



REPUBLIC OF THE PHILIPPINES  
**PHILIPPINE STATISTICS AUTHORITY**

Reference No. 23NCS03-031

**OFFICE MEMORANDUM NO. 2023-59**

TO : ALL REGIONAL DIRECTORS, CHIEF STATISTICAL SPECIALISTS,  
AND OFFICERS-IN-CHARGE

SUBJECT : Guidelines on the 2023 Updating of the List of Establishments and the  
2022 Census of Agriculture and Fisheries for Non-Household Field  
Operations

DATE : 17 March 2023

The 2023 Updating of the List of Establishments (ULE) is the Phase 1 of the 2023 Census of Philippine Business and Industry (CPBI) which will be undertaken this 2023 to provide an updated and reliable frame for the 2023 CPBI Phase 2 which will be conducted in 2024.

The 2023 ULE will involve door-to-door canvassing of establishments covering all barangays nationwide to update the status of operation and characteristics of the establishments in the List of Establishments (LE) as of March 2023, and to capture and determine the characteristics of "new" establishments or those not yet in the LE for inclusion in the register. Additionally, the conduct of the 2023 ULE will include, as a rider in operation, the distribution and collection of the 2022 CAF questionnaires for non-household units. The operation will also involve geo-tagging of buildings where the establishments are located.

To ensure the smooth conduct of field operations, please refer to the attached general guidelines. Detailed instructions are provided in the Field Operations Manual to be discussed during trainings.

For your guidance and compliance.

**DENNIS S. MAPA, Ph.D.**  
Undersecretary  
National Statistician and Civil Registrar General

*HRR*  
MEPE/FCV/EAA/NPR

**Attachment:**

1. Guidelines on the 2023 Updating of the List of Establishments and 2022 Census of Agriculture and Fisheries for Non-Household Field Operations



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## Guidelines on the 2023 Updating of the List of Establishments and 2022 Census of Agriculture and Fisheries for Non-Household Field Operations

The conduct of the 2023 Updating of the List of Establishments (ULE) with the 2022 Census of Agriculture and Fishing (CAF) for Non-Household field operations should be guided by the following:

### I. 2023 ULE Timetable of Operation

Activity	Beginning Date	Ending Date	Unit Involved
<b>A. PREPARATORY ACTIVITIES</b>			
1. Preparation of ULE forms and other materials			
a. Preparation of the list for verification/updating (2023 Masterlist of Establishments/CAF Non-Household Units by Barangay)	01 Feb 2023	28 Feb 2023	SICD, AFCD, CSD LPSP
c. Preparation/Finalization of Inquiry Forms, Manuals and Other ULE Forms	Nov 2022	03 Mar 2023	SICD
d. Request for Clearance, including preparation of required SSRCS Forms	31 Jan 2023	15 Mar 2023	SICD
2. Designation of Regional & Provincial Focal Persons	01 Feb 2023	10 Feb 2023	RSSOs, PSOs
3. Recruitment and Hiring of Statistical Researchers (SRs) and Team Supervisors (TSs) for selected PSOs with comparably large workload	10 Feb 2023	10 Mar 2023	PSOs
4. Development of the 2023 ULE Mobile App (CAPI), Online Questionnaire (CAWI), Fillable PDF Questionnaire and the ULE Module in the Business Register Integrated Monitoring and Processing System (BRIMPS)	Sep 2022	29 Apr 2023	SICD, ITDS



Activity	Beginning Date	Ending Date	Unit Involved
B. TRAINING FOR FIELD OPERATIONS AND PROCESSING			
1. Training of Trainers	20 Feb 2023	24 Feb 2023	SICD, AFCD, CPCD, SDD, SQAD, ESSS-CSD, Selected Field Offices
2. Task Force Training	13 Mar 2023	18 Mar 2023	SICD, AFCD, CPCD, PHCD, SDD, SQAD, LPSD, CSD, AAD, SOCD
3. Second Level Training	27 Mar 2023	01 Apr 2023	SOCD, SICD, AFCD, CPCD, PHCD, SDD, SQAD, LPSD, CSD, MAS
4. Third Level Training	24 Apr 2023	29 Apr 2023	PSO, SICD, AFCD, SOCD
5. Special Schedule of combined 2 <sup>nd</sup> and 3 <sup>rd</sup> level training in NCR	Any 6 days within 10 April to 5 May, 2023		NCR-RSSO SOCD, NCR-PSOs, SICD, AFCD
C. ENUMERATION			
1. Conduct of Consultations/ Meetings and Coordination with LGUs, Business Groups, Government Agencies, and other stakeholders	April 2023	May 2023	RSSOs, PSOs
a. Transmittal of the lists of establishments from secondary sources collected during the conduct of consultation/coordination activities	1 Sept 2023	06 Oct 2023	PSOs
2. Data Collection with the distribution and collection of 2022 CAF Questionnaires for Non-Household as rider operation (including scrutiny of questionnaires)	02 May 2023	31 Jul 2023	PSOs (Focal Person, Designated Staff, Hired SRs, and TSs)
3. Supervision	02 May 2023	15 Jul 2023	PSOs, RSSOs, CO

Activity	Beginning Date	Ending Date	Unit Involved
<b>D. CONDUCT OF TRAINING ON MACHINE PROCESSING FOR ULE</b>			
1. Training of Trainers	16 May 2023	18 May 2023	SICD, SDD, SQAD, Selected Divisions, Selected Field Offices
2. Task Force Training	23 May 2023	26 May 2023	SICD, SDD, SQAD, Selected CO Divisions, SOCD
3. Second Level Training	05 June 2023	08 June 2023	RSSOs, PSOs, SICD, SDD, SQAD
4. Third Level Training	19 June 2023	22 June 2023	PSOs, SOCD, SICD
5. Special Schedule of combined 2 <sup>nd</sup> and 3 <sup>rd</sup> level training in NCR	Within June 23 -30, 2023		NCR-RSSO, NCR-PSOs, SICD, Selected CO Divisions
<b>E. CONDUCT OF TRAINING ON MACHINE PROCESSING FOR CAF</b>			
1. Training of Trainers	19 May 2023	20 May 2023	AFCD, SDD, SQAD, Selected Divisions, Selected Field Offices
2. Task Force Training	29 May 2023	30 May 2023	AFCD, SDD, SQAD, Selected CO Divisions, SOCD
3. Second Level Training	09 June 2023	10 June 2023	RSSOs, PSOs, SICD, SDD, SQAD
<b>F. MACHINE PROCESSING</b>			
1. ULE Machine Processing by PSOs	03 Jul 2023	30 Sep 2023	PSO (ULE Focal Person, Designated PSO Staff, Hired MPs and TSs)
2. CAF Machine Processing by RSSOs	19 June 2023	31 Aug 2023	RSSO (CAF Focal Person, Designated RSSO Staff, Hired Machine Processors, RSSO Clerks, RSSO Asst Statisticians)
<b>G. POST FIELD OPERATION FOR ULE</b>			
1. Transmittal of Forms (from PSOs to CO) - ULE Forms 8, 8A and 8B (Non-ULE Barangay Forms)	17 Jul 2023	06 Oct 2023	PSOs, SICD



Activity	Beginning Date	Ending Date	Unit Involved
2. Further Data Review and Validation at the CO	15 July 2023	15 Dec 2023	SICD
3. Provincial and Regional Data Review	01 Oct 2023	15 Nov 2023	RSSOs, PSOs
4. Generation and review of preliminary 2023 LE and statistical tables	18 Dec 2023	29 Dec 2023	SICD
5. Preparation of Press Release (Preliminary Results)	27 Dec 2023	29 Dec 2023	SICD
6. Generation and review of LE by Industry Section	03 Jan 2024	31 May 2024	SICD
7. Generation and review of Final 2023 LE and statistical tables	01 June 2024	25 June 2024	SICD

The data review for 2022 CAF Non-Household will be included and consolidated with the data review for 2022 CAF Household.

## II. 2023 ULE and 2022 CAF Non-Household Field Operations

### A. 2023 ULE Coverage and Workload

1. The 2023 Nationwide ULE will cover all 42,047 barangays with or without listed establishments in the preliminary 2022 List of Establishments (LE). The barangays with listed establishments are known as the 2023 ULE Barangays while those without listed establishments are referred to as Non-ULE Barangays. Establishments listed in ULE barangays plus the identified 2022 CAF Non-Household units will comprise the 2023 ULE Masterlist.
2. The provincial workload or the expected number of establishments for updating by province was estimated to be 50 percent higher than the total number of establishments in the 2021 List of Establishments as of 30 June 2022. Thus, the estimated total workload for the whole country, which includes establishments in operation, those with other status of operation (closed, temporarily closed, out of scope, etc.), those which will be newly listed plus the units covered in 2022 CAF for Non-household is about 1.63 million establishments. (*Annex 1 presents the 2023 ULE Workload, Mandays and Personnel Requirements*)



## **B. Preparatory Activities**

### Submission of the list of 2023 ULE Focal Person for each region and provinces

1. The Regional Directors and Provincial Chief Statistical Specialist shall designate a focal person for the 2023 ULE operation for their respective region and province, respectively. The 2023 ULE focal persons will serve as the overall coordinator for all 2023 ULE-related activities. As of date, all Regional Statistical Services Offices (RSSOs) have already submitted the names of their designated Regional Focal Person (RFP). Provincial Statistics Offices (PSOs) who have not yet submitted the name of their 2023 ULE Provincial Focal Person (PFP) should submit thru email address [ule@psa.gov.ph](mailto:ule@psa.gov.ph) and copy furnish [n.rebarter@psa.gov.ph](mailto:n.rebarter@psa.gov.ph) as soon as possible for the preparation of the Special Order officially designating the 2023 ULE focal persons.
2. The 2023 ULE RFP shall attend the Task Force Training on Field Operation and the Task Force Training on Machine Processing. They shall serve as trainers for the 2<sup>nd</sup> and 3<sup>rd</sup> level trainings on Field Operation and on Machine Processing. Selected Central Office personnel will join them in the regional 2<sup>nd</sup> level trainings. However, only selected provinces will be assisted by the Central Office personnel on the 3<sup>rd</sup> level training, priority will be given to provinces with extra-large (XL) workload.
3. The specific duties and responsibilities of the 2023 ULE regional and provincial focal persons are discussed in Chapter 3 Section 3.4 of the 2023 ULE Field Operations Manual.

### Coordination and conduct of consultations with LGUs, business registration agencies, economic managers, business associations and others regarding the conduct of ULE

1. Funds to be used for coordination and consultation activities shall be provided to RSSOs and PSOs, see Annex 3.
2. RSSOs and PSOs are enjoined to coordinate and/or conduct consultations with LGUs, business registration agencies, economic managers, business associations and other concerned government and private entities to gain necessary support and cooperation for the 2023 ULE operations. These entities can also be a source of information on the count, types and nature of business units located in the areas where enumeration of establishments will be challenging due to accessibility, peace and order and health situations and other problems that may arise during the conduct of 2023 ULE.
3. Coordination and consultation activities may include, among others, the following:
  - a. Conduct of online meetings with business groups to formally inform them about the conduct of the 2023 ULE, its objectives, and the uses of the data to be gathered, especially the benefits that their industry can get from the 2023 ULE results. Further, this can also be a venue to consult them on the current business situation, existence of business establishments in the area and to solicit their support and cooperation;



- b. Conduct of online conference with LGUs and other government offices to inform them about the 2023 ULE operations and drum up their support; and,
4. Collection of list of establishments from secondary and/or administrative sources.
  - a. Consult LGUs and other business registration agencies on the available secondary lists of business units which PSOs can use to validate the data to be collected from the conduct of 2023 ULE.
  - b. Request for data sharing of administrative register of establishments from LGUs such as those from the Business Permit and Licensing Offices, records of member establishments from business groups/associations, PEZA and other possible source agencies/organizations.
  - c. Ensure that establishments within the scope and coverage of the 2023 ULE and listed in these secondary/administrative sources but not in the ULE Masterlist will be enumerated and added as "new" record.
  - d. Collected list from secondary and/or administrative source should be submitted to SICD thru email address [ule@psa.gov.ph](mailto:ule@psa.gov.ph) not later than 06 October 2023.
5. For special enumeration areas, like the Economic Zones, high rise buildings and shopping malls, etc., prepare letters in advance for the managers/administrators requesting permission to conduct enumeration and to request for a copy of their list of tenants.
6. A request letter of assistance to be signed by the Regional Director (RD) or the province's Chief Statistical Specialist, and to be given to the managers/administrators of special areas prior to enumeration. A proforma letter is provided in the manual, see appendices.
7. Coordinate with the barangay chairperson of the areas to be enumerated and orient him/her on the purpose of the operation.
8. Conduct of coordination and/or consultations meetings with LGUs, business registration agencies, economic managers, business associations and others entities may also serve as a venue to gather feedbacks and recommendations directly from our stakeholders which we can consider to improve our operation.

#### **D. Procurement**

1. Details for supplies and materials to be procured in the field offices are given in Annexes 4 and 5.
2. The soft copy of the 2023 Establishment Inquiry Form or the ULE Form 3, Field Operations and Processing Manual and Machine Processing Manual, all other ULE-CAF administrative forms, and the 2023 Masterlist of Establishments/CAF Non-Household Units by Barangay will be provided to the field offices for reproduction.
3. Corresponding budget covering the procurement of materials and supplies to be used for the 2023 ULE will be included in the 2023 2<sup>nd</sup> quarter fund transferred in April 2023.



## 4. Listed below are forms and manuals to be used for ULE and CAF Non – Household

Form Type	Description	Specifications
2023 ULE Forms		
	2023 ULE Field Operation and Processing Manual (FOPM)	Print back-to-back 8.5" x 11"
ULE Form 3	2023 ULE Establishment Inquiry Form	8.5" x 13"
	Letter: Request for Assistance	A4 (8.27" x 11.69")
ULE Form 8	Checklist of Economic Units in the Barangay	8.5" x 13"
ULE Form 8A	Certification on the Number of Least Accessible Barangays (LABs), Number of Barangays with Peace and Order Problem (POPs), and Barangays Without Establishments Except LABs and POPs	8.5" x 13"
ULE Form 8B	List of Least Accessible Barangays (LABs), Barangays with Peace and Order Problem (POPs), and Barangays Without Establishments Except LABs and POPs (ULE Form 8B)	8.5" x 13"
ULE Form 10	Establishment Consent Form	8.5" x 13"
2023 ULE - 2022 CAF Non Household Administrative Forms		
ULE_CAF ADM Form 1	General Transmittal Form	8.5" x 13"
ULE_CAF ADM Form 2A	Appointment Slip	8.5" x 13"
ULE_CAF ADM Form 2B	Problem Referral Slip	A4 (8.27" x 11.69")
ULE_CAF ADM Form 5	Acknowledgement Receipt Form	A4 (8.27" x 11.69")
ULE_CAF ADM	Statistical Researcher's (SR) Daily	8.5" x 13"



Form Type	Description	Specifications
Form 3C	Accomplishment Report	
ULE_CAF ADM Form 3D	Team Supervisor's (TS) Daily Accomplishment Report	8.5" x 13"
2022 CAF Non Household Forms		
CAF Form 7	Non-Household Questionnaire on Growing of Crops (13 pages)	<ul style="list-style-type: none"> <li>• front and back</li> <li>• colored first page only</li> <li>• 17" X 13" (spread)</li> <li>• 8.5" x 13" (folded)</li> <li>• BP 100 gsm.</li> <li>• folded center, saddle stitch staple with 2 holes</li> </ul>
CAF Form 8	Non-Household Questionnaire on Livestock/Poultry (11 pages)	
CAF Form 9	Non-Household Questionnaire on Aquaculture (10 pages)	
CAF Form 10	Non-Household Questionnaire on Fishing (12 pages)	
CAF ADM Form 6	Certification of Referral	A4 (8.27" x 11.69")
CAF Form 19B	Folio Cover for Main Forms	8.5" x 13"
	2022 CAF Non-Household Operations Manual	<ul style="list-style-type: none"> <li>• 8.5" X 11"</li> <li>• Cover - UV Foldcote 12</li> <li>• Inside - BP 70 gsm.</li> <li>• Cover - colored printing, 4 colors</li> <li>• Inside - black and white print, back-to-back</li> <li>• Perfect binding</li> </ul>
	Data Processing Systems (DPS) Manual	A4 (8.27" x 11.69")
	Codebook	A4 (8.27" x 11.69")

#### E. Publicity

1. As part of information campaign, a sample of the 2023 ULE streamer design was uploaded in the PSA website. To download, right click the carousel showing the 2023 ULE streamer and save the image as JPEG, JPG, or PNG file.
2. The streamer shall be hung on conspicuous places in the Regional/Provincial Offices prior and for the duration of the conduct of the 2023 ULE field operation.
3. An allocation of Php 1,000 for the streamer is included in the cost estimate for supplies provided to each region and province.

4. Field Offices should strategize and find effective ways to promote and gain support for the conduct of 2023 ULE and 2022 CAF.

## **F. Recruitment**

In consideration of the available mandays, the period of field operations, and overlapping activities of the Field Office, the 2023 ULE operation shall utilize hired statistical researchers and team supervisors for the field operations and hired machine processors with team supervisors for selected provinces for the machine processing. Receipt and Control Clerk will also be hired for selected provinces with medium to extra large workloads.

1. Hired personnel should meet the following minimum qualifications:

### **For Field Enumeration**

#### **Statistical Researcher and Team Supervisor**

- a. Must be a college graduate, or has completed at least second year college (senior high school graduate) in the absence of applicants who are college graduates;
- b. Preferably with experience and training in census/survey undertakings of the PSA;
- c. Preferably college graduate or undergraduate of Agriculture or Fishery courses;
- d. Preferably knows how to use android mobile devices (tablets, smartphones);
- e. With legible handwriting (preferably in printed capital letters);
- f. Able to speak the local dialect;
- g. Physically fit for field work (if female, must not be pregnant);
- h. With good moral character;
- i. With ability to deal with the public tactfully;
- j. Preferably resident of the barangay/enumeration area (EA) or city/ municipality when needed;
- k. Must be fully vaccinated (or received at least two doses of vaccine)
- l. Willing to be assigned in any barangay;
- m. Willing to work on Saturdays, Sundays and/or holidays and beyond 5:00 p.m., if necessary; and
- n. With no existing work contract with other offices/agencies.

The following criteria may be considered in the selection of **Team Supervisors (TSs)** from among the SRs:

1. Educational qualification
2. Relevant experience
3. Active participation during the training
4. Competency to lead and supervise the group of SRs

### **For Data Processing**

#### **Manual and Machine Processors**

- a. Must be a college graduate;



- b. Computer literate, with knowledge in word processor, spreadsheet software and encoding;
- c. Preferably fully vaccinated (or received at least two doses of vaccine);
- d. Physically fit;
- e. With good moral character;
- f. Willing to work on Saturdays, Sundays and/or holidays and beyond 5:00 PM, if necessary; and
- g. With no existing work contract with other offices/agencies.

#### **Receipt and Control Clerk/RSSO Clerk**

- a. Must be a college graduate;
- b. Computer literate, with knowledge in word processor, spreadsheet software and encoding;
- c. Preferably fully vaccinated (or received at least two doses of vaccine);
- d. Physically fit;
- e. With good moral character;
- f. Willing to work beyond office hours, if necessary; and
- g. With no existing work contract with other offices/agencies.

#### **RSSO Assistant Statistician**

- a. Must be a college graduate;
- b. Preferably with basic knowledge in statistics, mathematics, agriculture or fisheries;
- c. Computer literate, with knowledge in word processor, spreadsheet software and encoding;
- d. Must have good technical writing skills;
- e. Excellent organizational skills, with the ability to handle multiple assignments, prioritize, and ensure that all deadlines are met;
- f. Preferably fully vaccinated (or received at least two doses of vaccine);
- g. Physically fit;
- h. With good moral character;
- i. Willing to work beyond office hours, if necessary; and
- j. With no existing work contract with other offices/agencies.

- 2. The workload, corresponding mandays and personnel to be involved including the number of personnel to be hired by province and region are all given in the attached Annex 1 (for ULE) and Annex 2 ( for CAF data processing).
- 3. For personnel to be hired for ULE and CAF Non-Household, the hiring rates and duration are as follows:

Personnel to be Hired	Daily Wage Rate	Duration
<b>Enumeration</b>		
Statistical Researchers	PhP 644 for NCR PhP 504 for Regions III and CALABARZON PhP 491 for other regions	24 April to 31 July 2023
Team Supervisors (for data collection and machine processing)	PhP 704 for NCR PhP 564 for Regions III and CALABARZON PhP 551 for other regions	24 April to 31 July 2023
<b>Machine Processing for ULE</b>		
Receipt and Control Clerk	PhP 542 for all regions	09 June to 30 September 2023
Machine Processors	PhP 644 for NCR PhP 504 for Regions III and CALABARZON PhP 491 for other regions	09 June to 30 September 2023
<b>Data Processing for CAF</b>		
PSO Manual Processor (in selected PSOs only, See Annex 2)	PhP 644 for NCR PhP 504 for Regions III and CALABARZON PhP 491 for other regions	09 June to 30 September 2023
RSSO Machine Processor	PhP 644 for NCR PhP 504 for Regions III and CALABARZON PhP 491 for other regions	09 June to 30 September 2023
RSSO Clerk	PhP 851 for all regions	09 June to 30 September 2023
RSSO Assistant Statistician (duration extended for CAF Household operations)	PhP 1,153 for all regions	09 June to 29 December 2023

4. In addition to the daily wage, Statistical Researchers and Team Supervisors for data collection shall receive an incidental allowance during enumeration period based on the following:



1. Within station (within 50-kilometer radius from the official station)	PhP 160
2. Outside station (beyond 50-kilometer radius from the official station)	PhP 240

#### G. Training on Field Operations and Processing

1. There will be three levels of training: Task Force, 2<sup>nd</sup> level, and 3<sup>rd</sup> level. The training on field operations will be conducted for 6 days. The training shall include the 2-days discussions on the 2022 CAF for Non-Household concepts, questionnaires, and instructions. The training shall also include a session for the hands-on exercise on the use of tablet for geo-tagging and ULE inquiry preferably to be done outside but within the premise of the training venue. Refer to the timetable above for the schedule and the expected participants for these trainings.
2. Included in the budget for the 2<sup>nd</sup> Level training is the provision for venue and accommodation for the participants.
3. The allocated number of participants by level of training is presented in Annex 3. However, requested additional participants in the second level training from selected regions are not yet included in the worksheet. Please refer to our e-mailed response to your request for reference.

#### H. Standards Output for Data Collection and Machine Processing

1. The standard output for the 2023 ULE activities are:
  - a. Data collection - 15 establishments per day
  - b. Machine processing - 50 establishments per day
2. The standard output for the 2022 CAF activities are:
  - a. Collection of accomplished CAF Forms - 2 non-household units per day
  - b. Manual and Machine processing – 50 non-household units per day

#### List of Annexes:

1. Annex 1 – Estimated Workload, Mandays, and Personnel Involved for 2023 ULE
2. Annex 2 - Estimated Workload, Mandays, and Personnel Involved for 2022 CAF Non-Household Data Processing
3. Annex 3 – Allocation for ULE-CAF Trainings on Field Operations
4. Annex 4 – 2023 ULE Materials and Supplies, Mobile Load, USB\_OTG, Printing Cost, Provision for Consultations/ Meetings and Coordination
5. Annex 5 – 2022 CAF Materials and Supplies
6. Annex 6 – Advisory on Tablets for 2023 ULE (with attached distribution)
7. Annex 7 – Census Supplies Specifications and Designs