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Chapter 1

INTRODUCTION

1.1. 2006 Census of Philippine Business and Industry - Overview

The 2006 Census of Philippine Business and Industry (CPBI) is a forerunner of the 2000 CPBI and a continuing activity of the National Statistics Office. It aims to collect information on the structure and trends of economic activities in the entire country for the year 2006. The 2006 CPBI will be conducted in 2007.

The 2006 Input-Output Survey of Philippine Business and Industry (IOSPBI) is a rider survey to this census undertaking. This survey will gather detailed information on revenue, costs and inventories for the construction of the inter-industry accounts or the input-output table (I-O). This is a useful tool for both government and private sector in analyzing inter-industry linkages and for other studies like forecasting and price-cost analysis.

1.2. Historical Background

The 2006 CPBI is the 14th in the series of economic censuses conducted in the Philippines. The 13 other economic censuses were conducted for reference years 1903, 1918, 1939, 1948, 1961, 1967, 1972, 1975, 1978, 1983, 1988, 1994 and 1999. Below are the highlights of these censuses.

- **1903 Industrial Census** – This Census, undertaken as part of the Census of Agriculture, Social and Industrial Statistics during the American occupation, covered manufacturing only. The results of this census were compiled by the United States Bureau of the Census, Washington D.C. and published in Volume IV – Agriculture, Social, and Industrial Statistics.
- **1918 Census** – The second census of establishments was undertaken by the Government of the Philippine Islands – Census Office. It covered schools and manufacturing establishments.
- **1939 Economic Census** – This was undertaken in accordance with Commonwealth Act 170. It was in this census that electrical machine equipment were used for the first time in the processing of collected data. Results were published in Volume IV of the 1939 Census Reports. It covered for the first time forestry, transportation, fisheries, mines and electric light and power.

The census of forestry covered all licensed and registered establishments engaged in forestry industry but excluded those engaged solely in the sale and distribution of forestry products. The enumeration was made almost entirely by field personnel of the Bureau of Forestry who obtained information through personal visits and interview with the owner or official of the forestry establishment.

The census of transportation covered all licensed and registered establishments engaged in transportation except those using solely animal drawn means of transportation like calesas, carromatas, etc. It was taken largely by mail.

The census of fisheries covered individuals, partnership, associations, corporation and government agencies engaged in fishing on a commercial scale.

The census of mines covered all mining establishments except those engaged in quarrying of stone, marble, sand and gravel.

The census of electric light and power covered 198 electric light and power companies in operation in 1938 under franchise from the Public Service Commission.

- **1948 Economic Census** – In addition to the five economic activities namely: forestry; transportation; mines; fisheries; and electric light and power covered in the 1939 Economic Census, the following were also included:

1. Commerce;
2. Private Schools and Hospitals
3. Professions.

- **1961 Economic Census** – This Census was by far the most ambitious of all the censuses of establishments ever taken. It covered eight (8) major economic activities, namely:

1. Forestry, Logging and Fishing;
2. Mining and Quarrying;
3. Manufacturing;
4. Construction;
5. Utilities (electric light and power, gas manufacturers and distribution, and water supply);
6. Commerce (wholesale and retail);
7. Transportation and Communications;
8. Services (business, personal and recreational).

Because it provided for comprehensive basic information on almost all sector of the economy, this census was chosen as the benchmark year for the first input-output table ever constructed for the Philippines.

- **1967 Economic Census** – It covered eight (8) major economic activities as that of the 1961 Census. The industrial classification adopted was the United Nations International Standard Industrial Classification (ISIC). As part of the information campaign of this Census, Presidential Proclamation No. 146 was issued declaring 1967 as the **Economic Census Year** for the *“preparation and systematic maintenance by all establishments.... Of their records... as of 1967 which the Bureau of the Census and Statistics purposes to collect in the early part of 1968.”*

- **1972 Census of Establishments** – Starting 1972, the census was renamed Census of Establishments. It has the same scope and coverage as the two previous censuses. It also adopted the U.N. International Standard Industrial Classification scheme.

- **1975 Census of Establishments** – The 1975 Census of Establishments was undertaken by the Authority of Commonwealth Act No. 591 and Presidential Decree No. 418, reconstituting the Bureau of the Census and Statistics as a new agency known as the

National Census and Statistics Office under the administrative supervision of the National Economic and Development Authority.

- **1978** Census of Establishments – This covered the same economic sectors as that of the 1975 census.
- **1983** Census of Establishments – The agriculture sector was dropped from the scope of the census and concentrated on the non-agricultural sectors.
- **1988** Census of Establishments – The agriculture sector was again included as among the sectors covered.
- **1994** Census of Establishments – This covered the same economic sectors as that of the 1988 Census.
- **2000** Census of Philippine Business and Industry – This is the first census that covered all fourteen (14) economic sectors in the entire country as stated in the 1994 PSIC. Starting year 2000, the title of the census undertaking was renamed as Census of Philippine Business and Industry (CPBI) with a reference year 1999.

The change in title, from Census of Establishments to Census of Philippine Business and Industry, was made *“in order to be more reflective of the data being produced from the said establishment inquiries.”* The modification of the title and methodology was approved in NSCB Resolution No.3 Series of 2000.

1.3. Legal Authority for 2006 CPBI

Like all censuses and surveys conducted by the National Statistics Office, the conduct of the 2006 CPBI and the rider survey are authorized by various legislative acts and presidential directives namely:

- **Commonwealth Act No. 591** approved on August 19, 1940 (An Act to Create the Bureau of the Census and Statistics, to Consolidate Statistical Activities of the Government Therein) which empowers the Bureau, among other things, to prepare for and undertake all censuses of population, agriculture, industry and commerce.



Section 3 of Commonwealth Act No. 591 states that:

“... Any person who fails or refuses to accomplish, mail or deliver such questionnaire or form received by him to the Bureau of the Census and Statistics... or any person who in accomplishing any such questionnaire or form, knowingly gives data or information which shall prove to be materially untrue in any particular, or in any person who signs such questionnaire or form after it has been accomplished in the knowledge that it is untrue in any particular shall upon conviction, be punished ...”

- **Presidential Decree No. 418** dated March 20, 1974 (Reconstituting the Bureau of the Census and Statistics as a new agency to be known as the National Census and Statistics

Office, under the administrative supervision of the National Economic and Development Authority).

➤ **Executive Order No. 121** dated August 4, 1987 (**Reorganization Act of the Philippine Statistical System**)

Renaming the National Census and Statistics Office (NCSO) to National Statistics Office (NSO) which shall be the major statistical agency responsible for generating general purpose statistics and undertaking such censuses and surveys as may be designated by the National Statistical Coordination Board.

➤ **Executive Order No. 352** dated July 1, 1996 (**Designation of Statistical Activities that will generate critical data for decision-making by the Government and the Private Sector**)

Approving the designated activities and statistics that have been designated by the National Statistical Coordination Board (NSCB) for adoption by the Government. Among others, the ASPBI is a designated statistical activity and the results generated from the survey are designated statistics.

➤ **Executive Order 5** dated July 29, 1998 (**Strengthening the National Statistics Office**)

Authorizes the Office to delegate more substantive and administrative functions to the field offices to transform them from a mere data collection arm to statistics-producing units. Refocus the functions of the central office units towards developmental planning, design and analysis of designated statistical activities as well as other surveys and statistical studies requested by government agencies and international organizations.



1.4. Confidentiality of Information

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Section 4 of Commonwealth Act No. 591 states that:

“... Data furnished to the Bureau of the Census and Statistics will be kept **STRICTLY CONFIDENTIAL** and shall not be used as evidence in court for purposes of taxation, regulation or investigation; nor shall such data or information be divulged to any person except authorized employees of the Bureau of the Census and Statistics Office, nor shall data be published except in the form of summaries or statistical tables in which no reference to an individual, corporation, association, partnership, institution or business enterprise shall appear. Any person violating the provisions of this section shall upon conviction, be punished by fine of not more than six hundred pesos, or by imprisonment for not more than six months, or by both...”

1.5. Uses of the 2006 CPBI Data

The data collected from the CPBI will constitute bases upon which the government and the private sector can formulate policies and evolve economic development plans.

Specifically, the census results are used in:

1. constructing national and regional income accounts of the Philippine economy;

2. formulating and monitoring plans/policies in the attainment of national and regional economic goals;
3. determining and comparing regional economic structures and performances;
4. providing updates for the frame of establishments; and
5. conducting market research and feasibility studies.

1.6. CPBI Slogan and Logo

Providing Statistics for a Globally Competitive Economy - This is the challenging phrase of the 2006 CPBI slogan, which goes along with the CPBI logo.



The 2006 CPBI logo is the same design used in the 2000 CPBI and in previous annual surveys of 2002, 2003 and 2005. The logo, which is a stylistic representation of the Filipino flag, capsulizes the objectives of the 2006 CPBI.

The GOLDEN sun represents the vision of hope which reaches out like the sun's rays for the improvement of the quality of life of all Filipinos; the RED chart, the desired trend of the country's economic progress; the WHITE building, the business and industries that propel the growth of the economy; while the BLUE background symbolizes the cooperation between and among the data providers, data producers and data users.

1.7. Reference Period

All information collected in the 2006 CPBI refers to calendar year 2006. Employment data collected is, however, as of November 15, 2006. If the establishment uses fiscal year, this is acceptable provided previous year annual reports used the same period of reporting.

"For the commandment is a lamp and the teaching a light, and the reproofs of discipline are the way of life"

Chapter 2

2006 CPBI DESIGN

2.1. Scope and Coverage

The 2006 CPBI is a nationwide undertaking confined to the **formal sector** of the economy and as such excludes the “informal” sector. NSCB Resolution No 15, series of 2002 (Adoption of an Official Definition on the Informal Sector) provides an operational definition of the informal sector for statistical purposes :

*The **informal sector** shall refer to household unincorporated enterprises which consists of both informal own-account enterprises and enterprises of informal employers. Informal own-account enterprises are household unincorporated enterprises owned and operated by own-account workers, either alone or in partnership with members of the same or other households which may employ unpaid family workers as well as occasionally/seasonally hired workers but do not employ employees on a continuous basis.*

Enterprises of informal employers are household unincorporated enterprises owned and operated by own-account workers, either alone or in partnership with members of the same or other households which employ one or more employees on a continuous basis.

Particular cases that are excluded in the informal sector are the following:

1. Corporations
2. Quasi-corporations
3. **Units with 10 or more employees**
4. Corporate farms
5. Commercial livestock raising
6. Commercial fishing.

The **exclusions** in the operational definition of the informal sector are the units that will comprise the **formal sector** and will be qualified as follows. The formal sector will be composed of :

1. Corporations and partnerships
2. Cooperatives and foundations
3. Single proprietorships with employment of 10 or more
4. Single proprietorship with branches.

Hence, the 2006 CPBI covers only the following:

1. All establishments with **Average Total Employment (ATE) 10 or more**, and

2. All establishments with ATE less than 10, except those establishments with Legal Organization (**LO=1**, single proprietorship) and Economic Organization (**EO=1**, single establishment),

that are engaged in economic activities, classified according to the amended 1994 Philippine Standard Industrial Classification (PSIC), as listed in the Table 2.1.

Table 2.1. Coverage of the 2006 CPBI

1994 PSI	ECONOMIC ACTIVITY	COVERAGE
A	Agriculture, Hunting and Forestry	All establishments
B	Fishing	All establishments
C	Mining and Quarrying	All establishments
D	Manufacturing	All establishments
E	Electricity, Gas and Water Supply	All establishments
F	Construction	All establishments
G	Wholesale and Retail Trade; Repair of Motor Vehicles, Motorcycles and Personal and Household Goods	All establishments, except sari-sari stores with no regularly paid employee; and retail sale via stalls and markets (G52520)
H	Hotels and Restaurants	All establishments
I	Transport, Storage and Communications	All establishments, except operators of tricycles, pedicabs (I60930); operators of and Asian Utility Vehicles (AUVs) (I60920); and government postal (I64110) and government telegraphic offices; and booking offices of foreign
J	Financial Intermediation	All establishments, except Central Bank (J651)
K	Real Estate, Renting and Business Activities	All establishments, except those engaged in letting and operating real estate such as residential and non-residential buildings and land rentals (K70110).
M	Education	All establishments, except those engaged in public education (M80)
N	Health and Social Work	All establishments, except those engaged in public medical, dental and other health services (N8511)

Cont.

Table 2.1. Coverage of the 2006 CPBI (Conc.)

1994 PSI	ECONOMIC ACTIVITY	COVERAGE
O	Other Community, Social and Personal Service Activities	All establishments, except those activities of membership organizations, n.e.c. such as Activities of business and employers organizations (PSIC O911), Activities of trade unions (PSIC O912) & Activities of other membership organizations, n.e.c (PSIC O919).

Note: The following major divisions are excluded from the coverage of the census and all other establishment surveys of NSO: (P) - Private Households with Employed Persons, (Q) - Extra-Territorial Organizations and Bodies, and (L) - Public Administration and Defense; Compulsory Social Security.

2.1.1. Rationale for the Coverage of the Formal Sector

The decision to include only the formal sector in the 2006 CPBI coverage was based on the contribution of this group to the value added of the major sectors. The 2003 ASPBI results show that the formal sector's contribution by sector is at least 50 percent. In ten of the 14 major sectors, value added of the formal sector ranges from 80 to 100 percent of the major sector's total .

Another consideration was the quality of the census frame. The census frame is extracted from the List of Establishment (LE). The series of updating operations since 1999 focused more on the updating of the "formal sector". Budgetary constraint was the reason why coverage was limited to these economic units.

The absence of clear delineation between household operated activities and businesses is one of the problems encountered in the creation of the frame. Limiting the coverage of the LE to the formal sector clearly defines the units in the CPBI frame.

Table 2.2 shows the Value Added contribution of establishments with ATE less than 20 and ATE 20 and over by major sector.

Table 2.2. Value Added Contribution for ATE less than 20 and ATE 20 and over by Major Sector: 2003

Sector	Contribution to Value Added	
	ATE < 20*	ATE >= 20
Agriculture and Forestry	13.52	86.48
Fishing	17.90	82.10
Mining and Quarrying	-0.46	100.46
Manufacturing	5.83	94.17
Electricity, Gas and Water	0.81	99.19
Construction	22.81	77.19
Wholesale and Retail Trade	57.20	42.80

Cont.

Table 2.2. Value Added Contribution for ATE Less than 20 and ATE 20 and over by Major Sector: 2003 (Conc.)

Sector	Contribution to Value Added	
	ATE < 20*	ATE >= 20
Hotels and Restaurants	50.09	49.91
Transportation, Storage and Communication	3.54	96.46
Financial Intermediation	16.14	83.86
Real Estate, Renting and Business Activities	26.12	73.88
Education	12.59	87.41
Health and Social Work	33.56	66.44
Other Community, Social and Personal Services	17.66	82.34

Source: 2003 ASPBI

2.2. Unit of Enumeration

The statistical unit or unit of enumeration used in the CPBI is the **establishment**. An establishment is defined as:

"An economic unit under a single ownership or control, i.e., under a single legal entity, engaged in one or predominantly one kind of economic activity at a single fixed location. "

Examples of establishments are stores, shops, factories, mining companies, construction companies, electric plants, transportation operators, radio stations, hotels, restaurants, banks, insurance companies, and real estate developers. Ambulant peddlers and hawkers are not considered establishments because they do not have fixed business locations. Refer to Table 2.3 for the different kinds of establishments.

In actual practice, however, there are difficulties in applying the ideal definition so the establishment is defined in operational terms to take into account the organization and record-keeping practices of certain sectors by making the single location and activity criteria more flexible. Thus, the operational definition of an establishment is as follows:

"the unit that is engaged in the production of the most homogeneous group of goods and services, usually at one location, but sometimes over a wider area, for which separate records are available that can provide data concerning the production of these goods and services and the materials, labor and physical resources used in this production."

The above definition is applicable for the following sectors: construction; transport, storage and communications; insurance; pre-need plan; real estate buying, developing, subdividing and selling; and investigation and security activities. It is then necessary to use the **kind-of-activity unit** for these sectors as this eliminates the single location restriction.

Table 2.3 Kind of Establishments

<i>Agricultural Establishment</i>	Farm, plantation, hacienda, or ranch company engaged in the production of agricultural crops, livestock, poultry and other animals including animal products; firm providing agricultural, animal & horticultural services
<i>Forestry Establishment</i>	Company engaged in logging operation; planting, replanting & conservation of forest; hunting, trapping & game propagation
<i>Fishing Establishment</i>	Firm or company engaged in ocean, coastal and inland fishing; fish farms, fishpond, fish pen; pearl farms and other fishery activities
<i>Mining Establishment</i>	Mining camp engaged in the exploration, extraction, dressing and beneficiating of minerals such as coal, ores, crude petroleum, and natural gas
<i>Quarrying Establishment</i>	Firm or company engaged in the extraction from the earth of building and monumental stone, clay, sand and gravel; guano gathering and salt evaporation
<i>Manufacturing Establishment</i>	Shop, factory, bakery, millwork, distillery, refinery, cannery, abattoir, brewery, foundry, tannery or plant engaged in manufacturing, processing, fabricating or finishing products, mechanically or manually, including the assembly of the component parts of manufactured products and the substantial alteration, reconstruction or repair of special type of goods
<i>Electricity Establishment</i>	Plant engaged in the generation, transmission and/or distribution of electric energy for sale to users, or one, which produces electricity for its parent enterprise
<i>Gas Establishment</i>	Plant engaged in the manufacture of gas, in gas works and the distribution of manufactured or natural gas through a system of mains to users
<i>Water Supply Establishment</i>	Water system/waterworks engaged in the collection, purification & distribution of water to users
<i>Construction Establishment</i>	General contractor engaged in the construction, repair or demolition of buildings, highways, airports and other structures; land leveling; earth moving and land reclamation; specialty contractor engaged in only specialized trade or craft like electrical installation, plumbing, painting, air conditioning, well drilling, installation of doors and windows and other work on component parts of the structure
<i>Wholesale Trade and Commission Trade Establishment</i>	Store, shop, office, bazaar, arcade or emporium engaged in the (a) resale (sale without transformation) of new and used goods (in bulk) to retailers, industrial/commercial/institutional/professional users, or to other wholesalers and (b) trading in behalf and on the account of others
<i>Retail Trade Establishment</i>	Store, shop, mart, bazaar, sari-sari store, pharmacy, supermarket, grocery, arcade or emporium engaged in the resale (sale without transformation) of new and used goods to the general public
<i>Department Store</i>	A store with sales area of at least 2,500 square meters, selling mainly non-food merchandise and at least five lines in different departments. They are usually arranged over several floors
<i>Grocery</i>	A marketplace where groceries are sold and food accounts for at least 50 percent of total retail sales. The store usually specialized in packaged groceries and sells goods on non-broken units. Similar establishment is the hypermart.
<i>Variety store</i>	Usually located on one floor and offering a limited assortment of fast-moving goods on a self-service basis
<i>Concession</i>	An arrangement by which a retailer places a selling unit within a larger store, e.g., a department store
<i>Convenience store</i>	A shop selling a wide range of goods with extended opening hours. Usually abbreviated to c-store. Example: 7-Eleven
<i>Pharmacy</i>	A specialist outlet retailing largely over-the-counter and prescription-only medicines, as well as a small selection of parapharmacy goods
<i>Supermarket</i>	A self-service store or market that sells food and drinks and sometime drugs, clothes, and other household products that are consumed regularly. A supermarket offers a great variety of products and selling at least 70 percent foodstuffs and everyday commodities. Similar establishment is the hypermart.

Table 2.3 **Kil** *Cont.* **tablishments (Cont.)**

<i>Sari-sari store</i>	A retailer (direct to consumer) of personal and/or household goods in quantity and volume generally smaller or in broken sizes as packed or packaged by the manufacturer; a piecemeal grocery
<i>Repair Service Establishment</i>	Shop specializing in the repair of consumer goods like footwear, luggage, handbags and gloves and other leather goods; electrical appliances, and equipment as television and radio receivers, refrigerators, washing machines, ironers, vacuum cleaners, toasters, motor vehicles including motorcycles; watch, clock and jewelry; bicycles; typewriters, cameras, binoculars, musical instruments, umbrellas, etc
<i>Food and Drinks Service Establishment</i>	Restaurant, bar, lounge, salon, parlor, kiosk, club, canteen, counter, carinderia, café, turo-turo or karihan engaged in the sale of prepared food and drinks generally for consumption within the premises
<i>Lodging and Rooming Service Establishment</i>	Hotel, motel, resort, inn, lodge, camp, dormitory or lodging house engaged in the provision of lodging facilities to the general public on lease, rental or fee basis
<i>Transport Establishment</i>	Bus line, air line, shipping line, agency, broker or transport operator engaged in providing (a) vehicles for the transport of passenger or freight through regularly scheduled operation, charter, rental or fee basis and (b) services incidental to transport such as maintenance and operation of piers, terminals, depots, pilotage, forwarding, packing and crating
<i>Storage and Warehousing Establishment</i>	Brokerage, agency or office engaged in the operation of storage facilities and warehouse for hire by the general public for storage of such items as farm products, food, furniture and other household goods, textiles and lumber
<i>Telecommunication Establishment</i>	Station, office or agency engaged in transmission of sound, images, data or other information via cables, broadcasting, relay or satellite
<i>Financial Establishment</i>	Bank, savings and loan association, credit institution, pawnshop, financial institution, trust company, investment company, pawn broker, or institution engaged in accepting of deposits, granting loans and the investment of money; dealer, broker or office engaged in investment research and counseling, check cashing, stock quotation, foreign exchange dealing and other financial services
<i>Insurance, Pre-Need Plan Companies and Pension Funding Establishment</i>	Life insurance companies; non-life insurance for fire, marine, accident, health, title, financial obligation, casualty, fidelity and surety; agents and brokers servicing insurance carriers, consultant for policyholders; fund managers
<i>Real Estate Establishment</i>	Realtor; developer; agency; broker; lessors or companies engaged in the operating, developing, subdividing, buying and selling of real estate including cemetery lots; columbary
<i>Business Service Establishment</i>	Office, agency or firm engaged in (a) rental and leasing of machinery and equipment, audio-video machines, tapes and records, sports and recreational equipment; (b) computer-related activities; (c) legal, accounting, bookkeeping, research and development, advertising and other technical services; (d) cleaning of offices, shops and factories; (e) photographic activities; (f) basic and general research in the biological, physical and social sciences ; and (g) transcription activities (medical, legal)

Cont.

Table 2.3 Kinds of Establishments (Conc.)

<i>Call Centers</i>	Establishments engaged in client relations and client service related technical intermediary services for the account of others. Call centers are classified into: <ul style="list-style-type: none"> • Inbound call centers – those dealing with answering calls from clients by using automatic call distribution; computer telephone integration or interactive voice response systems; receiving orders, providing product information; as well as attending to client's complaints • Outbound call center – those dealing with sale and marketing activities directed towards clients; market research; direct marketing and address verification
<i>Sanitary Service Establishment</i>	Company engaged in the collection and disposal of garbage, sewage and human waste
<i>Social Service Establishment</i>	School, college, university or seminary offering educational services; a clinic, hospital, sanitarium, nursing home or a similar institution offering medical, dental and other health and veterinary services; a home orphanage, society, center, or agency engaged in providing social welfare services
<i>Recreational and Cultural Service Establishment</i>	Motion picture producer, booking agency, movie house, theater, radio and television station and studio, stage and opera company, band, orchestra, ticket agency, library, museum, dance hall, bowling alley, park, beach, swimming pool, sports club, gallery, skating rink, race track or golf course engaged in providing entertainment, amusement, and recreational services
<i>Personal Service Establishment</i>	A laundry shop, barber shop, massage clinic, beauty parlor, funeral parlor, fortune telling shop and such engaged in rendering various specialized service to the general public

2.3. Classification of Establishment

An establishment is categorized by its **economic organization (EO)**, **legal organization (LO)**, **industrial classification**, **employment size**, and **geographic location**.

2.3.1. Economic Organization

Economic Organization relates to the organizational structure or role of the establishment in the organization. The following are the types of economic organization (**EO**):

1. Single establishment (EO=1)
2. Branch only (EO=2)
3. Establishment and main office (EO=3)
4. Main office only (EO=4)
5. Ancillary unit other than Main Office (EO=5).

Refer to Chapter 5 Section 5.3 for the definitions of these types off EO.

For the following sectors listed, their branches (EO=2) do not strictly meet the criteria for defining an establishment:

1. Construction (PSIC F)
2. Transport, Storage and Communications (PSIC I)
3. Banking institutions (PSIC J65)
4. Insurance (PSIC J6701 and J6703)

5. Pension funding/Fund management (PSIC J6702)
6. Pre-need plan activities (PSIC J6814)
7. Activities auxiliary to insurance (PSIC J682) – Examples: activities of insurance brokers and agents.
8. Real estate buying, developing, subdividing and selling (PSIC K7012)
9. Investigation and security activities (PSIC K7492).

2.3.2. Legal Organization

The Legal Organization (LO) provides the legal basis for ownership of the establishment. The following are the types of **LO**:

1. Single Proprietorship (LO = 1)
2. Partnership (LO = 2)
3. Government Corporation (LO = 3)
4. Private Corporation (LO = 4)
5. Cooperative (LO = 5)
6. Others (LO = 6).

Refer to Chapter 5 Section 5.3 for the definition of these types of LO.

2.3.3. Industrial Classification

The industrial classification of an economic unit is determined by the activity from which it derives its major income or revenue. The amended **1994 Philippine Standard Industrial Classification (PSIC)** is presently utilized to classify economic units according to their economic activities.

The amended 1994 PSIC consists of an alpha character and 5 numeric digits. The alpha character, which represents the **major division**, is denoted by the characters A to Q. The first two numeric digits represent the **division**; the first three numeric digits, the **group**; the first four digits, the **class**; and the 5 digits, the **sub-class**.

Example: C – Mining and Quarrying
 10 – Metallic ore mining
 109 - Metallic ore mining, n.e.c.
 1091 – Iron ore mining
 10910 – Iron ore mining

2.3.4. Size of Establishment

The size of an establishment is determined by its average total employment (ATE). The following are the employment size classification used in establishment census/survey:

ATE Code	Average Total Employment
----------	--------------------------

0	1 - 4
1	5 – 9
2	10 – 19
3	20 – 49
4	50 – 99
5	100 – 199
6	200 – 499
7	500 – 999
8	1000 – 1999
9	2000 & over

2.3.5. Geographic Classification

Establishments are also classified by geographic area using the Philippine Standard Geographic Code (PSGC). The PSGC contains the latest updates on the number of regions, provinces, cities, municipalities and barangays in the Philippines. It consists of the 17 administrative regions as approved under **Executive Order No. 36** dated 19 September 2001 (*Providing for the Reorganization of the Administrative regions in Mindanao ...*) and **Executive Order No. 103** dated 17 May 2002 (*Dividing Region IV into Region IV-A and Region IV-B, transferring the province of Aurora to Region III.*)

The geographic codes used in the census is in accordance with PSGC as of December 2006 which contains the latest updates on the official number of regions, provinces, cities and municipalities in the country.

2.4. Frame

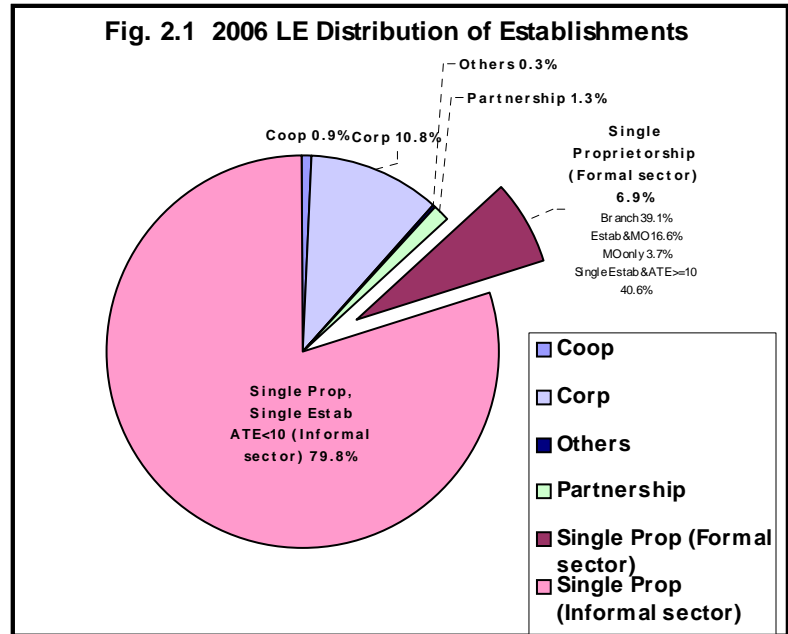
Ideally, a comprehensive updating of the frame should precede the census. However, due to financial resource constraints, no such extensive updating was done for the 2006 List of Establishments (LE) which is the frame of the 2006 CPBI.

Instead, the 2006 LE is the combined result of the following:

1. 2004 Updating of the List of Establishments conducted in the National Capital Region and in selected urban barangays in cities/provincial capitals/first class municipalities (2004 ULE areas) during the period from September 2004 to May 2005;
2. 2005 ULE in rural barangays in provincial capitals/cities/municipalities of selected provinces (2005 ULE areas) conducted from September to December 2005. The selected provinces are the provinces in Regions 3 and 4, provinces where the NSO Regional Office is located, and provinces with the highest count of establishments in rural barangays of provincial capitals/cities/municipalities. It also covered growth areas in selected provinces.
3. Supplemental lists which captured business births and updates to the ULE areas merged lists from the following sources:
 - Securities and Exchange Commission (SEC) – Top 1000 Corporations 2005
 - Philippine Export Zone Authority (PEZA) 2006

- Business Worlds Top 1000 Corporations 2005
- NSO List of Importers and Exporters 2005
- Industry Associations (e.g. Philippine Electronics and Telecommunication Federation, SEIPI, Philippine Retailers Association, Private Universities and Colleges, Coco UCAP, etc.)
- Survey feedbacks from the 2006 Monthly Integrated Survey of Selected Industries (MISSI), 2006 Quarterly Survey of Philippine Business and Industry (QSPBI) and the 2005 ASPBI .

The survey population for the census consists of all establishments listed in the 2006 List of Establishments (LE). An initial estimate from the 2006 LE shows that there are about 783,030 establishments in operation in the country for the year. Distribution of these establishments, as shown in the Figure 2.1, reveals that 622,488 establishments (79.8%) are classified in the informal sector.



2.5. Sampling Design

The 2006 CPBI uses stratified systematic sampling with five-digit PSIC or groups of five-digit PSIC and/or four-digit PSIC or groups of four-digit PSIC serving as industry strata and the employment size (ATE) as the second stratification variable.

The sampling design for the 2006 CPBI includes the following:

- Determination of geographic domain
- Determination of industry domain
- Determination of employment strata
- Determination of sample size
- Accuracy of estimates required
- Sample allocation and sample selection.

2.5.1. Sampling Units

For purposes of sampling, the sampling units included for the major sectors listed below are establishments with the following EO codes: Single establishment (**EO=1**); Branch only (**EO=2**); and Establishment and main office (**EO=3**).

Amended 1994 PSIC	Sector Description
A	Agriculture, Hunting and Forestry
B	Fishing
C	Mining and Quarrying
D	Manufacturing
E	Electricity, Gas and Water; except E401 and E410 (Water Districts) with LO=5
G	Wholesale and Retail Trade; and Repair Services
H	Hotels and Restaurants
J	Financial Intermediation (except J659; J6701, J6702 & J6703; J6814, J682)
K	Real Estate, Renting and Business Services (except K7012, K7492)
M	Education
N	Health and Social Work
O	Other community, Social and Personal Service Activities.

That is, the sample population for the industry sectors described above do **not** include establishments that are classified as main office (EO = 4) and ancillary units other than main office (EO = 5).

However, the sampling units for the other industry sectors and selected industries listed below are establishments with EO= 1, 3 and 4: (**kind-of-activity** units.). The branches (EO=2) do not strictly meet the criteria for defining an establishment:

1994 PSIC	Sector Description
E401 E410	Generation, collection and distribution of electricity (Electric Cooperatives with LO = 5) Collection, purification and distribution of water (Water Districts with LO=5)
F	Construction
I	Transport, Storage and Communications
J659 J6701 J6702 J6703 J6814 J682	Other monetary intermediation Life Insurance Pension funding/fund management Non-life insurance Pre-need plan activities Activities auxiliary to insurance and pension funding
K7012 K7492	Real Estate Buying, developing, subdividing and selling Investigation and security activities

2.5.2. Sampling Domain

2.5.2.1. Geographic Domain

For establishments with ATE 20 and over, the geographic domains are the provinces, independent component cities, chartered cities and highly urbanized cities and municipalities in NCR. *(As of the end of December 2006, there were 81 provinces in the country.)* Hence, the samples of the census for establishments with ATE 20 and over shall provide estimates at these geographic levels. The geographic domains for establishments with ATE less than 20 are the regions. *Refer to Table 2.4 for the geographic domains.*

The geographic (physical) locations of the establishments were classified in accordance with the Philippine Standard Geographic Code (PSGC) containing the latest updates on the official number of regions, provinces, cities and municipalities in the country. Geographic codes used for the census is as of December 2006.

Table 2.4. List of Geographic Domains (Region with Provincial/City Composition)

REGION	PROVINCE	CITY / MUNICIPALITY
National Capital Region (NCR)		City of Manila ^{a/ b/} Quezon City ^{a/ b/} Mandaluyong City ^{a/ b/} Marikina City ^{a/ b/} Pasig City ^{a/ b/} San Juan Caloocan City ^{a/ b/} Malabon City ^{a/ b/} Navotas Valenzuela City ^{a/ b/} Makati City ^{a/ b/} Pateros Taguig City ^{a/ b/} Parañaque City ^{a/ b/} Las Piñas City ^{a/ b/} Muntinlupa City ^{a/ b/} Pasay City ^{a/ b/}
Cordillera Administrative Region (CAR)	Abra, Apayao, Benguet (except Baguio City), Ifugao, Kalinga, Mountain Province	Baguio City ^{a/ b/}
Region I – Ilocos	Ilocos Norte, Ilocos Sur, La Union, Pangasinan	
Region II – Cagayan Valley	Batanes, Cagayan, Isabela(excluding Santiago City), Nueva Vizcaya, Quirino	Santiago City (Isabela) ^{c/}
Region III – Central Luzon	Aurora, Bataan, Bulacan (excluding San Jose del Monte City), Nueva Ecija, Pampanga (excluding Angeles City), Tarlac, Zambales (excluding Olongapo City)	San Jose del Monte City ^{b/} Angeles City ^{a/} Olongapo City ^{a/}

Cont.

Table 2.4. List of Geographic Domain (Region with Provincial/City Composition) - (Conc.)

REGION	PROVINCE	CITY / MUNICIPALITY
Region IV-A – CALABARZON	Cavite , Laguna, Batangas, Rizal (excluding Antipolo City), Quezon (excluding Lucena City)	Antipolo City ^{b/} Lucena City ^{a/}
Region IV-B – MIMAROPA	Oriental Mindoro, Occidental Mindoro, Romblon, Marinduque, Palawan	
Region V – Bicol	Albay, Camarines Norte, Camarines Sur (excluding Naga City), Catanduanes, Masbate, Sorsogon	Naga City ^{c/}
Region VI – Western Visayas	Aklan, Antique, Capiz, Guimaras, Iloilo (excluding Iloilo City), Negros Occidental(excluding Bacolod City)	Bacolod City ^{a/ b/} Iloilo City ^{a/ b/}
Region VII – Central Visayas	Bohol, Cebu(excluding Cebu City and Mandaue City), Negros Oriental, Siquijor	Cebu City ^{a/ b/} Mandaue City ^{a/}
Region VIII – Eastern Visayas	Biliran, Leyte (excluding Ormoc City), Southern Leyte, Eastern Samar, Northern Samar, Western Samar	Ormoc City ^{c/}
Region IX – Zamboanga Peninsula	Zamboanga del Norte, Zamboanga del Sur (excluding Zamboanga City), Zamboanga Sibugay	Isabela City (Basilan) Zamboanga City ^{a/ b/}
Region X– Northern Mindanao	Bukidnon, Camiguin, Lanao del Norte(excluding Iligan City), Misamis Occidental, Misamis Oriental(excluding Cagayan de Oro City)	Cagayan de Oro City ^{a/ b/} Iligan City ^{a/}
Region XI – Davao Region	Compostela Valley, Davao del Norte, Davao del Sur (excluding Davao City), Davao Oriental	Davao City ^{a/ b/}
Region XII – SOCCSKSARGEN	North Cotabato, Sarangani, South Cotabato (excluding General Santos City), Sultan Kudarat	Cotabato City ^{c/} General Santos City ^{a/}
Autonomous Region in Muslim Mindanao	Lanao del Sur ,Maguindanao (excluding Cotabato City), Shariff Kabunsuan*, Sulu, Tawi-Tawi, Basilan (excluding Isabela City),	
Caraga	Agusan del Sur, Agusan del Norte (excluding Butuan City), Dinagat Island**, Surigao del Sur, Surigao del Norte,	Butuan City ^{a/}

Notes:

* Created as the 6th province in ARMM pursuant to Muslim Mindanao Autonomy Act 201 dated October 28, 2006

** Created as the 5th province in Caraga on December 2, 2006 pursuant to R.A. 9355.

a/ Highly Urbanized City

b/ Chartered City

c/ Independent Component City (ICC)

2.5.2.2. Industry Domain

For establishments with ATE 20 and over, there are **1,034** industry sub-sectors (5-digit 1994 PSIC) which constitute the *industry strata* or ***industry domains***. Hence, the samples for the census shall also provide estimates by industry strata.

For ATE less than 20, the **226** industry sub-sectors or groups of sub-sectors (4-digit/5-digit 1994 PSIC) constitute the industry strata. Bases for groupings were as follows: similarity of industries and number of establishments in the 5-digit and 4-digit PSIC classification.

The table below presents the distribution of industry strata by sector by ATE size group.

Table 2.5. Distribution of Industry Strata by Sector for ATE 20 and over and ATE less than 20: 2006 CPBI

Sector	ATE 20 and over (5-digit PSIC)	ATE less than 20
A	114	12
B	20	6
C	26	8
D	441	37
E	4	4
F	15	6
G	166	72
H	12	3
I	53	15
J	39	12
K	73	30
M	11	6
N	18	4
O	42	11
Total	1,034	226

Refer to Appendix 1 for the list of industry domains (industry strata) by sector for ATE less than 20.

2.5.2.3. Employment Stratum

For the 2006 CPBI, the ATE sizes were either combined or taken as a group to comprise the ***employment stratum*** and were limited to only four (4) or five (5) strata, depending on the sector. The basic consideration for grouping was the concentration of establishments in the ATE sizes.

Within the industry domains for each sector, the establishments are grouped according to the following employment stratum:

Sector	Employment Stratum
A, B, C, D, E, F, H, I, J, K, M, N, & O	ATE 1 – 9 (size 0 & 1)
	ATE 10 – 19 (size 2)
	ATE 20 – 99 (size 3 & 4)
	ATE 100 & over (size 5 to 9)
G	ATE 1 – 9 (size 0 & 1)
	ATE 10 – 19 (size 2)
	ATE 20 – 49 (size 3)
	ATE 50 & over (size 4 to 9)

Specified employment sizes were combined to form an employment stratum, that is, employment stratum ATE 20-99 consists of employment sizes 3 and 4 (ATE 20-49 and ATE 50-99).

Considering also the concentration of the number of establishments in ATE less than 20, two separate strata were formed: ATE 1-9 and ATE 10-19. In terms of revenue contribution (2003 ASPBI), most sectors with ATE less than 20 shared from 1% to less than 20% of total revenue, except for hotels and restaurants (49%), wholesale and retail trade (49%), real estate, renting and business services (33%), and health and social work (34%). The presence of many active players with smaller employment sizes in these sectors contributed to the high contribution of small establishments to total revenue.

2.5.3. Sample Size

The 2007 budget ceiling for the 2006 CPBI and the timeliness of retrieval of the questionnaires/ release of final results are the primary considerations why the number of samples should be kept to a minimum. Given the importance of the results of the Census as a benchmark, the sample size have to be at a manageable level without compromising the reliability and accuracy of the census returns at a shorter processing time before results become available, amidst the scarce manpower and financial resources. Other considerations include: the acceptable sampling error and the level of disaggregation of the estimates with due concern for confidentiality of submitted reports by respondents.

The employment strata in ATE 20 and over, whose establishments are considered as 'large' units, comprised the **certainty strata**, except for selected industries in Sectors A, D, and G, where the certainty stratum is ATE 100 and over. The stratum ATE 20 to 99 for selected industries in Sectors A & D (Agriculture and Manufacturing, respectively) and stratum ATE 20 to 49 for selected industries in Sector G (Wholesale and Retail Trade) are a **non-certainty strata**. The certainty strata for selected industries in Sector G (Wholesale and Retail Trade) are ATE 50 to 99 and ATE 100 and over.

A certainty stratum is defined as the employment stratum whose sampling ratio is 100 percent. In this stratum, all establishments are taken as certainty samples, i.e. the selection probability is

1 and the sampling weight is 1. On the other hand, a non-certainty stratum is the employment stratum where only sample establishments are taken.

For all sectors (except sectors B, C, E, and F), the employment strata in ATE less than 20 are considered as non-certainty strata.

The following sectors are, however, taken on a 100 percent basis regardless of employment stratum because of the relatively small number of their population.

B - *Fishing*
C - *Mining and Quarrying*
E - *Electricity, Gas and Water*
F – *Construction*

The certainty and non-certainty strata for the major sectors are listed in Appendix 2.

2.5.3.1. Sample Size for ATE less than 20

The sample size for ATE less than 20 is determined by applying the specified sampling rates for each employment stratum (that is, separately for strata ATE 1-9 and ATE 10 -19) of the industry domain (3/4/5-digit PSIC) at the national level .

The total sample size for establishments with ATE less than 20 is **30,956**. This is obtained by applying the specific sampling rates for the i^{th} employment stratum in the h^{th} industry stratum at the national level and then allocating **to** geographic domain.

2.5.3.2. Sample Size for ATE 20 and over

For ATE 20 and over, 100% sampling rate is applied **to** all sectors, except selected 5-digit industries in Sectors A, D and G. The aggregate sample size for ATE 20 and over in all sectors is **23,832** establishments.

Thus, the total number of samples for the 2006 CPBI is about **54,788**.

Appendix 3 presents the sampling rates by sector, by employment stratum, and selected 3/4/5 digit industries.

2.5.4. Sample Allocation

Sample Allocation for ATE less than 20 (Strata ATE 1-9 and and ATE 10-19)

Proportional allocation is used in allocating the number of samples for ATE less than 20 by industry domain and employment stratum to the regions. Basis of allocation is the number of establishments (N) in the region by industry domain and by employment stratum.

Minimum sample size is set to 3 establishments per cell (region, industry domain and employment stratum). However, when the total number of establishments (N) in the cell is

equal to or less than the set minimum sample size, all establishments in that cell are taken as samples.

The number of samples for each of the industry domain at the national level is allocated by region. The formula used is,

$$n_{shr} = \left(\frac{N_{shr}}{N_{sh}} \right) * n_{sh}$$

where:

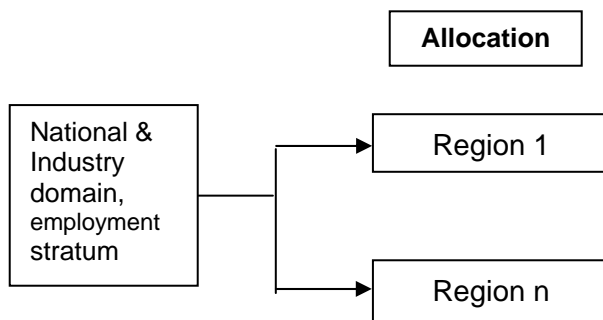
N_{shr} = total number of establishments in the h^{th} industry domain of sector s in the r^{th} region

N_{sh} = total number of establishments in the h^{th} industry domain of sector s

n_{sh} = number of sample establishments in the h^{th} industry domain of sector s

n_{shr} = number of sample establishments in the h^{th} industry domain of sector s in the r^{th} region

**Figure 2.2. SAMPLE ALLOCATION DIAGRAM FOR ATE LESS THAN 20
(Strata ATE 1-9 and ATE 10-19)**



Sample Allocation for ATE 20 and over (Strata ATE 20-99 for Sectors A & D and ATE 20-49 for Sector G)

Similar procedure of proportional allocation is used in allocating the number of samples in the selected industry domain with less than 100% sampling rates for a particular employment stratum in ATE 20 and over. The computed sample size for the particular employment stratum of these selected industries were allocated by province/independent city/highly urbanized city/chartered city/ municipality in NCR. Basis of allocation is also the number of establishments (N) in the province within the employment stratum.

For these cases, minimum sample size is also set to 3 establishments per cell (province, 5-digit industry domain and ATE stratum).

2.5.5. Sample Selection

For all sectors, sample establishments in the sampling strata of ATE less than 20 are selected using systematic sampling by region, industry stratum and employment stratum. The establishments are sorted from largest actual employment to smallest actual employment or vice versa by region, industry and employment stratum.

For Sectors A and D (Agriculture and Manufacturing, respectively), sample establishments in the sampling strata of ATE 20 to 99 are selected using systematic sampling by province/city/ municipality in NCR. Likewise, selection of sample establishments in sampling strata of ATE 20 to 49 for Sector G uses systematic sampling by province/city/ municipality in NCR.

Systematic sampling is chosen so that the sample values are spread out, resulting from having representative samples for each ATE size in the employment stratum. Likewise, this mode of sampling will somehow provide implicit stratification of ATE by employment size group, thus avoiding all sample establishments with low ATE values or high ATE values.

A special program designed by the Information Resources Department will be used to draw the samples.

2.6. The 2006 CPBI Questionnaires

For the main 2006 CPBI, four (4) types of questionnaires will be used. The four types of questionnaires, designed after taking into consideration the requirements of the main users, are as follows:

Form Type	Sector	Spot Color
CPBI Form No. 1	Agriculture, Forestry and Fishing	green
CPBI Form No. 2	Mining and Quarrying, Manufacturing, Electricity, Gas and Water	yellow
CPBI Form No. 3	Construction	orange
CPBI Form No. 4	Business and Services	blue

The data items included in the CPBI questionnaires are listed in the table below.

Table 2.6. List of Data Items in the 2006 CPBI Questionnaire

ITEM NO.	DESCRIPTION
(Cover Page)	Name and Address of the establishment and its reporting unit
	Control Panel for Establishment Characteristics <i>(For NSO Use Only)</i>
1	Economic Activity or Business in 2006
2	Year Started Operation
3	Legal Organization in 2006

Cont.

Table 2.6. List of Data Items in the 2006 CPBI Questionnaire (Cont.)

ITEM NO.	DESCRIPTION
4	Economic Organization in 2006
	Name and Address of Main Office and Contact Person in Main Office
5	Number of Paid Employees as of 15 November 2006
6	Number of Unpaid Workers as of 15 November 2006
7	Total Employment as of 15 November 2006
8	Number of Production/Construction Workers as of 15 November 2006
9	Total Hours Worked by Production/Construction Workers in 2006
10	Gross Salaries and Wages Paid in 2006
11	Total Employer's Contributions to SSS/GSIS etc. paid in 2006
12	Total Revenue in 2006
13	Subsidies Received in 2006
14	Total Costs Incurred in 2006
15	Capital Expenditures, Sale of Fixed Assets in 2006, including Losses and Damages
16	Capital Expenditures for All Fixed Assets by Mode of Acquisition in 2006
17	Capital Expenditures for Intangible Assets in 2006
18	Book Value of Fixed Assets as of 31 December 2006
19	Total Value of Intangible Assets as of 31 December 2006
20	Average Capacity Utilization Rate in 2006 (only in CPBI Form No. 2)
21	Inventories in 2006
22	Remarks
23	List of Branches, Divisions, Plants Owned and Controlled
	Certification
	Contact Person
	<i>Processing Information (DO NOT FILL portion)</i>

2.7. Other Forms

The 2006 CPBI uses other forms – the address stub, control lists and other administrative forms.

2.7.1. Address Stub

The address stub shall contain the **business name**, **address**, and in some cases, the **address of the reporting unit**, as well as other information about the establishment, represented by the following codes:

- establishment control number (ECN)
- economic activity (IND)
- province-municipality/city (PROV-MUN)
- barangay (BGY)
- employment size (SZ)

- legal organization (LO)
- economic organization (EO).

It will also contain the name and address of reporting unit if different from that of the sample establishment, the 2006 CPBI form type (FT no.), and an indicator for sample type (ST). There are four types of ST indicator, as follows:

- L-I : large sample of CPBI and IOSPBI (ATE 20 and over)
- S-I : small sample of CPBI and IOSPBI (ATE less than 20)
- L : large sample of CPBI only
- S : small sample of CPBI only.

All provinces will be provided with the address stubs of the sample establishments for pasting to the appropriate questionnaire type. Two copies of the address stub will be provided for establishments with ATE 20 and over, while only one copy will be provided for those with ATE less than 20.

An example of an address stub is shown here.

						FT ↓	ST ↓
THE OWNER/MANAGER						FT4	[L - I]
JOLLIBEE SM SOUTHMALL I							
ALABANG ZAPOTE RD SM SOUTHMALL UGF							
ALMANZA UNO							
LAS PINAS CITY, METRO MANILA							
c/o							
JOLLIBEE FOODS CORPORATION							
EMERALD AVE ORTIGAS CTR JOLLIBEE PLAZA 5/F							
SAN ANTONIO							
PASIG CITY, METRO MANILA							
760100421896H9	H55210	76	01	001	4	4	2
↑ ECN	↑ IND	↑ PROV-MUN	↑ BGY	↑ SZ	↑ LO	↑ EO	

Refer to Chapter 4 Section 4.1 for instructions on addressing the questionnaires using the address stubs.

2.7.2. Control List

The **control list** is a tool for keeping track of the questionnaires and for recording important information about the sample establishments. It will also provide useful information on the various phases of the operation and for frame updating for future establishment surveys.

The control list to be used in the 2006 CPBI is in electronic form, and is a component of the Monitoring and Tracking System (MTS). A separate manual is available for the MTS.

The control list classifies sample establishments as follows:

1. "ORIGINAL SAMPLE" - Establishments are selected as samples for a province. The questionnaire for these establishments are to be distributed and collected in the same province.
2. "C/O TO" - Establishments are selected as samples in the province but the questionnaires are to be distributed and collected in other provinces within or outside the region.
3. "C/O FROM" – Establishments which are samples of other provinces but questionnaires are to be distributed and collected in the province.

The establishments listed under "ORIGINAL SAMPLE" and "C/O TO" constitute the province's **total samples** while establishments under "ORIGINAL SAMPLE" and "C/O FROM" portion comprise the province's **total workload**.

The field offices will be provided with an electronic file copy of the control list during the training.

2.7.3. Other Administrative Forms

Several administrative forms are to be utilized for the proper and orderly control, monitoring and documentation purposes of the census operation. The forms are listed in the table below:

Table 2.7. List of 2006 CPBI Administrative Forms

Form No.	Description of Form
ITSD – ADM Form 1	General Transmittal Form
(MTS generated)	Transmittal Form of Questionnaire
ITSD -ADM Form 2	Problem Referral Slip
Checklist of Sample Establishments	Two types of CheckList will be provided to the provinces to facilitate addressing of the questionnaires. These are the following: Checklist 1 - for list of CPBI samples (sorted by sector, by municipality and by alpha) and Check List 2 – for list of IOSPBI samples (sorted by sector, by municipality and by alpha).
2006 CPBI Cover Letter	} One copy of each of these forms is to be included in the census questionnaires for distribution to respondents.
2006 CPBI - IOSPBI Primer	

Cont.

Table 2.7. List of 2006 CPBI Administrative Forms (Cont.)

ULE Form 3	2007 Establishment Inquiry Form – <i>Refer to Chapter 4 Section 4.8.7 for instructions when to accomplish the form.</i>
(MTS generated)	Provincial Bi-Monthly Progress Report (electronically generated)
ITSD -ADM Form 3 – 3a	<p>Narrative Report of Operation (including financial report) – The Narrative Report (Form 3) is to be submitted by the PSOs (in advance) at the end of the census operation, while the Financial Report (Form 3a) is to be submitted later. It is important that these two reports are to be submitted directly to ITSD-Office of the Director.</p> <p>The narrative report (Form 3) should include the following aspects: trainings (all levels), distribution and collection of questionnaires, editing, transmittal of questionnaires, progress reports generation, problems encountered and solutions, and other matters.</p> <p>The financial report (Form 3a) should include information on the actual fund remitted to the province and actual expenses incurred by type.</p> <p>The RDs will also have to prepare and submit consolidated regional reports of Forms 3 and 3a.</p>

The Monitoring and Tracking System Manual (MTS) discusses in detail the transmittal form and progress reports that are to be generated.

Refer to Appendices 4 to 7 for copies of ITSD – ADM Forms 1, 2, 3 and 3a.

Vision is the art of seeing things that are not yet visible.