

GUIDELINES ON DATA VALIDATION PROCESS

1. PRE-SURVEY VALIDATION

A. OPERATIONAL AND FINANCIAL ASPECTS

RFU AI Coordinators

- a) Designate team of data validators in the region and province (RFU and LGU). Data validation meetings shall be conducted at the provincial and regional level (when deemed necessary) before the survey operations;
- b) Make available for review and validation, data and information from the previous survey on avian population conducted in the province/region;
- c) Participate and assist in the data review and validation process in the region and province;
- d) Based on the findings of the data review and, in consonance with BAS-RASO ensure that field verification and/or call back of barangays/respondents should be conducted as deemed necessary;
- e) Whenever field verification and call back of barangays/farms is necessary, travel expenses of personnel to be deployed shall be withdrawn from project funds allocated to RFU;

LGUs/Provincial/City Veterinarians

- a) Make available data and information from the previous survey on avian population conducted in the province for review and validation;
- b) Prepare Validation Sheets #1 and #2
- c) Review/validate RFU/LGU data holdings in accordance to the prescribed procedures stated in the technical aspects of the guidelines;
- d) Based on the findings of data review and in consonance with RFU-AIC, ensure that field verifications and/or call back of barangays/respondents were conducted as deemed necessary.

BAS RASO

- a) Designate team of data validators in the region and province. Data validation meetings shall be conducted at the provincial and

regional level region (when deemed necessary) before the survey operations;

- b) Make available for review and validation, data and information obtained from the regular survey of BAS on poultry conducted in the province/region. Caveat: provide municipal aggregates only for housing capacity and inventory of commercial farms;
- c) Take the lead in the technical aspects of the data review/validation process to be conducted in the region and province;
- d) Based on the findings of the data review and, in consonance with RFU-AIC, shall ensure that field verifications and/or call back of barangays/respondents were conducted as deemed necessary.

BAS-PASO

- a) Make available for review and validation, data and information obtained from the regular survey of BAS on poultry conducted in the province/region. Caveat: provide municipal aggregates only for housing capacity and inventory of commercial farms;
- b) Take the lead in the technical aspects of pre-survey data validation in the province;
- c) Prepare Validation Sheets (VL) #1, #2, Comparative Municipal Summary- VL #3 and Validation Results - VL # 4
- d) Review/validate BAS data holdings in accordance to the prescribed procedures stated in the technical aspects of the guidelines;
- e) Based on the findings of the data review, and in consonance with RASO, shall ensure that field verifications and/or call back of barangays/respondents were conducted as deemed necessary.

B. TECHNICAL ASPECTS

- a) All the data holdings of both in BAS and BAI for poultry animals should be made available. Data holdings from BAS is the recent sampling frame for poultry sorted by barangay, by municipality, and by province while from RFU/LGU is the result of the recent survey conducted by the AIs.
- b) Accomplish the prescribed validation sheet (validation sheet form 1 & 2) for backyard and commercial farms which will be used in the review/validation process by both BAS and LGU.
- c) Validation Sheets #3 and #4 shall be prepared by BAS.

- d) Fill up the validation sheets with the required information. Investigate the capacity or inventory of poultry animal for each farm to determine utilization of the farm houses. Investigate also the inclusion of barangays/municipalities covered by RFU/LGU (refer to the list of barangays) in poultry survey to determine non-covered barangays.
- e) Supervisors-PASO and PVO/CVO/AIC, should ensure that field verifications and/or call back were conducted when the following findings are revealed from VL # 3 and #4:
 - i) wide variations of results between BAS and LGU
 - ii) when there are commercial farms listed in BAS but not in RFU or vice versa,
 - iii) when barangays were not covered

2. POST- SURVEY VALIDATION

A. OPERATIONAL AND FINANCIAL ASPECTS

RFU AI Coordinators

- a) Designate team of data validators in the region and province (RFU and LGU). Data validation meetings shall be conducted at the provincial and regional level;
- b) Participate and assist in the data review and validation process in the region and province;
- c) Allocate and provide funds for all expenses to be incurred during the regional and provincial data review/validation meetings i.e. food, venue, including travel expenses of all participants including BAS;
- d) In consonance with BAS-RASO shall be on top to ensure timeliness, completeness and quality output of the project ;
- e) In consonance with BAS- RASO shall safeguard the confidentiality of data and information especially individual farm/establishments data and information;

LGUs/Provincial/City Veterinarians

- a) Participate in the post survey data validation to conducted in coordination with BAS- PASO;

- b) Review/validate final results in accordance to the prescribed procedures stated in the technical aspects of the guidelines;

BAS RASO

- a) Designate team of data validators in the region and province. Data validation meetings shall be conducted at the provincial and regional level region (when deemed necessary) before the survey operations;
- b) Take the lead in the technical aspects of the data review/validation process to be conducted in the region and province;
- c) In consonance with RFU-AIC shall be on top to ensure timeliness, completeness and quality output of the project ;
- d) In consonance with RFU-AIC shall safeguard the confidentiality of data and information especially data and information of individual farm/establishment;

BAS PASO

- a) Take the lead in the technical aspects of post survey data validation
- b) Review/edit/finalize VL #1 and # 2 (Municipal Summary by Barangay); Prepare Provincial Summary (by municipality) VL #1 and 2
- c) Submit in advance final Validation Sheets #1, #2 (Municipal and Provincial Summary) to BAS –CO copy furnished BAS-RASO and RFU-AIC.

B. TECHNICAL ASPECT

- a) Check the completeness of the data in the questionnaires.
- b) Check the completeness of the questionnaires per barangay. Use the Philippine Standard Geographic Code list of barangays or the list provided by BAI.
- c) Add new information/data gathered during in the survey and field verifications in the validation sheets VL #1 and VL#2 used in the pre-survey validation;

- d) All final/acceptable data and information in the validation sheets VL#1 and VL#2 should be copied to APS Form #1 for electronic data processing;
- e) PVOs/ Als shall transmit to BAS PASO/RASO the final validation sheets VL #1 and VL#2 and APS Form 1 with proper endorsement stating the total number of barangays and municipalities covered including some issues and problems/concerns regarding project results/operation.
- f) Any problem encountered, Als/RASOs shall call the attention of PVOs/PASOs.