities involved in cleaning or editing the data.

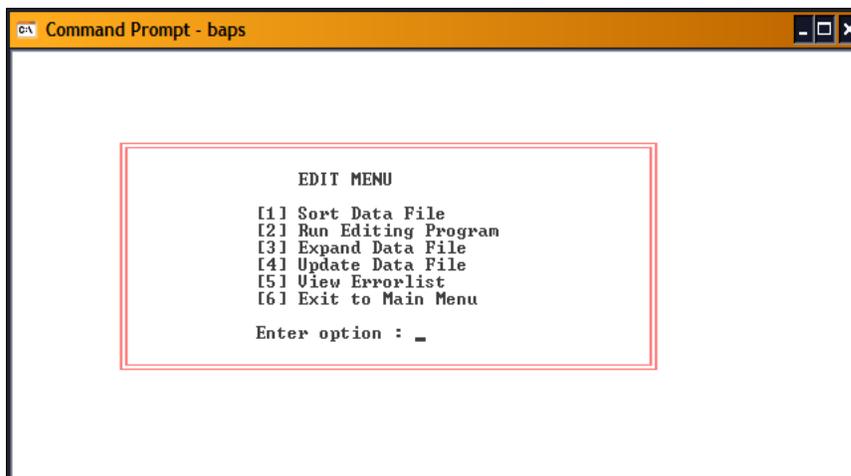


Figure 2. Edit Menu

### A. Sort Data File

1. Select **option 2** from the Main menu.
2. Select **option 1** from the Edit menu.
3. Enter the input file: **BAPSpp.BCH / BAPSspe.BCH.**
4. Enter the output file: **BAPSspe.SRT.**

### B. Run Editing Program

1. Select **option 2** from the Edit menu.
2. Enter the name of input file: **BAPSspe.SRT**

3. Enter the name of the masterfile: **Brrpp.NDX**

Where:

- B – BAPS file
- rr – Region Code
- pp – Province Code

4. Enter the name of the output file : **BAPSpp.ERR**

### **C. Expand Data File**

1. Select **option 3** from the Edit Menu.
2. Enter the name of input file: **BAPSspe.SRT**.
3. Enter the name of output file: **BAPSspe.BCH**.
4. Enter record length: **346**.

### **D. Update Data File**

Correct the errors indicated in the errorlist, BAPSpp.ERR. Refer to the questionnaires to verify the errors. To correct the errors, follow the steps below.

1. Select **option 4** from the Edit menu.
2. Press any key at the display of the IMPS logo or enter a password.
3. Highlight **B –Centry** then **[ENTER]**.
4. Highlight **E – Enter Data** then **[ENTER]**.
5. Enter Application Program: **BAPSAP.AP**.  
Enter batch file name: **BAPSspe.BCH**.

where:

**BAPS** – represents Barangay Agricultural Profiling Survey  
**pp** – province code  
**e** – means Edited data to distinguish it from the raw, unedited batch file

6. Press **F3** to do procedure.
7. Press **Y** to create BOP.
8. Enter Operator's ID.
9. Highlight '**Modify Batch**' then press **[ENTER]** key.
10. After modifying data file, press **ESC**.
11. Highlight '**End Batch**', then press **[ENTER]**.

**Useful function keys that can be used:**

- F6 - Find questionnaire with error
- F7 - save changes made in questionnaire
- F4 - delete record/questionnaire
- F3 - insert record before current record ( then F5 to choose record type)
- CTRL-F3 - insert record after current record ( then F5 to choose record type)
- CTRL-PgDn - proceed to next questionnaire
- CTRL-PgUp - get back to previous questionnaire

**NOTE: Repeat the activities of sorting, editing and updating of data until the file is totally clean.**

### **E. Viewing the Error list File**

Viewing the error list file is a facility that will enable the user to see the erroneous records or data items in error. Instead of printing the error lists which requires the use of continuous forms and the time used in printing, this feature can help the user identify the errors by just viewing the file. This approach facilitates the correction of errors of the data file. To view the error list file, do the steps below:

1. From the Edit menu, select **option 5**.
2. Enter the file name of the error list file : **BAPSpp.ERR** then press [ENTER].
3. At the display of the errors, scan the file using the arrow keys and identify the errors through their corresponding identification.
4. You can use a double window so correction of errors can be simultaneous.
5. Press [ESC] key upon completion of the viewing of file.

## **VII. GENERATION OF OUTPUT TABLES**

The system can generate several tables from the clean data files of the BAPS. These tables serve as benchmark information for each barangay, each municipality and each province of the region. The steps below allow the user to generate the tables:

### **Generating Tables 1 - 40.**

1. From the **Main Menu**, select **Option 5**.
2. At the display of the **Generate Output Table Menu**, select **Option 1**.

3. Select appropriate options in the succeeding menus
4. File names to be used:

Input File : **BAPSppe.SRT**

Output Files:

Table 1 – Bpp01.TBL  
Table 2 – Bpp02.TBL  
Table 2a – Bpp02a.TBL  
Table 3 – Bpp03.TBL  
Table 4 – Bpp04.TBL  
Table 5 – Bpp05.TBL  
Table 6 – Bpp06.TBL  
Table 7 – Bpp07.TBL  
Table 8 – Bpp08.TBL  
Table 9 – Bpp09.TBL; Bpp09a.TBL  
Table 10 – Bpp10.TBL  
Table 11 – Bpp11.TBL  
Table 12 – Bpp12.TBL  
Table 13 – Bpp13.TBL; Bpp13a.TBL  
Table 14 – Bpp14.TBL  
Table 15 – Bpp15.TBL  
Table 16 – Bpp16.TBL  
Table 17 – Bpp17.TBL; Bpp17a.TBL  
Table 18 – Bpp18.TBL  
Table 19 – Bpp19.TBL  
Table 20 – Bpp20.TBL  
Table 21 – Bpp21.TBL; Bpp21a.TBL  
Table 22 – Bpp22.TBL  
Table 23 – Bpp23.TBL  
Table 24 – Bpp24.TBL  
Table 25 – Bpp25.TBL  
Table 26 – Bpp26.TBL  
Table 27 – Bpp27.TBL  
Table 28 – Bpp28.TBL  
Table 29 – Bpp29.TBL  
Table 30 – Bpp30.TBL  
Table 31 – Bpp31.TBL  
Table 32 – Bpp32.TBL  
Table 33 – Bpp33.TBL  
Table 34 – Bpp34.TBL  
Table 35 – Bpp35.TBL

Additional input for the following tables : **ALLC.TXT; UNITS.TXT**

Table 36 – Bpp36.TBL  
Table 37 – Bpp37a.TBL - Bpp37c.TBL  
Table 38 – Bpp38a.TBL – Bpp38e.TBL  
Table 39 – Bpp39.TBL  
Table 40 – Bpp40.TBL

### **Generating Tables 41 - 57.**

1. From the **Main Menu**, select **Option 5**.
2. At the display of the **Generate Output Table Menu**, select **Option 2**.
3. Select appropriate options in the succeeding menus.
4. Enter the necessary input and output files. The file names to be used are:

Input File 1 : **BAPSppe.SRT**

Input File 2 : **ALLC.TXT**

Output files :

Table 41 – Bpp41a.TBL – Bpp41e.TBL  
Table 42 – Bpp42a.TBL – Bpp42c.TBL  
Table 43 – Bpp43.TBL  
Table 44 – Bpp44.TBL  
Table 45a – Bpp45a.TBL  
Table 45b – Bpp45b.TBL  
Table 45c – Bpp45c.TBL  
Table 46 – Bpp46.TBL  
          Bpp46m.TBL (by municipality)  
Table 47 – Bpp47.TBL  
          Bpp47m.TBL (by municipality)  
Table 48a – Bpp48a.TBL  
          Bpp48am.TBL (by municipality)  
Table 48b – Bpp48b.TBL  
          Bpp48bm.TBL (by municipality)  
Table 49 – Bpp49.TBL  
          Bpp49m.TBL (by municipality)  
Table 50 – Bpp50.TBL  
          Bpp50m.TBL (by municipality)  
Table 51 – Bpp51.TBL  
          Bpp51m.TBL (by municipality)  
Table 52 – Bpp52.TBL  
          Bpp52m.TBL (by municipality)  
Table 53 – Bpp53.TBL

Table 54 – Bpp54.TBL  
Table 55 – Bpp55.TBL  
Table 56a – Bpp56a.TBL – Parameter 1 for Fishpond  
Table 56b – Bpp56b.TBL – Parameter 2 for Fishcage  
Table 56c – Bpp56c.TBL – Parameter 3 for Fishpen  
Table 56d – Bpp56d.TBL – Parameter 4 for Hatchery  
Table 56e – Bpp56e.TBL  
Table 56f – Bpp56f.TBL  
Table 56g – Bpp56g.TBL  
Table 57a – Bpp57a.TBL  
          Bpp57am.TBL (by municipality)  
Table 57b – Bpp57b.TBL  
          Bpp57bm.TBL (by municipality)  
Table 57c – Bpp57c.TBL  
          Bpp57cm.TBL (by municipality)  
Table 57d – Bpp57d.TBL  
          Bpp57dm.TBL (by municipality)  
Table 57e – Bpp57e.TBL  
          Bpp57em.TBL (by municipality)

### **Generating Tables 58 - 66.**

1. From the **Main Menu**, select **Option 5**.
2. At the display of the **Generate Output Table Menu**, select **Option 3**.
3. Select appropriate options in the succeeding menus.
4. Enter the necessary input and output files. The file names to be used are:

Input File : **BAPSppe.SRT; ALLC.TXT**

Output Files:

Table 58 – Bpp58.TBL  
Table 59 – Bpp59.TBL  
Table 60 – Bpp60a.TBL – Bpp60d.TBL  
Table 61 – Bpp61.TBL  
Table 62 – Bpp62a.TBL – Bpp62d.TBL  
Table 63 – Bpp63.TBL  
Table 64 – Bpp64.TBL  
Table 65a – Bpp65a.TBL  
Table 65b – Bpp65b.TBL  
Table 65c – Bpp65c.TBL  
Table 65d – Bpp65d.TBL

Table 66a – Bpp66a.TBL  
Table 66b – Bpp66b.TBL  
Table 66c – Bpp66c.TBL  
Table 66d – Bpp66d.TBL

### **Generating Tables 67 - 71.**

2. From the **Main Menu**, select **Option 5**.
3. At the display of the **Generate Output Table Menu**, select **Option 4**.
4. Select appropriate options in the succeeding menus
5. Enter the necessary input and output files. The file names to be used are:

Input File : **BAPSppe.SRT**  
Output Files:

Table 67 – Bpp67a.TBL – Bpp67f.TBL  
Table 68 – Bpp68a.TBL – Bpp68b.TBL  
Table 69 – Bpp69a.TBL – Bpp69c.TBL  
Table 70 – Bpp70.TBL  
Table 71 – Bpp71a.TBL – Bpp71g.TBL

### **Generating Tables 72 - 80.**

1. From the **Main Menu**, select **Option 5**.
2. At the display of the **Generate Output Table Menu**, select **Option 5**.
3. Select appropriate options in the succeeding menus.
4. Enter the necessary input and output files. The file names to be used are:

Input File : **BAPSppe.SRT**  
Output Files:

Table 72 – Bpp72.TBL  
Table 73 – Bpp73.TBL  
          – Bpp75.TBL  
          – Bpp76.TBL  
Table 74 – Bpp74.TBL  
Table 77 – Bpp77.TBL  
          Bpp77m.TBL (by municipality)  
Table 78a – Bpp78a.TBL

Bpp78am.TBL (by municipality)  
 Table 78b – Bpp78b.TBL  
 Bpp78bm.TBL (by municipality)  
 Table 79 – Bpp79.TBL  
 Bpp79m.TBL (by municipality)  
 Table 80 – Bpp80.TBL

## VIII. GUIDELINES IN PRINTING THE OUTPUT TABLES IN MS EXCEL

The output tables are in text format. But because some tables are very long, they need to be converted into EXCEL files for reformatting. Prior to exporting the output table in EXCEL, it must be expanded first. The steps below help you convert the output files into EXCEL format:

### A. Converting the Output Tables from Text Format to EXCEL-ready Format

1. From the sub-directory **C:\BAPS9>**, type IMPS then **[ENTER]**.
2. Press **[ENTER]** or type your password at the display of the IMPS logo.
3. From IMPS menu, select **U – Utilities** then press **[ENTER]**.
4. From IMPS Utilities, select **E- Expand** data file then press **[ENTER]**.
5. Enter the file name to expand, for example, Bpp02.TBL.
6. Enter the output file name, for example, Bpp02.PRN.
7. Enter the record length, for example, 350.

The output tables of BAPS have various lengths. To guide the processor in converting the output tables prior to accessing in EXCEL, a list of the output tables with their corresponding record lengths, is provided below.

Table No.	Record Length	Table No.	Record Length
1	70	41a-41e	2000
2	350	42a-42c	2000
2a	120	43	150
3	220	44	160
4	80	45a-45c	200
5	110	46	200
6	140	47	200
7	80	48a-48b	250
8	100	49	245
9 & 9a	100	50	250
10	100	51	200
11	100	52	200
12	100	53	130
13 & 13a	120	54	170
14	120	55	80
15	120	56a-56g	180

16	120	57a-57f	200
17 & 17a	100	58	110
18	100	59	100
19	100	60a-60d	130
20	100	61	100
21 & 21a	120	62a-62d	100
22	160	63	2000
23	120	64	100
24	120	65a-65d	2000
25	80	66a-66d	2000
26	120	67a-67f	610
27	120	68a-68b	600
28	120	69a-69c	400
29	120	70	165
30	120	71a-71g	160
31	200	72	100
32	200	73	180
33	200	74	250
34	200	75	80
35	120	76	220
36	1000	77	80
37a – 37c	2000	78a-78b	200
38a-38e	2000	79	160
39	150	80	100
40	190		

## B. Reformatting the Converted Output Table in EXCEL

At this point you can now access the file (**.PRN**) using EXCEL. You may reformat the output the way you want or print the output using EXCEL. The other output tables can be converted and printed using these instructions.

1. Open the text file with the **.PRN** extension name in EXCEL
2. From the Text Import Wizard window, click on **Delimited** then click **Next**.
3. At the Delimiter dialog box, click **Tab** to uncheck it. Then click **OTHER**. In the box beside it, type “|” by pressing **Shift** and the “\” key. Click Next.
4. Click Finish.
5. At this point, you may now format the output, adjust the column width, etc.
6. Save as an EXCEL file and print.

## IX. GENERATION OF PROVINCIAL OUTPUT TABLES

The provincial summary tables (with municipal breakdown) are generated using **option 4** from the main menu. The procedures in generating and printing the output tables are the same as those discussed in Sections VII and VIII. The

processor may use the following file naming convention for the municipal tables, **Bpptom.TBL**

where **B** – represents BAPS data file  
**pp** – province code  
**tno** – table number, e.g. 36a  
**m** – means “municipal”  
**TBL** – extension name for output table

There are some tables that have no municipal summary as these are listings of farm and fish operators and are descriptive in nature. The following tables have no municipal breakdown - 37, 59, 65, 66, 72, 73 and 80.

## **X. UPDATING THE ALLC.TXT FILE**

The ALLC.TXT file is the master file containing the codes and names of commodities. A commodity that has not been included in this file can be inserted. Just ensure that a unique code is assigned to the commodity that will be inserted otherwise, non-unique coding will result to incorrect information as said commodity may have the same code with another one in the file.

Below are the steps on how to insert a commodity in the file.

1. At **C:\baps9>** sub-directory, type the syntax below:

```
C:\baps9>edit allc.txt
```

2. At the display of the **allc.txt** file, position the cursor to the desired row where to insert the additional commodity.
3. Press the **[ENTER]** key to provide a row for the commodity.
4. Enter the commodity following the format of the previous commodity.
5. After inserting the additional commodities, press **Alt – F** then **Save**.
6. Again press **Alt – F** then **Exit**.

## **XI. REFLECTING OF CHANGES MADE DURING DATA VALIDATION**

The generated output tables by municipality are validated by members of the data validation groups at the municipal, provincial and regional levels. The changes made during the municipal data validation should be reflected in the questionnaires and in the clean data file (BAPSppe.SRT) used during tabulation stage. **The clean data file should be the one updated based on the changes made.** The primary objective of reflecting back the changes or corrections made into the data file itself is to ensure that the Public Use File

(PUF) that will be created will generate exactly the same validated information when used by other data users. This activity of reflecting back the changes to the clean data file is very important and should not be neglected before submitting all pertinent files to the C.O.