

# **CENTRAL OFFICE EDITING GUIDELINES**

## **Integrated Farm Household Survey July 2003**



**BUREAU OF AGRICULTURAL STATISTICS  
Department of Agriculture  
Quezon City**

### **General Guidelines:**

- ❑ Use red ballpen in editing the questionnaire. Do not erase entries. Put a dash (-) on the corrected entry and write the correct answer above the original entry when necessary.
- ❑ Pre-coded answers must be encircled or written in the answer boxes provided.
- ❑ Check the answers for numerical responses on the number of decimal places required. These can be determined by the presence of decimal point, followed by underlined space(s) at the right of the decimal point as many as the required number of decimal place(s) on the answer spaces.
- ❑ Code the units of measure used and all open-ended questions including answers with others (specify) using the coding system prepared by the ITNMD.
- ❑ Check the consistency and completeness of answers in the questionnaire.
- ❑ Items that are not mentioned in this set of guidelines are trivial and assumed to be self-explanatory.

### **Sample Household Identification**

- ❑ The geographic code for sample household identification should be consistent from the masterlist (e.g., region, province, city, municipality, barangay, stratum and enumeration area-household serial number).
- ❑ If the stratum was not indicated, insert after or below barangay and copy the stratum code in the masterlist. The number of boxes provided in Enumeration Area-Household Serial Number of the questionnaire was not sufficient; thus provide additional box to complete the codes specified in the masterlist.

- For consistency, check if the farm enterprises encircled in page 1 had their corresponding information on the following:

Type of Farm Enterprise	Block / Item	Page/s
<b>Crop Farming *</b> 1. Temporary Crops Palay Corn Other temporary crops 2. Permanent Crops Coconut Other fruit crops Industrial and agro-forestry crops 3. Crop by-products 4. Crop Farming : Other Farm Expenditures 5. Agricultural Crop Development Services	II.B	5-8 9-13 14-17 18, 21-23 19, 21-23 20-23 24 24 24
<b>Livestock and Poultry</b> 1. Livestock 2. Poultry 3. Livestock /Poultry Contract Growing 4. Livestock and Poultry Products 5. Livestock and Poultry Development Services 6. Livestock and Poultry Expenditures	II.C	25-26 27-28 29 29 29 29-30
<b>Capture Fishing and Aquaculture</b> 1. Capture Fishing 2. Aquaculture 3. Capture Fishing and Aquaculture Development Services 4. Capture Fishing and Aquaculture Expenditures	II.D	31 31 32 32-33
<b>Special Agricultural Activities</b>	II.E	34
<b>Home Processing of Agricultural Products</b>	II.F	34
<b>Marketing of Agricultural Products</b>	II.G	34

\* Crops enumerated in Items 9 and 10 page 4 of the questionnaire

## **Block I. Household Information**

- ❑ Check the number of household members listed if it is the same with the number of household members (male and female) indicated on page 1.
- ❑ Answers in Columns 3 and 9 must be encircled.
- ❑ Answers in Columns 6 to 8 and 10 must be coded.
- ❑ Columns 7 to 9 must have entries and possibly Column 10 if answer to Column 9 is "yes" for household members 15 years old and above.

## **Block II. Farm Particulars**

### **A. Characteristics of Agricultural Holdings**

- ❑ Check whether the number of parcels indicated on Item 1 has corresponding information in Items 2 to 10.
- ❑ Check if all pre-coded answers on Items 3 to 8 were encircled.
- ❑ Answers on others specify on Items 4, 5 and 7 must be coded.
- ❑ Crops enumerated on Items 9 and 10 must be coded.

### **B. Agricultural Crops**

#### **Production and Disposition of Produce**

- ❑ Editing on production and disposition of crops should be done as follows:
  - ❑ palay and corn by cropping for all parcels (pages 5 and 9, respectively);
  - ❑ other temporary crops by crop for all croppings, all parcels (pages 14 to 15);
  - ❑ coconut by quarter for all parcels ( page 18 ); and
  - ❑ other fruit crops, industrial and agro-forestry crops by crop for all harvests, all parcels ( pages 19 to 20).

- ❑ Area planted/harvested for permanent crops must have an entry. Compute for the area from the number of trees indicated.
- ❑ Total area of all parcels planted to (crop) should be greater than or equal to total area harvested. All entries on area must be in four (4) decimal places.
- ❑ The sum of the disposition items of (crop) must be equal to the total production.
- ❑ Total quantity specified under Items 4 to 14 (page 5 of questionnaire on palay) must add up to the total quantity produced as indicated in Item 3.1.

II. FARM PARTICULARS (Continued)...	
B. Agricultural Crops	
1. Temporary Crops	
1.1 Palay	
1.1.1 Palay: Production and Disposition (all parcels)	
Production	First Cropping
	(1)
1. For each cropping cycle, what was the total area of all parcels (In hectare) planted to palay?	<u>0</u> . <u>2</u> <u>5</u> <u>0</u> <u>0</u>
2. What was the total area harvested? (In hectare)	<u>0</u> . <u>1</u> <u>0</u> <u>0</u> <u>0</u>
3. What was the total quantity of palay harvested from all parcels?	
3.1 Quantity in local unit	<u>8</u> . <u>0</u> <u>0</u>
3.2 Equivalent weight of one local unit in kilogram	<u>40</u> . <u>0</u> <u>0</u>
Disposition	
4. What quantity was sold?	
4.1 Quantity in local unit	<u>          </u> . <u>          </u>
4.2 Price per kilogram	P <u>9</u> . <u>3</u> <u>0</u>
10. What quantity was used/set aside as feeds for livestock/poultry?	<u>1</u> . <u>5</u> <u>0</u>
11. What quantity was consumed/set aside for home consumption?	<u>6</u> . <u>0</u> <u>0</u>
12. What quantity was damaged/wasted due to insects, rodents, rotting, etc.?	<u>0</u> . <u>5</u> <u>0</u>
13. What quantity was paid to irrigation ?	<u>          </u> . <u>          </u>
14. What quantity was used/set aside for other purposes? Specify : _____	<u>          </u> . <u>          </u>

II. FARM PARTICULARS (Continued)...		
1.2 Corn		
1.2.1 Corn: Production and Disposition (all parcels)		
Production	First Cropping	Second Cropping
	(1)	(2)
1. For each cropping cycle, what was the total area of all parcels planted to corn? (in hectare)	<u>0 . 5 0 0 0</u>	<u>0 . 5 0 0 0</u>
2. What was the total area harvested? (in hectare)	<u>0 . 5 0 0 0</u>	<u>0 . 5 0 0 0</u>
3. What was the total quantity of corn harvested from all parcels as...		
3.1 green corn?		
3.1.1 Quantity in local unit	<u>      </u> . <u>      </u> <u>      </u>	<u>1</u> . <u>0</u> <u>0</u>
3.1.2 Average number of ears per local unit	<u>      </u>	<u>200</u>
3.1.3 Equivalent weight of one local unit if shelled in kg.	<u>      </u> . <u>      </u> <u>      </u>	<u>25</u> . <u>0</u> <u>0</u>
3.2 matured corn (unshelled)?		
3.2.1 Quantity in local unit	<u>      </u> . <u>      </u> <u>      </u>	<u>      </u> . <u>      </u> <u>      </u>
3.2.2 Average number of ears per local unit	<u>      </u>	<u>      </u>
3.2.3 Equivalent weight of one local unit if shelled in kg.	<u>      </u> . <u>      </u> <u>      </u>	<u>      </u> . <u>      </u> <u>      </u>
3.3 matured corn (shelled)?		
3.3.1 Quantity in local unit	<u>15</u> . <u>0</u> <u>0</u>	<u>7</u> . <u>0</u> <u>0</u>
3.3.2 Equivalent weight of one local unit in kilogram	<u>55</u> . <u>0</u> <u>0</u>	<u>55</u> . <u>0</u> <u>0</u>
Disposition		
4. What quantity was sold?		
4.3 Matured corn (shelled)		
4.3.1 Quantity in local unit	<u>7</u> . <u>0</u> <u>0</u>	<u>4</u> . <u>0</u> <u>0</u>
4.3.2 Equivalent weight of one local unit in kilogram	<u>55</u> . <u>0</u> <u>0</u>	<u>55</u> . <u>0</u> <u>0</u>
4.3.3 Price per local unit	P <u>247</u> . <u>5</u> <u>0</u>	P <u>346</u> . <u>5</u> <u>0</u>
5. What quantity was used/set aside for seeds?		
5.1 Quantity in local unit	<u>      </u> . <u>      </u> <u>      </u>	<u>0</u> . <u>1</u> <u>5</u>
5.2 Equivalent weight of one local unit if shelled in kilogram	<u>      </u> . <u>      </u> <u>      </u>	<u>55</u> . <u>0</u> <u>0</u>
6. What quantity was paid to harvesters?		
6.1 Quantity in local unit	<u>1</u> . <u>2</u> <u>5</u>	<u>      </u> . <u>      </u> <u>      </u>
6.2 Equivalent weight of one local unit if shelled in kilogram	<u>55</u> . <u>0</u> <u>0</u>	<u>      </u> . <u>      </u> <u>      </u>
10. What quantity was consumed/set aside for home consumption?		
10.1 Quantity in local unit	<u>6</u> . <u>7</u> <u>5</u>	<u>2</u> . <u>8</u> <u>5</u>
10.2 Equivalent weight of one local unit if shelled in kilogram	<u>55</u> . <u>0</u> <u>0</u>	<u>55</u> . <u>0</u> <u>0</u>
10.3 Ears of green corn		
10.1 Quantity in local unit	<u>      </u> . <u>      </u> <u>      </u>	<u>1</u> . <u>0</u> <u>0</u>
10.2 Equivalent weight of one local unit if shelled in kg.	<u>      </u> . <u>      </u> <u>      </u>	<u>25</u> . <u>0</u> <u>0</u>

## II. FARM PARTICULARS (Continued)...

## 1.3. Other Temporary Crops

## 1.3.1 Other Temporary Crops: Production and Disposition (all croppings, all parcels)

Write the crop name of the temporary crops harvested during the reference period.. Refer to Block II-A of the crops enumerated (page 4).	Other Temporary Crops		
	1 <u>Stringbeans</u> <input type="text"/>	2 <u>Eggplant</u> <input type="text"/>	3 <u>Tomato</u> <input type="text"/>
	(1)	(2)	(3)
<b>Production</b>			
1. How many cropping cycles of (crop) did you have during the reference period?	<u>1</u>	<u>1</u>	<u>1</u>
2. What was the total area of all parcels planted to (crop)? (in hectare)	<u>0</u> . <u>0</u> <u>2</u> <u>0</u> <u>0</u>	<u>0</u> . <u>0</u> <u>2</u> <u>0</u> <u>0</u>	<u>0</u> . <u>0</u> <u>2</u> <u>0</u> <u>0</u>
3. What was the total area harvested?(in ha.)	<u>0</u> . <u>0</u> <u>2</u> <u>0</u> <u>0</u>	<u>0</u> . <u>0</u> <u>2</u> <u>0</u> <u>0</u>	<u>0</u> . <u>0</u> <u>2</u> <u>0</u> <u>0</u>
4. What was the total quantity of (crop) harvested from all parcels?			
4.1. Quantity in local unit	<u>11</u> . <u>3</u> <u>0</u>	<u>17</u> . <u>2</u> <u>5</u>	<u>18</u> . <u>0</u> <u>0</u>
4.2. Weight of one local unit in kg.	<u>10</u> . <u>0</u> <u>0</u>	<u>10</u> . <u>0</u> <u>0</u>	<u>10</u> . <u>0</u> <u>0</u>
<b>Disposition</b>			
5. What quantity was sold?			
5.1. Quantity in local unit	<u>10</u> . <u>0</u> <u>0</u>	<u>16</u> . <u>0</u> <u>0</u>	<u>16</u> . <u>0</u> <u>0</u>
5.2. Price per local unit	P <u>170</u> . <u>0</u> <u>0</u>	P <u>110</u> . <u>0</u> <u>0</u>	P <u>72</u> . <u>0</u> <u>0</u>
6. What quantity was used/set aside for seeds?	<u>0</u> . <u>3</u> <u>0</u>	<u>0</u> . <u>2</u> <u>5</u>	<u>0</u> . <u>5</u> <u>0</u>
7. What quantity was paid for workers / farm helpers?	_____ . _____	_____ . _____	_____ . _____
8. What quantity was used/set aside as feeds for livestock/poultry?	_____ . _____	_____ . _____	_____ . _____
9. What quantity was consumed/ set aside for home consumption?	<u>1</u> . <u>0</u> <u>0</u>	<u>1</u> . <u>0</u> <u>0</u>	<u>1</u> . <u>0</u> <u>0</u>
10. After the harvest, what quantity was damaged / wasted due to insects, rodents, rotting, etc.?	_____ . _____	_____ . _____	<u>0</u> . <u>5</u> <u>0</u>
11. What quantity was used for other purposes? Specify: _____	_____ . _____	_____ . _____	_____ . _____

## II. FARM PARTICULARS (Continued)...

## 2. Permanent Crops

## 2.1. Coconut

## 2.1.1. Coconut: Production and Disposition (all harvests, all parcels)

Production	July-September 2002 (1)
1. During the reference period, what was the total area/number of trees planted to coconut ?	
1.1. Area (in hectare)	<u>1 . 0 0 0 0</u>
1.2. Number of trees	<u>150</u>
1.3. Number of bearing trees	<u>100</u>
2. What was the total area/number of trees harvested?	
2.1. Area (in hectare)	<u>0 . 6 7 0 0</u>
2.2. Number of trees	<u>100</u>
3. For each harvest season during the reference period, what quantity was harvested?	
3.1. Young nuts	
3.2. Matured nuts	<u>1,125</u>
Disposition	
4. What quantity was sold?	
4.1. Young nuts	
4.1.1 Quantity	
4.1.2 Price per nut	P _____ . ____
4.2. Matured nuts	
4.2.1 Quantity	
4.2.2 Price per nut*	P <u>2 . 6 7</u>
5. What quantity was paid for workers/farm helpers?	
6. What quantity was consumed/set aside for home consumption?	
7. What quantity was home processed as copra?	<u>1,125</u>
8. What quantity was used for other purposes? Specify: _____	

\* If there is no sales, ask the price per unit in the locality to derive the total value of production.

Computation for price per nut given the quantity of copra sold

250 kg of copra @ P12.00/kg.

1 kg. of copra = 4.5 nuts

$$\text{No. of nut} = \frac{4.5 \text{ nuts}}{\text{kg. of copra}} \times 250 \text{ kg. of copra} = 1,125 \text{ nuts}$$

$$\text{Price / nut} = [P12.00 / \text{kg.} \times 250 \text{ kg.}] / 1,125 = P2.67 / \text{nut}$$

$$\text{Area harvested ( ha. )} = \frac{100 \text{ trees ( 1 ha. )}}{150 \text{ trees}} = 0.67 \text{ ha.}$$

- ❑ Price per local unit must have an entry even though there is no disposition item on quantity sold. Impute the price per local unit of (crop). Refer to other responses gathered within the barangay/municipality/province. This information will serve as basis in computing the total value of production.
- ❑ For coconut (page 18), if there is no price per nut on matured nuts in the locality, derive the value from the sales of copra as recorded in the questionnaire.

## **Material Inputs**

- ❑ Material inputs, such as seeds/seedlings, fertilizers, pesticides and chemicals refer to quantity used/applied to crops as follows:
  - ❑ palay, corn and other temporary crops (all croppings, all parcels); and
  - ❑ all permanent crops (all harvests, all parcels).
- ❑ Check if the skipping answers were properly encircled.
- ❑ Seeds/seedlings
  - ❑ If Code 1 in Item 2 was encircled then Item 3 must have an entry.
  - ❑ If Code 2 or 3 in Item 2 for palay/corn was encircled then check if there is corresponding price per kilo on the item sold under production disposition. It is needed in the imputation for the value of seeds used that were own produced or received.
  - ❑ Source of seeds/seedlings (Item 2) may have multiple answers.
  - ❑ Validate the seeding rate for palay and corn. Refer to
    - ❑ Palay - Estimated seeding rate by seed class and by type of crop establishment, by province, by region, Philippines, Calendar year 2000-2002
    - ❑ Corn - Estimated average of seed use by type of seed, by crop type, Calendar year 1999-2002

- ❑ Fertilizers, Pesticides and Chemicals
  - ❑ Validate the fertilizer usage for palay and corn. Refer to
    - ❑ Palay - Estimated total and per hectare inorganic fertilizer use by grade, by region, Philippines, 2000-2002
    - ❑ Corn - Estimated inorganic fertilizer usage by fertilizer grade, by crop type, by region, Philippines, 2000-2001
  - ❑ Check the price per local unit of inorganic fertilizers, pesticides and chemicals if it is within the range of prices released from AMSAD.
    - ❑ Fertilizers - Average Dealer's/Retail price by grade, by month, Philippines, 2000-2003 (peso per 50 kilograms)
    - ❑ Pesticides – Average price of selected pesticides by month, Philippines, 2002 (peso per 1000 ml.)
  - ❑ Source of organic fertilizer (Item 10) may have multiple answers.
  - ❑ Answers on others specify must be coded.

## **Labor Inputs**

- ❑ Code the farm activity.
- ❑ Check the computation on the summary of labor inputs for all other temporary crops/permanent crops (page 17/23) from the working tables.
  - ❑ Operator Labor
    - ❑ The number of days spent for a particular activity was added.
    - ❑ The entry on number of hours per day was the average hours worked per day.
  - ❑ Family/Exchange and Hired Labor
    - ❑ The number of persons worked in performing a particular farm activity was added.

- The entries on number of days and number of hours per day were the average days and hours worked per day normally rendered in performing a particular farm activity.

Item	Care of Crops							
	String beans		Eggplant		Tomato		All Crops	
	Male	Female	Male	Female	Male	Female	Male	Female
<b>Hired Labor</b>								
No. of persons	2	2	2	2	2		6	4
Ave. no. of days	10	5	10	5	15		12	5
Ave. no. of hours	4	4	3	3	4		4	4

$$\text{No. of persons}_{(\text{male})} = 2 + 2 + 2 = 6$$

$$\text{Average no. of days worked}_{(\text{male})} = (10 + 10 + 15)/3 \approx 12$$

$$\text{Average no. of hours worked per day}_{(\text{male})} = (4 + 3 + 4)/3 \approx 4$$

- Prevailing wage rate per day must have an entry in case farm activities were performed by unpaid labor (operator, family and exchange). If this item has no entry, refer to other responses gathered within the barangay/municipality/province. This information will serve as basis in imputing unpaid labor costs.
- Check the validity on the food expense item, i.e., total cost / number of persons worked.

### Crop by-products

- Code the crop by-products. Examples of crop by-products are as follows:
  - a) leaves and stems of sweet potato and other vegetables;
  - b) rice hay;
  - c) various type of firewood;
  - d) rattan; and
  - e) vinegar.

Rice and corn bran are not included in the crop by-products.

- If there is an answer in Item 2, there must be an entry on Item 3 and/or Item 4.

### **Other Farm Expenditures**

- ❑ Code answers on others specify.

### **Agricultural Crop Development Services**

- ❑ Code answers on Items 2 and 4 to 6.

## **C. Livestock and Poultry**

- ❑ Code the type of animal raised or owned.
- ❑ Check the ending inventory of each type of animal.

$$\begin{aligned} \text{Ending inventory} = & (\text{Beginning inventory} + \text{Born alive/hatched} + \\ & \text{Received from others}) - (\text{Sold alive} + \\ & \text{Slaughtered/Dressed for sale} + \text{Given away} + \\ & \text{Losses}) \end{aligned}$$

- ❑ Check on the reliability of the reported value on the price/head or bird if it is reasonable with the current prices.

### **Livestock/Poultry Contract Growing**

- ❑ Code answer for Items 2, 3 and 8.

### **Livestock and Poultry Products**

- ❑ Code the unit of measure in Column 3.

### **Livestock and Poultry Development Services**

- ❑ Code answer for Items 2 and 4.

### **Livestock and Poultry Expenditure**

- ❑ Code answers on other expenditures specified.

### **Livestock and Poultry: Labor Inputs**

- ❑ Follow the same editing approach similar to that of agricultural crops.

## **D. Capture Fishing and Aquaculture**

### **Capture Fishing: Production and disposition**

- ❑ Code answers on Item 10 (others specify) if there is entry.
- ❑ Follow the same editing approach with the other data items similar to that of agricultural crops.

### **Aquaculture: Production and disposition**

- ❑ Code the specie (Item 3) if any.
- ❑ Code answers on Item 9 (others specify) if there is entry.
- ❑ Follow the same editing approach with the other data items similar to that of agricultural crops.

### **Capture Fishing and Aquaculture Development Services**

- ❑ Code answers on Items 2 and 4 if filled up.

### **Capture Fishing and Aquaculture Expenditure**

- ❑ Code answers on other expenditures specified.

### **Capture Fishing and Aquaculture: Labor Inputs**

- ❑ Follow the same editing approach similar to that of agricultural crops.

## **E. Special Agricultural Activities**

- ❑ If the sub-items under Item 2 was encircled, there must be a corresponding value on sales.
- ❑ Code answers on others specify.

## **F. Home Processing of Agricultural Products**

- ❑ Code the response(s) for Item 2.
- ❑ If there is an answer in Item 2, there must be an entry on the value of sales in Item 3.

## **G. Marketing of Agricultural Products**

- ❑ Code the response for Item 1.
- ❑ Each sub-item in Item 2 must be encircled or code for no response.
- ❑ Code answers on others specify, if any.
- ❑ Items 3 and 4 may have multiple answers.

## **Block III. INVENTORY OF FARM INVESTMENTS**

- ❑ Items listed in Column 1 must be edited from left to right one at a time.
- ❑ If Column 2 has an entry then Columns 3 to 5 must have entries.
- ❑ If Column 6 has an entry then Columns 7 and 8 must have entries.
- ❑ Investment item/s with less than one (1) year of estimated useful life must be reflected in the portion on Farm Expenditures (pages 35 to 36) by enterprise.
- ❑ For Columns 2 to 8, check the number of items acquired in different years, which should be separated by a slash (/).
- ❑ Code investment items falling to answers on others specify.

## **Block IV. HOUSEHOLD INCOME**

- ❑ Check from Block I. Household Information (page 2 of the questionnaire) if all household members having occupation are reflected in this section.
- ❑ For consistency purposes, make sure that the ID number of the household members identified here matched those in page 2.
- ❑ If yes to Item B there must be corresponding amount received during the reference period. Code the other sources of income specified.

## **Block V. HOUSEHOLD EXPENDITURES**

### **A. Food Expenditures**

#### **1. Weekly Food Expenses**

- ❑ Check entry in Cash cost (Column 5) by multiplying quantity consumed (Column 2) by the price per unit (Column 4).
- ❑ Review if the amount/expenses are reasonable for one-week consumption.
- ❑ Check the entry in Non-cash cost (Column 6) if the price per unit of food item on own produced or received from others was reasonable with current prices.

### **B. Non-Food Expenditures**

#### **1. Monthly Recurring Expenses**

- ❑ These are expense items that occur monthly. However, total expenses for one-year period should be reflected. Review if entries are reasonable.

#### **2. Annual, Occasional, Non-recurring Expenses**

- ❑ Check the entry in Item 1.2 (Education). The entry must be the sum of the education expenditures of all household members listed in the working table.

## **Block VI. CREDIT INFORMATION**

- ❑ If answer to Question 1 is YES then Questions 2 to 20 must have entries. Otherwise, no further editing needed.
- ❑ Code the sources of loan.
- ❑ Code answers on Items 5, 7, 11 and 14 to 16.