



June 30, 2009

MEMORANDUM:

FOR : **ROMEO S. RECIDE**
Director

THRU : **MAURA S. LIZARONDO**
Assistant Director

FROM : **AMELIA P. CAPARAS**
Chief, SMRD

SUBJECT : **Conduct of July 2009 Round of Palay and Corn
Production Survey**

Please find herewith for your consideration and approval the plans and budgetary requirements for the conduct of July 2009 Round Palay and Corn Production Surveys (PCPS).

I. WORKPLANS

1. The PCPS shall comprise the Palay and Corn Production Surveys (PPS and CPS) to be conducted in all provinces;
2. The PPS shall cover around 12,545 sample households in about 1,278 sample barangays;
3. The CPS shall cover around 8,449 sample households in about 1,020 sample barangays;
4. The enumeration shall be done through direct interview of pre-determined sample households using the pre-formatted PPS and CPS questionnaires in the sample barangays;
5. The information to be collected are quarterly palay/corn harvest area and production by type of ecosystem, seed type, quarterly irrigation, fertilizer and pesticides usage, production disposition, forecast, planting intention, assessment of production and farmers' participation in the Ginintuang Masaganang Ani Program;

6. For major producing provinces, all sample barangays / households shall be enumerated by Contractual Data Collectors (CDCs) who shall be closely supervised by field supervisors.
7. Field editing, counter editing and verification of returns shall be the responsibilities of designated field supervisors while electronic data processing shall be spearheaded by the PPO and the APPO. All phases of provincial field operations shall be under the direct supervision and responsibility of the PASO;
8. The Statistical Operations Coordination Division (SOCD), through the RASO, shall coordinate the pre-survey activities, survey operations, post-survey activities and other administrative functions in all provinces under their areas of responsibilities (see Annex A for Timetable of Activities);
9. All survey results including output tables shall be submitted to CSD and soft copies of clean data files shall be submitted to ICTD through SOCD;
10. All Survey Instruments (SIs) will be mailed to selected Regional/ Provincial drop-off points at least one (1) week before the survey operations.

II. BUDGETARY REQUIREMENTS

A. Travelling Expenses		P587,630.00
1. Field Supervision	246,370.00	
2. Regional Data Review	156,260.00	
3. National Data Review	185,000.00	
B. Wages of Contractual Data Collectors		1,217,820.00
C. Reproduction of Survey Instruments		35,000.00
D. Mailing of Survey Instruments		<u>30,000.00</u>
	TOTAL	1,870,450.00

PALAY and CORN Production Surveys

July 2009 Round

TIMETABLE OF OPERATIONS

1. Finalization of survey instruments	April 1 -11
2. Preparation of output tables	April 13 - 24
3. Reproduction of survey instruments	April 27 - May 29
4. Revision/Modification of PCPS System	April 27 – June 5
5. Finalization of breakdown of wage allocation by province	May 25
6. Allocation and bundling of training/survey instruments	June 8 - 19
7. Distribution/mailing of survey instruments	June 17 - 26
8. Re-orientation of Field Supervisors/ Hiring and orientation of CDCs	June 29
9. Field data collection and supervision	July 1 - 10
10. Field editing/coding and electronic data processing	July 2 - 13
11. Provincial Data Review (by PASO)	July 14
12. Submission of PCPS provincial estimates (diskettes and hardcopy) and Narrative Reports to SOCD/CSD/ICTD	July 15
13. Controlling of PCPS reports by SOCD	July 15
14. Validation of PCPS data (provincial) and generation of tables and statistical reports by ICTD as input to NDR	July 20 - 24
15. Regional Data Review	July 21 - 23
16. National Data Review	July 27 – 31
17. Preparation and finalization of Preliminary Report by CSS	August 3 - 7
18. Submission of Report by CSS to the Director	August 10