

**(Name of the Service/ONS Units/RSSO)**  
**INPUTS FOR THE 2023 ANNUAL REPORT**  
**January to December 2023**

**General Instructions:**

1. Submit the accomplished form to Planning and Management Service ([pms.staff@psa.gov.ph](mailto:pms.staff@psa.gov.ph)) on or before **31 October 2023** to give PMS enough time to consolidate for the **2023 PSA Annual Report** except for those report that can be generated by the end of the year (i.e. Vital Statistics data, Financial Report).
2. An **updated** input covering the remaining months of the year shall be submitted to PMS on or before **05 January 2024**.
3. High-Quality photos with at least eight (8) megapixels (3264 x 2448 pixels) that are included in the report shall be uploaded in the Photo Bank thru this link: <https://bit.ly/2023PhotoBank>. Each photo should not be lower than 1 MB in file size.
4. Provide a brief one-sentence/phrase caption for every photo included in the narrative report that clearly describes the activity in the photo and the date and location. *Example: PSA officials and personnel distributed food and game prizes to the participants of the outreach program last 21 July.*
5. Provide proper and appropriate captions for every table and figure included in the narrative report. Captions for tables are placed above the table, and captions for figures are placed below the figure. After the Figure or Table number, add a **descriptive caption** that clearly indicate what the figure or table illustrates without having to read anything else on the page. If the table or figure presented comes from other sources, include a reference for the original source in the caption.  
*Example: Table 2. Number and Percent Distribution of Households by Tenure Status of the Housing Unit/Lot by Region: Philippines, 2020*  
*Figure 1. Proportion of Owner-Households by Region: Philippines, 2020*
6. Avoid errors in writing the narrative by referring to the **List of Common Errors in Write-Up**.

**2023 PSA Annual Report Sections**

- I. Message of the President of Republic of the Philippines (c/o ONS-Core)  
*This part presents the message of President Ferdinand R. Marcos, Jr. to PSA highlighting the 10<sup>th</sup> Anniversary. Include portrait photo of the President Marcos.*
- II. Message of the Secretary of National Economic and Development Authority (c/o ONS-Core)  
*This part presents the message of Sec. Arsenio M. Balisacan to PSA. Include portrait photo of the Sec. Balisacan.*
- III. Message of the National Statistician and Civil Registrar General (c/o ONS-Core)  
*This part highlights the message Usec. Mapa to PSA and its stakeholders.*
- IV. The Year in Review (for Central Office only)  
*This section talks about the overview of the **notable or flagship** events of the PSA within the year. Choose major events or flagship activities of the service. Write a short narrative that consists of **one to two paragraphs** containing **three to four sentences** per event/accomplishment only. Fill-up the categories applicable to the service. The events reported should be relevant to the annual theme – “PSA@10 Providing Quality Services through Digital Transformation” A decade of relevant statistics, efficient civil registration services, and inclusive identification system.*
  - A. Relevant and Reliable Statistics

- B. Effective Statistical Policy and Coordination
- C. Efficient Civil Registration
- D. Inclusive Identification System
- E. Strategic & Adaptive Support Systems and Processes
- F. Improved Organizational Transformation Towards a Culture of Collaboration and Excellence
- G. Other Notable Activities

V. Monthly Timeline

*This section lists the **major projects/activities** that happened during the year **including** those that happened for the **'first time'** and/or those **quinquennial** and **decennial** (occurring once every five and ten years, respectively) activities. Exclude the regular activities (e.g. Labor Force Survey (LFS), Quarterly Survey on Philippine Business and Industry (QSPBI)). Enumerate the title of activities by month, if applicable.*

January	1. 2. 3.
February	1. 2. 3.
March	1. 2. 3.
April	
May	
June	
July	
August	
September	
October	
November	
December	

VI. Accomplishments by Program (for Central Office only)

*This section includes all accomplishments by **program** within the year based on the PW Form1. Write a concise paragraph for each category. Include photos related to the accomplishment.*

- A. National Statistical Development Program

1. Economic Statistics
2. Social Statistics
3. Censuses

- B. Statistical Policy and Coordination Program
- C. Statistical Frameworks and Indicators Program
- D. Civil Registration Program
- E. Philippine Identification System

VII. Regional Accomplishments (for Regional Office only)

*This section highlights **major** activities that are **unique** to the region. Write a short narrative with corresponding photos. Maximum of five major activities only.*

VIII. Strengthening Coordination and Partnerships

*This section shows the coordination of interagency committees and social responsibility activities.*

A. Coordination of Interagency Committees

*List all Interagency Committees, Task Force, Technical Committee, Technical Working Group, and Editorial Group the Service/RSSO has involved. Indicate the number of committee meetings held for the year per committee.*

Interagency Committees	Number of Meetings Held
1.	
2.	
Task Force	
1.	
2.	
Technical Committee	
1.	
2.	
Technical Working Group	
1.	
2.	

Editorial Group	
1.	
2.	

B. Social Responsibility Activities

*This features **all** the social responsibility activities conducted by the office. Select two to three best action photos with the title of the activity and proper caption for each photo.*

C. Local Cooperation

*This section includes the engagement with LGUs and coordination with other government agencies.*

D. Media Engagements

*This section features the radio/tv guesting, media interview, media conference, etc. Include photos with captions.*

Support to Operations

*Major accomplishments of the following operations/services:*

- 1. Planning and Management*
- 2. Legal Adherence*
- 3. Internal Audit*
- 4. Statistical Methodology*
- 5. International Cooperation*
- 6. Communication, IT Development, and Maintenance*
- 7. Human Resource and General Services*

*The service/units can opt to enumerate the accomplishments or write a concise paragraph for each major accomplishment. Inclusion of photos is also encouraged.*

IX. Innovations

*This section shows all the innovation projects initiated by the agency. Limit only to the projects that serve the public or stakeholders. Include related photos.*

X. PSA Awards and Recognitions

*This section presents the winners of the 2022 PSA Awards and Special Awards as well as the awards PSA received from other agencies. For the awards from other agencies, provide a clear copy of the certificate or plaque received and a short description of the award.*

XI. PSA in Numbers

This section illustrates the numerical data of PSA. Supply the count for each output in the table.

Output	Number
Human Resource Development (c/o HRD)	
1. Personnel Complement as of 31 December 2023	
a. Plantilla	
b. Filled up	
2. In-house trainings conducted	
a. Leadership	
b. Technical	
c. Administrative/Foundational	
d. Health & Wellness	
e. Others specify	
3. Scholarship Graduates	
a. Development Academy of the Philippines	
b. Others specify	
Information Dissemination (c/o KMCD)	
4. Press Releases	
5. Special Releases	
6. Press Conferences	
7. Infographics	
8. Publications	
9. Data Dissemination Forum (c/o SSO/CTCO/RSSOs)	
a. Regional Data Dissemination Forum	
b. Provincial Data Dissemination Forum	
10. Labstat Update	
Customer Service (c/o CRCSO/SSO/CTCO/PRO)	
11. Data Request/Inquiries (via Info Center email, Web Mail, eFOI, Phone requests, handcarry/mailed, walk-in)	
a. CRS Matters	

b. Statistical Concerns	
c. PhilSys Concerns	
d. Other concerns	
Social Media and Website Reach (c/o KMCD)	
12. FB Posts Reach	
13. FB Followers	
14. Twitter Reach	
15. Twitter Followers	
16. Website Reach	
a. Users	
b. Sessions	
c. Page Views	
Statistical Matters (c/o SSO/CTCO)	
17. Surveys Cleared	
18. Surveys Conducted	

XII. Vital Statistics Trivia (for Vital Statistics Division)  
*This part shows the infographics of vital statistics on birth, marriage, and death. Provide only the summary of data.*

XIII. Philippines in Numbers (for SSO only)  
*This part shows the infographics on **Social and Economic Statistics**.*

A. Social Statistics	Latest Data
B. Economic Statistics	Latest Data

XIV. Ways Forward  
*This section lists all the activities based on the 2024 Work Program and High Impact Activities.*

- Statistical
- 1.
  - 2.
  - 3.

Civil Registration

- 1.
- 2.
- 3.

PhilSys

- 1.
- 2.
- 3.

Support to Operations

- 1.
- 2.
- 3.

XV. Financial Report (for Budget and Accounting Division)

*This section reports the statement of financial position and performance of the agency.*

XVI. Gender and Development

*This section highlights the activities related to gender and development.*

XVII. PSA@10 Photo Collage

*This section showcases the collage of photos of different activities and faces of PSA through the years.*

Prepared By:

Reviewed by:

\_\_\_\_\_  
Name  
Position/Designation  
Office/Service

\_\_\_\_\_  
Name  
Position/Designation  
Office/Service

Approved by:

\_\_\_\_\_  
Name  
Position/Designation (should be the DNS/Director III for ONS Units/Internal Auditor V for IAD)  
Office/Service/Division/Unit

## LIST OF COMMON-ERRORS IN WRITE-UP

ERRORS	CORRECTION
1. Names	
a. Name of a person not in a single line	Must be in a single line
b. Improper use of Mr. and Ms.	Ensure proper use of Mr. and Ms.
c. Improper use of titles	Ensure proper use of titles. <i>Ex. Undersecretary Claire Dennis S. Mapa</i> <i>Usec. Claire Dennis S. Mapa</i> <i>Usec. Mapa</i>
d. Incorrect format of post-nominals	Follow the correct format. <i>Ex. PhD not Ph.D.</i>
2. Date and Time	
a. Date and time not in a single line	Must be in a single line
b. Wrong date and time format	Use the correct date (DD Month) and time (HH:MMAM/PM) format. <i>Ex. 09 January, not 09 January 2023</i> <i>07:00AM, not 7:00 a.m.</i> <i>12:00PM, not 12:00 nn or 12:00 p.m.</i>
c. Use of year (2023) in date	Omit year (2023) unless used as "In 2023, the PSA..." to avoid redundancy.
d. Use of article 'the'	Omit 'the' in "In 2023, the PSA..." Correct version: "In 2023, PSA..."
e. Use of dash symbol (-) to connect dates	Use "to" as connector, NOT the dash symbol (-) <i>Ex. 02 February to 14 March</i> <i>13 to 15 April</i>
f. Improper use of prepositions	Use correct prepositions. <i>Ex. In → year</i> <i>In → month</i> <i>On → day and month</i> <i>On → day, month, and year</i>
3. Numbers	
a. Improper writing of numbers	Spell out numbers if it is 10 or less than 10. <i>Ex. Ten working days</i> <i>Two MOAs</i> <i>11 entries</i> <i>2,000 respondents</i> Note: No need to include number in parenthesis if spelled out.
b. Starting a sentence with a number	When starting a sentence with a number, always spell out the number. <i>Ex. Eight provinces were visited.</i> <i>Three thousand participants joined the event.</i>
4. Percentages	
a. Use of percent	Spell out "percent", NOT the symbol (%) <i>Ex. 5.2 percent</i>
5. Hotels	
a. Specifying name of hotels	Avoid specifying the hotel where the event/activity took place. Instead, mention the city. <i>Ex. In Makati City instead of Makati Palace Hotel</i>
6. Services/Units	



a. Specifying Services/Units	Avoid specifying Services/Units of PSA since the Annual Report is a PSA-wide accomplishment.
7. Others	
a. Mention of Law	RA 10625, NOT R.A. 10625
b. Mention of building	23-story, NOT 23-storey
c. Mention of website	Use psa.gov.ph, NOT https://www.psa.gov.ph or www.psa.gov.ph
d. Mention of Title/Name of Project/Activity	Projects/Activities are to be CAPITALIZED; prepositions in between should be in small caps <i>Ex. on, in, by, the; Updating of List of Establishments</i>
e. Mention of Filipino words	Filipino words are to be ITALICIZED <i>Ex. Ulirang Magulang Award</i>