

Philippine Rural Development Project

Management Information System Guide

Enterprise Development Component

Module: Enterprise Operations Monitoring

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About this Document

This document is designed to give the audience an understanding of the Enterprise Operations Monitoring framework and guide the target users of the PRPD EOMS - Module on the concepts and definition of the variables and forms developed. In addition, this document will also serve as a guide in understanding the various reports that can be generated in the PRPD EOMS- Module and relationships among forms and variables. ...

Enterprise Operations Monitoring Objectives, Conceptual Framework and System Design

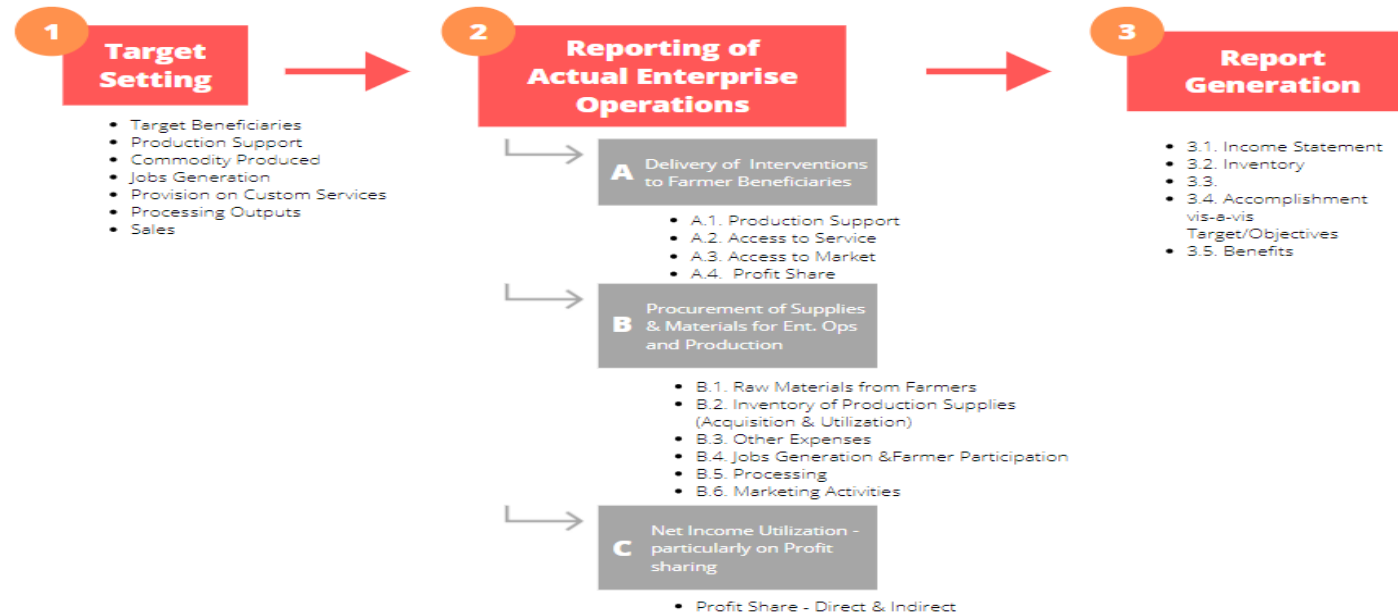
Objectives

The IREAP Enterprise Operations Monitoring System is developed primarily to:

1. Generally, in tracking the progress of enterprise's operations and evaluation of its immediate impacts;
2. At the PRDP level, this serves as an immediate reference of the project management on the progress of the implementation and operation of the PRDP supported enterprises and serve as a tool in feedbacking to the PRDP management whether the desired outcomes and the overall development objectives of the Project are likely or unlikely to be achieved given the situations and lessons (positive and/or negative). As the enterprise progresses the management may use the data collected as bases to introduce adjustment in handling the subprojects to be more sustainable; and
3. At the Enterprise level, this serves as a tool for monitoring of day-to-day transactions of the enterprise. The implementing proponent will be able to generate several reports/documents such as income statement, sales report, inventories of assets and products, buyers directory, members profile and many more. It can also be used by the Implementing proponent as reference in decision-making for the operations of the enterprise.

Conceptual Framework and Overall System Design

Figure 1.



1. Target Setting

This consists of seven (7) forms, the data for these forms are based from the approved Business Plan and shall be filled for one-time only.

2. Farmer Beneficiary Data Entry

There are two major types of beneficiaries under IREAP - (a) Direct and (2) Indirect Beneficiaries.

Direct Beneficiaries - Direct beneficiaries are the farmer members and non-members of the lead FCA and FCA Clusters that were identified to be producing and supplying the raw materials and availed custom service facilities of the PRDP supported enterprise. Direct beneficiaries are further categorized based on the types of interventions that they have received or availed:

- a. **Production Support** - are farm inputs received by the farmer beneficiaries for free from the project. Ex. Seed/seedlings and fertilizer. . Please refer to Form 4
- b. **Access to Service** - refers to the services provided by the project to the farmer-beneficiaries such as land preparation, harvesting, milling, hauling, storage and threshing through the enterprise common service facilities. . Please refer to Form 8.
- c. **Access to Market**- refers to the direct access of the farmer beneficiaries to the buyer or market, such as where farmer-beneficiaries sell their produce to PRDP supported enterprises. Also, it refers to the mark-up/premium price per unit provided by the project in buying the produce of the farmers compared to other buyers (if applicable) which is multiplied to the volume sold/ produced by the farmers to the enterprise. Please refer to Form 6.
- d. **Profit Share**- is the income earned by the farmer-beneficiaries by participating in the PRDP supporting enterprise either through dividend and patronage refund earning or through other schemes of income distributions. Please refer to Form 23
- e. **FCA/FCA Cluster Members receiving dividends and/or patronage refund** - Please refer to Form 23

Indirect Beneficiaries - Indirect beneficiaries are members and non-members of the proponent group that are indirectly involved in the enterprise operation such as enterprise management, sales and marketing, financial management and hired part-time and on-call laborers. Indirect beneficiaries are further categorized based on the types of interventions that they have received or availed:

- a. **Personnel Employed**- refers to the personnel being employed by the enterprise such as permanent or on-call and paid or volunteer either direct or indirect labor.

Permanent employees are those working for the enterprise on a full time and regular basis and receiving regular compensation and benefits.

On-call/part-time personnel are those working for the enterprise on an irregular basis, usually paid every engagement.

- b. **Personnel Employed** - . Please refer to Form 7.
- c. **Management** - employees who are not directly involved in the production and processing of the products. Please refer to Form 7.

3. Enterprise Operations

4. Analysis and Report Generation

List of Auto-generated reports based on the data captured in the PRDP EOMS- Module. Please see Section __ Reports Generated for a more-detailed list of report

Forms and Relationships Diagram

List of Forms and Frequency of Reporting

- For prior years (2020 and earlier), data should be at least an annual breakdown of data provided.
- Provide reporting period
- Add information on forms that have the same timing of collection and reporting.

Target Setting

Form Number	Form Name	Description	Frequency	Data Source
Target Setting				
1	Beneficiary	The Beneficiary target setting form shows information on the expected number of direct beneficiaries classified according to sex based on the business plan. This data is auto-generated from the PRDP MIS > Enterprise > SP ID > Profile > FCA/FCA Clusters	One-time (Annual)	Business Plan
2	Production Support	This form shows the target number of beneficiaries or recipients of the production inputs to be	One-time	Business Plan

		provided by PRDP to the farmer members.		
3	Commodity Produced	This form shows the target commodity, area and volume of production that the FCA/FCA Clusters will produce based on the business plan. This covers communal-based farming or communal production only	One-time (Annual)	Business Plan
4	Job Generation	This form captures the number of personnel involved in enterprise's farming activities, processing, enterprise management, administrative, sales and marketing, and financial management indicated in the business plan.	One-time	Business Plan
5	Custom Services	This form shows the type of custom services to be provided to the members of the FCA/FCA Clusters as specified in the business plan.	One-time	Business Plan
6	Processing Output	This shows the list and the target number of the product form of the FCA/FCA Clusters indicated in the business plan.	One-time (Annual)	Business Plan
7	Sales	This captures the total target number of commodity and product form sold to the buyer by the Enterprise showed in the business plan	One-time (Annual)	Business Plan

Form 1. Beneficiary

The Beneficiary target setting form shows information on the expected number of beneficiaries classified according to sex based on the business plan.

Variable	Description	Data Format	With Drop Down List	User Input (UI) or System Generated (SG)?	Linked to Form	Relationships to Other Forms (Use Form Code)

Number of Beneficiaries	This will be auto-generated from the MIS		No			
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Form 2. Production Support Provided to the Farmer Beneficiaries

This form shows the target number of beneficiaries or recipients of the production inputs to be provided by PRDP to the farmer members.

Variable	Description	Data Format	With Drop Down List	User Input (UI) or System Generated (SG)?	Linked to Form	Relationships to Other Forms (Use Form Code)
Number of Beneficiaries	This is linked with Form 1		No			

<p>Items</p>	<p>This refers to the specific production inputs, material and tools to be provided by PRDP to the farmer beneficiaries. Select from the dropdown list</p>		<p>Yes</p>			
<p>Production Support-Quantity</p>	<p>This refers to the number of the production inputs, materials and tools received by the farmer beneficiary</p>					
<p>Production Support-Unit Measure</p>	<p>This refers to the unit of measure used for each production inputs, materials and tools. Select from the dropdown list</p>		<p>Yes</p>			
<p>Area Planted (for crops)-Area</p>	<p>This refers to the total area to be planted or covered by the production support provided by PRDP</p>					

Form 3. Commodity Produced by the Enterprise

This form shows the target commodity, area and volume of production that the FCA/FCA Clusters will produce based on the business plan. This covers communal-based farming.

Variable	Description	Data Format	With Drop Down List	User Input (UI) or System Generated (SG)?	Linked to Form	Relationships to Other Forms (Use Form Code)
Commodity Sector	<p>These are the crops, fisheries and livestock that are supported by the PRDP.</p> <p>Information will be auto-generated from the Form 1</p>		Yes			
Commodity Name	<p>Name of the commodity produced by the enterprise.</p> <p>Select the name of the commodity in the dropdown list</p>		Yes			
Variety/Breed	<p>Refers to the variety or breed of the commodity procured</p>					
For Crops/Fishery- Area Planted	<p>Total area planted to the commodity (applicable to crops and fishery sector)</p>					

<p>For Crops/Fishery- Area Harvested</p>	<p>Total area harvested to the commodity (applicable to crops and fishery sector)</p>					
<p>For Livestock/Poultry- Number of Heads</p>	<p>Refers to the total number of heads used for production</p>					
<p>For Livestock/Poultry- Unit Measure</p>	<p>Refers to the unit measure for the quantity identified on the livestock/poultry</p>					
<p>Volume-Quantity</p>	<p>Refers to the total volume of total harvest</p>					
<p>Volume-Unit Measure</p>	<p>Unit measure in the quantity of total harvest for the cropping period identified.</p>		<p>Yes</p>			

<p>Year</p> <p>Refers to the corresponding year for the production target. This will cover all the target years stipulated in the BP.</p> <p>For the pilot testing, the first entry for the year and the corresponding data will be the cumulative target since the start of the enterprise operations.</p>					
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Form 4. Job Generation

This form captures the number of personnel involved in Enterprise’s farming activities, processing, enterprise management, administrative, sales and marketing, and financial management indicated in the business plan.

Variable	Description	Data Format	With Drop Down List	User Input (UI) or System Generated (SG)?	Linked to Form	Relationships to Other Forms (Use Form Code)
<p>Number of Personnel-Farming Activity</p>	<p>Refers to the number of personnel engaged in farming activity. This include all direct labor used in land preparation up to harvesting, and all direct labor used in providing the services to the farmer beneficiaries</p>		<p>No</p>			

<p>Number of Personnel-Processing</p>	<p>Refers to the number of personnel engaged in processing. This include all direct labor used in postharvest activities up to the transformation of the commodity/product into its final form/finished product form</p>					
<p>Number of Personnel-Enterprise Management</p>	<p>This refers to the number of personnel engaged in Enterprise Management . This include all officers and managers involved in overseeing and in the decision making relating to the operation of the enterprise</p>					
<p>Number of Personnel-Administrative</p>	<p>This refers to the number of personnel engaged in administrative staff. All staff providing administrative support to the enterprise</p>					
<p>Number of Personnel-Sales and Marketing</p>	<p>This refers to the number of personnel engaged in sales and marketing. This includes all staff providing support in marketing the product of the enterprise</p>					

<p>Number of Personnel-Financial Management</p>	<p>This refers to the number of personnel engaged in Financial management. These are all staff providing support in the financial management/aspect of the enterprise</p>					
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Form 5. Custom Services

This form shows the type of custom services to be provided to the members of the FCA/FCA Clusters as specified in the business plan.

Variable	Description	Data Format	With Drop Down List	User Input (UI) or System Generated (SG)?	Linked to Form	Relationships to Other Forms (Use Form Code)
<p>Service Provided- Type of Service</p>	<p>Services provided by the project to the farmer-beneficiaries such as land preparation, harvesting, drying, milling, hauling, storage and threshing through the enterprise common service facilities.</p> <p>Select from the dropdown list.</p>		<p>Yes</p>			
<p>Service Provided- Quantity</p>	<p>Refers to the quantity of service provided to the farmers.</p>					

Service Provided- Unit Measure	Use hectare for land preparation while kilogram for harvesting, hauling, milling, storage and threshing. Use hours/days for time-based arrangements.		Yes			
Year	Refers to the corresponding year that the service is targeted to be provided as stipulated in the BP.					

Form 6. Processing Output

This form lists and describes the product/s of the enterprise as indicated in the business plan.

Variable	Description	Data Format	With Drop Down List	User Input (UI) or System Generated (SG)?	Linked to Form	Relationships to Other Forms (Use Form Code)
Name of Product	End product of the processing. This also refers to the processed product that will be available for sale		No			
Description	Refers to the product specifications which should include at least the packaging size, weight, grade, and classification.					

Product Form-Volume	The total volume produced for the specific products.					
Product Form-Unit Measure	Refers to the unit measure used Select from the dropdown list		Yes			
Year	Refers to the corresponding year that the service is targeted to be provided as stipulated in the BP.					

Form 7. Sales

This captures the total target number of commodity and product form sold to the buyer by the Proponent Group showed in the business plan

Variable	Description	Data Format	With Drop Down List	User Input (UI) or System Generated (SG)?	Linked to Form	Relationships to Other Forms (Use Form Code)
Commodity-if raw form	Name of the commodity produced by the enterprise. Select the name of the commodity in the dropdown list		Yes			

Variety/Breed	Indicate the variety or breed of the commodity procured					
Product Form-Name	<p>This refers to the finished product sold by the enterprise whether in raw or processed form.</p> <p>Select from the dropdown list for the different product forms</p>		Yes			
Product Form-Description	<p>This refers to the details or specification of the finished product including the variety, breed, packaging, size, etc.</p> <p>Information will be auto-generated from the processing output form</p>					
Volume-Quantity	This will capture the quantity of product sold to the buyer. Number of packs / heads / product, whichever is applicable					
Volume-Unit measure	<p>Refers to the unit measure used</p> <p>Select from the dropdown list</p>		Yes			

<p>Year</p>	<p>Refers to the corresponding year that the service is targeted to be provided as stipulated in the BP.</p>					
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Actual Enterprise Operation

<p>Form Number</p>	<p>Form Name</p>	<p>Description</p>	<p>Frequency</p>	<p>Data Source</p>
<p>Actual Enterprise Operation</p>				

<u>Form 1</u>	Enterprise Profile	<p>This form captures the information on the subproject's basic profile, contact details and income statement.</p> <p>For the subproject's basic profile, all these are in the current MIS except for Commodity Sector and Contact Information, which will only be encoded once. While for the information on Income Statement, the first entry should be cumulative from the start of the enterprise's operation to present.</p>	Monthly- Income Statement	MIS/ Enterprise
<u>Form 2</u>	Beneficiary Profile	<p>This form captures the basic information of all the beneficiaries (direct and indirect) of the PRDP-supported Enterprise.</p> <p>Direct beneficiaries are those who:</p> <ol style="list-style-type: none"> 1. sells their produce to the enterprise (member of the lead FCA and FCA Clusters or non-member) 2. avails of the custom services provided by the Enterprise 3. receives production support from the enterprise <p>Indirect beneficiaries are those who:</p> <ol style="list-style-type: none"> 1. Are members of the FCA/FCA Clusters who are not selling produce or availing services of the enterprise but receives dividend share/patronage refund from the enterprise operation 2. hired by the enterprise for a permanent or part-time/ on-call job <p>Please refer to the Overall System Design - Farmer Beneficiary Data Entry section for more details.</p>	<p>This form should be filled out "real-time" or every time there is a new person who will be engaged in the Enterprise as either direct or indirect beneficiary.</p> <p>Each beneficiaries will be provided with a unique identifier which will be generated automatically by the system</p>	Beneficiaries
<u>Form 3</u>	Farmers Production and Income	<p>This form captures the total production and income of the farmer/fisher-beneficiary for the commodity being supported by the enterprise. This includes details of the commodity produced, area of production, total production cost, total harvest, losses, harvest utilization, and output sold to buyers other than the enterprise. For fishery-seaweeds/aquaculture, the total area of production will be reflected in the form but for fishery-marine catch, the input of information is</p>	This DCF should be filled-out upon selling the commodity/product to the enterprise A more detailed	Farmer/Fisher-Beneficiaries

		<p>directly on the total harvest without filling up the total area of production. Kindly refer to the Guide in Reporting Production and Income.</p> <p>For farmers that plant more than one variety per cycle and the harvest is categorized based on various qualities, the entry for the production data is once while the segregation will happen on the column of market sold to other buyers only.</p> <p>The beneficiary who received production support should also accomplish Form 3</p>	<p>table on the frequency of reporting per commodity sector is presented in Annex 1 Guide in Reporting Production and Income</p>	
<u>Form 4</u>	Production Support	<p>This form captures the list of beneficiaries who received production support/interventions from the PRDP-supported enterprise. This refers to the list of materials used in production such as farm inputs.</p> <p>Data on total harvest will cover the area planted where the production support received was used/applied.</p> <p><i>*This form will only be used by Enterprises that provide production support to its farmer/fisher beneficiaries.</i></p>	<p>The first entry for this form for each beneficiary is when the production support is provided. Succeeding entries will be encoded upon selling the produce to the enterprises. Refer to Annex 1 for the detailed frequency of reporting per commodity sector.</p>	<p>Enterprise</p> <p>Farmer/Fisher-Beneficiaries</p>
<u>Form 5</u>	Commodity Produced	<p>This form captures the production data of the enterprise-managed farms/ communal farms. In addition to this, this will also capture data of enterprises where raw materials were procured through FCA/FCA Clusters' other business lines.</p>	<p>Every harvest/ Production period</p>	Enterprise
<u>Form 6</u>	Commodity Procured	<p>This form captures the procurement of raw materials of the enterprise from the farmers/fishers. This refers to the commodity supported by the PRDP, whether procured in fresh or processed form.</p>	<p>Every time the commodity is procured</p>	Enterprise

<p><u>Form 7</u></p>	<p>Job Generation</p>	<p>This form captures the jobs generated by the enterprise. This refers to the personnel hired by the enterprise, whether permanent or part-time/on-call. This includes information on the sector and type of engagement, as well as the salary/wage received by the personnel hired.</p> <p>This does not include engagement of officers and members of the FCA/FCA Clusters who are receiving honorarium</p>	<p>Monthly</p>	<p>Enterprise</p>
<p><u>Form 8</u></p>	<p>Custom Services Provided</p>	<p>This form captures the information on the types of custom services being provided by the Enterprise. This includes the unit price paid for the service provided.</p> <p><i>*This form will only be used by Enterprises providing custom services.</i></p>	<p>Every time custom service is provided</p>	<p>Enterprise</p>
<p><u>Form 9</u></p>	<p>Acquisition of Goods</p>	<p>This form captures information on the acquisition of direct materials such as ingredients and packaging materials needed to produce the product but excluding the raw materials procured from the farmers. It also includes other supplies and materials being used for marketing purposes.</p>	<p>Every time the goods are acquired</p>	<p>Enterprise</p>
<p><u>Form 10</u></p>	<p>Utilization of Procured Goods</p>	<p>This form captures information on the utilization of other supplies and materials acquired for marketing purposes (from Form 9).</p>	<p>Every time the supplies and materials are utilized</p>	<p>Enterprise</p>
<p><u>Form 11</u></p>	<p>Other Operating Expenses</p>	<p>This form captures information on the operating expenses incurred by the enterprise during the reporting period. This covers the operating expenses such as utilities, fuel and lubricants, permits and licenses, supplies and materials, repair and maintenance cost, rental and lease, tax expense etc.</p> <p>This also includes payment of honorarium to the officers and members of the FCA/FCA Clusters.</p>	<p>Every time the expenses are incurred</p> <p>Every time the honorarium is given</p>	<p>Enterprise</p>
<p><u>Form 12</u></p>	<p>Processing Input</p>	<p>This form captures the inputs used in the processing of the products to be marketed by the enterprise. This records the volume of all the direct materials (ingredients and packaging, from form 9) used for processing, including the commodity produced by the enterprise (from form 5) and the raw materials procured from the farmer/fisher beneficiaries (from form 6), whichever</p>	<p>Every time processing input is used</p>	<p>Enterprise</p>

		is/are applicable. <i>*This form will only be used by Enterprise who are engaged in processing</i>		
<u>Form 13</u>	Processing Output	This form captures the information of the final product produced from the inputs in Form 11. Final product refers to the final form (packaged, if applicable) to be marketed by the Enterprise. Batch number shall be consistent with the processing batch (Form 11) of which the product is derived. <i>*This form will only be used by Enterprise who are engaged in processing</i>	Every time the final product is produced and is available for marketing	Enterprise
<u>Form 14</u>	Buyers Profile	This form captures the information of all the buyers of the Enterprise, whether individual or institution. This includes information of the presence of a formal marketing agreement and the payment terms.	Every time a new buyer engages with the Enterprise	Buyers
<u>Form 15</u>	Sales Transaction of the Enterprise	This form captures all the products being sold by the Enterprise to the specific buyer, including the main product, fresh or processed (from Form 5, 6, and/or 12), and all other products produced by the enterprise.	Every time a product is sold	Enterprise
<u>Form 16</u>	List of Trainings Availed	This form captures the list of the training, seminars and workshops received by the FCA/FCA Cluster members from PRDP, other government and private institutions, and individuals.	Every time a training, seminar or workshop is availed	Enterprise
<u>Form 17</u>	List of Personnel Trained	This form captures the list of personnel trained in the specific training in Form 15.	Every time a training, seminar or workshop is attended	Enterprise
<u>Form 18</u>	Loan and Credit Assistance Availed	This form captures the information of the loan and credit assistance applied for and availed by the Enterprise. This includes details of payment terms, collateral and interest rates.	Every time the loan/credit assistance is approved	Enterprise
<u>Form 19</u>	Credit Loan and Credit Assistance Received	This form captures the tranches of loan received by the enterprise.	Every time the loan/credit assistance is received	

<u>Form 20</u>	Acquired Machinery/Equipment, Facilities, and Infrastructure	This form captures the details of all the machinery/equipment, facilities and infrastructure acquired by the Enterprise. This includes the specifications, operational capacity, purpose, manner of acquisition, funding source, and acquisition cost of the machinery/equipment, facilities, and infrastructure.	Every time a machinery/equipment, facility, and/or infrastructure is acquired	Enterprise
<u>Form 21</u>	Assets Insurance	This form captures information of the insured assets in Form 18. This includes details of the insurance provider, insurance coverages, and terms of payment.	Every time an asset is insured	Enterprise
<u>Form 22</u>	Commodity Insurance	The object of insurance shall be the standing crop planted on the farmland specified on the insurance application, which the assured farmer has an insurable interest on.	Every time a commodity is insured	Enterprise
<u>Form 23</u>	Profit-Sharing	This form captures the income earned by the farmer-beneficiaries by participating in the PRDP supporting enterprise either through dividend and patronage refund earning or through other schemes of income distributions	Annually	Enterprise

Variables and Definition

Form 1. ENTERPRISE PROFILE

The Enterprise data capture form shows the information on the subproject's basic profile, contact details and income statement. For the subproject's basic profile, all these are in the current MIS except for Commodity Sector and Contact Information, which will only be encoded once. While for the information on Income Statement, the first entry should be cumulative from the start of the enterprise's operation to present.

Variable	Description	Data Format	With Drop Down List	User Input (UI) or System Generated (SG)?	Linked to Form	Relationships to Other Forms (Use Form Code)
Subproject ID	Information will be auto-generated from the MIS		No	SG		

Subproject Title	Information will be auto-generated from the MIS		No	SG		
Subproject Cost	Information will be auto-generated from the MIS.		No	SG		
Commodity Sector	These are the crops, fisheries and livestock that are supported by the PRDP.	Crops	Yes	UI	Form 3, 4, 5, 6 and 22	Same information
Contact Person	A representative from the proponent group can provide all the details of the subprojects. Indicate the complete details: First Name, Middle Initial and Last Name.	Juan A. Dela Cruz	No	UI		
Position	Designation of the contact person in the subproject.	Chairperson	No	UI		
Contact Number	Either landline or mobile numbers to reach the officers and members of the subproject. For landline, indicate the area code and landline number.	+63-82-(22370000) 09170000000	No	UI		
Start of Enterprise Operation	This refers to the date when the first intervention delivered was first utilized/distributed to the farmer beneficiaries.					
Gross Income	Total income generated from all the products and services provided by the enterprise. Indicate actual cumulative amount.	Peso	No	SG	Form 8 and 15	This should be consistent with the total reported sales in Form __ and income derived from services offered by the enterprise in Form _ for a particular period.

Cost of Goods Sold	Direct costs of producing the goods sold by the enterprise such as materials and direct labor.		No	SG	Form 6, 9, and 11	
Gross Profit	The gross profit of an enterprise is the total sales less the total cost of the goods sold. Indicate actual cumulative amount.		No	SG	Same form	
Operating Expenses	Expenditures that the enterprise incur to engage in activities not directly associated with the production of goods or services including but not limiting to permits and licenses, maintenance cost, marketing expense and fuel cost, salaries and wages, utilities and depreciation expenses		No	SG	Form 9 and 10	
Net Income	Amount of revenue left after subtracting all expenses, taxes and costs.		No	SG	Same Form	
Dividend Share	Profit distributed to its members as enterprise earns a profit or surplus.		No	UI		
Retained Earnings	Amount of net income left over for the enterprise after it has paid out dividends to its members.		No	UI		

Form 2. BENEFICIARY PROFILE

This form captures the basic information of all the beneficiaries of the PRDP-supported Enterprise.

This includes everyone who:

1. receives dividend share/patronage refund from the enterprise operation
2. sells their produce to the enterprise
3. receives production support from the enterprise
4. avails of the custom services provided by the Enterprise; and
5. is hired by the enterprise for a permanent or part-time/ on-call job

Variable	Description	Data Format	With Drop Down List	User Input (UI) or System Generated (SG)?	Linked to Form	Relationships to Other Forms (Use Form Code)
Unique Identifier	Unique ID given to each beneficiary	(SPID-Surname-001)	No	UI	Link to Form 3, 4, 5, 6, 7, 16 and 20	First Entry
Beneficiary Name	First name, middle initial, and last name of the beneficiary	Juan C Dela Cruz	No	UI		

<p>Name of Tribe</p>	<p>If beneficiary is an Indigenous Person (IP)</p> <p>The World Bank defines “Indigenous People” as a distinct, vulnerable, social, and cultural group possession the following characteristics in varying degrees:</p> <ul style="list-style-type: none"> • Self-identification as members of a distinct indigenous cultural group and recognition of this identity by others; • Collective attachment to geographically distinct habitats or ancestral territories in the project area and to the natural resources in these habitats and territories; • Customary cultural, economic, social, or political institutions that are separate from those of the dominant society and culture; and • An indigenous language, often different from the official language of the country or region. 		<p>No</p>	<p>UI</p>		
<p>FCA/FCA Clusters Member</p>	<p>Refer to the members of the FCA/FCA Clusters who are involved in the PRDP supported enterprise.</p>	<p>Yes or No</p>	<p>Yes</p>	<p>UI</p>		
<p>FCA/FCA Clusters Member Position</p>	<p>If holding a position to the FCA/FCA Clusters nvolved in the PRDP supported enterprise</p>		<p>No</p>	<p>UI</p>		

Name of the Farmer/Fisher Association/ Cooperative	Indicate the complete name of the group		No	UI		
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Form 3. FARMER’S PRODUCTION AND INCOME

This form captures the total production and income of the farmer/fisher-beneficiary for the commodity being supported by the enterprise. This includes details of the commodity produced, area of production, total production cost, total harvest, losses, harvest utilization, and output sold to buyers other than the enterprise. For fishery-seaweeds/aquaculture, the total area of production will be reflected in the form but for fishery-marine catch, the input of information is directly on the total harvest without filling up the total area of production. For farmers that plant more than one variety per cycle and the harvest is categorized based on various qualities, the entry for the production data is once while the segregation will happen on the column of market sold to other buyers only. Kindly refer to the Guide in Reporting Production and Income.

Variable	Description	Data Format	With Drop Down List	User Input (UI) or System Generated (SG)?	Linked to Form	Relationships to Other Forms (Use Form Code)
Unique Identifier	Unique ID given to each beneficiary	(SPID-Surname-001)	Yes	UI	Linked to Form 2	If first transaction, input in Form 2 first

Commodity Sector	These are the crops, fisheries and livestock that are supported by the PRDP.	Crop	Yes	UI	Linked to Form 1	Same Information
Commodity Name	Name of the commodity being produced by the farmer. Include only the commodity that is being supported by the PRDP enterprise		Yes	UI		
Variety	Variety or breed of the commodity produced		No	UI		
Area Planted	Total area planted if commodity is a crop	hectare	No	UI		
Area Harvested	Refers to the area harvested at the specific harvest period if the commodity is a crop	hectare	No	UI		
Total Number of Heads	This refers to the total number of livestock/poultry used in production		No			
Total Cost	This covers all cash and non-cash costs incurred by the farmer in producing and selling the commodity/product. The non-cash cost valuation will be based on the prevailing market price. (Example: Labor is based on the prevailing wage rate; seeds or other planting material based on prevailing price; harvested commodity based on the farmgate price; etc)					

Total Production Cost	This refers to the total cost of producing the identified commodity from land preparation up to harvesting.		No	UI		
Postharvest Cost	This refers to the total cost incurred after harvesting / producing the commodity. May include costs for drying, grading, sorting, hauling from the farm to the consolidation area, drying, hulling/milling, storage, further processing and other costs.		No	UI		
Total Harvest-Product Form	Refers to the form of product harvested on a specific period. Kindly select from the dropdown list		Yes			
Total Harvest-Quantity	This refers to the total volume harvested		No	UI		
Total Harvest-Unit Measure	Unit Measurement used for the quantity identified.		Yes	UI		
Postharvest Losses - Quantity	Refer to losses after harvesting the commodity. May include losses from storage, hauling, etc.		No	UI		
Postharvest Losses- Unit Measure	Unit of measure used for the quantity of postharvest losses identified.		Yes	UI		

Harvest Utilization	Refers to the distribution of the total volume harvested by the farmer and how it is being utilized or used for payment, trading/marketing, home consumption and others.					
Harvest Utilization- Machine Rental Fee- Quantity	Volume of the harvest utilized as payment for Machine Rental Fee		No			
Harvest Utilization- Machine Rental Fee- Unit Measure	Unit of measure used in the quantity of harvest utilized as payment for Machine Rental Fee.		Yes			
Harvest Utilization- Other Fees- Quantity	Volume of the harvest utilized as payment for Other Fees		No			
Harvest Utilization- Other Fees- Unit Measure	Unit of measure used in the quantity of harvest utilized as payment for Other Fees identified.		Yes			

Harvest Utilization- Shares- Quantity	Volume of the harvest utilized as payment for shares (includes labor share, lessor share, etc)		No			
Harvest Utilization- Shares- Unit Measure	Unit of measure used in the quantity of harvest utilized as payment for shares (includes labor share, lessor share, etc).		Yes			
Harvest Utilization- Stored for Seed Bank/ Breeder- Quantity	Volume of the harvest stored for seed bank/ breeder		No			
Harvest Utilization- Stored for Seed Bank/ Breeder - Unit Measure	Unit of measure used in the quantity of harvest stored for seed bank/ breeder.		Yes			
Harvest Utilization- Kept for Consumption- Quantity	Volume of the harvest utilized/ kept for home consumption		No			

Harvest Utilization- Kept for Consumption- Unit Measure	Unit of measure used in the quantity of harvest utilized/ kept for home consumption.		Yes			
Harvest Utilization- Others - Quantity	Volume of the harvest utilized for other purpose not identified above		No			
Harvest Utilization- Others - Unit Measure	Unit of measure used in the quantity of harvest utilized for other use.		Yes			
Marketed Output Sold to Other Buyers- Specification	Specification is the quality of the commodity/product in terms of size, weight, grade, classes, etc.	Raw, dried, etc Small, medium, class A, reject, etc.	No			
Marketed Output Sold to Other Buyers - Quantity	Volume of output sold to buyers other than the PRDP supported enterprise		No			

Marketed Output Sold to Other Buyers – Unit Measure	Unit of measure used in the quantity of output sold to buyers other than the PRDP supported enterprise.		Yes			
Marketed Output Sold to Other Buyers – Price per Unit	Price per unit of marketed output sold to other buyers		No			
Production Period From	This refers to the crop production cycle of the commodity supported by PRDP. The start of the production period is the date of planting.	mm/dd/yyyy	No			
Production Period To	This refers to the end of the production period which represents the date of the last of the harvesting.	mm/dd/yyyy	No			

Form 4. PRODUCTION SUPPORT

This form captures the list of beneficiaries who received production support/interventions from the PRDP-supported enterprise. This refers to the list of materials used in production such as farm inputs.

Data on total harvest will cover the area planted where the production support received was used/applied.

Variable	Description	Data Format	With Drop Down List	User Input (UI) or System Generated (SG)?	Linked to Form	Relationships to Other Forms (Use Form Code)
Beneficiary ID	Unique ID given to each beneficiary Information will be auto-generated from the Form 2	sample: Osayan-0001	No	SG	Form 2	
Commodity Sector	These are the crops, fisheries and livestock that are supported by the PRDP. Information will be auto-generated from the Form 1	Crops	No		Form 1	
Commodity Name	Name of the commodity being produced by the farmer. Include only the commodity that is the same as the commodity being supported by the IREAP enterprise. This will be filled out once only.		Yes			

Variety	Variety or breed of the commodity produced	No			
Production Support Provided - Inputs	<p>This refers to the type of production support provided by PRDP directly to the farmer beneficiaries. Refer to the dropdown list for the different type of inputs</p> <p>Planting Materials i.e seeds and seedlings, propagules</p> <p>Animal Stocks - refers to the animals provided by the PRDP i.e. fingerlings, chicks, piglets, breeder stocks, etc</p> <p>Production site establishment materials - This refers to materials provided for construction of production structures and establishment of production areas including nets, bamboos, uv resistant plastic films, etc (applicable to livestock/poultry, fishery and crops)</p> <p>Crop care production materials and tools- refers to the materials and tools provided by PRDP for crop management such as fertilizers, planting mix, pruning shears, shovels, etc.</p> <p>Animal care materials and tools - refers to the materials and tools provided by PRDP for animal management such as feeds, biologics, mineral blocks, feeders/waterer, shovel, etc.</p>	Yes			

Production Support Provided -Description/ Specifics	This refers to the detailed description or specifics of the production inputs provided by PRDP directly to the farmer beneficiaries		No			
Production Support Provided- Quantity	This refers to the number or volume of production input provided by PRDP directly to the farmer beneficiaries		No			
Production Support Provided- Unit Measure	Unit measure in the quantity of production input received from the PRDP supported enterprise.		Yes			
Area Planted	This refers to the total area planted for the PRDP supported commodity, which is equivalent to the area to be planted by the production inputs provided by PRDP.		No			
Area Harvested	This refers to the total area harvested for the PRDP supported commodity, which is equivalent to the area planted by the production inputs provided by PRDP.		No			
Total Harvest - Quantity	This refers to the total volume harvested from the total area harvested (Column K)		No			

Total Harvest - Unit Measure	Unit measure in the quantity of total harvest for the cropping period identified.		Yes			
Production Period - From	This refers to the crop production cycle of the commodity supported by PRDP. The start of the production period is the date of planting.	mm/dd/yyyy	No			
Production Period - To	This refers to the end of the production period which represents the date of the last of the harvesting.	mm/dd/yyyy	No			

Form 5. COMMODITY PRODUCED

This form captures the production data of the enterprise-managed farms/ communal farms.

Variable	Description	Data Format	With Drop Down List	User Input (UI) or System Generated (SG)?	Linked to Form	Relationships to Other Forms (Use Form Code)
Commodity Sector	These are the crops, fisheries and livestock that are supported by the PRDP. Information will be auto-generated from the Form 1		No		Form 1	Same information
Commodity Name	Name of the commodity produced by the enterprise. Select the name of the commodity in the dropdown list		Yes			
Variety / Breed	Variety or breed of the commodity produced		No			
Area Planted	Total area planted to the commodity		No			
Area Harvested	Refers to the total area harvested		No			
For Livestock/Poultry Number of Heads	This refers to the total number of livestock/poultry used in production		No			

For Livestock/Poultry Unit Measure	Unit of measure used for the quantity identified		Yes			
Total Harvest-Product Form	Refers to the form of product harvested on a specific period. Kindly select from the dropdown list		Yes			
Volume-Quantity	Volume of total harvest		No			
Volume - Unit Measure	Unit measure in the quantity of total harvest for the cropping period identified.		Yes			
Postharvest Losses-Quantity	Refer to losses after harvesting the commodity. May include losses from storage, hauling, etc.		No			
Postharvest Losses-Unit Measure	Unit of measure used for the quantity of postharvest losses identified.		Yes			
Production Period - From	This refers to the crop production cycle of the commodity supported by PRDP. The start of the production period is the date of planting.	mm/dd/yyyy	No			
Production Period - To	This refers to the end of the production period which represents the date of the last of the harvesting.	mm/dd/yyyy	No			

Form 6. COMMODITY PROCURED

This form captures the procurement of raw materials of the enterprise from the farmers/fishers. This refers to the commodity supported by the PRDP, whether procured in fresh or processed form.

Variable	Description	Data Format	With Drop Down List	User Input (UI) or System Generated (SG)?	Linked to Form	Relationships to Other Forms (Use Form Code)
Beneficiary ID	Unique ID given to each beneficiary Information will be auto-generated from the Form 2	sample: Osayan-0001	No	SG	Form 2	Same information
Commodity Sector	These are the crops, fisheries and livestock that are supported by the PRDP. Information will be auto-generated from Form 1. If there are new commodities, this should be encoded first in Form 1		Yes		Form 1	Same information
Commodity Name	Name of the commodity procured from the farmer. Select the name of the commodity in the dropdown list		Yes			
Variety / Breed	Variety or breed of the commodity procured		No			
Product Form	Refers to form of the commodity procured by the enterprise from the farmers	Sample: raw, dried, etc	Yes			

Specification	Specification is the quality of the commodity/product in terms of size, weight, grade, classes, etc	Small, medium, large, Class A, Reject	No.			
Volume Procured by the Enterprise - Quantity	Volume of the commodity procured from the farmer		No			
Volume Procured by Enterprise - Unit Measure	Unit of measure used in the quantity of the commodity procured.		Yes			
Unit Buying Price	Refers to the buying price per unit of commodity procured		No			
Date	Date of the commodity was procured from the farmer	mm/dd/yyyy	No			

Form 7. JOBS GENERATION

This form captures the jobs generated by the enterprise. This refers to the personnel hired by the enterprise, whether permanent or part-time/on-call. This includes information on the sector and type of engagement, as well as the salary/wage received by the personnel hired.

This does not include engagement of officers and members of the FCA/FCA Clusters who are receiving honorarium

Variable	Description	Data Format	With Drop Down List	User Input (UI) or System Generated (SG)?	Linked to Form	Relationships to Other Forms (Use Form Code)
Beneficiary ID	Unique ID given to each beneficiary	sample: Osayan-0001	No	SG	Form 2	
Sector	<p>Can either be direct labor (farming activity, processing), custom servicing, or indirect labor (enterprise management, admin staff, sales and marketing, financial management)</p> <p>For further guide, the categories are defined as follows:</p> <ul style="list-style-type: none"> ● Farming activity - this include all direct labor used in land preparation up to harvesting ● Custom servicing - this include all direct labor used in providing the services to the farmer beneficiaries 		Yes			

	<ul style="list-style-type: none"> ● Processing - this include all direct labor used in postharvest activities up to the transformation of the commodity/product into its final form/finished product form ● Enterprise Management - this include all officers and managers involved in overseeing and in the decision making relating to the operation of the enterprise ● Administrative staff - all staff providing administrative support to the enterprise ● Sales and marketing - all staff providing support in marketing the product of the enterprise ● Financial management - all staff providing support in the financial management/aspect of the enterprise 					
<p>Type of Skill</p>	<p>This refers to the type of skill whether skilled or unskilled. The categories are defined as follows</p> <ul style="list-style-type: none"> ● Skilled labor - refers to workforce that require certain amount of skills, education or training (e.g. managers, accounting, equipment operators, etc) ● Unskilled labor- are those that do not require a certain set of skills or formal education (e.g. farm laborers and helpers, etc) 		<p>Yes</p>			

	Select from the dropdown list.					
Job Nature	Can either be permanent or on-call. Permanent labor are those working for the enterprise on a full time and regular basis and receiving regular compensation and benefits. On-call/Part-time are those working for the enterprise on an irregular basis, usually paid every engagement.		Yes			
Salary / Wage – If Permanent	Refers to the actual net salary incurred for services rendered by employees directly involved in providing services including overtime pay. The absences/late, mandatory deductions such as SSS, Philhealth, Pag-ibig and taxes are already deducted from the gross salary of the employee E.g The employee has a gross salary of P50,000.00 per month less absences//late amounting to P5,000.00 and mandatory deductions for the SSS, Pagibig, Philhealth and Taxes amounting to P5,000.00. The amount to be recorded under this form is P40,000.00		No			
Date Received	Refers to the actual date the salary/ wage was received	mm/dd/yyyy	No			
Date	Refers to the specific date of engagement covered for the month.					

Date – From	Starting date of engagement	mm/dd/yyyy	No			
Date – To	End date of engagement	mm/dd/yyyy	No			

Refer to the table below for samples of positions per category

Farming Activity	Custom Servicing	Processing	Enterprise Management	Admin Staff	Sales and Marketing	Financial Management
Farm technician (Crops)	Tractor operator	Processing laborer (cooking, mixing, curing, etc.)	General/Project Manager	Secretary	Marketing agent	Treasurer
Farm technician (Animals)	Harvester operator	Pre-processing laborer (washing, dehusking, deshelling, etc.)	Assistant Manager	Security Guard	Driver	Bookkeeper
Tractor operator	Heavy equipment operator	Machine Operator	Operations Manager/Officer	Clerk	Driver helper	Cashier
Driver	Mill operator	Drying laborer	Marketing Manager/Officer	Encoder	Business relation officer	
Boat Operator	Boat Operator	Fermentary laborer	Safety Officer	Auditor		
Harvester operator	Plant Operator	Packaging laborer	Pollution Control Officer	Procurement staff		

Machine operator	Assistant Plant Operator	Sorter	Admin Supervisor	Admin staff		
Laborer (Planting)	Machine operator	Quality control officer/ Quaity checker	Finance supervisor			
Laborer (Crop management)	Driver	Butcher	Cluster coordinator			
Laborer (Planting and crop management)	Laborer		Sales supervisor			
Laborer/caretaker (Animal management)	Warehouseman					
Laborer (harvesting)						

Form 8. CUSTOM SERVICES

This form captures the information on the types of custom services being provided by the Enterprise specifically indicated in the business plan.. This includes the unit price paid for the service provided.

Variable	Description	Data Format	With Drop Down List	User Input (UI) or System Generated (SG)?	Linked to Form	Relationships to Other Forms (Use Form Code)
Unique Identifier	Unique ID given to each beneficiary	sample: Osayan-0001	No	SG	Form 2	
Service Provided- Type of Service	Services provided by the project to the farmer-beneficiaries such as land preparation, harvesting, drying, milling, hauling, storage and threshing through the enterprise common service facilities. Select from the dropdown list.		Yes			
Service Provided- Quantity	Refers to the quantity of service provided to the farmers		No			
Service Provided - Unit Measure	Use hectare for land preparation while kilogram for harvesting, hauling, milling, storage and threshing. Use hours/days for time-based arrangements.		Yes			

Service Provided - Unit Cost	This refers to the unit cost per type of service		No			
Date Provided	Actual date when the service was provided		No			

Form 9. ACQUISITION OF GOODS

This form captures information on the acquisition of direct materials such as ingredients and packaging materials needed to produce the product but excluding the raw materials procured from the farmers. It also includes other supplies and materials being used in the production and selling of the product. This will serve as the inventory system for supplies and materials used in the production of the product of the enterprise.

Variable	Description	Data Format	With Drop Down List	User Input (UI) or System Generated (SG)?	Linked to Form	Relationships to Other Forms (Use Form Code)
Category	<p>List of all the expenditures(generic term) that will be incurred by the enterprise in producing the finished product. Select from the dropdown list</p> <p>Ingredients- refers to items as stated also in Form 9 which are used/ utilized for the production of the final product but not pertaining to the main raw material during the reporting period.</p>		Yes			

	<p>Packaging and Labelling materials - refers to items as stated also in Form 9 which are used/ utilized for the production of the final product during the reporting period.</p> <p>Other Supplies and Materials - refers to items used/ utilized for the production of the final product which are not identified under the ingredients and packaging and labelling materials during the reporting period. E.g. twines, packaging tape and the likes.</p>					
Item Description	Refers to the specific name of the item expenditure category. This should also include specifications and detailed description of the item.		No			
Quantity	<p>Number/quantity of items procured</p> <p>For items procured in packs, the quantity to be recorded will be the total quantity (pcs, kgs, liter, etc) per pack multiplied by the number of packs procured.</p>		No			
Unit Measure	<p>Unit of measure used in the quantity of items procured.</p> <p>Note: the unit measure for all items should be consistent in forms 10 and 11</p>		Yes			

Unit Price	Price per unit of the item procured For items procured in packs, the unit price to be recorded will be the cost per unit		No			
Date Procured	Date the good was procured	mm/dd/yyyy	No			

Form 10. Utilization of Procured Goods

This form captures information on the utilization of the ingredients and packaging materials used in the production of the product excluding the raw materials procured from the farmers. These also include other supplies and materials used in the production and selling of the product. (from Form 9).

Variable	Description	Data Format	With Drop Down List	User Input (UI) or System Generated (SG)?	Linked to Form	Relationships to Other Forms (Use Form Code)
Item	List all the expenditures (generic term) incurred by the enterprise in producing the finished product. Select from the dropdown list Ingredients- refers to items as stated also in Form 9 which are used/ utilized for the production of the		Yes		Form 9	

	<p>final product but not pertaining to the main raw material during the reporting period.</p> <p>Packaging and Labelling materials - refers to items as stated also in Form 9 which are used/ utilized for the production of the final product during the reporting period.</p> <p>Other Supplies and Materials - refers to items as stated also in Form 9 which are used/ utilized for the production of the final product which are not identified under the ingredients and packaging and labelling materials during the reporting period. E.g. twines, packaging tape and the likes.</p>					
Description	<p>Refers to the specific name of the item expenditure category. This should also include specifications and detailed description of the item.</p> <p>E.g. Supplies -carton boxes, twines, packaging tape and the likes (The ingredient and other materials used for the production of the final product are not included)</p> <p>Note: One Item per row. Refer also to the items reflected in Form 9.</p>		No			
Quantity	Number of items utilized		No			

Unit Measure	Unit of measure used in the quantity of items utilized. This has to be the same as the unit measure used in Form 9.		Yes			
Unit Price	Average price of the supplies and materials used		No	SG		
Date Utilized	Specific date the good was utilized	mm/dd/yyyy	No			

Form 11. Other Operating Expense

This form captures information on the operating expenses incurred by the enterprise during the reporting period. This covers the operating expenses such as utilities, fuel and lubricants, permits and licenses, supplies and materials, repair and maintenance cost, rental and lease, tax expense etc. This includes payment of honorarium to the officers and members of the FCA/FCA Clusters. This form will represent the operating expenses of the enterprise except for cost of direct raw materials, direct labor and salaries and wages..

Variable	Description	Data Format	With Drop Down List	User Input (UI) or System Generated (SG)?	Linked to Form	Relationships to Other Forms (Use Form Code)
Item	List all the expenditures (generic term) incurred by the enterprise in producing the finished product. Select from the dropdown list Employee Benefits- this refers to the benefits given to employees directly involved in providing services other than salaries and wages such as but not limited to 13th month pay, bonus, allowances, and		Yes			

subsistence allowances including human resource development

SSS, Philhealth, Pag-ibig Contribution- this account refers to the cooperative's share in the employees' contribution to SSS, Philhealth, and Pag-ibig.

Communication Expense - refers to the amount incurred for transmission of messages such as courier, telephone, email, fax, internet, messengerial, and all other means of communication used in the delivery of service.

Gas, Oil, and Lubricants - this account refers to amounts incurred for gasoline, fuel and lubricants for the cooperative's machineries and equipment used in the delivery of service.

Honorarium - refers to the amount of money provided to the officers and/or members of the FCA/FCA Clusters working for the enterprise as additional duty/responsibility and not hired during the reporting period.

Insurance - refers to expenses incurred to insure the equipment used in providing services

Interest - refers to the payment of the interest incurred from loans of the FCA/FCA Clusters for the

<p>operation of the enterprise during the reporting period</p> <p>Supplies - refers to the expenses incurred for various supplies used for service activities</p> <p>Permit and licenses - refers to legal documents in compliance of the enterprise to laws and regulations to operate the business or assets legally being paid to government entities during the reporting period</p> <p>Product/Service Marketing and Promotion Expense - refers to the expenses incurred for the promotion and marketing of the product of the enterprise such as advertisement, participation to trade fairs and other events and the likes during the reporting period</p> <p>Rentals - this account refers to expenses incurred for the building/office space or facilities leased by the cooperative for the generation of service income</p> <p>Training and Seminars - refers to the amount incurred for officers and staff directly involved in providing services for attending training and seminars/conducting seminars including expenses related thereto after exhausting the CETF.</p> <p>Travel and Transportation- - this refers to the amount incurred for fares, toll fees, board and</p>					
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lodging, per diem, and meal allowance of the officers, employees directly involved in providing services while on official travel.

Depreciation - this account refers to the amount provided for wear and tear of building, machineries, and equipment used in the delivery of service.

Repair and maintenance - this account refers to expenses incurred in the repair and maintenance of machineries and equipment used in the delivery of service except major repairs that prolong the life of the asset

Power, light, and water - refers to the cost of electricity and water incurred in the generation of service income

Miscellaneous- this refers to the expenses incurred by the cooperative not classified under any of the specified expenses account

Tax, Fees, and Charges -refers to the expenses incurred for taxes, fees, and charges due to government entities, both national and local.

Description	Refers to the specific name of the item expenditure category. This should also include specifications and detailed description of the item.		No			
Amount	Total amount paid for the said item during the reporting period		No			
Date of Payment	Specific date the good was utilized	mm/dd/yyyy	No			

Form 12. PROCESSING INPUT

This form captures the inputs used in the processing of the products to be marketed by the enterprise. This records the volume of all the direct materials (ingredients and packaging, from form 9) used for processing, including the commodity produced by the enterprise (from form 5) and the raw materials procured from the farmer/fisher beneficiaries (from form 6), whichever is/are applicable. This form represents the inventory of the materials input used in processing the finished product.

Variable	Description	Data Format	With Drop Down List	User Input (UI) or System Generated (SG)?	Linked to Form	Relationships to Other Forms (Use Form Code)
Batch Number	Refers to the batch number of processing		No	Yes But for pilot testing, manually input the batch number		

Input	Refers to the materials (direct raw materials, ingredients, packaging and labeling) needed to produce the product.		SG Commodity Procure and Form 9	SG Commodity Procure and Form 9		
Quantity	Refers to the number volume of inputs used for processing		No			
Unit Measure	Unit measure used for the volume of inputs used for processing		Yes			
Date Started Processing	Refers to the specific date the processing started	mm/dd/yyyy	No			

Form 13. PROCESSING OUTPUT

This form captures the information of the final product produced from the inputs in Form 11-Processing Input. Final product refers to the final form (packaged, if applicable) to be marketed by the Enterprise.

Batch number shall be consistent with the processing batch (Form 11-Processing Input) of which the product is derived.

Variable	Description	Data Format	With Drop Down List	User Input (UI) or System Generated (SG)?	Linked to Form	Relationships to Other Forms (Use Form Code)
Batch Number	Refers to the batch number of the corresponding processing in Form 11.		No			Form 11
Product Form - Name of Product	End product of the processing. This also refers to the processed product that will be available for sale		Yes			
Product Form - Description	Refers to the product specifications which should include at least the packaging size, weight, grade, and classification.		No			
Volume Produced - Quantity	The total volume produced for the specific products.		No			
Volume Produced - Unit Measure	Refers to the unit measure used		Yes			

Date Completed Processing	Refers to the specific date the processing was completed	mm/dd/yyyy	No			
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Form 14. BUYER'S PROFILE

This form captures the information on all the buyers of the Enterprise, whether individual or institution and regular or walk-in.. This includes information of the presence of a formal marketing agreement and the payment terms. This form will represent the total sales generated by the enterprise.

Variable	Description	Data Format	With Drop Down List	User Input (UI) or System Generated (SG)?	Linked to Form	Relationships to Other Forms (Use Form Code)
Buyer Unique Identifier	Every buyer will be assigned a unique ID. For walk-in buyers, only one ID will be assigned. This ID will be used when encoding data for all walk-in buyers.		No			
Name of Buyer	This refers to the complete name of the buyer whether individual or institutional..		No			
Classification	This refers to whether the buyer is classified as an individual or an institution. Select from the dropdown list Individual - these are individual or groups operating their business for less than ten years		Yes			

	Institution - these are groups or individuals with operations already established for at least ten years					
Type of Buyer	Refers to the type of buyer such as trader/consolidator, processor, exporter, supermarket, hotels and restaurants, walk-in, government, wholesaler, and retailer. Select from the dropdown list		Yes			
Marketing Agreement	This will capture the buyer with formal marketing agreement with the FCA/FCA Clusters. The marketing agreement could be in the form of a written contract and purchase order, and similar instrumentalities Select from the dropdown list	Yes or No	Yes			
Agreement Form	This refers to the marketing agreement that could be in the form of a written contract and purchase order, and similar instrumentalities This is only applicable to buyers with formal marketing agreement. Select from the dropdown list		Yes			

Agreement Duration- From	This refers to the start date of the agreement as stipulated in the contract with the buyer.	mm/dd/yyyy	No			
Agreement Duration- To	This refers to the end date of the agreement as stipulated in the contract with the buyer.	mm/dd/yyyy	No			
Volume of Contract	Refers to the total volume of product to be bought by the buyer as stipulated in the contract with the buyer.		No			
Value of Contract	Refers to the total amount of product to be bought by the buyer as stipulated in the contract with the buyer.		No			
Payment Terms	Agreed payment terms with the buyer. It can be through Cash on Delivery, Consignment, Credit, or Advance Payment. Select from the dropdown list		Yes			
Address	Indicate the complete office address of the buyer. Province, Municipality/City, Barangay		No			
Contact Number	Indicate the official contact number of the buyer.		No			

Form 15. TOTAL SALES OF THE ENTERPRISE

This form captures all the products being sold by the Enterprise to the specific buyer. This will capture the total sales of the enterprise. This form will be linked to Forms 5, 6, and/or 12).

Variable	Description	Data Format	With Drop Down List	User Input (UI) or System Generated (SG)?	Linked to Form	Relationships to Other Forms (Use Form Code)
Buyer Unique Identifier	Unique ID given to each buyer (refer to Form 13)		No			
Product Form - Name	This refers to the finished product sold by the enterprise whether in raw or processed form. Select from the dropdown list for the different product forms		Yes			Commodity Procured, Commodity Produced, Processing output form
Product Form - Description	This refers to the details or specification of the finished product including the variety, breed, packaging, size, etc. Information will be auto-generated from the processing output form		No			Processing output form

Volume – Quantity	This will capture the quantity of product sold to the buyer. Number of packs / heads / product, whichever is applicable		No			
Volume – Unit Measure	Refers to the unit measure used		Yes			
Unit Price	Refers to the price per unit of the product being sold		No			
Amount of Sales	This is the total amount of the product sold to the buyer. This is auto generated.		No			
Date of Transaction	Refers to the specific date the product was sold	mm/dd/yyyy	No			

Form 16. LIST OF TRAININGS AVAILED

This form captures the list of the training, seminars and workshops received by the FCA/FCA Clusters staff and members from PRDP, other government and private institutions, and individuals that are related to the operations of the PRDP supported enterprise. Prior availed/attended training should be included as long as it is related to the operations of the PRDP supported enterprise, that may be 10 years earlier up to present.

Variable	Description	Data Format	With Drop Down List	User Input (UI) or System Generated (SG)?	Linked to Form	Relationships to Other Forms (Use Form Code)
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<p>Trainings Aailed - Unique Identifier</p>	<p>Each training title will be assigned a unique ID</p>		<p>No</p>			
<p>Trainings Aailed - Title / Description</p>	<p>Refers to formal or informal learning activities that provide knowledge and skills to the FCA/FCA Clusters and its members to improve the operation to its supported enterprise.</p> <p>Select from the dropdown list the training and seminar attended by the FCA/FCA Clusters. In the case where the training is not on the dropdown list, select "Others" and encode the title of the training in Column D.</p>		<p>Yes</p>			
<p>Skill Set</p>	<p>This refers to the knowledge, skills and attitude gained from the training attended.</p> <p>Select from the dropdown list</p> <p>Technical - refers to the abilities and knowledge needed to perform specific tasks for the operation of the enterprise such as technology, mechanical, mathematical and scientific related activities.</p> <p>Leadership/Managerial - refers to the attributes or abilities of the officers, managers and supervisors to perform their duties and responsibilities to the enterprise. This includes skills on planning,</p>		<p>Yes</p>			

	communication, decision making, delegation, problem solving and motivating skills.					
Training Provider- Category	<p>Training Provider refers to the institutions that provided funding for the training activity.</p> <p>These are categorized into the following: PRDP, FCA/FCA Clusters, Government Agencies and Private Institutions</p> <p>Government Agencies - include DA agencies, other than PRDP, other national and local government agencies and SUCs.</p> <p>Private Institutions - include private universities and colleges, non-government institutions, private learning and educational sites and private sector</p> <p>Select from the dropdown list</p>		Yes			
Training Provider- Name	Indicate the full name of the institution who funded the training, whether that institution conducted the training or not.		No			

Training Cost-Own Expense	The cost incurred in attending the training such as accommodation, travelling expense, registration fee and other costs shouldered by the FCA/FCA Clusters.		No			
Training Cost - Sponsored	The cost incurred in attending the training such as accommodation, travelling expense, registration fee and other costs sponsored by the third party.		No			
Training Date	Indicate the training to be considered are trainings attended or received in the last 10 years					
Training Date-From	Inclusive date of the trainings attended Starting date of training	mm/dd/yyyy	No			
Training Date - To	End date of training	mm/dd/yyyy	No			
Year	If the inclusive date of the training is not applicable, indicate only the Year conducted	yyyy	No			
Remarks	Indicate PG participation in the training i.e. facilitator, assisted, resource person, etc.					

Form 17. LIST OF PERSONNEL TRAINED

This form captures the list of FCA/FCA Clusters members and officers trained in the specific training in Form 15.

Variable	Description	Data Format	With Drop Down List	User Input (UI) or System Generated (SG)?	Linked to Form	Relationships to Other Forms (Use Form Code)
Trainings Aailed - Unique Identifier	Unique ID given to each training aailed (Refer to Form 15)		No		Form 16	Form 16
Personnel Trained - Beneficiary Unique Identifier	Refers to the FCA/FCA Clusters members who attended the training. This will be linked to the Beneficiary Form. It should be ensured that the FCA/FCA Clusters member is in the list of the beneficiaries (using Beneficiary Form 2) before encoding the data in this Form		No		Form 2	
Trainings Aailed - Title / Description	<p>Refers to formal or informal learning activities that provide knowledge and skills to the FCA/FCA Clusters and its members to improve the operation to its supported enterprise.</p> <p>Select from the dropdown list the training and seminar attended by the FCA/FCA Clusters. In the case where the training is not on the dropdown list, select "Others" and encode the title of the training in Column D.</p>		Yes		Form 16	

Date Attended - From	This refers to the inclusive date of attendance by the FCA/FCA Clusters officer or member. "From" means the first day of attendance	mm/dd/yyyy	No			
Date Attended - To	This refers to the inclusive date of attendance by the FCA/FCA Clusters officer or member. "To" means the last day of attendance.	mm/dd/yyyy	No			
Year	In case the specific date is not available, provide at least the year it was conducted	yyyy	No			

Form 18. LOAN AND CREDIT ASSISTANCE AVAILED

This form captures the information of the loan and credit assistance applied for and availed by the FCA/FCA Clusters to support the operation of the PRDP supported enterprise.. This includes details of payment terms, collateral and interest rates.

Variable	Description	Data Format	With Drop Down List	User Input (UI) or System Generated (SG)?	Linked to Form	Relationships to Other Forms (Use Form Code)
Loan ID	Unique ID given per loan or credit assistance approved	LBP-001		SG	Form 19	

Type of Institution	<p>Indicate if Government Financing Institution, Micro Financing Institution and/or Private/ Commercial Banks that have provided loan to the FCA/FCA Clusters.</p> <p>Select from the dropdown list</p>		Yes			
Name of Institution	<p>Indicate the complete name of the financial institution that provided the loan to the FCA/FCA Clusters</p>		No			
Purpose	<p>Indicate the reason for the application of loan and its purpose for the enterprise operation.</p>		No			
Loan Amount/ Credit Assistance - Applied	<p>Indicate the loan amount to be used by the FCA/FCA Clusters on PRDP supported enterprise.</p>		No			

Loan Amount / Credit Assistance - Approved	Indicate the loan amount approved by the financial institution to the FCA/FCA Clusters.		No			
Payment Terms - Amount of Amortization	Refers to the amount of the regular amortization		No			
Payment Terms - Terms of Payment	Select from the dropdown list whether the loan is paid monthly, quarterly, semi-annually, annually		Yes			
Payment Terms - Payment Period	Indicates the duration of the loan		No			
Interest Rate (%)	Indicate the interest rate of the loan		No			
Collateral	Select from the dropdown list "Yes" if the financial institution required a collateral and "No" if not required.		Yes			
Date - Applied	Indicate when the loan was applied	mm/dd/yyyy	No			

Date – Approved	Indicate when the loan was approved	mm/dd/yyyy	No			
Remarks	Provide a brief but detailed narrative description of the stages of the loan process.	Submitted to Landbank all the loan requirements.				

Form 19. Loan and Credit Received

This form captures the tranches of loan received by the enterprise.

Variable	Description	Data Format	With Drop Down List	User Input (UI) or System Generated (SG)?	Linked to Form	Relationships to Other Forms (Use Form Code)
Loan ID	Refers to the corresponding loan and credit assistance availed in Form 17. This may be entered multiple times depending in the number of loan/ credit tranches.	LBP-001	Yes	SG	Form 18	
Loan Received	This is the actual amount received from the approved amount of loan.		No			

Date	Indicate when the loan was released/ received.	mm/dd/yyyy	No			
Remarks			No			

Form 20. ACQUIRED MACHINERY/EQUIPMENT, VEHICLES, AND INFRASTRUCTURE

This form captures the details of all the machinery/equipment, facilities and infrastructure acquired by the FCA/FCA Clusters related to the operation of the PRDP supported enterprise. This includes the specifications, operational capacity, purpose, manner of acquisition, funding source, and acquisition cost of the machinery/equipment, facilities, and infrastructure.

Variable	Description	Data Format	With Drop Down List	User Input (UI) or System Generated (SG)?	Linked to Form	Relationships to Other Forms (Use Form Code)
Unique ID	Each specific machinery/equipment, vehicle or infrastructure will be assigned a unique ID					
Type of Asset	Identify if the asset is a (a) Machinery/Equipment, (b) Vehicle, (c) Infrastructure Select from the dropdown list		Yes			

	<p>Machinery/Equipment</p> <p>Vehicle</p> <p>Infrastructure</p> <p>Improvement of Infrastructure</p> <p>Furniture and Fixtures</p>					
Name	Indicate the name of machinery/equipment, vehicles or infrastructure					
Specifications	<p>Indicate the complete specifications of the machine/equipment, vehicle or infrastructure including but not limited to:</p> <p>Machinery/Equipment - dimensions, machine type (portable, stationary, batch type, continuous flow, single pass, multi-pass)</p> <p>Vehicle - vehicle type, gross vehicle weight, engine specifications, body type, dimensions.</p> <p>Infrastructure - dimensions/floor area, no. of storeys, sections, FDA compliance, construction materials (wooden, semi-concrete, concrete)</p> <p>Improvement of Infrastructure-this refers to the improvement that can expand the useful life of an infrastructure for more than a year. The cost of improvement will reflect on the acquisition cost.</p> <p>Furniture and Fixtures-are items that are not permanently affixed to a building and are consequently easily removable from their respective locations.</p>					

<p>Rated Power (HP/kW Rating)</p>	<p>Indicate the power rating of the machine or equipment. This is applicable only for machines/equipment/facilities powered by a prime mover, either an electric motor or engine. This can be expressed in hp or kW.</p>					
<p>Input Capacity</p>	<p>This is applicable only for continuous flow processing equipment/machinery. It is the amount of input materials that the machine/equipment can process per unit time which can be expressed in kg/hr, li/hr, etc.</p>					
<p>Output Capacity</p>	<p>This is applicable only for continuous flow processing equipment/facilities. It is the amount of output material that the machine/equipment produces per unit time (kg/hr, li/hr, pcs/hr, etc). In case of land preparation or field harvesting equipment, it is the area that the machine/equipment can serve per unit time (ha/hr).</p>					
<p>Batch Load/ Capacity</p>	<p>This is applicable only for batch type equipment, storage facilities/equipment, and vehicles. It refers to the amount of material a machine/equipment can process per batch or is the amount of material a container/vessel/vehicle can hold/contain/carry per load. Examples of machines, equipment, and facilities with capacities under this category includes batch type dryers, fermentation boxes, hauling trucks, containers, storage structures etc. For vehicles, it is the payload capacity. Capacity can be expressed in kg, li, etc.</p>					

Purpose/Use	Specific purpose of the equipment/facility/infrastructure on farm operations or enterprise operations activities. Select from the dropdown list the purpose of the asset in the operations.		Yes			
Manner of Acquisition	Indicate if the facility is self-financed or acquired through other sources. Select from the dropdown list		Yes			
Type of Funder/Donor –	Indicate the type of the institution that funded the asset. Select from the dropdown list		Yes			
Name of Funder/Donor	Indicate the complete name of the institution of the funder/donor that provided the asset.					
Modality	Indicate whether the facility is given through loan or donation. Select from the dropdown list		Yes			
Acquisition Cost	Indicate the cost of the facility acquired					

Date Acquired	Indicate the specific date of the acquisition	mm/dd/yyyy				
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Form 21. ASSETS INSURANCE

This form captures information of the insured assets in Form 18. This includes details of the insurance provider, insurance coverages, and terms of payment.

Variable	Description	Data Format	With Drop Down List	User Input (UI) or System Generated (SG)?	Linked to Form	Relationships to Other Forms (Use Form Code)
Unique ID	Each specific machinery/equipment, vehicle or infrastructure will be assigned a unique ID		No		Form 20	
Name/ Description	Indicate the specific name of the asset. This is the same on the name of asset indicated in the Facilities form		No		Form 20	
Financial Institution – Type of Institution	This refers to the type of financial institution whether it is government or private. Select from the dropdown list		Yes			

Financial Institution – Name of Institution	This refers to the complete name of the institution		No			
Total Amount Insured	Indicate the total amount insure coverage		No			
Terms of Premium Payment - Amount	Refers to the amount of the regular payment of insurance premium		No			
Terms of Premium Payment - Terms of Payment	Indicate the terms of payment whether it is paid on per month/quarter/semi-annual/annual basis Select from the dropdown list		Yes			
Period Covered – From	Indicate the month and year when the insurance started.	mm/dd/yyyy	No			
Period Covered – To	Indicate the month and year when the insurance ended	mm/dd/yyyy	No			

Form 22. COMMODITY INSURANCE

The object of insurance shall be the standing crop planted on the farmland specified on the insurance application, which the assured farmer has an insurable interest on.

Variable	Description	Data Format	With Drop Down List	User Input (UI) or System Generated (SG)?	Linked to Form	Relationships to Other Forms (Use Form Code)
Beneficiary ID (if applicable)	<p>Refers to the Unique ID assigned to each beneficiary in Form 2.</p> <p>Please leave blank if commodity insured is planted in communal farms or the FCA/FCA Clusters is the one that applied for the commodity insurance</p>		No		Form 2	
Commodity Sector	<p>Commodity sector includes crops, livestock, and fisheries</p> <p>Information will be auto-generated by the System. For the pilot testing, select from the dropdown list</p>		Yes			
Commodity	<p>Indicate the name of the commodity</p> <p>Information will be auto-generated by the System. Select from the dropdown list</p>		Yes			Commodity Procured Commodity Produced

<p>Type of Insurance</p>	<p>Type of Insurance for Rice and Corn A. Multi-risk Cover- this is a comprehensive coverage against crop loss caused by natural disasters B. Natural disaster cover- this is a limited coverage against crop loss caused by natural disasters</p> <p>Type of insurance for LIVESTOCK A. Non-commercial mortality insurance coverage B. Commercial mortality insurance coverage C. Special cover for livestock dispersal</p> <p>For high value crops and fisheries, A. Multi-risk Cover- this is a comprehensive coverage against crop loss caused by natural disasters</p>		<p>Yes</p>			
<p>Insurance Provider – Type of Institution</p>	<p>This refers to the type of financial institution whether it is government or private. Select from the dropdown list</p>		<p>Yes</p>			
<p>Insurance Provider – Name of Institution</p>	<p>This refers to the complete name of the institution</p>		<p>No</p>			
<p>Total Amount Insured</p>	<p>Refers to the total amount of the insurance coverage</p>		<p>No</p>			

Terms of Premium Payment - Amount	Refers to the amount of the regular payment of insurance premium		No			
Terms of Premium Payment - Terms of Payment	Indicate the terms of payment whether it is paid on per month/quarter/annual basis Select from the dropdown list		Yes			
Period Covered - From	Indicate the month and year when the insurance started.	mm/dd/yyyy	No			
Period Covered - To	Indicate the month and year when the insurance ended	mm/dd/yyyy	No			

Form 23. PROFIT-SHARING FORM

This captures the income earned by the farmer-beneficiaries by participating in the PRDP supporting enterprise either through dividend and patronage refund earning or through other schemes of income distributions

Variable	Description	Data Format	With Drop Down List	User Input (UI) or System Generated (SG)?	Linked to Form	Relationships to Other Forms (Use Form Code)
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Beneficiary ID (if applicable)	Refers to the Unique ID assigned to each beneficiary in Form 2.		No		Form 2	
Type of Benefit	<p>This refers to the share received as part of the net surplus made available to the members of the FCA/FCA Clusters</p> <p>Type of benefits include:</p> <p>A. Dividend- this refers to the amount returned to all the members of the FCA/FCA Clusters out of its profit</p> <p>B. Patronage refund/Rebate - this refers to the amount returned to individual patrons in proportion to their individual patronage of the FCA/FCA Clusters products and services</p> <p>C. Premium Pricing- income from mark-up price gets by a member</p>		Yes			
Amount	Indicate the amount received considered as benefit from the enterprise		No			
Date	Indicate the exact data when the benefit receive					

Reports Generated

Report Code	Report Name	Description	Data Source (Forms)
1	Incremental net income received by the farmers with PRDP support	This report will show the increase in net income of farmer beneficiaries as a result of PRDP interventions, by commodity sector, commodity name, by province, region, cluster, national	
2	Income Statement	Refers to the financial statement of the enterprise showing the profit or loss from its operation during its reporting period. E.g. Monthly.	
	Job Generation	This is the summary report of the jobs generated by the enterprise per sector, type of engagement, type of skill and nature of job by enterprise operations activity, by commodity sector, by commodity name, by province, by region by cluster, national	Form 7
	Gender Participation	This report will show the number and percentage of male and female participation in the different enterprise operations activities such as farming, postharvest, processing, enterprise management, administrative, financial and marketing, by commodity sector, by commodity, by province, by region, by cluster, national	
	Technical Assistance Provided to the PG	This report will show the number of FCA/FCA Clusters provided with trainings	Forms 16 & 17
	Market Linkage	This report will show the number of subprojects linked to markets by nature of market agreement, by commodity name, volume of marketed output, by province, by region by cluster, national	Forms 14 & 15
	Utilization of Facilities and Equipment		
	PGs linked with credit and insurance	This report will show the number of FCA/FCA Clusters with access to credit and insurance, by province, by region, by cluster, national	
	Beneficiaries of I-REAP subprojects	This report will show the number of direct and indirect beneficiaries of I-REAP subprojects by sex, by commodity sector, by commodity, by province, by region, by cluster, national	

	Farmers reached with agricultural assets/services	This report will show the number of farmers reached with agricultural assets/services disaggregated by sex, by commodity sector, by commodity name, by province, by region, by cluster, national	Form 4

ANNEX 1

Guide in Reporting Production and Productivity

This section provides guidance on the frequency and timing of reporting production data.

Sector	Commodity Group	Frequency	Remarks
Crops	All Crops	Every after harvesting and marketing of the produce	
Livestock	Dairy (cattle, carabao, goat)	Daily recording of the production and marketing at the farmer level and monthly reporting to the enterprise Daily recording and reporting at the communal farm.	
	Live Animals intended for meat, breeding and fattening purposes (swine, cattle, carabao, goat)	Every marketing of the animals.	
Poultry	Layers (chicken, ducks, quail)	Daily recording of the production and marketing at the farmer level and monthly reporting to the enterprise Daily recording and reporting at the communal farm.	
	Live Animals intended for meat, breeding and fattening purposes (chicken, ducks, quail)	Every marketing of the animals.	
Fishery	Fish Capture (Live groupers, Tuna, etc.)	Every marketing of the product.	
	Aquaculture (Bangus, Tilapia, aquasilviculture, shellfish)	Every after harvesting and marketing of the produce	
	Seaweeds	Every after harvesting and marketing of the produce	

ANNEX 2

Unit of Measure to be used in each of the product form

CROPS

Kilogram

- Abaca
- Arrowroot
- Banana
- Bell Pepper
- Bitter Melon (Amplaya)
- Bottle Gourd (Upo)
- Broccoli
- Cacao
- Cabbage (Repolyo)
- Calamansi
- Carrots
- Cashew
- Cassava
- Cauliflower
- Celery
- Chayote (Sayote)
- Chinese Cabbage (Pechay)
- Citrus
- Coffee
- Corn
- Durian
- Dragon Fruit
- Eggplant
- Garlic
- Ginger
- Jackfruit
- Lady's Finger (Okra)
- Lanzones
- Mango
- Mangosteen
- Mandarin Orange
- Mungbean
- Onion
- Peanut
- Pili
- Pineapple
- Potato Sweet
- Potato White
- Rice
- Siling Haba
- Silkworm (Temporary Housing)
- Squash
- String Beans (Sitaw)
- Sweet Potato (CPM)
- Taro (Gabi)
- Tomato
- Ube
- Winged Beans (Sigarilyas)
- Abaca Fiber
- Atchara
- Baled Abaca Fiber
- Baled Coco Coir
- Banana Chips
- Cassava Chips
- Cassava Granules
- Coconut Coir
- Coconut Fiber
- Coconut Peat
- Coconut Sugar
- Coconut Shell
- Coconut Husk
- Copra Cake
- Dried Ampalaya
- Dried Mango (Pack)
- Dried Sweet Potato Chips
- Dried Sweet Potato Chips (For Feeds)
- Durian Processed
- Fermented Cacao Beans
- Fermented Dried Beans
- Lanzones Processed
- Mangosteen Processed
- Green Coffee Beans
- Pili Processed
- Potato Tubers/ Tuberlets/ Potato Cuttings
- Roasted Coffee (Ground)
- Roasted Coffee (Whole)
- Rubber Crumb
- Rubber Sheet
- Muscovado Sugar
- Packed Heirloom Rice Grains
- Squash Canton
- Squash Miki
- Squash Pretzel
- Tablea
- Vegetable Noodles/ Organic Vegetables

Piece

- Abaca Suckers (planting Materials)
- Fruiting Bag
- Tomato Candy

Liter

- | | |
|--|---|
| <ul style="list-style-type: none"> · Coconut (Refine, Bleach and Deodorized Oil) · Coco Water · Oil Palm · Virgin Coconut Oil · Crude Oil · Coco Vinegar | <ul style="list-style-type: none"> · Tuba · Coconut Cooking Oil · Honey · Coconut Wine (Bahalina) · Mango Juice · Mango Vinegar · Mango Wine |
|--|---|

Meter/ Roll

- Coconut Geonet
- Geonets

LIVESTOCK

Kilogram

- Beef choice cuts
- Carabao choice cuts

- Pork choice cuts
- Dried/ smoke pork meat (etag-salted meat), kinuday (smoke meat)
- Milk bars

Piece

- Ice Cream
- Pastillas

Head

- | | |
|-----------------------------------|-----------------------|
| · Cattle – Yearling | · Goat – Culls |
| · Cattle – Fattened | · Fattened Goat |
| · Cattle – Culls | · Piglets |
| · Carabo -Yearling | · Fattened Live Swine |
| · Carabao – Fattened | · Hog Carcass |
| · Carabao -Culls | · Swine – Culled |
| · Goat – Kid | · Dairy Carabao |
| · Goat – Bucks/ Does for Breeding | · Dairy Cattle |
| · Goat – Carcass | |

Liter

- | | |
|----------------------|------------------------|
| · Dairy Milk | · Goat - Milk |
| · Cattle- Fresh Milk | · Carabao – Fresh Milk |
| · Yoghurt | · Flavored Milk |
| · Goat – Fresh Milk | · Pasteurized Milk |

POULTRY

Kilogram

- Dressed Chicken
- Dressed duck
- Fattened Duck
- Duckling (Baby Duck)

Piece

- Duck Fresh Egg
- Balut
- Penoy
- Salted Eggs

Head

- Chicks
- Live Chicken
- Chicken – Ready-to-breed Stocks

FISHERIES AND AQUACULTURE

Kilogram

- Seaweeds (Propagules)
- Seaweeds (Fresh)
- Seaweeds (RDS)
- Bangus (Grow-out)
- Bangus (Fingerlings)
- Crablets
- Fresh Fish (marine catch)
- Mussels
- Oyster
- Seaweeds
- Tilapia (Grow-outs)
- Tilapia Fingerlings (temporary housing)
- Tuna
- Blue Swimming Crab (Fisheries)
- Live Grouper
- Boneless bangus
- Sardines (dried salted)
- Seaweed cracker
- Smoke fish
- Tuna processed

OTHER COMMODITIES/ PRODUCTS

Kilogram

- Vermicompost/ Vermicast
- Salt

Piece

- Block Ice

Kilogram/gram	Piece	Head	Liter	Meter/Roll
Abaca	Abaca suckers (planting materials) (per piece)	Cattle- Yearling	Coconut (Refine, Bleach and Deodorized Oil)	Coconut Geonet
	Table eggs	Cattle- Finished	Coco Water	Geonets
Arrowroot	Duck Fresh Egg	Cattle- Culls	Dairy Milk	****Food grade
Banana			Mango Juice	
Bell Pepper	Balut	Carabao- Yearling	Oil Palm	
Bitter Melon (Ampalaya)	Ice candy	Carabao- Finished	Virgin Coconut Oil	

Bottle Gourd (Upo)	Ice cream	Carabao- Culls	Crude oil	
Broccoli	Fruiting Bag	Goat- Kid	Coco Vinegar	
Cacao	Penoy	Goat- Bucks/Does for Breeding	Tuba	
Cabbage (Repolyo)	Salted Eggs	Goat- Carcass	Coconut cooking oil	
Calamansi	Pastillas	Goat- Culls	Honey	
Carrots	Tomato Candy	Fattened Goat	Cattle- Fresh Milk	
Cashew		Chicks	Coconut Wine (Bahalina)	
Cassava		Live Chicken	Yoghurt	
Cauliflower		Chicken- Ready to Breed Stocks	Goat- Fresh Milk	
Celery		Piglets	Carabao- Fresh Milk	
Chayote (Sayote)		Fattened/live swine	Mango Vinegar	
Chinese Cabbage (Pechay)		Hog Carcass	Mango Juice	
Citrus		Swine- Culled	Mango Wine	
Coffee		Fattened Duck	Goat Milk	
Corn		Duckling (Baby duck)	Flavored milk	
Durian		Dairy Carabao	Pasteurized milk	
Dragon Fruit		Dairy Cattle		
Eggplant				
Garlic				
Ginger				
Jackfruit				
Lady's Finger (Okra)				
Lanzones				
Mango				
Mangosteen				
Mandarin Orange				
Mungbean				
Onion				
Peanut				
Pili				
Pineapple				
Potato Sweet				
Potato White				
Rice				
Seaweeds (Propagules)				

Seaweeds (Fresh)				
Seaweeds (RDS)				
Siling Haba				
Silkworm (temporary housing)				
Squash (Kalabasa)				
String Beans (Sitaw)				
Sweet Potato (CPM)				
Taro (Gabi)				
Tomato				
Ube				
Vermicompost/Vermicast				
Winged Beans (Sigarilyas)				
Bangus (Grow-out)				
Bangus (Fingerlings)				
Crablets				
Fresh Fish (marine catch)				
Mussels				
Oyster				
Seaweeds				
Tilapia (Grow-outs)				
Tilapia Fingerlings (temporary housing)				
Tuna				
Blue Swimming Crab (Fisheries)				
Live Grouper				
Beef choice cuts				
Carabao- Choice cuts				
Goat- Chevron Choice Cuts				
Dressed Chicken				
Pork Choice Cuts				
Dressed Duck				
Abaca Fiber				
Atchara				
Baled abaca fiber				
Baled Coco Coir				

Boneless Bangus				
Banana Chips				
Cassava Chips				
Cassava Granules				
Coconut Coir				
Coconut Fiber				
Coconut Peat				
Coconut Sugar				
Coconut shell				
Coconut husk				
Copra cake				
Dried Ampalaya				
Dried Mango (pack)				
Dried/Smoke pork Meat (Etag-salted meat),kinuday (smoked meat)				
Dried Sweet Potato Chips				
Dried sweet potato chips (for feeds)				
Durian Processed				
Fermented Cacao Beans				
Fermented Dried Beans				
Lanzones Processed				
Mangosteen Processed				
Green Coffee Beans				
Pili Processed				
Potato tubers/tuberlets/potato cuttings				

Roasted Coffee (Ground)		
Roasted Coffee (Whole)		
Rubber Crumb		
Rubber Sheet		
Salt		
Milk bars		
Muscovado Sugar		
Packed heirloom rice grains		
Sardines (Dried Salted)		
Seaweed Cracker		
Seed grade		
Smoke Fish		
Squash Canton		
Squash Miki		
Squash Pretzel		
Tablea		
Tuna Processed		
Vegetable noodles/organic vegetables		