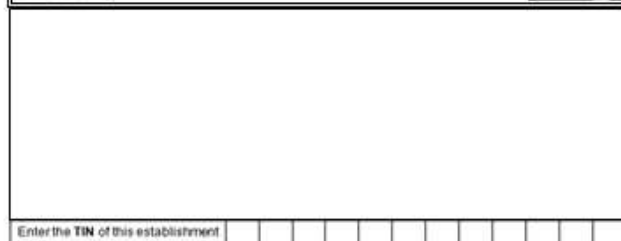




MISSI Form 1
Revised December 2014
PSA Approval No. PSA -
Expires on



LISA GRACE S. BERSALES, Ph.D.
National Statistician

<p>IGN FIVE (5) PRODUCTS / COMMODITIES <u>MANUFACTURED</u> BY THIS ESTABLISHMENT</p> <p>1. _____</p> <p>2. _____</p> <p>3. _____</p> <p>4. _____</p> <p>5. _____</p>	
<p>FOR INQUIRIES</p> <p>Contact: PSA Provincial Office at:</p> <p>Name: _____</p> <p>Tel. No. _____</p> <p>E-mail address: _____</p> <p>or PSA Main Office:</p> <p>E-mail address: Q.Secura@psa.gov.ph or info.psa@psa.gov.ph Tel. Nos. 310-3300</p>	<p>CONTACT PERSON OF THIS ESTABLISHMENT WHO PROVIDED THE INFORMATION:</p> <p>Name: _____</p> <p>Designation: _____</p> <p>Telephone Number: _____</p> <p>E-mail address: _____</p>

Please provide any remarks that will help us understand the monthly report.

[illegible]

MONTHLY INTEGRATED SURVEY OF SELECTED INDUSTRIES (MISSI)

GENERAL INSTRUCTIONS

Read the following instructions before filling up this form. Preliminary estimates are acceptable. If final figures are not available for the reference month, however, provide the final figures as soon as they are available.

DEFINITIONS AND SPECIFIC INSTRUCTIONS

- I. **TOTAL EMPLOYMENT** – Report the total number of persons by type of worker who worked in or for this establishment during the period nearest the 15th of each reference month.
- TYPE OF WORKER:**
- A. **WORKING OWNERS** – Owners who are actively engaged in the management of the establishment but do not receive regular pay, i.e., not included in the payroll. Working owners who are managers and directors of establishments working for pay should be reported as Managers in item 1A.
- UNPAID WORKERS** – Persons working without regular pay for at least 1/3 of the working time normal to the establishment. It includes all apprentices and learners without regular pay.
- B. **PAID EMPLOYEES** – This includes full-time or part-time workers, on sick or maternity leave and on paid vacation or holiday, and employees working away from this establishment paid by and under the control of this establishment. Exclude workers not in the payroll of this establishment.
1. **MANAGERS AND EXECUTIVES** – All salaried directors, managers, executives, administrative and other officials of the same category. Working owners who are receiving regular pay should be included in this category.
2. **PRODUCTION WORKERS** – All employees directly engaged in the production activities of the establishment, including manual workers, clerical personnel, working foreman and seasonal workers who fabricate, process, assemble, construct, install, etc. Excluded are supervisory employees above working foreman level.
3. **OTHER EMPLOYEES** – All other employees not included above.
- II. **TOTAL COMPENSATION** – Report in Philippine Peso (PHP) salaries and wages before deductions of employees' SSS contribution, withholding taxes, etc. and employer's contribution to SSS/GSIS, PhilHealth, PAG-IBIG and other similar schemes.
- A. **SALARIES AND WAGES** – Includes basic pay, overtime pay, cost-of-living allowances, vacation and sick leave pay, commissions, bonuses, dismissal or retirement pay, back pay and other benefits prior to deduction of employees' SSS/GSIS contribution, PAG-IBIG, PhilHealth, withholding taxes and the like.
- B. **TOTAL EMPLOYER'S CONTRIBUTION TO SSS/GSIS, ECC, ETC.** – Includes all payments made by the employer on behalf of his employees to SSS/GSIS, ECC, PAG-IBIG, PhilHealth, pension and similar schemes.
- III. **TOTAL VALUE OF PRODUCTION** – Report in Philippine Peso (PHP) the total value of production by the establishment during the reference month. Value of production is the value of all goods produced and work-in-progress during the reference month. Valuation should be at producer prices, that is, the amount receivable by the producer from the purchaser for a unit of a product as output, minus any VAT or similar deductible tax, invoiced to the purchaser. It excludes any transport charges invoiced separately by the producer.
- IV. **TOTAL REVENUE/SALES** – Report in Philippine Peso (PHP) the total cash received and receivables for goods sold and services rendered.
- A. **SALES FROM MANUFACTURING ACTIVITY** – Includes the value of shipments of products manufactured by the establishment whether or not they were produced during the reference month. Inter-plant transfer and goods transferred from one establishment to another of the same enterprise should be valued as though sold. Valuation of goods shipped is at ex-plant price (producer price) and net of discounts, allowances and returned goods.
- B. **OTHER INCOME** – Includes income from activities other than manufacturing, such as investment interest, foreign exchange gains, rent income, and profit from the sale of non-inventory assets.
- V. **INVENTORY** – Report the value of stocks of goods owned by or under the control of the establishment as of a fixed date of the reference month, regardless of where the stocks are located. Valuation of goods is at ex-plant price (producer price).
- A. **FINISHED PRODUCTS** – Includes the total value of products produced/manufactured by the establishment that are ready for shipment.
- B. **WORK-IN-PROGRESS** – Includes the total value of all materials which have been partially processed by the establishment but which are not usually sold or turned over to other establishment without further processing.
- C. **RAW MATERIALS** – Includes the total value of materials and fuels that enter into the product.
- VI. **CAPACITY UTILIZATION** – Enter a check mark corresponding to the estimated capacity utilization of the establishment.
- CAPACITY UTILIZATION RATIO** – Is the ratio of output to the maximum rated capacity.
- RATED CAPACITY** refers to the largest volume of output possible at which the factory can operate with an acceptable degree of efficiency taking into consideration unavoidable losses of productive time (i.e., vacations, holidays and repairs to equipment) and availability of raw materials.

