

EDITING AND CODING GUIDELINES

Monthly Palay and Corn Situation Reporting System February 2009

Republic of the Philippines
Department of Agriculture
BUREAU OF AGRICULTURAL STATISTICS
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I. INTRODUCTION

The Bureau of Agricultural Statistics (BAS) has been monitoring palay and corn situation in the country through a Monthly Palay and Corn Situation Reporting (MPCSR) system since 1985. The primary objective of this activity is to update the forecasts (based on standing crop and planting intentions) generated through the Palay and Corn Production Survey (PCPS) and to provide the Department of Agriculture (DA) Secretary monthly updates on area and production of palay and corn across the country. MPCSR is conducted monthly in between the PCPS rounds, making use of one replicate of the PCPS sample. To facilitate data processing of survey questionnaires, a computerized data processing system was developed and the system is called the Monthly Palay and Corn Situation Reporting System (MPCSRs). To be able to use the system, it is necessary to provide the processors 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 data processing involves procedures of system installation, accessing the system, data entry and data cleaning. Generation of output tables will be done at the Central Office.

This manual contains the guidelines on coding and editing of the MPCSR questionnaires. It is highly recommended that these guidelines must be **READ and STRICTLY** followed to improve the quality of data that enters the system.

II. BLOCK A: SAMPLE IDENTIFICATION

This block contains the geographic identification of the sample such as the region, province, municipality, barangay, stratum, and replicate number. For simplicity, the reporting month, reference quarter and number of sheets will be included in this block. For this block, the editing and coding instructions are as follows:

1. For the reporting month, indicate the month code on the space provided using the following:

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

2. For **Sheet ___ of ___ sheets**. The first space accounts for the sequential numbering of sheets used while the second spaces accounts for the total number of sheets used. One sheet can accommodate five (5) sample households. For example, if a sample barangay has 16 sample households (HH), the assignment of sheet numbers will be as follows:

First set of 5 sample HH	- Sheet <u>1</u> of <u>4</u> sheets
Second set of 5 sample HH	- Sheet <u>2</u> of <u>4</u> sheets

Third set of 5 sample HH - Sheet 3 of 4 sheets
Fourth set with one sample HH - Sheet 4 of 4 sheets

3. For the Reference quarter, indicate the quarter code on the space provided using the following:

01 – First Quarter (January – March)
02 – Second Quarter (April – June)
03 – Third Quarter (July – September)
04 – Fourth Quarter (October – December)

4. Indicate or check the region and province codes by referring to the masterlist of samples.
5. Indicate or check the codes of municipality and barangay by referring to the masterlist of samples.
6. Indicate or check the stratum and replicate codes based on the masterlist of samples.

III. BLOCK B: UPDATE ON THE CURRENT QUARTER AREA AND PRODUCTION OF STANDING CROP/PLANTING INTENTIONS

1. Check the household code (Column 2), that is, the Enumeration Area (EA) code and the Household Serial Number (HSN) against the masterlist of samples.
2. Check the name of sample (Column 3) against the masterlist of samples. The name must be reflected using the format, Last Name , First Name. It must be readable enough to facilitate encoding.
3. Check the sample status code (Column 4) or indicate the corresponding code using the following:
 - 10 – Palay Household
 - 20 – Non-Palay Household
 - 51 – Refused to be interviewed
 - 52 – Temporarily not accessible
 - 53 – Temporarily away/on vacation/not at home
 - 54 – Resides in another barangay
 - 55 – Unknown / cannot be located
4. Accept the indicated first name of the respondent (Column 5). It must be readable enough to facilitate encoding.

BLOCK B.1: CURRENT QUARTER'S AREA AND PRODUCTION BASED ON STANDING CROP

1. Check the code for ecosystem indicated in Column 6 using the following codes:

For Palay:	For Corn:
1 – Irrigated	1 - White
2 – Rainfed	2 - Yellow
3 – Upland	

One sample HH can have two (2) types of ecosystem.

2. Check the type of seeds indicated in Column 7. The codes to use are:

For Palay:

- 1 – Hybrid
- 2 – Inbred-Foundation
- 3 – Inbred-Registered
- 4 – Inbred-Certified
- 5 – Good Seeds
- 6 – Farmers' Seed
- 7 – Traditional/Native

For Corn:

- 1 – Hybrid
- 2 – OPV (Open Pollinated Variety)
- 3 – Farmers' Seed
- 4 – Traditional/Native

One sample HH can have two (2) types/class of palay seed per ecosystem.

Take Note:

- ✓ One seed type occupies one row, if there are several seed types used, each seed type occupies one row, regardless of the ecosystem. A maximum of four seed types can be accommodated.
- ✓ If one seed type is planted in two or more different location but within the barangay, consolidate the areas and reflect all information in one row.
- ✓ If the same seed type is planted on different ecosystems, each of the seed type must occupy one row and separate ecosystem.

3. Check the harvested area reflected in Column 8. The area must be reflected in two decimal places.
4. Check the area in vegetative stage reflected in Column 9. The area must be reflected in two decimal places.
5. Check the area in reproductive stage reflected in Column 10. The area must be reflected in two decimal places.
6. Check the area in maturing stage reflected in Column 11. The area must be reflected in two decimal places.
7. Check the total area reflected in Column 12. It must be equal to the sum of Columns 8, 9, 10 and 11.
8. Accept the total production (last round's forecast) indicated in column 13. It must be reflected in kilograms and in two decimal places.
9. Check the entry in column 14. The production is the actual production of the area harvested in column 8. The entry must be equal to or less than the entry indicated in column 13.
10. Check the reason/s for the material change in Area/Production. Ensure the reason must be readable.

BLOCK B.2. UPDATE OF PLANTING INTENTIONS

1. Check the corresponding EA-HSN from the masterlist of samples.
2. For the type/s of ecosystem in column 16, follow the same guidelines as in Block B.1 instruction number 1.
3. Check the area in vegetative stage reflected in Column 17. The area must be reflected in two decimal places.

4. Check the area in reproductive stage reflected in Column 18. The area must be reflected in two decimal places.
5. Check the area in maturing stage reflected in Column 19. The area must be reflected in two decimal places.
11. Check the entry in column 20, total area must be equal to the sum of columns 17, 18 and 19.
12. Indicate the code of the expected month of harvest in column 21.
13. Check the reason/s for the material change in area. The reason must be readable.