



REPUBLIC OF THE
PHILIPPINE STATISTICS AUTHORITY

Practices in Handling Changes in Characteristics of Units in the Business Register

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OUTLINE OF PRESENTATION

I. Categories of Variables in the LE

II. Handling changes in Variables in the LE

I. CATEGORIES OF VARIABLES

1. Identification data
 2. Contact data
 3. Classification data
 4. Maintenance and Linkage data
- The specific variables are either supplied by establishment; assigned during enumeration; coded based on supplied information during processing; or predetermined

IDENTIFICATION DATA

Variables that uniquely identify each unit in the LE

1. Establishment Control Number (ECN)
2. Business Name
3. Registered Name
4. Business Address (Prov, Mun, Bgy codes)
5. Tax Identification Number (TIN)
6. Establishment Serial Number (ESN)

CONTACT DATA

Variables to locate and follow-up units on the LE data base

1. Business Address
2. Telephone/Fax number
3. Email address
4. Website
5. Name/address / position of contact person

CONTACT DATA (continued)

Variables to locate and follow-up units on the LE data base

6. Type/name of economic area
[including Economic Area Codes – (EAC)]
7. Telephone/Fax number
8. Email address
9. Website
10. Name/address / position of contact person

CLASSIFICATION DATA

Variables to stratify units on the LE

1. Description of Main Economic Activity (including PSIC Code)
2. Major products/goods produced or sold or service rendered
3. Economic Organization (EO)
4. Legal Organization
5. Total Employment
6. Total Assets (and codes)

MAINTENANCE AND LINKAGE DATA (continued)

Variables for frame of program of surveys and linkage information between units and sources

7. Year started operation (YSO)/ Year Closed (YC)
8. SEC Registration Number
9. Trader's Code (Importer/Exporter)
10. Survey indicator (SI)
11. Source of Information (SOI)
12. LE indicator (LEI)

MAINTENANCE AND LINKAGE DATA

Variables for frame of program of surveys and linkage information between units and sources

1. Name/ Address of main office
2. Name /address of reporting unit
3. Name /address of parent company
4. Subsidiary Indicator
5. Role in franchising agreement
6. Name of franchisor

II. HANDLING CHANGES

All changes in variables (attributes and characteristics) of establishments are :

- Validated by sector specialist/s based on indicated description by establishment/s on Updating Forms and accomplished survey/census returns
 - ✓ Thru direct contact with establishment/s
 - ✓ Thru profile done on establishment/s

II. HANDLING CHANGES

All changes in variables (attributes and characteristics) of establishments are :

- Source of update information (SOI) and updater are recorded on the MLE system
- A change in one attribute of the unit/s may affect other characteristics

II. HANDLING CHANGES

A. Change in Business Name

- Accept change in Business Name
 - ✓ could be an acronym
 - ✓ due to change in LO (from Single Proprietorship to Corporation) and Update LO
 - ✓ Verified correct due to differing notation or naming convention from administrative source

II. HANDLING CHANGES

B. Change in address (corresponding geographic codes)

- Geo codes automatically updated every semester, if with newly created political unit/s
- Accept change in address
 - ✓ if establishment/s transfer location
 - ✓ verified correct address due to differing administrative grouping from administrative source

II. HANDLING CHANGES

C. Change in economic activity (and corresponding industry classification- PSIC)

Clarification conducted on activity description lacking precision

- Accept change
 - ✓ if within same 1-digit PSIC industry, acted by sector specialist/s
 - ✓ If outside the 1-digit PSIC, source Division accomplishes ULE Form 9 (change sector), refers to SSOD who forwards to accepting sector

II. HANDLING CHANGES

D. Change in Registered Name

- Accept change in Registered Name
 - ✓ If franchisor, otherwise company owned
 - ✓ Verified correct due to differing notation or naming convention from administrative source

II. HANDLING CHANGES

E. Change in Employment Size (TE)

- If 2 or more employment size code change – has to be verified with establishment/s, accept change if expansion or error in earlier reporting
- Could refer to consolidated report for all units in the enterprise or enterprise group- update record for corresponding enterprise

II. HANDLING CHANGES

F. Change in Asset Size

Collected only for enterprise/s and should refer to total for all branches

- If 2 or more asset size change - has to be verified with establishment/s, accept change if misclassified as EO =2 (branch)



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Salamat po!

THANK YOU!