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**REGISTERS AND ADMINISTRATIVE FORMS REVIEW SYSTEM:
Assessment of the Quality and Potentials of Administrative Data
in the Philippine Government**

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ABSTRACT

In line with the commitment of the Philippine Statistics Authority (PSA) to provide more timely and quality statistics, the PSA has initiated the development of the Registers and Administrative Forms Review System – a mechanism to review and promote the harmonization of administrative forms and registers in the Philippine Statistical System (PSS) for better use in official statistics. Specifically, the Registers and Administrative Forms Review System aims to: (a) improve the quality of administrative data collected from administrative forms and registers that are used in the generation of official statistics; (b) encourage use of administrative data to inform government agency decisions and programs; (c) respond to data gaps in key development indicator frameworks; and (d) contribute to the development of capacity of government agencies to generate and analyze their own administrative data.

This paper describes the proposed quality assurance framework for administrative data and the assessment process to be undertaken under the Registers and Administrative Forms Review System. It also explores how existing administrative data sources of the PSA perform vis-à-vis the proposed quality assurance framework under the Registers and Administrative Forms Review System.

The Registers and Administrative Forms Review System is founded on the principles and requirements of the new United Nations National Quality Assurance Framework (NQAF) and was developed in consultation with the various units of the PSA as well as key government agencies in the PSS.

1. Introduction

Administrative data are data collected by public authorities for administrative purposes (Truszczynski, 2017). These are usually by-products of the routinary activities of government agencies and are by products of administrative systems of the government developed primarily for administrative and operational purposes such as registration, transaction and record-keeping (UNECE, 2011). In some countries, the concept of “administrative data” extends to privately held data (UNECE, 2011). However, for purposes of the study, the administrative data referred to herein shall pertain only to public sector data.

A register, on other hand, is a unit-level (total) data set that comprises a certain complete target population. Usually maintained in machine-readable format, data registers are regularly

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updated to keep track of any changes in the data (Statistics Finland, 2004).

The paper presents the proposed Registers and Administrative Forms Review System (RAFRS)². Specifically, it explains the process of the assessment as well as the criteria to evaluate the administrative forms and registers in place in the Philippine government. The RAFRS builds on the existing quality assessment mechanisms of the PSA such as the monitoring of the System of Designated Statistics (SDS), Statistical Survey Review and Clearance System (SSRCS) and monitoring of compliance to the Special Data Dissemination Standard (SDDS), among others. The rest of the paper is structured as follows: Section 2 describes the rationale for giving attention to administrative data as inputs/sources of data for official statistics. Section 3 details the RAFRS objectives, scope and coverage, process, forms and requirements, and the activities undertaken to develop the RAFRS. Section 4 discusses the preliminary results of pilot assessment of the building permit application form. Section 5 examines the RAFRS quality assurance framework for administrative data vis-à-vis the various data quality frameworks, i.e., United Nations National Quality Assurance Framework (UN NQAF), Association of Southeast Asian Nations Community Statistical System (ACSS) Code of Practice, UN Fundamental Principles of Official Statistics (UN FPOS), and the Generic Statistical Business Process Model (GSBPM). Section 6 lists down the next steps and plans to implement the RAFRS.

2. Rationale

2.1. Current uses of administrative data in the PSS

The value of administrative data for official statistics cannot be understated. The PSA has been using various administrative data in order to generate estimates on key economic and social indicators. Foreign trade statistics in the Philippines are being compiled by the PSA from copies of import and export documents submitted and exporters or their authorized representatives to the Bureau of Customs (BOC) as required by law. On the other hand, PSA data sources for commodity flow or domestic trade statistics are data from the outward coasting manifest of the BOC, Air Waybill of the Philippine Airlines and the daily report of outgoing shipment of the Philippine National Railways (PNR). Meanwhile, as input to the national accounts estimation, copies of approved building permits as well as demolition and fencing permits are being collected by the PSA from local government units (LGUs) through the local building officials (LBOs) nationwide. Aside from these, administrative data from the Department of Budget and Management (DBM), Commission on Audit (COA), Department of Energy (DOE), Bangko Sentral ng Pilipinas (BSP), Department of Agriculture (DA) and its attached agencies, and Department of Environment and Natural Resources (DENR) form part of at least 60 percent of the data sources for the estimation of national accounts.

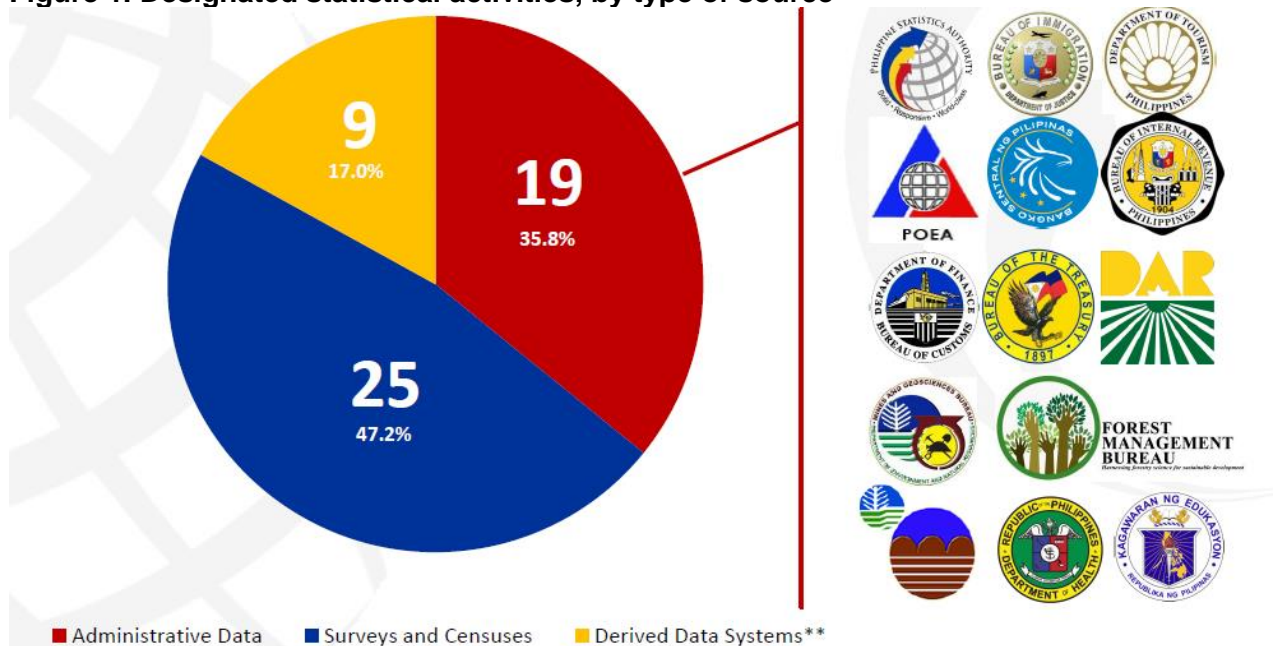
Further to this, the PSA holds a wealth of data on vital events and their characteristics in the civil register, which is currently being looked at as possible sources of data for generating maternal mortality ratio statistics. The PSA also compiles statistics from various government agencies to prepare publications and to update the online databases such as on decent work statistics, Sustainable Development Goals (SDG) Watch, factsheets on women and men, Philippine Statistical Yearbook, among others, which are being accessed by hundreds of researchers online and in the PSA libraries.

² The RAFRS has benefitted from the inputs of PSA officials/offices and member agencies in the Philippine Statistical System (PSS) who participated in the several consultative workshops conducted by the PSA in 2019.

Administrative data have also been important in improving the conduct of censuses. Data from the civil registration system, LGUs, Commission on Elections (COMELEC), Department of Education (DepEd), Philippine Overseas Employment Administration (POEA), Department of Agrarian Reform (DAR) and Department of Public Works and Highways are used to evaluate census data collected. Indications of population changes are also examined using POEA and DepEd data. Likewise, data from POEA, Commission on Filipinos Overseas and Bureau of Immigration (BI) are inputs in the generation of insights about the population in relation to migration. On the other hand, updates on the Statistical Business Register (SBR) are being done regularly using the administrative data from the Securities and Exchange Commission (SEC), BOC, Bureau of Internal Revenue (BIR), BSP and Philippine Economic Zone Authority (PEZA).

Administrative data are also needed to compile designated statistics. Nineteen (19) out of 53³ designated statistical activities in the SDS involve the utilization of administrative data⁴ (Figure 1). In the Philippine Development Plan (PDP) 2017-2022 Results Matrix (RM), 368 of the 503 indicators can be attributed to administrative data (Figure 2).

Figure 1. Designated statistical activities, by type of source



Source: San Buenaventura, 2018

Note: Some derived data systems make use of combinations of surveys, censuses and administrative data (e.g. national accounts, food balance sheet).

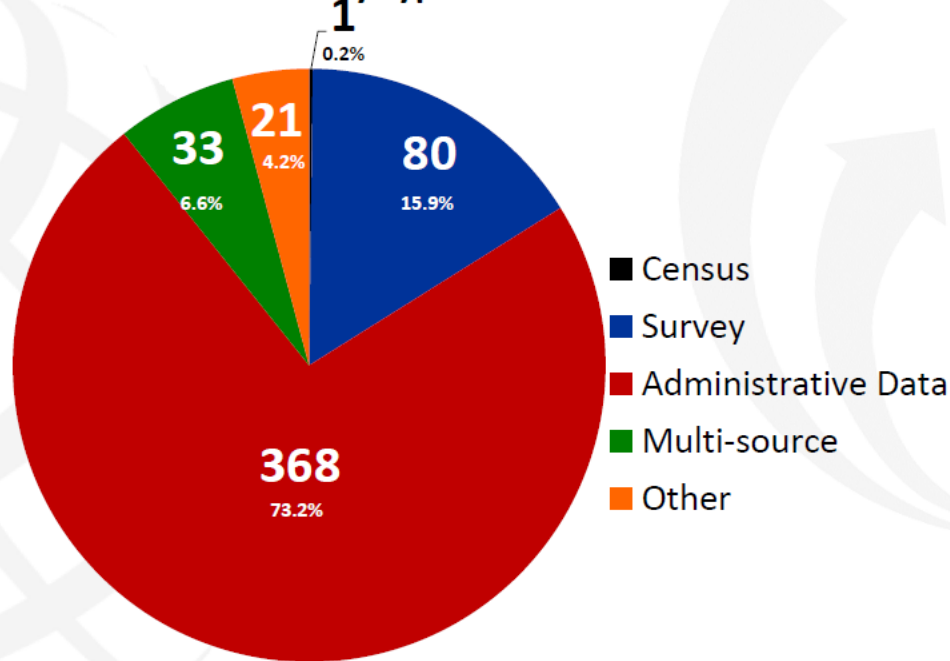
For the period 2017 to 2018, the PSA has undertaken the assessment of availability of data for compiling SDG indicators. It was found that 66.0 percent of the 155 Philippine SDG

³ The count excludes statistical indicators.

⁴ Administrative data sources agencies included: PSA, BI, Department of Tourism (DOT), POEA, BSP, BIR, Department of Finance (DOF), Bureau of Treasury (BTr), DAR, Mines and Geosciences Bureau (MGB), Forest Management Bureau (FMB), Land Management Bureau (LMB), Department of Health (DOH) and DepEd.

indicators would come from administrative data; 23.0 percent would be sourced from surveys; 6.0 percent could be generated by using both administrative data and census data; and 5.0 percent could be generated using administrative data and survey data (PSA, 2018).

Figure 2. PDP 2017-2022 RM indicators, by type of source



Source: National Economic and Development Authority (NEDA), 2017

Notes:

1. PDP RM indicators with multiple data sources (Multi-sorce) are those that can be generated using combinations of administrative data, surveys, censuses and/or other types of data
2. PDP RM indicators sourced from other types of data (Other) are those which were compiled for special studies and reports/rating schemes of international organizations.

2.2. Legal basis

In terms of legal framework, the PSA is mandated under the Republic Act No. 10625 (Philippine Statistical Act of 2013) to "...be responsible for all national censuses and surveys, sectoral statistics, consolidation of selected administrative recording systems and compilation of national accounts." Pursuant to RA 10625 and other enabling laws⁵, the PSA implements the civil registration system, which is an important source of official vital statistics. The Republic Act No. 11055 (Philippine Identification System Act) also mandates the PSA to carry out the registration and authentication of persons through the issuance of PhilID and PhilSys Number (PSN) as well as manage the PhilSys Registry. Section 18 of RA 11055 authorizes the PSA to use PhilSys Registry data to generate aggregate statistics as long as these would not lead to the identification of any specific individual.

With a quick examination of statistical laws in ASEAN member states (AMSs), it was found that Singapore, Indonesia, Thailand, Viet Nam, Myanmar, Cambodia and Lao People's

⁵ Other enabling civil registration laws include Republic Act No. 10172, Republic Act No. 9858, Republic Act No. 9255, Republic Act No. 9048, Presidential Decree No. 1083, Presidential Decree No. 856, Act No. 3753, and Act No. 3613.

Democratic Republic (PDR) have statistical laws that require other government offices to provide administrative data to the national statistical offices (NSOs) for statistical purposes. However, such is not evident in the Philippines in the case of RA 10625. Like the Philippines, statistics laws in Malaysia and Brunei Darussalam do not specifically mandate the NSOs to access and/or improve the quality of administrative data from ministries or other government agencies to generate official statistics. Hence, there may be a need to revisit RA 10625 in the context of access to administrative data. The PSA's lack of authority to require government agencies to submit administrative data is in contrast to the powers bestowed over the BSP under Republic Act No. 11211 (The New Central Bank Act). Section 23 of RA 11211 says that BSP has "...the authority to require from any person or entity, including government offices and instrumentalities, or government-owned or -controlled corporations, any data, for statistical and policy development purposes in relation to the proper discharge of its functions and responsibilities..."

It is thus envisioned that through the PSA Board and in the review of the RA 10625 the PSA's authority to require submission of administrative data will be emphasized so that data sharing among government agencies can be further facilitated. The quality assurance framework for administrative data like the RAFRS should also be in place in order to ensure that administrative data being shared/to be shared to the PSA and the general public are of good quality enough for use in the generation of official statistics.

The position of the PSA in the midst of coordinating the quality of administrative data needs to be improved since PSA adheres to the UN FPOS. The UN Fundamental Principle 5 states that "data for statistical purposes may be drawn from all types of sources, be they statistical surveys or administrative records" (UN, 2015). And in choosing "right" data sources for official statistics, the UN FPOS recommends to consider quality, timeliness, costs and the burden on respondents.

2.3. Key Challenges in Using Administrative Data for Official Statistics

Through the years, administrative data sources of the PSA have evolved in terms of quality. However, there are still challenges noted in using such data. Based on the reports of PSA officials during the 1st PSA Administrative Seminar held on 10-11 August 2017, the following are the key challenges in using administrative data for official statistics:

- There were cases of inconsistencies that are noted in the administrative data of government agencies with similar or competing mandates. These usually arise due to:
 - continuous updating of data without proper labelling of reference periods
 - different frequencies/reference periods in reporting
 - different concepts and definitions used
 - undocumented concepts/definitions
 - overlapping program areas
- While there are many administrative data, the formats in which these are being used by PSA are often not in user-friendly formats. Building permit application forms, for instance, are handed to the PSA provincial staff in printed copies. Given this, it is possible that administrative data are actually largely available but are prone to being underutilized due to the need for the researchers to make an effort to transform these administrative forms into databases before insights can

be generated from these important data sets.

- Other issues encountered in using administrative data for use in compiling statistical indicators in the PSA are as follows:
 - Need for timely submission of administrative data to compiling agency
 - Data quality checks are not in place.
 - Weak feedback mechanism, resulting to discrepancies between data generated by government agency/ies with similar mandates
 - Mandates of government agencies do not always include data collection and release of statistics from administrative data
 - No supporting legal frameworks requiring submission of administrative data to PSA
 - Varying focal units in the data source agencies
 - Variations in accessibility of administrative data

Taking note of these challenges and the priorities of the PSA based on the insights gathered from the participants in the various consultative workshops held in line with the development of the RAFRS, the need for quality administrative data can be summarized as the PSA's desire to:

- improve the quality of our data sources towards better quality statistics;
- encourage use of quality administrative data to complement (or in lieu of) survey/census data;
- generate quality statistics that are not yet available from survey/census data; and
- foster government partnerships for better quality data for better policies and more effective programs.

3. Registers and Administrative Forms Review System

3.1. Development of the RAFRS

On 04 March 2004, the then National Statistical Coordination Board (NSCB) Executive Board issued PSA Board Resolution No. 01, Series of 2017-106 (Review and Clearance of Administrative Reporting Forms for Statistical Purposes). While this was instituted, there were no implementing guidelines issued on this thereafter. Hence, no such action was made to implement the said Resolution. The management of quality of administrative data in the PSS remained fragmented and not adequately monitored other than through the SDS, SDDS and technical advice provided by data producing agencies.

On 10-11 August 2017, the PSA conducted the 1st PSA Administrative Data Seminar. A total of 91 participants from the PSA's various offices and field offices, selected data source agencies and a statistician from Statistics Denmark attended the seminar which discussed issues relating the use of administrative data for official statistics. Key recommendations from this seminar were as follows:

- Development of quality assurance framework to assess the quality of administrative data and registers
- Issuance of implementation guidelines for the said quality assurance framework for administrative data and registers

- Enjoining all PSA Board members to provide administrative data in support of the generation of national accounts and other important indicators
- Conduct of advocacy and training programs in the use and enhancement of administrative data

In 2018, the PSA was involved in providing inputs to the development of the UN NQAF Manual. At its 50th session in March 2019, the United Nations Statistical Commission (UNSC) adopted the UN NQAF Manual, which put special attention to quality assurance for statistics derived from different data sources such as administrative data and big data. Following the UNSC adoption of the UN NQAF Manual, the PSA Board approved the adoption of the UN NQAF in the PSS in August 2019 through the issuance of a PSA Board Resolution.

A series of consultative workshops were also held in 2019⁶ to prepare the forms, guidelines and procedure for the implementation of the RAFRS. The civil registration forms, building permit application form and export declaration form were reviewed during the PSS-Wide Consultative Workshop on RAFRS held on 10-11 July 2019. Civil registration forms and the plans for the Farmers and Fisherfolk Enterprise Development Information System (FFEDIS) of the DA were also reviewed in August 2019 by the Statistical Standards Division (SSD) using the RAFRS quality assurance framework.

The SSD targets to seek the PSA Board's approval and adoption of the RAFRS in the PSA Board Meeting to be held in November 2019.

3.2. Objectives of the RAFRS

The RAFRS aims to improve the design of administrative forms/registers so that these can produce quality data and information for use in official statistics. Specifically, it aims to:

- improve the quality of administrative data collected from administrative forms and registers that are used in the generation of official statistics;
- encourage use of administrative data to inform government agency decisions and programs;
- respond to data gaps in key development indicator frameworks; and
- contribute to the development of capacity of government agencies to generate and analyze their own administrative data.

3.3. Scope and coverage

Covered in the review under the RAFRS are the administrative forms and registers in electronic or printed format used by the government to:

- regulate the flow of goods and people across borders;
- register particular events, groups, organizations and persons;
- administer benefits or obligations;
- deliver public services (e.g. education, health, etc.);
- record transactions and implementation of regulations in industries;

⁶ The Standards Service workshop was held on 12-14 February 2019. The PSA Consultative Workshop on RAFRS was held on 03-05 April 2019. On 10-11 July 2019, the PSA conducted the PSS-Wide Consultative Workshop on RAFRS.

- provide public facilities and utilities; and
- keep records for administrative and operational purposes.

On the other hand, the RAFRS do not cover:

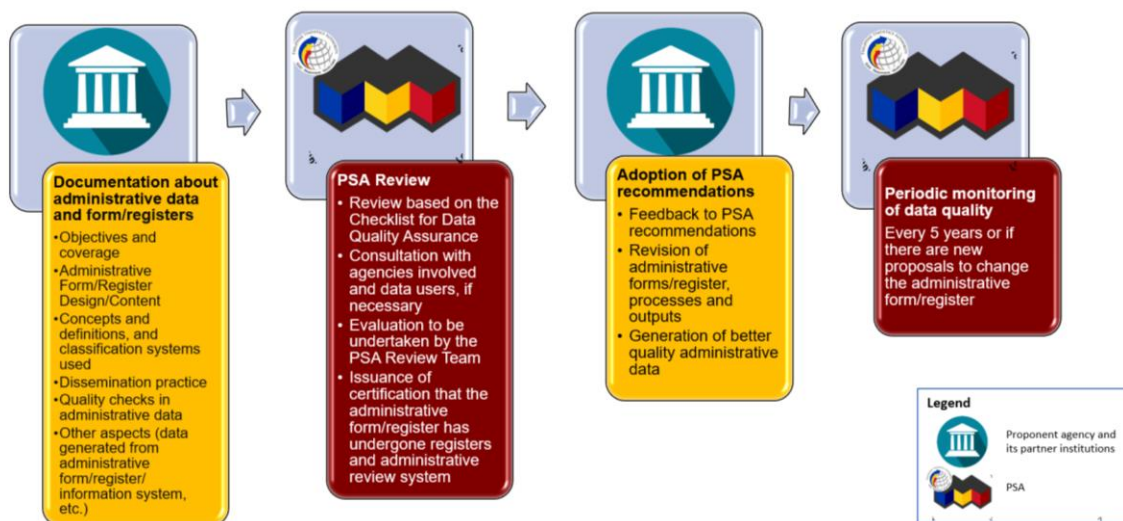
- balance sheets and financial statements;
- forms used to collect information for purposes of academic research (e.g. special studies, theses and dissertations);
- administrative data that do not use administrative forms or registers;
- surveys and censuses; and
- satisfaction surveys and opinion/perception surveys/polls.

All administrative forms and registers used to generate designated statistics and statistics committed in the Special Data Dissemination Standard (Plus) shall be subjected to periodic review under the RAFRS. Administrative data of PSA's data source agencies will be subjected to the Phase 1 review in 2020 and upon the request of the PSA division using their data thereafter.

3.4. RAFRS Review Process

Figure 3 presents the RAFRS process flow. There are two ways in which the RAFRS process would commence. First, the request for review under the RAFRS will emanate from the proponent agency and/or its partner institutions. Another way is for PSA divisions handling other government agency's administrative data will alert the SSD for administrative forms/register that would need review given that improving these administrative forms/register will facilitate PSA data compilation. In cases of administrative data in SDS and SDDS, there will be scheduled periodic monitoring of data quality through RAFRS every five (5) years or whenever there are proposed changes to the administrative forms/register that the proponent and/or its partner institutions use.

Figure 3. RAFRS Process Flow



Source: San Buenaventura, 2018

3.4.1. Documentation about administrative form/register

The proponent agency and/or its partner institutions shall submit the following documents to aid PSA in the review process:

- RAFRS Form 1A (Overview of the Administrative Form/Register)

This form contains the general information about the oversight/proponent agency and other information about the administrative form/register such as the:

- title of administrative form/register;
- proponent and its partner institutions;
- objectives of the administrative form/register;
- information about the applicants/registrants/clients;
- frequency and method of application/registration;
- classification systems used; and
- plans for harnessing use of administrative data.

- RAFRS Form 1B (Generation of Statistics from Administrative Form/Register)⁷

This form contains the information about the process undertaken towards the generation of statistics from the data collected from administrative form/register such as the:

- quality checks in the administrative data collected from the administrative form/register;
- unique key identifier;
- geographic and categorical/dimensional disaggregation of statistics generated;
- practices in data dissemination and data sharing; and
- efforts to secure data collected from administrative form/register.

- Letter of request addressed to the National Statistician signed by the oversight/proponent agency head
- Administrative form/s, database/register/information system formats
- Glossary of concepts and definitions used in the administrative form/register
- Citizen's Charter, if available
- Proposed schedule of visit of PSA and/or bilateral meeting to discuss the administrative forms/records and registers
- Copy of latest tables and reports released using data from administrative record, register, and information system, if available
- Any additional important information/documents

The PSA checks the completeness of documentary requirements and alerts the proponent agency and/or its partner institutions on the lacking information or documents so that these could be submitted.

3.4.2. Assessment of Data Quality Assurance in Administrative Data

In the second stage of the RAFRS process, the PSA will use the RAFRS Form 2 (Checklist on Quality Assurance for Administrative Data) with the quality dimensions and scoring

⁷ This is required to be submitted by the proponent and/or its partner institutions if it is/they are processing data collected from administrative forms/registers.

schemes/guidelines for evaluation presented in Table 1. The SSD will initially accomplish the RAFRS Form 2 and convene with the relevant PSA sector specialists who will form part of the PSA RAFRS Review Team to review the documents submitted. A meeting shall likewise be convened with the proponent agency and/or its partner institutions to clarify matters relating to the submitted documents. If possible, a visit to the proponent agency and/or its partner institution holding the administrative data may be organized to examine the administrative data in the databases.

Table 1. RAFRS Form 2 (Checklist on Quality Assurance for Administrative Data)

Quality dimensions	Scoring scheme/Guidelines for evaluation	
1. Relevance		
a. Relevance to official statistics	<p>Assess whether the data items of the administrative form/register can address the following:</p> <p>3 – Already serving as data inputs to existing official statistics. 2 – Can address data gaps in the SDG indicators and/or PDP/RDP indicators; and/or data are being used by proponent agency/ies as well as its stakeholders (public or private) 1 – Data are used by proponent agency for internal reporting/monitoring purposes only. 0 – The agency and the PSS has no policy use yet for the administrative data generated from the administrative form or register.</p>	
b. Potential use of administrative data from administrative form/register	<p>List down all possible statistics that could be generated from the administrative form/register that will:</p> <ul style="list-style-type: none"> - assist the proponent agency and its partner agencies in their operations, policymaking and program implementation; - address data gaps in the SDG indicators and in the PSS. <p><i>Note: There will be no score for this indicator. However, the comments and suggestions on this indicator is important to be included in the RAFRS Form 3.</i></p>	
2. Geographic and dimensional disaggregation*		
a. Geographic disaggregation	<p>For administrative forms/registers with <u>nationwide</u> coverage:</p> <p>3 - Municipal/city level is the lowest level of disaggregation of aggregate data</p>	<p>For administrative forms/registers with <u>regional/provincial</u> coverage:</p> <p>3 - Barangay level is the lowest level of disaggregation of</p>

Quality dimensions	Scoring scheme/Guidelines for evaluation	
	<p>available.</p> <p>2 - Provincial/Regional level is the lowest level of disaggregation of aggregate data available.</p> <p>1 - National-level aggregate data are only available.</p> <p>0 - The geographic disaggregation in the tables/reports/indicators submitted are not clear or not indicated.</p> <p>NOTE: Choose "NA" if the coverage of the administrative forms/registers is not nationwide</p>	<p>aggregate data available.</p> <p>2 - Municipal/city level is the lowest level of disaggregation of aggregate data available.</p> <p>1 - Provincial/Regional aggregate data are only available.</p> <p>0 - The geographic disaggregation in the tables/reports/indicators submitted are not clear or not indicated.</p> <p>NOTE: Choose "NA" if the coverage of the administrative forms/registers is not Regional/Provincial</p>
<p>b. Categorical/ dimensional disaggregation</p>	<p>Assess the categorical disaggregations of the tabulations.</p> <p>3 - 4 or more categorical disaggregations were used in some/all aggregated data/tables/indicators.</p> <p>2 - 2-3 categorical disaggregations were used in some/all aggregated data/tables/indicators.</p> <p>1 - 1 categorical disaggregation was used in some/all aggregated data/tables/indicators.</p> <p>0 - The categorical disaggregation in the tables/reports/indicators submitted are not clear, not present or not indicated.</p>	
<p>3. Defined schedule of data release/availability*</p>	<p>Are data from the administrative form/register released based on a regular schedule/defined periodicity?</p> <p>3 – Yes, the data from the administrative form/register are released based on a regular schedule/defined periodicity.</p> <p>0 – No, the data from the administrative form/register are not released based on a regular schedule/defined periodicity</p>	

Quality dimensions	Scoring scheme/Guidelines for evaluation
4. Sustainability of data production	
a. Legal mandate	<p>Is the implementation of administrative forms/register based on agency/ies legal mandate/s?</p> <p>3 - Yes 0 – No</p>
b. Commitment of management of the proponent agency	<p>The commitment of the management of the proponent agency/ies to develop admin forms/registers and/or to harness data from the administrative form/register shall likewise be looked at or asked during bilateral/multilateral meetings.</p> <p><i>Note: There will be no score for this indicator. However, the comments and suggestions on this indicator is important to be included in the RAFRS Form 3.</i></p>
c. Years of implementation	<p>Has the administrative form/register been implemented for years?</p> <p>3 – The administrative form/register has been implemented for at least 5 years. 2 - The administrative form/register has been implemented for 2-4 years. 1 - The administrative form/register has been implemented for 1 year. 0 – The administrative form/register has been in place for less than a year or will be implemented this year.</p>
5. Adoption of statistical standards and classification systems in the administrative form/register and/or data generated from administrative form/register	
a. Classification systems	<p>Assess the classification systems used in the administrative form/registers on whether these conform with nationally or internationally accepted classifications.</p> <p>3 - The classification systems used are aligned with the PSA Board-approved statistical classification systems and international statistical standards. 2- The administrative form/register makes use of legal/agency-standard classification systems, which are not presently aligned with PSA Board-approved statistical classification systems and international statistical standards. The legal/agency-standard classification systems could be mapped with PSA-Board approved</p>

Quality dimensions	Scoring scheme/Guidelines for evaluation
	<p>statistical classification systems.</p> <p>1 - The administrative form/register makes use of agency-standard classification systems, which cannot be aligned with PSA Board-approved statistical classification systems and international statistical standards.</p> <p>0 - There is no classification system used.</p>
<p>b. Concepts and definitions</p>	<p>Assess the concepts and definitions used in the administrative form/register on whether these conform with nationally or internationally accepted concepts and definitions for statistical purposes.</p> <p>3 – All the concepts and definitions used are aligned with the PSA Board-approved and/or internationally accepted concepts and definitions for statistical purposes.</p> <p>2- A majority of the concepts and definitions used are aligned with the PSA Board-approved and/or internationally accepted concepts and definitions for statistical purposes.</p> <p>1 – There is a documentation on the concepts and definitions used. But only few/none of these concepts and definitions are aligned with the PSA Board-approved and/or internationally accepted concepts and definitions for statistical purposes.</p> <p>0 - There is no documentation on the concepts and definitions used.</p>
<p>6. Use of internationally and nationally accepted standards and procedures in data collection and compilation*</p>	
<p>a. Procedures in data collection and compilation</p>	<p>Assess whether the procedures in data collection and compilation follow internationally and/or nationally accepted standards.</p> <p>3 – Yes, the procedures in data collection and compilation follow internationally and/or nationally accepted standards.</p> <p>0 – No, the procedures in data collection and compilation do not follow internationally and/or nationally accepted standards.</p>
<p>b. Data dictionary, metadata and/or technical notes</p>	<p>Assess whether the data released have data dictionary, metadata and/or technical notes.</p> <p>3 – Yes, the data released have data dictionary, metadata and/or technical notes.</p> <p>0 - No, the data released do not have data</p>

Quality dimensions	Scoring scheme/Guidelines for evaluation
	dictionary, metadata and/or technical notes.
7. Completeness of coverage of target group/clients*	<p>Assess whether potential sources of undercoverage, double counting and other related issues are noted and are being attempted to be addressed.</p> <p>3 – Yes, potential sources of undercoverage, double counting and other related issues are noted and are being attempted to be addressed. 0 – No, there is no effort yet in identifying potential sources of undercoverage, double counting and other related issues and/or there are no efforts implemented to address these issues.</p>
8. Quality of client-level data*	
a. Completeness of client-level data	<p>Assess whether client-level data in the administrative form/register are complete.</p> <p>3 - There are no missing data 2 - There are minimal missing data (1-10% of the data) 1 - Many data items have missing data/information (11-30% of the data) 0 – Many data items have missing data/information (31% or a larger portion of the data)</p>
b. Consistency checks	<p>Assess whether there are no conflicting responses and/or misclassifications recorded in client-level data.</p> <p>3 - There are no conflicting responses and/or misclassifications recorded in client-level data. 2 - There are minimal conflicting responses and/or misclassifications (1-10% of the data) 1 - Many responses are conflicting, and/or there are many misclassifications (11-30% of the data) 0 – Many responses are conflicting, and/or there are many misclassifications (31% or a larger portion of the data)</p>
c. Verification of extreme values and outliers	<p>Assess whether extreme values and outliers are validated/corrected.</p> <p>3 – Yes, extreme values and outliers are validated/corrected. 0 – No, there are no efforts to validate/correct</p>

Quality dimensions	Scoring scheme/Guidelines for evaluation
9. Unique identifier*	<p>extreme values and outliers.</p> <p>Assess whether the system used generates a unique key that uniquely identifies each record.</p> <p>3 – Yes, the system used generates a unique key that uniquely identifies each record. 0 – No, the system used does not generate a unique key that uniquely identifies each record.</p>
10. Data accessibility*	<p>Assess how are administrative data holdings being shared/made available to the government agencies for policy use and statistical purposes.</p> <p>3 – Electronic copy of client-level data are being shared. 2 - Electronic copy of administrative forms/register (PDF, proprietary formats) and/or summary tables are being shared. 1 - Printed copy of administrative form/register are being shared. 0 - Data are not shared with other government agencies.</p>
11. Timeliness and punctuality*	
a. Submission to PSA	<p>How timely are agency submissions of administrative data to PSA (as inputs to NAP, FTS, Construction Statistics, etc.)?</p> <p>3 – All administrative data are submitted to PSA on time or earlier than the set deadline. 2 – Most of the time submissions to PSA are on time or earlier than the set deadline (51-99% of the time). 1 – Half/less than half of the time, submissions to PSA are on time or earlier than the set deadline (1-50% of the time.) 0 – All administrative data are not submitted to PSA on time.</p> <p><i>Note: Applicable to administrative data sources of PSA</i></p>
b. Release of statistics	<p>Are data releases on time in relation with Advance Release Calendar (ARC) and/or SDS?</p> <p>3 – All statistics/tables are generated and are released on time as per ARC, SDS 2 – Half/a majority of statistics/tables are generated and are released on time as per ARC, SDS (50% or more)</p>

Quality dimensions	Scoring scheme/Guidelines for evaluation
	<p>1 – Less than half of the statistics/tables are generated and are released on time as per ARC, SDS (less than 50%)</p> <p>0 – All statistics/tables are generated and are released after the set schedule as per ARC, SDS</p> <p><i>Note: Applicable only for SDS, SDDS</i></p>

*Note: For data producing agencies only.

The RAFRS Form 2 also allocates a column for the recommendations where the SSD staff/PSA RAFRS Review Team members can articulate their comments. Other aspects to be reviewed about the administrative form/register are as follows:

- Administrative form/register content
- Measures to ensure data confidentiality
- Data dissemination practices
- Use of PSA data relevant to the needs of the proponent agencies and/or its partner institutions
- Duplication of agency efforts in the implementation of the administrative form/register

Summary of scores, findings and recommendations are then formally transmitted to the proponent agency through the RAFRS Form 3 (PSA Action Notification Form). The RAFRS Form 3 can also contain recommendations for partnerships with PSA, areas for capacity building, and monitoring of compliance in the SDS and SDDS.

A list of reviewed administrative forms/registers shall be uploaded and updated regularly in the PSA website.

3.4.3. Adoption of PSA Recommendations

In the third stage of the RAFRS process, the proponent agency and/or its partner institutions is/are expected to discuss the PSA findings and recommendations for the possible revision of the administrative form/register and/or statistical business process. After which, they will be requested to submit their feedback to PSA comments/recommendations by submitting an accomplished RAFRS Form 4 (Monitoring Form). The revised administrative form or register template and/or any other supporting documents may be submitted as attachment/s to the RAFRS Form 4.

3.4.4. Periodic monitoring of data quality

The agencies which have undergone RAFRS process will be advised to undergo the review process after five (5) years to ensure that the administrative form/register and their business processes are being upgraded to suit the needs of the changing times. They will likewise be advised to undergo the RAFRS process should there be major proposed changes in the administrative form/register within the five-year period.

For agencies in the SDS and SDDS, annual monitoring report of their timeliness and punctuality of releases will be prepared by PSA. The report will also be shared to the relevant agencies and the PSA Board.

4. Pilot assessment of Building Permit Application Form

4.1. Overview of construction statistics and approved building permits

Building permit application forms are forms owned by the DPWH. The LGUs through the LBOs distributes the forms in accordance with the National Building Code of the Philippines (Presidential Decree No. 1096, s. 1977). The said law provides for the minimum set of information to be collected from the building permit application form and the minimum qualification requirements for the building official position. On 04 January 2018, the Department of the Interior and Local Government (DILG), DPWH, Department of Information and Communications Technology (DICT) and Department of Trade and Industry (DTI) signed Joint Memorandum Circular No. 2018-01 (Guidelines in Streamlining the Process for the Issuance of Building Permits and Certificates of Occupancy). Under this Circular, the One-Stop Shop for Construction Permits (OSCP) and the Bureau of Fire Protection (BFP) should process building permit application forms within eight (8) working days.

Approved building permits are being collected by the PSA provincial offices every month since 1979. Submissions of the LBOs vary in format, i.e. some are able to provide electronic format of the administrative data, whereas many submissions of LBOs to PSA provincial offices are hard/printed copies. In addition to approved building permits, the PSA also collects demolition and fencing permits from the LGUs. Construction statistics from approved building permits are used in the computation of the national accounts and serves as indicator of investments in the country.

Some of the limitations of generating statistics from approved building permits were as follows:

- Constructions refer to those proposed to be constructed during the reference period, not to the construction work completed during the reference period.
- Construction statistics are dependent on applications filed and approved by the LBOs. Hence, those which pursue construction even without approved building permits are not included in the construction statistics.

4.2. Assessment of Building Permit Application Form using RAFRS Form 2

Table 2 presents the summary of scores in the pilot assessment of Building Permit Application Form. Appendix 1 provides the detailed findings and recommendations for the improvement of Building Permit Application Form and the process surrounding the implementation and compilation of administrative data from the administrative form.

Table 2. Summary of scores in the pilot assessment of Building Permit Application Form

using the RAFRS Form 2

Quality Dimension	Score
1. Relevance	3
2. Geographic and dimensional disaggregation	
• Geographic disaggregation	2
• Dimensional/categorical disaggregation	2
3. Defined schedule of data release/availability	3
4. Sustainability of data production	
• Legal mandate	3
• Years of implementation	3
5. Adoption of statistical standards and classification systems in the administrative form/register and/or data generated from administrative form/register	
• Classification systems	3
• Concepts and definitions	3
6. Use of internationally and nationally accepted standards and procedures in data collection and compilation	
• Procedures in data collection and compilation	3
• Data dictionary, metadata and/or technical notes	3
7. Completeness of coverage of target group/clients	0
8. Quality of client level data	
• Completeness of client level data	3
• Consistency checks	2
• Verification of outliers	0
9. Unique identifier	3
10. Data accessibility	1
11. Timeliness and punctuality	
• Submission to PSA	2
• Release of statistics	3
Average score	2.3

Major recommendations for the improvement of data derived from building permit application forms are as follows:

- DPWH and LGUs through the DILG are suggested to agree to implement one administrative form. For changes in the building permit application form, it is also suggested that the PSA be also involved in the discussion.
- Relatedly, there is a need for DPWH and DILG (and LGUs) to review the administrative form contents as to the relevance of the items to their information needs and priorities.
- The following are the potential uses of data from building permit application forms:
 - Administrative data can be used to generate statistics on SDG 11 (Sustainable cities and communities) indicators
 - Statistics can be used by PSS, DPWH and LGUs for monitoring:
 - Number of constructions that pushed through vs. number of approved building permits
 - Cost per square meter (sqm) standards
 - Construction statistics by character of occupancy (residential,

- commercial, etc.)
 - Projections on construction, supply and demand for housing and construction materials
 - Estimated costs for relocation housing program of informal settlers
- Administrative data can be used to inform/update household and establishment survey frames.
- There is a need to update the contents of the MOA between PSA and DPWH. (PSA sent the new MOA in July 2019. DPWH has yet to sign.)
- The DPWH and PSA are recommended to use alternative data sources/technologies (e.g. satellite imagery, geo-tagging activity) to account for unreported construction.

5. Checklist on Quality Assurance for Administrative Data and the various data quality assurance frameworks

Table 3. Comparison between the RAFRS quality dimensions and various DQAFs

RAFRS quality dimensions vs.	Number of DQAF principles/requirements/ indicators that correspond to RAFRS quality dimensions	Percentage share of DQAF principles/requirements/ indicators that correspond to RAFRS quality dimensions to the total number of principles/requirements/ indicators in the DQAF
... UN NQAF Principles	16 (out of 19)	84.2%
... UN NQAF Requirements (Administrative Data)	15 (out of 17)	88.2%
... ACSS Code of Practice Key Principles	6 (out of 8)	75.0%
... UN FPOS	7 (out of 10)	70.0%
... GSBPM	Phases: 7 (out of 8)	Phases: 87.5%
	Processes: 19 (out of 44)	Processes: 43.2%
	Sub-processes: 24 (out of 108)	Sub-processes: 22.2%

In an effort to ensure to ensure that the RAFRS considers the relevant quality principles, requirements and indicators in major data quality assurance frameworks (DQAFs), the authors also mapped the RAFRS quality dimensions vis-à-vis the principles, requirements and indicators in the UN NQAF, ACSS Code of Practice, UNFPOS and GSBPM. Results of the mapping exercise are summarized in Table 3. Detailed mapping of RAFRS quality dimensions and the various DQAFs are provided in Appendix 3. By examining these tables, it can be said that the RAFRS quality dimensions are generally consistent with the major DQAFs.

6. Ways Forward

The following are the activities to be undertaken in the medium-term in order to introduce the implementation of the RAFRS:

Table 4. RAFRS-related plans

Activities	Schedule	
PSA Resolution on Approving and Adopting the Registers and Administrative Forms Review System	Q4 2019 PSA Board Meeting	
Conduct of the 2nd Administrative Data Seminar	20-21 2019	November
Capacity building program for the following: <ul style="list-style-type: none"> • PSA officials and staff on UN NQAF • PSA data source agencies, agencies with SDS and in the SDDS on NQAF for Administrative Data 	07-08 2019	December

The authors will be proposing the following priorities in line with the implementation of the RAFRS in the PSS, which is expected to start in January 2020:

- Phase 1: PSA data source agencies
- Phase 2: Agencies in the SDS
- Phase 3: Other government agencies

Relatedly, should there be discussions to amend RA 10625, the authors will advocate for the inclusion of provisions in the amendment about: (1) the authority of the PSA to compel government agencies to submit data which will then be used for statistical purposes only; and (2) implementation of RAFRS. Further to this, findings from the RAFRS implementation will be evaluated annually in order to develop further the RAFRS not only as a quality assurance framework for administrative data but also as a mechanism to assist government agencies in crafting effective programs and to strengthen linkages in data sharing among government agencies.

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Appendix 1. Pilot Assessment of Building Permit Application Form

Table A1-1. Summary of scores, findings and recommendations for the improvement of the Building Permit Application Form

Quality dimensions	Score	Findings	Recommendations
1. Relevance			
a. Relevance to official statistics	3	<ul style="list-style-type: none"> • DPWH owns the administrative form. • Administration of form is a DPWH function devolved to the LGUs. • PSA provincial offices collect the administrative forms from LGUs. PSA processing system considers the old form since there are more details in that form (estimated cost). • Data are being used for national accounts estimation. • DPWH data and LGU data are combined to generate official statistics on construction. • There are two versions of the BP Forms in operation. 	<ul style="list-style-type: none"> • DPWH and LGUs through the DILG are suggested to agree to implement one administrative form. For changes in the building permit application form, it is also suggested that the PSA be also involved in the discussion. • Relatedly, there is a need for DPWH and DILG to review the administrative form contents as to the relevance of the items to their information needs and priorities.
b. Potential use of administrative data from administrative form/register		<ul style="list-style-type: none"> • Can be used to generate statistics on SDG 11 (Sustainable cities and communities) indicators • Statistics can be used by PSS, DPWH and LGUs for monitoring: <ul style="list-style-type: none"> ○ Number of constructions that pushed through vs. number of approved building permits ○ Cost per square meter (sqm) standards ○ Construction statistics by character of occupancy (residential, commercial, etc.) ○ Projections on construction, supply and demand for housing and construction materials ○ Estimated costs for relocation housing program of informal settlers • Can be used to inform/update household and establishment survey frames. 	
2. Geographic and dimensional disaggregation			
a. Geographic disaggregation	2	<ul style="list-style-type: none"> • Construction statistics from approved building permits are available up to regional level. Provincial and municipal level statistics are not published but can be requested from PSA. 	<ul style="list-style-type: none"> • Explore possible uses of construction statistics at the local level.
b. Dimensional/categorical disaggregation	2	<ul style="list-style-type: none"> • Construction statistics from approved building permits are disaggregated by type of construction, by type of residential construction and by type of non-residential construction. 	<ul style="list-style-type: none"> • Are these statistics being used by DPWH and LGUs? • PSA to send press releases to DPWH and LGUs for their information.
3. Defined schedule of data release/availability	3	<ul style="list-style-type: none"> • Administrative forms are being forwarded regularly to the PSA provincial offices every month. 	

Quality dimensions	Score	Findings	Recommendations
4. Sustainability of data production			
a. Legal mandate	3	<ul style="list-style-type: none"> • DPWH owns the administrative form. • Administration of form is a DPWH function devolved to the LGUs. • But the MOA between DPWH and NSO is outdated. (The MOA was in place in 1979.) 	<ul style="list-style-type: none"> • There is a need to update the contents of the MOA between PSA and DPWH. (PSA sent the new MOA in July 2019. DPWH has yet to sign.)
b. Commitment of proponent's management		<ul style="list-style-type: none"> • Attended the PSS consultative workshop on M-HARRIS (now, RAFRS) • Expressed interest in RAFRS 	
c. Years of implementation	3	<ul style="list-style-type: none"> • The administrative form is being implemented since 1979. 	
5. Adoption of statistical standards and classification systems in the administrative form/register and/or data generated from administrative form/register			
a. Classification systems	3	<ul style="list-style-type: none"> • PSA has been involved in the consultations for the improvement of the administrative form. • PSIC and PSGC are used by PSA in data processing. No statistical classifications used in the building permit form itself. 	
b. Concepts and definitions	3	<ul style="list-style-type: none"> • Definitions used are based on the definitions in the National Building Code. • Documentation on concepts and definitions used in construction statistics are uploaded in the PSA website (https://psa.gov.ph/content/technical-notes-construction-statistics-approved-building-permits) and in the PSA Data Archive (http://psada.psa.gov.ph/index.php/catalog/56/export-metadata). 	
6. Use of internationally and nationally accepted standards and procedures in data collection and compilation			
a. Procedures in data collection and compilation	3	<ul style="list-style-type: none"> • There is a procedures manual being used by the PSA. • The LGUs implement Citizen's Charter in line with the implementation of the building permit application form pursuant to the National Building Code. In 2018, streamlining of building permit application procedure was started (https://www.dilg.gov.ph/PDF_File/issuances/joint_circulars/dilg-joincircular-201818_99bbf4642b.pdf). 	
b. Data dictionary, metadata and/or technical notes	3	<ul style="list-style-type: none"> • Technical notes on construction statistics are uploaded at: https://psa.gov.ph/content/technical-notes-construction-statistics-approved-building-permits • Documentation on data collection and processing procedures can be accessed at: 	

Quality dimensions	Score	Findings	Recommendations
		<p data-bbox="926 87 1535 142">http://psada.psa.gov.ph/index.php/catalog/56/export-metadata.</p> <ul data-bbox="879 152 1528 672" style="list-style-type: none"> • Direct tabulation done by PSA. There is no measure of undercoverage/underreporting. • If the PSA does not receive any copy of building permit, LGU has to certify that there is no construction being done in their jurisdiction. • PSA usually take info on face value. PSA cannot verify those which were actually built (vs. approved permits). • LGU checks building permit by inspection. LGU usually have the guidelines to validate construction. Inspection being done usually after complaint. Maybe not all buildings and ongoing constructions are actually checked/inspected. • New approved building permits only are being considered in PSA. On the renewals, it is not clear how these are treated by PSA. (Double counting may be possible). 	<ul data-bbox="1606 152 2026 298" style="list-style-type: none"> • DPWH/PSA to use alternative data sources/technologies (e.g. satellite imagery, geo-tagging activity) to account for unreported construction.
8. Quality of client level data			
a. Completeness of client level data	3	<ul data-bbox="879 716 1528 980" style="list-style-type: none"> • Data in building permit application forms are usually complete. • Differences in the content of the new and old forms may result to some "missing" data. Estimated mechanical, plumbing and electrical costs are not asked in the new form. (Data on these are encoded in PSA processing system. But statistics are not generated from the data on estimated mechanical, plumbing and electrical costs.) 	
b. Consistency checks	2	<ul data-bbox="879 997 1528 1326" style="list-style-type: none"> • PSA takes info in the building permit application form on face value. • Misclassification cannot be detected by PSA. LGU does validation of the contents of the building permit by inspection; but not all buildings are covered in the validation. • No info on how the LGU does consistency checks re: conflicting responses and misclassifications in type of construction. • Some efforts in the LGUs are not known to DPWH (example: Bacolod Housing Authority (BHA)). 	<ul data-bbox="1606 997 2026 1294" style="list-style-type: none"> • There is a need to have consistent guidelines across LGUs as to how to check for inconsistencies between the contents of the building permits and the actual construction. • LGUs to inform DPWH on the existence of local offices that issue building permits (e.g. BHA).
c. Verification of outliers	0	<ul data-bbox="879 1343 1528 1451" style="list-style-type: none"> • Most of the time, PSA takes info in the building permit application form on face value. But PSA staff checks range of values vs actual value in the processing stage to check for outliers. But this do 	

Quality dimensions	Score	Findings	Recommendations
		not assure changes in the data contained in the building permit. <ul style="list-style-type: none"> • No info on how the LGU does validation/correction for seemingly extreme values/outliers. 	
9. Unique identifier	3	<ul style="list-style-type: none"> • Building permit number is being generated using coding rules based on manual. • Unique numbers are generated at the municipality level. 	
10. Data accessibility	1	<ul style="list-style-type: none"> • Printed copies of building permits are being provided by LGUs to PSA. • PSA, Association of Civil Engineers, realty companies, businessmen planning to build hardware companies, etc. inquire on construction statistics. 	<ul style="list-style-type: none"> • PSA, DPWH, LGUs through DILG (and possibly, the DICT) to develop a web-based system to allow online building permit applications and approvals. PSA can then access the electronic data file without the need to encode contents of printed building permit application forms.
11. Timeliness and punctuality			
a. Submission to PSA	2	<ul style="list-style-type: none"> • Punctuality of data source LGUs differ across regions. Delays are experienced in some cases but all LGUs have submissions. 	<ul style="list-style-type: none"> • PSA/DPWH to recognize LGUs with punctual submissions.
b. Release of statistics	3	<ul style="list-style-type: none"> • The PSA releases construction statistics based on ARC for the period 2018 to 2019. • The PSA division in-charge of processing construction statistics (i.e., Industry Statistics Division) forwards needed tables to the PSA service in-charge of national accounts (i.e., Macroeconomic Accounts Service) on time. 	
AVERAGE SCORE	2.3		

Appendix 2. Building Permit Application Forms

Figure A2-1. Old Version of the Building Permit Application Form

Appendix 5

Appendix 5

Building Permit Form Under the Old IRR

REPUBLIC OF THE PHILIPPINES
OFFICE OF THE CITY/MUNICIPAL MAYOR

CITY/MUNICIPALITY _____

APPLICATION NO. _____ PERMIT NO. _____

ORIGINAL RENEWAL

DATE OF APPLICATION _____ DATE ISSUED _____

BOX 1 (TO BE ACCOMPLISHED BY DESIGNING ARCHITECT)

OWNER LAST NAME	FIRST NAME	MI	TAX ACCT. NO.
FOR CONSTRUCTION OWNED BY AN ENTERPRISE		FORM OF OWNERSHIP	MAIN ECONOMIC ACTIVITY/KIND BUSINESS
ADDRESS			
LOCATION OF CONSTRUCTION			
SCOPE OF WORK	1. NEW CONSTRUCTION	OTHERS (SPECIFY)	
	2. ADDITION OF _____	6. _____ OF _____	
	3. REPAIR OF _____	7. _____ OF _____	
	4. RENOVATION OF _____		
	5. DEMOLITION OF _____	NUMBER OF UNITS _____	
USE OR TYPE OF OCCUPANCY:			
RESIDENTIAL	INDUSTRIAL		
11 SINGLE	31 FACTORY/PLANT		
12 DUPLEX	32 REPAIRS SHOP, MACHINE SHOP		
13 ROWHOUSE (ACCESSORIA)	33 REFINERY		
10 OTHERS (SPECIFY) _____	34 PRINTING PRESS		
	35 WAREHOUSE		
	30 OTHER (SPECIFY) _____		
COMMERCIAL	INSTITUTIONAL		
21 BANK	41 SCHOOL		
22 STORE	42 CHURCH AND OTHER RELIGIOUS STRUCTURE		
23 HOTEL/MOTEL	43 HOSPITAL OR SIMILAR STRUCTURE		
24 OFFICE CONDOMINIUM/BUSINESS OFFICE BUILDING	44 WELFARE AND CHARITABLE STRUCTURE		
25 RESTAURANT, ETC.	45 THEATER, AUDITORIUM, GYMNASIUM, COURT		
26 SHOP (e.g. DRESS SHOP, TAILORING SHOP, BARBER SHOP, ETC)	40 OTHERS (SPECIFY) _____		
27 GASOLINE STATION			
28 MARKET	AGRICULTURAL		
29 DORMITORY OR OTHER LODGING HOUSE	51 BARN, POULTRY HOUSE, ETC.		
20 OTHERS (SPECIFY) _____	52 GRAIN MILL		
	50 OTHERS (SPECIFY) _____		
OTHER CONSTRUCTION			
60 SPECIFY _____			
STREET FURNITURE, LANDSCAPING & SIGNBOARDS			
71 PARK, PLAZA, MONUMENT, POOL, PLANT BOX, ETC			
72 SIDEWALK, PROMENADE, TERRACE, LAMPPOST, ELECTRIC POLE, TELEPHONE POLE, ETC.			
73 OUTDOOR AD, SIGNBOARD, ETC.			
74 FENCE ENCLOSURE			

BOX 2 (TO BE ACCOMPLISHED BY THE RECEIVING & RECORDING SECTION)

BLDG. DOCUMENTS (FIVE SETS EACH)

SITE DEVELOPMENT AND LOCATION PLAN ARCHITECTURAL PLAN & SPECIFICATIONS STRUCTURAL DESIGN & COMPUTATIONS SANITARY/PLUMBING PLANS & SPECIFICATIONS ELECTRICAL PLANS & SPECIFICATIONS	MECHANICAL PLANS & SPECIFICATIONS LOGBOOK (1 COPY) OTHERS (SPECIFY) _____
--	---

BOX 3 (TO BE ACCOMPLISHED BY THE BUILDING OFFICIAL)

ACTION TAKEN:
PERMIT IS HEREBY GRANTED SUBJECT TO THE FOLLOWING CONDITIONS:

- THAT THE PROPOSED CONSTRUCTION/ADDITION/ REPAIR/RENOVATION/INSTALLATION ETC. SHALL BE IN CONFORMITY WITH THE NATIONAL BUILDING CODE (P.D. 1096) AND ITS CORRESPONDING IMPLEMENTING RULES AND REGULATIONS
- THAT A DULY LICENSED ARCHITECT/CIVIL ENGINEER HAS BEEN ENGAGED TO PREPARE PLANS AND SPECIFICATIONS AND TO UNDERTAKE THE SUPERVISION/INSPECTION OF THE CONSTRUCTION OF THE PROJECT
- THAT A CERTIFICATE OF COMPLETION DULY SIGNED AND SEALED BY THE DESIGNING ARCHITECT/ENGINEER AND THE ARCHITECT/ENGINEER IN-CHARGED OF THE CONSTRUCTION SHALL BE SUBMITTED NOT LATER THAN SEVEN (7) DAYS AFTER COMPLETION OF THE CONSTRUCTION OF THE PROJECT
- THAT A "CERTIFICATE OF OCCUPANCY" SHALL BE SECURED PRIOR TO ACTUAL OCCUPANCY OF THE BUILDING

NOTE:
THIS PERMIT MAY BE CANCELLED OR REVOKED PURSUANT TO SECTIONS 305 & 306 OF THE "NATIONAL BUILDING CODE"

BUILDING OFFICIAL _____
DATE _____

BOX 3A (TO BE ACCOMPLISHED BY DESIGNING ARCHITECT/CIVIL ENGINEER IN PRINT)

TOTAL ESTIMATED COST	COST OF EQUIPMENT INSTALLED	NUMBER OF STOREYS _____	DO NOT FILL (NSO USE ONLY)
BUILDING _____	P _____	TOTAL FLOOR AREA _____	
ELECTRICAL _____	P _____	PROPOSED DATE OF CONSTRUCTION _____	
MECHANICAL _____	P _____	EXPECTED DATE OF COMPLETION _____	
PLUMBING _____	P _____	MATERIAL OF CONST (WOOD, CONCRETE, STEEL, MIXED)	
OTHER _____			
TOTAL COST			

BOX 4 (TO BE ACCOMPLISHED BY THE DIVISION/SECTION CONCERNED)

ASSESSED FEES

	AMOUNT DUE	ASSESSED BY	O.R. NUMBER	DATE PAID
LAND USE/ZONING				
LINE AND GRADE				
BUILDING				
PLUMBING				
ELECTRICAL				
MECHANICAL				
OTHERS				
TOTAL				

REVIEWED: _____
CHIEF, PROCESSING SECTION

BOX 5 (TO BE ACCOMPLISHED BY THE DIVISION/SECTION CONCERNED)

PROGRESS FLOW

NOTED BY: CHIEF, PROCESSING DIVISION/SECTION	IN		OUT		ACTION REMARKS	PROCESSED BY
	TIME	DATE	TIME	DATE		

WE HEREBY AFFIX OUR HANDS SIGNIFYING OUR CONFORMITY TO THE INFORMATION HEREIN ABOVE SETFORTH

BOX 6	BOX 8
ARCHITECTURE/CIVIL ENGINEER SIGNED AND SEALED PLANS & SPECIFICATION	SIGNATURE
PRINT NAME	APPLICANT
ADDRESS	COMMUNITY TAX CERTIFICATE
PTR NO.	DATE ISSUED
SIGNATURE	PLACE ISSUED
BOX 7	WITH MY CONSENT
ARCHITECT/CIVIL ENGINEER IN-CHARGE OF CONSTRUCTION	BOX 9 (TO BE ACCOMPLISHED BY LOT OWNER)
PRINT NAME	TCT/OCT NO.
ADDRESS	PRINT NAME OF LOT OWNER
PTR NO.	ADDRESS
DATE ISSUED	COMMUNITY TAX CERT.
PLACE ISSUED	SIGNATURE
SIGNATURE	TIN

To be accomplished in five copies, one each for applicant (original), Assessor, National Statistics Office, Building Official, Fire Department

Figure A2-2. New Version of the Building Permit Application Form

Appendix 6

DPWH FORM NO. 2003-001-B

Building Permit Form Under the Revised IRR

Republic of the Philippines
 City/Municipality of _____
 Province of _____
OFFICE OF THE BUILDING OFFICIAL
APPLICATION FOR BUILDING PERMIT
 NEW RENEWAL AMENDATORY

APPLICATION NO. _____ AREA NO. _____

BOX 1 (TO BE ACCOMPLISHED IN PRINT BY THE APPLICANT)

OWNER/APPLICANT	LASTNAME	FIRST NAME	M.I.	TIN	DO NOT FILL-UP (NSO USE ONLY)
FOR CONSTRUCTION OWNED BY ENTERPRISE		FORM OF OWNERSHIP			
ADDRESS: NO., STREET, BARANGAY		CITY/MUNICIPALITY		ZIP CODE	
TELEPHONE					
LOCATION OF CONSTRUCTION: LOT NO. BLK NO. TCT NO. TAX DEC. NO.		STREET BARANGAY CITY/MUNICIPALITY OF			
SCOPE OF WORK					
<input type="checkbox"/> NEW CONSTRUCTION <input type="checkbox"/> RENOVATION <input type="checkbox"/> DEMOLITION <input type="checkbox"/> ERECTION <input type="checkbox"/> CONVERSION <input type="checkbox"/> ACCESSORY BUILDING STRUCTURE <input type="checkbox"/> ADDITION <input type="checkbox"/> REPAIR <input type="checkbox"/> OTHERS (Specify) _____ <input type="checkbox"/> ALTERATION <input type="checkbox"/> MOVING _____					
USE OR CHARACTER OF OCCUPANCY					
<input type="checkbox"/> GROUP A : RESIDENTIAL, DWELLINGS <input type="checkbox"/> GROUP F : INDUSTRIAL <input type="checkbox"/> OTHERS (Specify) _____ <input type="checkbox"/> GROUP B : RESIDENTIAL HOTEL, APARTMENT <input type="checkbox"/> GROUP G : INDUSTRIAL STORAGE AND HAZARDOUS <input type="checkbox"/> GROUP C : EDUCATIONAL, RECREATIONAL <input type="checkbox"/> GROUP H : RECREATIONAL, ASSEMBLY OCCUPANT LOAD LESS THAN 1000 <input type="checkbox"/> GROUP D : INSTITUTIONAL <input type="checkbox"/> GROUP I : RECREATIONAL, ASSEMBLY OCCUPANT LOAD 1000 OR MORE <input type="checkbox"/> GROUP E : BUSINESS AND MERCANTILE <input type="checkbox"/> GROUP J : AGRICULTURAL, ACCESSORY					
NUMBER OF STOREYS _____		PROPOSED DATE OF CONSTRUCTION _____			
TOTAL FLOOR AREA _____ SQUARE METERS		EXPECTED DATE OF COMPLETION _____			
TOTAL ESTIMATED COST P _____		(For statistical purposes only)			

BOX 2
FULL-TIME INSPECTOR AND SUPERVISOR OF CONSTRUCTION WORKS (REPRESENTING THE OWNER)

Address	Validity
PRC No.	Date Issued
PTR No.	TIN

BOX 3
APPLICANT

Date	Date
(Signature Over Printed Name)	(Signature Over Printed Name)
Address	Address
CTC No.	CTC No.
Date Issued	Date Issued
Place Issued	Place Issued

BOX 4
WITH MY CONSENT: LOT OWNER

Date	Date
(Signature Over Printed Name)	(Signature Over Printed Name)
Address	Address
CTC No.	CTC No.
Date Issued	Date Issued
Place Issued	Place Issued

BOX 5
 REPUBLIC OF THE PHILIPPINES)
 CITY/MUNICIPALITY OF) S S
 BEFORE ME, at the City/Municipality of _____, on _____ personally appeared the following:

APPLICANT	CTC No.	Date Issued	Place Issued
LICENSED ARCHITECT OR CIVIL ENGINEER	CTC No.	Date Issued	Place Issued

(Full-Time Inspector and Supervisor of Construction Works)

whose signatures appear hereinabove, known to me to be the same persons who executed this standard prescribed form and acknowledged to me that the same is their free and voluntary act and deed.

WITNESSESS MY HAND AND SEAL on the date and place above written.

Doc. No. _____
 Page No. _____
 Book No. _____
 Series of _____

NOTARY PUBLIC (Until December _____)

Appendix 6

BOX 6 (SUBMITTALS TO BE CHECKED, RECEIVED AND RECORDED)

FIVE (5) SETS EACH OF THE BUILDING DOCUMENTS SIGNED AND SEALED BY A DULY LICENSED PROFESSIONAL OF RESPECTIVE DISCIPLINES

<input type="checkbox"/> LOT PLAN WITH VICINITY MAP	<input type="checkbox"/> SANITARY PLANS AND SPECIFICATIONS
<input type="checkbox"/> ARCHITECTURAL PLANS AND SPECIFICATIONS	<input type="checkbox"/> PLUMBING PLANS AND SPECIFICATIONS
<input type="checkbox"/> CIVIL/STRUCTURAL PLANS (DESIGN AND COMPUTATION)	<input type="checkbox"/> ELECTRONICS PLANS AND SPECIFICATIONS
<input type="checkbox"/> ELECTRICAL PLANS AND SPECIFICATIONS	<input type="checkbox"/> OTHERS (Specify) _____
<input type="checkbox"/> MECHANICAL PLANS AND SPECIFICATIONS	

BOX 7 (TO BE ACCOMPLISHED BY THE TECHNICAL STAFF OF THE DIFFERENT SECTIONS OF THE OFFICE OF THE BUILDING OFFICIAL) To be shown to THE applicant

RECEIVING AND PROCESSING	IN		OUT		PROGRESS FLOW	
	DATE	TIME	DATE	TIME	ACTION/REMARKS	PROCESSED BY
LOCATION/ZONING OF LAND USE						
LINE AND GRADE (Geodetic)						
ARCHITECTURAL						
CIVIL/STRUCTURAL						
ELECTRICAL						
MECHANICAL						
SANITARY						
PLUMBING						
ELECTRONICS						
INTERIOR						
OTHERS						
NOTED:						

CHIEF, PROCESSING AND EVALUATION DIVISION

BOX 8 (TO BE ACCOMPLISHED BY THE PROCESSING AND EVALUATION DIVISION)

ASSESSED FEES	ASSESSED BY	AMOUNT DUE	DATE PAID	O.R. NUMBER	NSO
<input type="checkbox"/> FILING FEE					
<input type="checkbox"/> PROCESSING FEE					
<input type="checkbox"/> LOCATION/ZONING OF LAND USE					
<input type="checkbox"/> LINE AND GRADE (Geodetic)					
<input type="checkbox"/> FENCING					
<input type="checkbox"/> ARCHITECTURAL					
<input type="checkbox"/> CIVIL/STRUCTURAL					
<input type="checkbox"/> ELECTRICAL					
<input type="checkbox"/> MECHANICAL					
<input type="checkbox"/> SANITARY					
<input type="checkbox"/> PLUMBING					
<input type="checkbox"/> ELECTRONICS					
<input type="checkbox"/> INTERIOR					
<input type="checkbox"/> ONE-HALF (1/2) OF FIRE SERVICE FUND (FSF)					
TOTAL					

REVIEWED: _____
 CHIEF, PROCESSING AND EVALUATION DIVISION

BOX 9 (TO BE ACCOMPLISHED BY THE BUILDING OFFICIAL)

BUILDING PERMIT

BP NO. _____ DATE ISSUED _____

Permit is issued to _____ for the proposed _____ under _____ of _____ group _____ located at lot No. _____ block No. _____ OCT/TCT No. _____ Barangay _____, City/Municipality of _____ subject to the following:

- That the designer is aware that under Article 1723 of the Civil Code of the Philippines, he/she is responsible for damages if within fifteen (15) years from the completion of the building/structure, it should collapse due to defect in the plans or specifications or defect in the ground. He/She is therefore enjoined to conduct periodic inspections of the building/structure to ensure that the conditions under which the building/structure was designed are not being violated or abused.
- That the proposed construction/erection/addition/alteration/renovation/conversion/repair/moving/demolition, etc shall be in conformity with the provisions of the National Building Code, and its IRR.
- That prior to commencement of the proposed projects and construction an actual relocation survey shall be conducted by a duly licensed Geodetic Engineer.
- That before commencing the excavation the person making or causing the excavation is to be made shall notify in writing the owner of adjoining property not less than ten (10) days before such excavation is to be made and show how the adjoining property should be protected.
- That the supervising Architect/Civil Engineer shall keep at all times a logbook of daily construction activities wherein the actual daily progress of construction including tests conducted, weather condition and other pertinent data are to be recorded.
- That upon completion of the construction, the said licensed supervising Architect/Civil Engineer shall submit the logbook duly signed and sealed to the Building Official including as-built plans and other documents and shall also prepare and submit a Certificate of Completion of the project stating that the construction of the building/structure conform to the provision of the Code, its IRR as well as the plans and specifications.
- That no building/structure shall be used until the Building Official has issued a Certificate of Occupancy therefor as provided in the Code. However, a partial Certificate of Occupancy may be issued for the Use/Occupancy of a portion or portions of a building/structure prior to the completion of the entire building/structure.
- That this permit shall not serve as an exemption form securing written clearances from various government authorities exercising regulatory function affecting building/structures.
- When the construction is undertaken by contract, the work shall be done by a duly licensed and registered contractor.

RECOMMENDING ISSUANCE OF BUILDING PERMIT:

CHIEF, PROCESSING AND EVALUATION DIVISION (Signature Over Printed Name) Date: _____	CHIEF, PROCESSING AND EVALUATION DIVISION (Signature Over Printed Name) Date: _____
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PERMIT ISSUED: _____
 PINUNONG PANGGOSALI
 (Building Official)
 Date: _____

Appendix 3. RAFRS and Various DQAFs

Table A3-1. Mapping of RAFRS quality dimensions with various DQAFs

	NQAF (Principles)	NQAF (Requirements)	NQAF (For Administrative Data) (Principles)	NQAF (For Administrative Data) (Requirements)	ACSS Code of Practice (COP) (Key Principles)	ACSS Code of Practice (COP) (Indicator)	UN Fundamental Principles of Official Statistics (UNFPOS)	Generic Statistical Business Process Model (GSBPM) (Sub- Process)
RAFRS Quality Dimensions	1, 2, 3, 5, 6, 7, 8, 10, 12, 13, 14, 15, 16, 17, 18, 19	1.1, 1.2 2.2, 2.4, 2.5 3.1, 3.2, 3.3 5.3, 5.5 6.1 7.3, 7.6 8.6 10.1 12.2 13.4 14.3 15.1, 15.2 16.1, 16.3, 16.4 17.1, 17.2 18.1, 18.3 19.1, 19.2	1, 2, 3, 5, 6, 7, 10, 12, 14, 15, 18, 19	1.2 2.5 3.2 5.3 6.1 7.2, 7.3, 7.5 10.1 12.2 14.3 15.1, 15.2 18.2 19.2	1, 2, 3, 4, 7, 8	1.1 2.2 3.2 4.2 7.2, 7.4 8.1, 8.2, 8.3, 8.4, 8.5	1, 2, 3, 4, 5, 6, 9	Phases: 1, 2, 3, 4, 5, 6, 7 Processes: 1.1, 1.3, 1.4, 1.5, 2.1, 2.5, 3.1, 4.2, 4.3, 5.1, 5.3, 5.4, 5.7, 6.2, 6.4, 6.5, 7.1, 7.2, 7.3 Sub- processes: 36, 38, 39, 40, 41, 48, 54, 59, 70, 71, 72, 73, 79, 80, 82, 83, 86, 91, 93, 94, 97, 98, 99, 100

	NQAF (Principles)	NQAF (Requirements)	NQAF (For Administrative Data) (Principles)	NQAF (For Administrative Data) (Requirements)	ACSS Code of Practice (COP) (Key Principles)	ACSS Code of Practice (COP) (Indicator)	UN Fundamental Principles of Official Statistics (UNFPOS)	Generic Statistical Business Process Model (GSBPM) (Sub- Process)
RAFRS Count (No Duplicate)	16 in 19	28 in 87	12 in 13	15 in 17	6 in 8	11 in 35	7 in 10	Phases: 7 in 8 Processes: 19 in 44 Sub- processes: 24 in 108
Percent share to total	84.2%	32.2%	92.3%	88.2%	75.0%	31.4%	70.0%	Phases: 87.5% Processes: 43.2% Sub- processes: 22.2%
Not included	4, 9, 11		11		5, 6		7, 8, 10	