



NOTICE OF MEETING	
Description:	Presentation for the Data Processing System of the 2017 Survey on Costs and Returns of Tomato Production
Date:	09 August 2017
Time:	9:00 AM to 5:00 PM
Venue:	

From:	MARIA CAROL G. DURAN
To:	TO ALL CONCERNED STAFF
Date:	2 AUGUST 2017

AGENDA	
1	Present Data Processing System of the 2017 Survey on Costs and Returns of Tomato Production
2	Solicit comments and suggestions for the finalization of the materials for the upcoming training on data processing, data review and validation of the 2017 Survey on Costs and Returns of Tomato Production
3	
OTHER MATTERS	
1	Tasking and program preparation for the upcoming training on data processing, data review and validation of the 2017 Survey on Costs and Returns of Tomato Production
2	
3	



(Title)	
Description:	Presentation on the Data Processing System for the 2017 Survey on Costs and Returns of Tomato Production
Date:	09 August 2017
Time:	9:00 AM to 5:00 PM
Venue:	Room 5 and 6, 17 <sup>th</sup> Floor

NAME	POSITION	OFFICE	SIGNATURE
1 ANS, Vivian R. Ilarina	Assistant National Statistician	SSO/MAS	
2 Maria Carol G. Duran	Division Chief	SSO/MAS/AAD	Ms. Carol G. Duran
3 Frances Ann G. Alisuag	Statistical Specialist II	SSO/MAS/AAD	Frances Ann G. Alisuag
4 Delilah G. Bassig	Statistical Specialist II	SSO/MAS/AAD	Delilah G. Bassig
5 Ronnie R. Hermoso	Statistical Specialist I	SSO/MAS/AAD	Ronnie R. Hermoso
6 Nestor Asley S. Navarro	Statistical Analyst	SSO/MAS/AAD	Nestor Asley S. Navarro
7 Arjie M. Cantancio	Statistical Analyst	SSO/MAS/AAD	Arjie M. Cantancio
8 Eden R. Maitem	Statistical Analyst	SSO/MAS/AAD	Eden R. Maitem
9 John Carlo C. Katibayan	Statistical Analyst	SSO/MAS/AAD	John Carlo C. Katibayan
10 Angelica L. Feliciano	Statistical Analyst	SSO/MAS/AAD	Angelica L. Feliciano
11 Cynthia P. Donato	Supervising Specialist	SSO/MAS/AAD	Cynthia P. Donato
12 Manuela S. Nalugon	Sr. Supervising Specialist	SSO/MAS/AAD	Manuela S. Nalugon
13 Lorna Corpus	Supervising Specialist	SSO/MAS/AAD	Lorna Corpus
14 Joseph Evangelista	Statistical Analyst	SSO/MAS/AAD	Joseph Evangelista
15 Joynabel Paraguison	Statistical Analyst	SSO/MAS/AAD	Joynabel Paraguison
16 John Archie Pontigon	Statistical Analyst	SSO/MAS/AAD	John Archie Pontigon
17 Eulalia Gungon	Senior Statistical Specialist	SSO/MAS/AAD	Eulalia Gungon
18 Myrna Villan	Statistical Specialist I	SSO/MAS/AAD	Myrna Villan
19 Donita Rose Sigua	Statistical Analyst	SSO/MAS/AAD	Donita Rose Sigua
20 Amelita D. Abalos	Administrative Assistant II	SSO/MAS/AAD	Amelita D. Abalos
21 Revelyn R. Lizardo	Data Encoder	SSO/MAS/AAD	Revelyn R. Lizardo
22 Den Mark Cervantes			Den Mark Cervantes
23 RAFAEL M. RAMOS			Rafael M. Ramos
24 MERLA M. TAGALA			Merla M. Tagala
25			
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TITLE
Title/Description: Presentation for the Data Processing System of the 2017 Survey on Costs and Returns of Tomato Production

Date:	Time Started:	Time Adjourned:	Venue
9 August 2017	9:00 AM	5:00 PM	Room 5 and 6, PSA 17 <sup>th</sup> Floor Eton Cyberpod Centris Building Three, EDSA Corner, Quezon Avenue, Quezon City Philippines 1100

Meeting President:

*Maria Carol G. Duran*

Meeting Attended by:

*(See attached Attendance Sheet)*

Absent from meeting:

AGENDA	TOPICS/DISCUSSION/ACTION
Agenda Item No. 1  Present Data Processing System of the 2017 Survey on Costs and Returns of Tomato Production	Below were the topics discussed during the meeting: <ol style="list-style-type: none"> <li>1. Rationale</li> <li>2. Objectives</li> <li>3. The Application Software</li> <li>4. General Instructions</li> <li>5. Getting Started with the System</li> <li>6. Instructions on Data Encoding from Block A to N</li> <li>7. Instructions on Data Review and Data Cleaning for Block A-N</li> <li>8. Data Review and Validation of Household Costs and Returns and Provincial Costs and Returns Table</li> </ol>
Agenda Item No. 2  Solicit comments and suggestions for the finalization of the materials for the upcoming training on data processing, data review and validation of the 2017 Survey on Costs and Returns of Tomato Production	The following information are the discussions and agreements during the meeting: <ol style="list-style-type: none"> <li>1. Block A –Items 1 &amp; 2 of the DPP Manual (Page 7) <ul style="list-style-type: none"> <li>• The instruction was encode the name of region and province and the corresponding codes. These items are linked in other sheets (2 to 75), hence, no need for inputting.</li> <li>• The agreement was to edit the instruction as follows: encode the name of region and province and the corresponding codes in the first worksheet. These items are linked in other sheets (samples 2-25, 27-50 and 52-75), hence, no need for inputting.</li> <li>• Moreover, the following instruction was added: Before encoding the city/municipality and province in the succeeding worksheets, encode the corresponding QC No. for each worksheet.</li> </ul> </li> <li>2. Block B – Item 6 of the DPP Manual (Page 9) <ul style="list-style-type: none"> <li>• The code in the statement "Take note of the changes in the code for Armed Forces Occupations from 000 to <b>001</b>" should be edited. The change will be from 000 to <b>010</b>.</li> </ul> </li> </ol>



	<div>3. Block J – Item 1 of the DPP Manual (Page 27)<ul style="list-style-type: none"><li>It was clarified that the percent sold to buyer should be equal to 100% and that it pertains to the portion of total tomato production that was sold.</li></ul></div> <div>4. Block N –Item 2 of the DPP Manual (Page 31)<ul style="list-style-type: none"><li>All recommendations should be translated to English. One staff of AAD will handle the consolidation and editing of recommendations so that it can be processed into statistical table.</li></ul></div>	
Other Matters:		
Tasking and program preparation for the upcoming training on data processing, data review and validation of the 2017 Survey on Costs and Returns of Tomato Production	<div>Groupings for the Workshop on Data Encoding, Data Review/Cleaning and Validation were specified below:</div> <div><div>1. Ilocos Norte<ul style="list-style-type: none"><li>Maynard G. Bugarin</li><li>Arjie M. Cantancio</li><li>Revelyn R. Lizardo</li></ul></div><div>2. Ilocos Sur<ul style="list-style-type: none"><li>Melchor S. Bautista</li><li>Angelica L. Feliciano</li><li>Nestor Asley S. Navarro</li></ul></div><div>3. Iloilo<ul style="list-style-type: none"><li>Donna Rose I. Sequio</li><li>John Carlo C. Katibayan</li><li>Ronnie R. Hermoso</li></ul></div><div>4. Cebu<ul style="list-style-type: none"><li>Ferdinand Francisco E. Salapa</li><li>Eden R. Maitem</li><li>Delilah G. Bassig</li></ul></div></div> <div><i>*See the attached Program of Activities for the detailed tasks and responsibilities of CO and PSO staff.</i></div>	
SUMMARY OF ACTION MATTERS		
Issue/s	Action Matters/Updates	Responsibility Center
1. Table of Contents in Item 3 (Page i) <ul style="list-style-type: none"><li>The spelling of the word "Sotware" was wrong.</li></ul>	"Sotware" was changed to Software.	AAD (Frances Ann Alisuag / Eden Maitem)
2. Rationale and Objectives (Page 1) <ul style="list-style-type: none"><li>The word "micro-data" should be microdata.</li></ul>	"micro-data" was changed to microdata.	AAD (Frances Ann Alisuag / Eden Maitem)
3. Instruction in Data Encoding <ul style="list-style-type: none"><li>Can two (2) persons encode for a single file (ex. SCRT_DataEntry_01 – 25)?</li></ul>	Yes. Inform the programmer immediately so that possible problems in concatenation of the data can be addressed easily.	AAD (Nestor Asley Navarro)
4. Block B – Sample Identification in item 10 (Page 10) <ul style="list-style-type: none"><li>Can we automatically set the program into text? So that we do not need to put an apostrophe (') in upon encoding.</li></ul>	No. The file will be heavier and it can cause lags in the processing.	AAD (Nestor Asley Navarro)
5. Block C – Basic Characteristics of the Farm - Illustration 5, Items 4 (number of times planted in a year) and 5 (cropping pattern) (Page 10)	No.	AAD (Frances Ann Alisuag)





<p>- In the illustration, the number of times tomato was planted in a year is 4 while the cropping pattern indicated is TOMATO-STRINGBEANS. Does this have to be consistent, meaning if the cropping pattern holds true then the number of times tomato was planted should be 1 only?</p>		
<p>6. Block C – Basic Characteristics of the Farm - Items 8 and 9 (Page 12)</p> <p>- There is a need to encode an apostrophe (') prior to the month and date so as to maintain the format (Ex. 'May 2017). Otherwise, the system will automatically change the format into 5/17.</p>	<p>Rephrase the Instruction in the Manual as follows: "Upon encoding, the encoder should input first an apostrophe (') followed by the Month and Year Planted and Harvested.</p>	<p>AAD (Nestor Asley Navarro/Frances Ann Alisuag)</p>
<p>7. Block F – Labor Inputs in Item 7 (Page 19)</p> <p>- For the purpose of encoding, what should be the code for Seedling Preparation: Watering? Will it use the same code for watering under care of crops?</p>	<p>In case watering was done under Seedling Preparation, the code should be 1.08 and not 6.08.</p>	<p>AAD (Nestor Asley Navarro/Frances Ann Alisuag)</p>
<p>8. Block G – Other Production Costs, Illustration 63 (Page 74)</p> <p>- Instructions in Error 2: For QC No. 3, the following cell turned RED because it has <b>data in while</b> the corresponding tenure code in Block/Worksheet C2 is 3-TENANTED. The word "in" should be deleted.</p>	<p>The revision will be made in the Manual. It will also be applied for the instructions in Error 4 of the same illustration.</p>	<p>AAD (Frances Ann Alisuag / Eden Maitem)</p>
<p>9. Block G – Other Production Costs, Item 4, letter b (Page 74)</p> <p>- Instruction in Item 4 letter b. Ensure that there is no double-counting of the cost of animal and/or machine by validating the total payment for man-animal or man-machine labor (in cash or in kind) in <b>Block Block/Worksheet F</b> versus the rent for animal or machine in <b>Block/ Worksheet G</b>. <i>The word Block was written twice.</i></p>	<p>The revision will be made in the Manual.</p>	<p>AAD (Frances Ann Alisuag / Eden Maitem)</p>



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Minutes of the Meeting

10. Block K – Access to Credit, Illustration 83, Column K4_Srce of Loan (Page 91) - Can we allow two (2) sources of loan? For Example: 50 percent of the source of loan came from the bank and 50 percent from cooperative.	In that case, yes. Bypass the red colored-cell.	AAD (Nestor Asley Navarro)
11. Block N – Plans and Recommendation, Illustration 90 Row 3 (Page 95) - The cells did not turn red even if there is no data encoded. The system should require at least one plan and should turn red if data was missing.	The system will be updated accordingly. Likewise, the instructions and illustrations in the Manual will be updated.	AAD (Nestor Asley Navarro/Frances Ann Alisuag/Eden Maitem)

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

**Training and Workshop**  
*on*  
**Data Processing System,  
Data Review and Validation**

*of the*  
**2017 Survey Results on  
Costs and Returns**  
*of*  
**Tomato Production**

**PHILIPPINE STATISTICS AUTHORITY**

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<b>Day 1</b>	<b>Monday</b>	<b>14 August, 2017</b>	<b>Day 3</b>	<b>Wednesday</b>	<b>16 August, 2017</b>
2:00 PM	Registration	Secretariat	12:00 PM	LUNCH	
	<b>EMCEE:</b>	Angelica L. Feliciano	1:00 PM	Presentation of the Procedures on Data Review, Cleaning and Updating of Flat File	Frances Ann G. Alisuag and Eden R. Maitem
3:00 PM	Opening Ceremonies	AVP	6:00 PM	DINNER	
	Invocation and National Anthem	Revelyn R. Lizardo			
	Panunumpa	Arjie M. Cantancio	<b>Day 4</b>	<b>Thursday</b>	<b>17 August, 2017</b>
	Mission & Vision	Delilah G. Bassig	8:30 AM to 4:30 PM	Workshop on Data Review, Cleaning and Updating of Flat File	All Participants
	PSA Quality Policy	John Carlo C. Katibayan	6:00 PM	DINNER	
	Core Values & Corporate Personality	AVP	7:30 PM	SOCIALS	
	PSA Jingle	John Carlo C. Katibayan			
	Introduction of Participants	Vivian R. Ilarina			
	Welcome Remarks	ANS, MAS			
	Training Design/Structure	Maria Carol G. Duran	<b>Day 5</b>	<b>Friday</b>	<b>18 August, 2017</b>
6:00 PM	DINNER		8:30 AM	Presentation of Outputs	All Participants
<b>Day 2</b>	<b>Tuesday</b>	<b>15 August, 2017</b>	12:00 PM	LUNCH	
8:30 AM	Presentation of Data Processing System: Data Entry Program	Delilah G. Bassig and Nestor Asley S. Navarro	1:00 PM	Closing Ceremonies	4 PSO Participants
12:00 PM	LUNCH			Impressions	
1:00 PM	Hands-on Encoding of Survey Returns	All Participants		Closing Message	Romeo S. Recide Assistant Secretary DNS, SSO
6:00 PM	DINNER		6:00 PM	DINNER	
<b>Day 3</b>	<b>Wednesday</b>	<b>16 August, 2017</b>	<b>Day 6</b>	<b>Saturday</b>	<b>19 August, 2017</b>
8:30 AM	Hands-on Encoding of Survey Returns	All Participants	9:00 AM	Check-Out after Breakfast	