



CFS Form 1B

GUIDE ON ACCOMPLISHING THE 2024 COMMODITY FLOW SURVEY

QUESTIONNAIRE

AGRICULTURE, FORESTRY AND FISHING,
MINING AND QUARRYING,
MANUFACTURING



BLOCK III. REMARKS

- Provide any additional information to further elaborate the entries reported in the questionnaire, as well as comments or suggestions for the improvement of the survey.

BLOCK IV. CERTIFICATION

- Write the full name and designation of the respondent or the person who authorized the provision of information, as well as his/her signature and the period of the report.

BLOCK V. CONTACT PERSON

- Write the full name and designation, office address, phone number, and email address of the person who will be contacted for queries regarding the accomplished questionnaire.

This part is left intentionally blank

- **Column 5 (Total Value)**

- ✓ Specify the total value or amount of the commodity in pesos from ALL its transactions in 2024 per specified province of origin and province of destination. Omit centavos.

- **Column 6 (Total Freight Charges)**

- ✓ Specify the total amount of charges paid in pesos for transporting the commodity, especially if your establishment hired a service provider, from ALL its transactions in 2024 per specified province of origin and province of destination. Omit centavos.
- ✓ This may include shipping fees, service fees, toll fees, parking fees, and other charges in transporting the commodity.
- ✓ If not applicable, you may write N/A. *Provide explanations in Block III*

- **CFS Form 1A (Additional Sheet)**

- ✓ Use the additional sheet, or CFS Form 1A, if the lines for the different commodities transported, with their respective provinces of origin and/or provinces of destination, are more than 12.
- ✓ Photocopies of this form are acceptable.
- ✓ Indicate the name of your establishment on the space provided at the top of the form.

Example 1:

ESTABLISHMENT NAME:	ABC COMPANY	CFS Form 1A
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- ✓ Indicate the page number on the first blank and number of sheets used in the second blank in the provided portion below the page.

Example 2:

→ Continue on another additional sheet (CFS Form 1A), if necessary.	_____ sheet of _____ sheets
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INTRODUCTION

This booklet provides instructions, definitions, and information to help you accomplish the Commodity Flow Survey (CFS) questionnaire. The survey data will be used to measure commodity flow via road mode of transport. Furthermore, the statistics generated will expand the current Domestic Trade Statistics, which currently cover only air and water, to have a comprehensive assessment of the country's domestic trade performance.

The questionnaire collects the following main data items:

- | | |
|-------------------------|---------------------------|
| ✓ Legal Organization | ✓ Province of Destination |
| ✓ Economic Organization | ✓ Total Weight |
| ✓ Total Employment | ✓ Total Value |
| ✓ Commodity Description | ✓ Total Freight Charges |
| ✓ Province of Origin | |

GENERAL INSTRUCTIONS

Scope of the Survey. This survey collects commodity information from the selected establishments engaged in the following sections based on the 2009 Philippine Standard Industry Classification (PSIC):

- Section A – Agriculture, Forestry and Fishing
- Section B – Mining and Quarrying
- Section C – Manufacturing

Legal Authority and Confidentiality of Data. Your response is required by law under Section 25 of RA No. 10625. **YOUR REPORT IS CONFIDENTIAL** as stated under Section 26 of the same Act.

Reporting Entity. Report **all commodities** transported to other province/s within the reference period by your establishment. Commodities include imported and exported goods.

Reference Period. Report data must pertain to **January to March 2024**.

Provide ALL necessary information. Data items in the questionnaire should not be left blank unless otherwise indicated or has been properly explained in the **Remarks** portion of the questionnaire.

Estimates are Acceptable. The data requested on this report form may not correspond to your establishment's accounting records. If the required information in the CFS questionnaire is not available from your records, please provide the best estimates. If there are items that are not applicable, put N/A into the appropriate box/es or cell/s in the questionnaire.

Electronic Reporting. To request the electronic copy of the CFS Forms 1 and 1A, kindly inform the designated **PSA Field Office** through the contact details provided on the front page of the questionnaire.

Merger/Acquisitions. Such events occurring during the period covered by this report require special attention.

- (a) If your establishment merged with or acquired another domestic establishment during the reporting period, include the commodities transported by the merged or acquired establishment since the date of the acquisition. Please provide the date of the acquisition or merger and the name of the acquired establishments in the **Remarks** portion on the last page of the questionnaire.
- (b) If your establishment was acquired by another establishment during the period covered by this report, please provide the acquisition date and the name and address of the acquiring establishment in the **Remarks** portion on the last page of the form and complete the form for the period the establishment was in operation prior to the acquisition.
- (c) For other scenarios not specified from the above examples, please note this in the **Remarks** portion on the last page of the questionnaire.

Submission of the CFS Forms. Submit the following forms to the PSA upon the visit of the PSA field personnel for collection:

- ✓ Accomplished CFS Questionnaire (CFS Form 1)
- ✓ CFS Additional Sheet (CFS Form 1A)

➤ **Case 3:** same commodity with the **same** province of origin but with **different** provinces of destination.

LINE NUMBER	COMMODITY DESCRIPTION (Provide specific description of the commodities, e.g., cavendish banana, sand, gravel, copper ore, television, etc.)		PROVINCE OF ORIGIN (Provide one province name per line)	PROVINCE OF DESTINATION (Provide one province name per line)
	1	PSOC CODE Do Not Fill (For PSA Use Only)		
01	CABBAGES		BENGUET	LAGUNA
02	CABBAGES		BENGUET	BULACAN
03	CABBAGES		BENGUET	NCR

• **Column 4 (Total Weight)**

- ✓ Specify the total gross weight of the commodity in kilograms, from ALL its transactions in 2024 per specified province of origin and province of destination. Omit decimal places.
Gross weight includes the weight of the commodity and packaging materials used (e.g., box, carton, crate, etc.)
- ✓ If other units of measurement for weight are used, they must be converted to kilograms. Below is the conversion table for your reference.

Weight Conversion Table to Kilograms

Grams (g, gm)	Kilograms (kg)	Pounds (lb)	Kilograms (kg)	Metric Ton (mt)	Kilograms (kg)
1	0.001	1	0.5	1	1,000
10	0.01	10	4.5	10	10,000
100	0.1	100	45.5	100	100,000
1000	1	1000	453.59	1000	1,000,000
10,000	10	10,000	4,535.92	10,000	10,000,000
100,000	100	100,000	45,359.28	100,000	100,000,000
1,000,000	1,000	1,000,000	453,592.37	1,000,000	1,000,000,000

- **Case 1:** same commodity with **different** provinces of origin and **different** provinces of destination.

I N E	COMMODITY DESCRIPTION (Provide specific description of the commodities, e.g., cavendish banana, sand, gravel, copper ore, television, etc.)	PROVINCE OF ORIGIN (Provide one province name per line)		PROVINCE OF DESTINATION (Provide one province name per line)	
		PSCC CODE Do Not Fill (For PSA Use Only)	2	PROV CODE Do Not Fill	3
01	CANNED TUNA		ZAMBOANGA DEL SUR		BENGUET
02	CANNED TUNA		CEBU		LEYTE
03	CANNED TUNA		SARANGANI		MISAMIS ORIENTAL

- **Case 2:** same commodity with **different** provinces of origin but with the same province of destination.

I N E	COMMODITY DESCRIPTION (Provide specific description of the commodities, e.g., cavendish banana, sand, gravel, copper ore, television, etc.)	PROVINCE OF ORIGIN (Provide one province name per line)		PROVINCE OF DESTINATION (Provide one province name per line)	
		PSCC CODE Do Not Fill (For PSA Use Only)	2	PROV CODE Do Not Fill	3
01	NICKEL ORES		CEBU		MISAMIS ORIENTAL
02	NICKEL ORES		MARINDUQUE		MISAMIS ORIENTAL
03	NICKEL ORES		SURIGAO DEL SUR		MISAMIS ORIENTAL

SPECIFIC INSTRUCTIONS PER DATA ITEM

BLOCK I. GENERAL INFORMATION ABOUT THE ESTABLISHMENT

1. Provide general information about your establishment (business name, registered name, business TIN, business address, company website, and social media accounts) from Items 1A to 1F.
2. Describe in detail the main economic activity and the commodities produced or sold by your establishment in Items 2A and 2A.1.
3. **Legal Organization** – check only 1 box that best describes the stand of your establishment regarding the legal economic entity.
4. **Economic Organization** – check only 1 box that best describes your establishment's role within the organizational structure.
5. **Total Employment** – check only 1 box that best describes your establishment's total employees as of **31 March 2024**.

BLOCK II. COMMODITY FLOW INFORMATION FROM JANUARY TO MARCH 2024

1. The first two items are screening questions for your establishment.
 - **Item 1**
 - ✓ **Check box A "Yes"**, if there are own-produced commodities transported outside the province via road mode transport, then proceed to **Item 2**. Otherwise, **proceed to Block III (Remarks)** on page 8.
 - ✓ For CFS purposes, all cities and municipalities within the National Capital Region (NCR) are treated as under **ONE** province.
 - ✓ For a list of included and excluded commodities in this survey, *refer to the Concepts and Definitions portion found on the same page.*

• **Item 2**

✓ **Check box A** "Road transport only (e.g., trucks cars, vans, buses, jeeps, motorcycles, etc.)", including those that passed through RORO ships", if your establishment used road transport vehicles only, including those wheeled cargo that boarded the Roll-on/Roll-off (RORO) ships as a pass-through from port to port, in transporting commodities outside the province. **Proceed to Item 3.**

✓ **Check box B** "Other modes of transport (e.g., Air, Water, or any combination of Road, Air, and Water)", if modes of transport other than road transport such as **multi-modal transport system** (e.g., Road and Air, Road and Water, etc.) are used in transporting commodities. If box A is not checked, **proceed to Block III (Remarks) on page 8.**

✓ The transportation of commodities from one province to another via road transport may include owned vehicles or rented vehicles by the establishment, or through logistic companies.

2. **Item 3** is a table that asks for the **commodity flow information** of your establishment. It consists of six (6) columns.

• **Column 1 (Commodity Description)**

✓ Specify the description of the commodities produced or sold by your establishment (e.g., cavendish banana, sand, gravel, copper ore, television, SUV, etc.).

✓ The description of the commodities to be reported must **not be vague or general descriptions** (e.g., various commodities, live animals, fruits, vegetables, medicines, electronics, canned goods).

Refer to sample specific description of the commodity stated in this column.

✓ Include commodities that are imported or to be exported, as long as they are transported via road mode transport.

✓ **Do not report** the type/s of road transport vehicles used by your establishment in transporting commodities (e.g., dump truck, cargo truck, car and RORO, etc.) in this column.

• **Column 2 (Province of Origin)**

✓ Specify only one province in column 2, where the commodity is transported from or loaded.

✓ For commodities loaded within NCR, write NCR as the province of origin.

✓ For a specific commodity with **multiple provinces of origin**, the number of lines must correspond to the number of different provinces of origin.

• **Column 3 (Province of Destination)**

✓ Specify only one province in column 3, where the commodity is transported to or unloaded.

✓ For commodities unloaded within NCR, write NCR as the province of destination.

✓ For a specific commodity with **multiple provinces of destination**, the number of lines must correspond to the number of the different provinces of destinations.

Below are the possible cases that may be encountered during the recording of provinces of origin and provinces of destination for the same commodity in Block II, Item 3 of the questionnaire for your reference.