SURVEY OF FOOD DEMAND FOR AGRICULTURAL COMMODITIES

(January – December 2007)

CODING AND EDITING GUIDELINES

I. INTRODUCTION

The Survey of Food Demand for Agricultural Commodities is another undertaking of the Bureau of Agricultural Statistics.   The general objective of this activity is to generate updated information on Filipinos′ current and emerging consumption patterns and habits with regard to staple commodities such as rice, corn and other basic food items.. Specifically, the survey aims to determine the present average per capita consumption of rice, corn and other basic agricultural food items. The Survey of Food Demand for Agricultural Commodities (SFD) covers sample households in urban and rural barangays in 81 provinces including the cities of Zamboanga and Davao, and the National Capital Region (NCR).   The 81 provinces include Batanes and the newly-created provinces of Shariff Kabunsuan and Dinagat Islands. To facilitate data processing of survey questionnaires, a computerized data processing system was developed and the system is called the Survey of Food Demand for Agricultural Commodities System (SFDS). To be able to use the SFDS, it is necessary to provide the processor 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 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 SFD questionnaires. It is highly recommended that these guidelines must be READ and STRICTLY followed to be able to improve the quality of data that enters the system.

II. GENERAL INSTRUCTIONS

1. Use a ball pen in editing the accomplished questionnaires. For uniformity, use RED pen.
2. Editing aides such as manuals, master list of samples, Philippine Standard Geographic Classification (PSGC), list of occupations and corresponding codes and codes for unit of measure should be at hand before editing/coding starts.

3. Do not erase an entry on the questionnaire. To delete an erroneous entry, cross it out with a single horizontal line and write the correction above the original entry.

4. Ensure that all entries are logical and consistent. Always look for marginal notes or explanations in cases of extreme or missing information. If no such notes are found and entries are inconsistent and/or incomplete, ask for assistance.

5. Write a dash (-) for items that are not applicable to denote that editing was done and that confirmation was made where entry is not necessary.

6. Correct numerical items that are not written in the required number of decimal places by adding leading or trailing zeroes.

7. Make sure that GO TO instructions are followed.

III. SPECIFIC INSTRUCTIONS

Data Preparation is one activity under the computerized data processing. It involves batching of survey returns, manual editing and coding of information. Batching of survey returns is the process of arranging the returns by batch or by group, for example by stratum, by barangay, by municipality and by province. Manual editing is the checking of the responses to the SFD questionnaire in terms of acceptability, consistency and validity. This activity is aimed at improving the quality of data collected by the CDCs and thus, the activity cannot be taken for granted. It involves the checking of the data items based on criteria like consistency with other data items, data ranges, and completeness. Coding on the other hand is the assigning of numeric codes to the alpha-numeric data items of the SFD questionnaire. The assigning of codes facilitates the capture of data during encoding.

Below are the procedures on batching, instructions on editing and coding of data. The approach for editing and coding will be by block, by data item and by page.

3.1 BATCHING

Prior to the editing and coding of information, check the completeness of the SFD survey returns by batching them through sorting and at the same time checking against the PSGC. The steps below allow the editor to systematically batch the questionnaires.

a. Batch or group the questionnaires by barangay.
b. For each barangay, arrange the questionnaires by household serial number in the ascending order.
c. Sample barangays must be sorted by municipality in ascending order.
d. For each of the municipality, sort the questionnaires under it by barangay in alphabetical order.

3.2 EDITING AND CODING OF DATA

A. GEOGRAPHIC INFORMATION
1. Indicate or check the region, province, municipality, barangay and barangay classification codes based on the master list. Barangay classification is either urban or rural. Code 1 for urban and code 2 for rural.

B. SAMPLE HOUSEHOLD IDENTIFICATION
1. Check the household serial number. Household serial number must be assigned starting from 01 up to *nn* depending on the number of samples in the barangay.
2. Check the name of the household if legibly written. It must be written in the format Last Name, First Name. If the name of household is not written in the format above, cross out the name with a single horizontal line and re-write the name using the Last Name, First Name above the crossed out name.
3. Check the name of respondent, the name must be in the same format as in the name of household head.
4. Check the encircled household classification code using any of the codes 1 – 4. The codes for household classification are as follows:

    1 – AB (upper class)
    2 – C (middle class)
    3 – D (lower class)
    4 – E (extremely lower class)

C. HOUSEHOLD MEMBER PARTICULARS
1. Check the number of male and female household members. Add the number of male and female members and check against the total number of household members indicated.

2. Total number of household members must equal the number of lines filled-up in the succeeding matrix.

3. In column 2 of the matrix, check every name listed. Only first names must be listed. The first household member name listed MUST be the name of the household head.

4. Check and accept the age of every member listed in column 3.

5. Check the encircled sex code in column 4. If there is no encircled code, check the name of the member and identify the sex either male or female.

6. Check the indicated code of relationship to household head in column 5. The codes to use are as follows:
   - 01 – Household head
   - 02 – Spouse
   - 03 – Son/Daughter
   - 04 – Parent
   - 05 – Brother / Sister
   - 06 – Nephew/Niece
   - 07 – Uncle/Aunt
   - 08 – Grandparent
   - 09 – Grandchild
   - 10 – In-laws
   - 11 – Other relative
   - 12 – Non-relative
   - 13 – Stay-in helper

7. Check the indicated code of educational attainment in column 6 . The codes to use are as follows:
   - 1 – Elementary Level
   - 2 – Elementary Graduate
   - 3 – High School Level
   - 4 – High School Graduate
   - 5 – College Level
   - 6 – College Graduate
   - 7 – Post Graduate
   - 8 – Vocational
   - 9 – No Schooling

8. Check the indicated code of the main occupation of each of the household members in column 7. The codes to use are as follows:
   - 1 – Official and government
   - 2 – Professional
   - 3 – Technician and associate professional
   - 4 – Clerk
   - 5 – Service worker, shop and market sales worker
   - 6 – Farmer

7 – Fishing
8 – Traders and related workers
9 – Plant and machine operators and assemblers
10 – Laborer and skilled worker
11 – Special occupation

> Note: Refer from Appendix A (listing of occupation) and classify the occupation based on the categories above. ***Don't follow the coding in the appendix.***

9. Check and accept the indicated gross annual income of each member (if any) in column 8. The income must be in two decimal places.
10. Check and accept the indicated "income from other sources" (if any). The income must be in two decimal places.
11. Check the total income against the sum of the breakdown, that is, the sum of entries in column 8 including the "income from other sources".

D.   HOUSEHOLD FOOD CONSUMPTION AND BUYING PATTERN
1. Commodity names will be assigned with a four-digit code. The first two-digits is for the major grouping of commodities whereas the last two digits is for the commodity sub-groupings. Below are partial coding of commodities:

Rice and rice-based products
　　　　0101　　Rice plain
　　　　0102　　Kalamay
　　　　0103　　Puto
　　　　0104　　Suman
　　　　0105　　biko
　　　　0106　　malagkit
　　　　0111　　OTHERS

Corn
　　　　0201　　Corn in the cob
　　　　0202　　Corn grits
　　　　0203　　Shelled corn
　　　　0222　　Others

Noodles
　　　　0301　　Bihon
　　　　0302　　Pasta
　　　　0303　　Canton
　　　　0304　　Fresh miki
　　　　0305　　Instant noodles
　　　　0306　　pansit

0307	miswa
0308	sotanghon
0333	others

Bread

0401	Pandesal
0402	loaf/pan
0403	cookies/biscuits
0404	toasted bread
0405	buns/monay
0406	bread roll or any flavored or stuffed bread
0444	others

Rootcrops

0501	Camote
0502	Cassava
0503	Gabi
0504	Irish potato
0505	ube
0506	toge
0555	others

Meat

0601	Pork
0602	Beef
0603	Carabeef
0604	Chevon
0605	Chicken

Egg

0701	Chicken
0702	Duck
0703	Quail

Fish & marine products

0801	Milkfish
0802	Tilapia
0803	Galunggong
0804	bisugo
0805	sapsap
0808	dilis
0810	tuna
0888	others

Vegetables, legumes and condiments

0901	Ampalaya
0902	Eggplant
0903	Cabbage
0904	Chayote
0905	Pechay
0906	Stringbeans
0907	Habitchuelas
0908	Okra
0909	Squash
0910	Mongo
0911	Tomato
0912	Onion
0913	Garlic
0914	Malunggay / malunggay leaves
0915	gabi leaves
0916	kangkong
0917	camote tops
0918	pakbet
0919	patola
0920	chopsuey
0999	others

Fruits

1001	Banana
1002	Mango (ripe)
1003	Pineapple
1004	Papaya (ripe)
1005	papaya green
1006	jackfruit green
1010	Mandarin
1099	others

Fresh/pasteurized milk

1101	Fresh/pasteurized milk

2. Accept the quantity consumed in local units in column 2. The quantity must be in two decimal places.
3. Indicate the code of local unit listed in column 3. Please refer to Appendix B for the code of local units.
4. Accept the weight of one local unit in kilogram in column 4. The weight must be in three decimal places. Please refer to Manual of Operations, Appendix E for the modal and price range of weight in kilogram of one local unit.

5. Check the indicated total quantity in kilogram in column 5. It can be computed by multiplying column 2 by column 4, that is quantity in local unit X weight of one local unit. The value computed must be in three decimal places.

6. Accept the encircled code (s) for the source of food in column 6. Multiple responses are accepted.

7. Check the indicated price of one local unit in column 7. This column must be filled-up ONLY if code 1 (bought) is encircled in column 6. The price must be in two decimal places.

8. Check the indicated buying frequency in column 8. This column must be filled-up if code 1 is encircled in column 6. Only one (1) code must be encircled. The codes are as follows:
   1 – Daily   2 – Weekly   3 – Twice /Thrice a month
      4 – Monthly   5 – As need arises / unscheduled

E.   NUMBER OF EATERS

1. If there are entries in any of the rows under item E.1, Indicated the code for the type of meal using the codes below:
      01 - Breakfast   41 – AM Snack
      02 - Lunch   42 – PM Snack
      03 - Dinner   43 – Evening Snack

2. In the first set of seven columns, check the indicated number of household member (s) who were served with meal in the house. Each cell must not exceed the total household members indicated in Block C.

3. The next set of seven columns are for household guests, Check the indicated number of guest (s) who were served with meal in the house.

4. Check the encircled code in item E.2. The encircled code is 1 if the matrix in item E.3 has entry, otherwise code 2 is encircled.

5. If the answer in item E.2 is Yes or code 1, the matrix in item E.3 must have at least 1 entry.

6. For item E.3 column 1, check the indicated code for the type of meal using the codes below:
      01 - Breakfast   41 – AM Snack
      02 - Lunch   42 – PM Snack
      03 - Dinner   43 – Evening Snack

7. In the seven columns, check the indicated number of household member (s) who ate outside the house. Each cell must not exceed the total household members indicated in Block C.

8. For the "main reason column" of item E.3, check the encircled code. Only one code must be encircled. If code 6 is encircled, check the specified reason on the space provided.

9. For item E.4, check the encircled code, 1 for Yes or 2 for No.

10. For item E.5, check the encircled code corresponding to the type of meal eaten outside.

F. RICE / CORN LEFTOVERS, WASTAGE AND CONSUMPTION BY ANIMALS

1. In the first row, check the indicated quantity in kilograms which is the amount of leftover rice or corn spoiled or wasted.
2. In the second row, check the indicated quantity in kilograms which is the amount of leftover rice or corn fed for the pets / animals.
3. In the last row, check the indicated quantity in kilograms which is the amount of rice or corn purposely cooked for pets / animals.
4. All values must be in two (2) decimal places.

G. RICE SUBSTITUTION

1. For item G.1, check the encircled code, 1 for Yes or 2 for No.
2. For item G.2, check the encircled code. Only one code must be encircled. If code 6 is encircled the reason must be specified on the space provided.
3. For item G.3 column 1, check the indicated code of the food item using the *commodity codes used in Block D* column 1.
4. For columns 2 to 5, for each column with check mark, assign code 1 for data entry use.
5. For item G.4, check the indicated code, 1 for Yes or 2 for No. If the indicated code is 1 (Yes), check the indicated reason in the space provided.

3.3   CONSISTENCY CHECKS

Part of editing the questionnaire is the consistency check. Consistency check is the process of verifying the responses across the data items in the questionnaire. This procedure involves checking two or more related data items for uniformity and consistency. Below are some of the consistency checks for the SFD questionnaire:

1. Total household (HH) must equal to sum of male and female HH members.
2. Total HH members' item must equal to the sum of listed HH members.
3. Total male item must equal to the sum of listed male HH members.
4. Total female item must equal to the sum of listed female HH members.
5. Total income item must equal to the sum of HH members income and other sources of income item.
6. Household head must occupy the first row in the list of household members. Please check the code of relationship.
7. For Block D:
   - Check the commodity code (column 1).
   - Check the local unit code (column 3).

- Check total quantity in column 5. It should be (col. 2 x col. 4).
- Source of food (column 6), multiple responses are acceptable, codes 1 -3 only.
- Weight in kilogram must be within the range set in the Manual of Operations
- Column 7 & 8 must be filled-up if the encircled code in column 6 is 1 (bought).

8. Block E items 1 & 3. Type of meal codes are <u>01</u>, <u>02</u>, <u>03</u>, <u>41</u>, <u>42</u>, <u>43</u>.
9. Block E, type of meal must occur once, that is, maximum of 6 records are expected in E.3.
10. Household members served in the HH must not exceed the total HH members in Block C. That is, each cell under the days served must not exceed total HH members in page 1 or Block C. Applicable for items E.1 & E.3
11. The "main reason" **must** be indicated if any of the rows in item E.3 is filled-up.
12. Item E.4, code 1 or 2 only
13. Item E.5, code 1 for every check marked type of meal.