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Republic of the Philippines Philippine Statistics Authority

Minutes of the Meeting

Building Three, EDSA Corner, Quezon Avenue, Quezorty Philippines 1100 Meeting Presider: Maria Carol G. Duran 1. Maria Carol G. Duran 2. Delilah G. Bassig 3. Nestor Asley S. Navarro 4. Eden R. Maitem Assent from meeting: Agenda Item No. 1 Status of Agricultural Labor Survey (ALS) 1. Update the group on what had transcribed on yesterd meeting with the Systems Development Division (S group for the development of new processing system of spearheaded by Ms. Libertie V. Masculino. 2. It was agreed during the meeting with SDD group Agricultural Accounts Division (AAD) will prepare specifications and other requirements in the development the new processing system. Deadline of submission September 2017 to SDD group. 3. Because of the development of the survey questionnaires wild done. (c/o Ms. Arije M. Cantancio, Ms. Revelyn R. Liz and Mr. Ronnie R. Hermoso).				TITLE
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 Centr Building Three. EDSA Corner, Quezon Avenue, Quez City Philippines 1100 Meeting Presider: 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: 1. Update the group on what had transcribed on yesterd meeting with the Systems Development Division (S group for the development of new processing system of spearheaded by Ms. Libertie V. Masculino. 2. It was agreed during the meeting with SDD group Agricultural Accounts Division (AAD) will prepare specifications and other requirements in the development the new processing system. Deadline of submission September 2017 to SDD group. 3. Because of the development of the new processing syst data encoding for the July Survey Round will be put on I Only manual editing of the survey questionnaires wil done. (c/o Ms. Arjie M. Cantancio, Ms. Revelyn R. Liz and Mr. Ronnie R. Hermoso). Agenda Item No. 2 1. The Central Office will e-mail the involved Provit Statistical Officers (PSOs) and SCR Focal Person o following information:	Title/Description:			
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Returns (SCR) of Tomato ProductionStatistical Officers (PSOs) and SCR Focal Person of following information:	Agenda Item No.	2		
a. Budget of Provincial Data Review (PDR)	Returns (SCR			Statistical Officers (PSOs) and SCR Focal Person of the
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b. Advisory for the Date Submission of the Provi Data Files (13 September 2017)				b. Advisory for the Date Submission of the Provincia

2/F TAM Building, PSA Complex, East Avenue, Quezon City, Philippines 1100 Telephone: (632) 365-1604 www.psa.gov.ph



	Ms. Eden R. Maitem and Ms. Arjie M. Cantancio were assigned for the Documentation					
	a. First Level Training					
	b. Second Level Training					
	 c. Training and Workshop on Data Processing System, Data Review and Validation of the 2017 Survey Results on Costs and Returns of Tomato Production 					
	 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	1. There will be a training for Accounts this coming 28-29 August 2017					
	2. To follow-up the Survey of Food Demand (SFD) Audited Financial Report					
	3. 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:					
	a. Microsoft Excel					
	b. Font – Arial					
	c. Font Size – 11 pt.					
	d. Orientation – Landscape					
	e. Paper – Long					
Prepared by:						
ARJIE M. CANTANCIO Statistical Analyst AAD-MAS Signature over printed name						
Approved by:						
Ma-Cand G. Mrm MARIA CAROL G. DURAN Presiding Officer Chief, AAD-MAS Signature over printed name						
2/E TAM Duilding DCA Complex East Avenue Overen City, DElleving 1400						

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