

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

By

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Presented by

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Outline of Presentation

I. Introduction

II. About the Registers And Administrative Forms Review System

III. Assessment of Data Quality Assurance in Administrative Data

IV. Ways Forward

I. Introduction

A. What are administrative data?

- Data collected by **public authorities for administrative purposes** (Truszczynski, 2017)



Registration



Transaction



Record-keeping

B. What is a register?

- A unit-level (total) data set that comprises a certain complete target population. Usually maintained in machine-readable format, data registers are regularly updated to keep track of any changes in the data (Statistics Finland, 2004)

I. Introduction

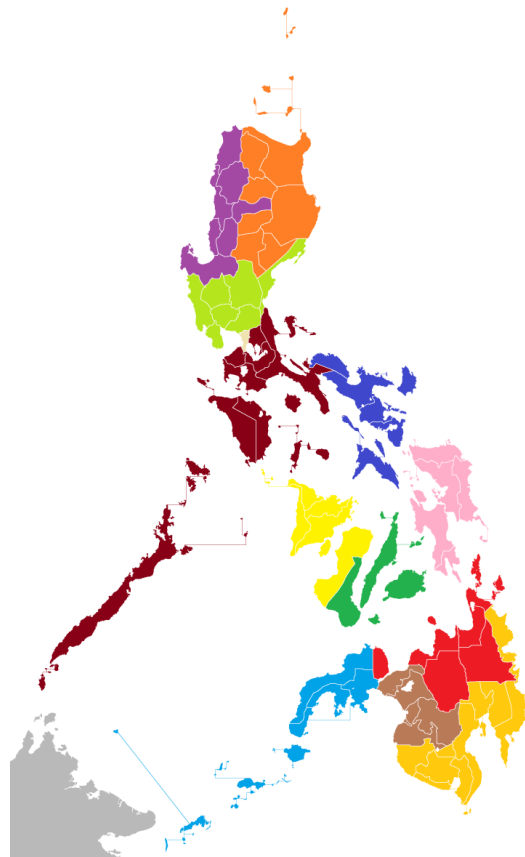
C. UN Fundamental Principles of Official Statistics

- **Principle 5 – Sources of Official Statistics**

Data for statistical purposes may be drawn from **all types of sources, be they statistical surveys or administrative records.** Statistical agencies are to choose the source with regard to quality, timeliness, costs and the burden on respondents.

I. Introduction

Figure 1. Distribution of the Initial List of Philippine Sustainable Development Goals (SDG) Indicators



155 Philippine SDG indicators BY SOURCE OF PRIMARY DATA

Admin Data 66%

Survey 23%

Admin data and Survey 5%

Admin data and Census 6%



I. Introduction

D. PSA Mandate under RA10625 Relating to Administrative Data

- The PSA shall **plan, develop, prescribe, disseminate and enforce policies, rules and regulations and coordinate government-wide programs governing the production of official statistics, general-purpose statistics, and civil registration services.**
- ...be responsible for all national censuses and surveys, sectoral statistics, **consolidation of selected administrative recording systems** and compilation of national accounts.

I. Introduction




D. PSA Mandate Relating to Administrative Data (cont.)

ASEAN Member States and their statistical laws relating to administrative data

With law requiring government agencies to provide NSO with administrative data

	Cambodia
	Indonesia
	Lao PDR
	Myanmar
	Singapore
	Thailand
	Viet Nam

With no law requiring government agencies to provide NSO with administrative data

	Brunei Darussalam
	Malaysia
	Philippines



There may be a need to revisit Republic Act No. 10625 in the context of PSA's access to administrative data and PSA's role in helping government agencies maximize the use of their data.



Sec. 23 of Republic Act No. 11211

*“The Bangko Sentral shall have the authority to **require from any person or entity, including government offices and instrumentalities, or government-owned or -controlled corporations, any data, for statistical and policy development purposes in relation to the proper discharge of its functions and responsibilities...**”*

I. Introduction

E. Key Challenges in Using Administrative Data for Official Statistics

General use of administrative data

- **Inconsistency between sources**
 - Continuous updating of data
 - Different frequencies/reference periods in reporting
 - Different concepts and definitions used; undocumented concepts/definitions
 - Overlapping program areas (leading to double/multiple counting)
- Administrative data are available but are **not in user-friendly formats.**
 - Underutilization of administrative data

I. Introduction

E. Key Challenges in Using Administrative Data for Official Statistics

Use of administrative data for compiling statistical indicators

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

II. About the Registers and Administrative Forms Review System

A. Why do we need **quality** administrative data?

We want to...



Improve the **quality** of our data sources towards better quality statistics



Encourage use of **quality** administrative data in lieu of or to complement survey/census(?) data



Generate **quality** statistics that are not yet available from survey/census data



Foster government partnerships for better **quality** data for better policies and more effective programs

II. About the Registers and Administrative Forms Review System

B. Timeline Leading to the Registers and Administrative Forms Review System

PSA Board Resolution No. 01, Series of 2017-106 (Review and Clearance of Administrative Reporting Forms for Statistical Purposes)

1st PSA Administrative Data Seminar

Series of Consultative Workshops

- Standards Service
- PSA
- Member agencies in the Philippine Statistical System (PSS)

Review of administrative forms

- Civil registration forms
- Farmers and Fisherfolk Enterprise Development Information System

PSA Board Resolution (Approving and Adopting the Registers and Administrative Forms Review System)

2004

(04 March 2004)

2017

(10-11 August 2017)

2019

(12-14 February 2019;
03-05 April 2019;
10-11 July 2019)

2019

(July to August 2019)

2019

(November 2019)



Resource person: Maciej Truszczynski, Statistics Denmark

Key recommendation: **To revisit the Administrative Records Review and Clearance System**

II. About the Registers and Administrative Forms Review System

B. Timeline Leading to the Registers and Administrative Forms Review System

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(10-11 August 2017)

2019

(12-14 February 2019;
03-05 April 2019;
10-11 July 2019)

2019

(July to August 2019)

2019

(November 2019)

- 91 participants from PSA central and field offices, and other PSS agencies
- Key outputs: **Recommendations for the improvement of the RAFRS forms and process as well as the administrative forms**



II. About the Registers And Administrative Forms Review System

C. Objectives

- Main objective
 - to improve the design of administrative forms/registers so that these can produce quality data and information for use in official statistics
- Specific objectives
 - Improve the quality of administrative data collected from administrative forms and registers that are used in the generation of official statistics
 - Encourage use of administrative data to inform government agency decisions and programs
 - Respond to data gaps in key development indicator frameworks
 - Contribute to the development of capacity of government agencies to generate and analyze their own administrative data

II. About the Registers and Administrative Forms Review System

C. Scope and Coverage

Covered in the review

Administrative forms and registers in electronic or printed format used by the government to:

- Regulate the flow of goods and people across borders
- Register particular events, groups, organizations and persons
- Administer benefits or obligations
- Deliver public services (e.g. education, health, etc.)
- Record transactions and implementation of regulations in industries
- Provide public facilities and utilities
- Keep records for administrative and operational purposes

Not covered

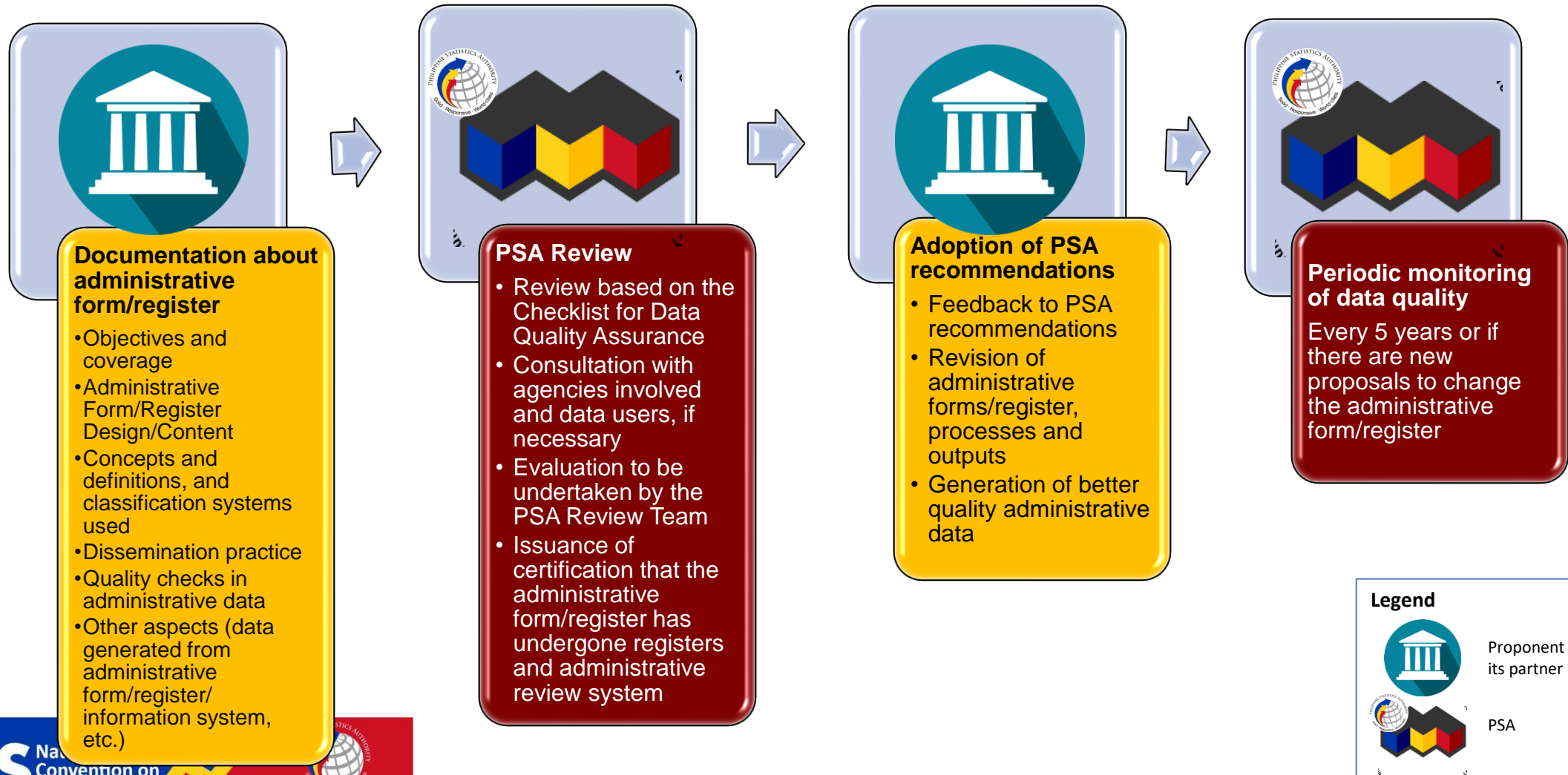
- Balance sheets and financial statements
- Surveys and censuses
- Forms used to collect information for purposes of academic research (e.g. special studies, theses and dissertations)
- Administrative data that do not use administrative forms or registers
- Satisfaction surveys and opinion/perception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

Note:

All administrative forms and registers used to generate designated statistics and statistics committed in the Special Data Dissemination Standard (Plus) shall be subjected to periodic review under the RAF Review System.

II. About the Registers and Administrative Forms Review System

D. General Process Flow



II. About the Registers and Administrative Forms Review System

E. Requirements

RAFRS Form 1A: Overview of the Administrative Form/Register

RAFRS Form 1A – Overview of the Administrative Form/Register
16 September 2019

For PSA Use Only

CONFIDENTIALITY
The information you provided herein shall be held strictly confidential and shall be disseminated only to the data processing unit of the Register, Statistical and Survey Division (RSD) of the Philippine Statistics Authority (PSA). The information collected shall be processed only for the purposes of review and assessment of administrative mechanisms under the Register and Administrative Forms Review System (RAFRS).

REPUBLIC OF THE PHILIPPINES
PHILIPPINE STATISTICS AUTHORITY

REGISTERS AND ADMINISTRATIVE FORMS REVIEW SYSTEM (RAFRS) NOTIFICATION FORM
Overview of the Administrative Form/Register

PLEASE READ ATTACHED INSTRUCTIONS BEFORE COMPLETING THIS FORM

1. Title of administrative form/register (Please attach the administrative form/register template.)

2.1 Name of agency/ies involved	Role of agency	2.2 Legal basis/mandate
a.	<input type="checkbox"/> Owner of the administrative form/register <input type="checkbox"/> Implementing agency of administrative form/register <input type="checkbox"/> Other, specify _____	
b.	<input type="checkbox"/> Owner of the administrative form/register <input type="checkbox"/> Implementing agency of administrative form/register <input type="checkbox"/> Other, specify _____	
c.	<input type="checkbox"/> Owner of the administrative form/register <input type="checkbox"/> Implementing agency of administrative form/register <input type="checkbox"/> Other, specify _____	

3. Objective/s of the administrative form/register

4.1 Year of first implementation of the administrative form/register	4.2 Year of last revision of the administrative form/register
--	---

5. Where is this administrative form/register implemented? (e.g. City of Malolos, Province of Rizal, Nationwide)

Municipality of _____
 City of _____
 Province of _____
 Region _____
 Nationwide
 Others (specify) _____

PSA Complex, East Avenue, Diliman, Quezon City, Philippines 1101
Telephone: (832) 938-5267
www.psa.gov.ph

RAFRS Form 1A – Overview of the Administrative Form/Register
16 September 2019

Page 2 of 2

6.1 Type of applicants/clients

Individual
 Household/Family
 Establishment
 Enterprise
 Academic institution
 Government Agency (i.e. National Government Agency, Government-Owned and Controlled Corporation, Local Government Unit)
 Others (specify) _____

6.2 Description about the applicants/clients

7. Number of submissions/applications received/clients served (previous year)

8. Frequency of filing of application/registration

Once
 Monthly
 Quarterly
 Semi-Annually
 Annually
 As need arises/upon occurrence
 Others (specify) _____

9. Method of application/registration (check as many as applicable)

Manual/On-site registration
 Mobile application
 Online registration (indicate link) _____
 Others (specify) _____

10. Classification systems followed (check as many as applicable)

10.1 Statistical classification systems

Philippine Central Product Classification (PCPC)
 Philippine Standard Commodity Classification (PSCC)
 Philippine Standard Industry Classification (PSIC)
 Philippine Standard Occupational Classification (PSOC)
 Philippine Standard Classification of Education (PSCED)
 Philippine Classification of Individual Consumption According to Purpose (PCOICOP)
 Philippine Commodity Classification by Broad Economic Categories (PCCBEC)
 Philippine Standard Classification of Crime for Statistical Purposes (PSCCS)
 Philippine Standard Geographic Code (PSGC)

10.2 Other classification systems used, specify (e.g. Classification for Taxation under Local Government Code, ASEAN Harmonized Tariff Nomenclature, ICCD-10)

10.3 None

11. Do you process data from the accomplished administrative form/register to generate reports/tables/indicators?

Yes No
 If Yes, please attach latest reports/tables and kindly fill out RAFRS Form 1B

12. What are your agency's future plans with regard to the data collected from the administrative form/register?

PREPARED BY (Contact Person)	HEAD OF AGENCY/OFFICE
Signature: _____	Signature: _____
Printed Name: _____	Printed Name: _____
Designation: _____	Designation: _____
Telephone number: _____	Telephone number: _____
Date Prepared: _____	Date Approved: _____
Email Address: _____	Email Address: _____

(Use additional sheets if necessary)

- Title of administrative form/register
- Proponent and its partner institutions
- Objectives of the administrative form/register
- Information about the applicants/registrants/clients
- Frequency and method of application/registration
- Classification systems used
- Plans for harnessing use of administrative data

II. About the Registers and Administrative Forms Review System

E. Requirements

RAFRS Form 1B: Generation of Statistics from Administrative Form/Register*

RAFRS Form 1B – Generation of Statistics from Administrative Form/Register
16 September 2019 For PSA Use Only

CONFIDENTIALITY
The information you provide here should be held strictly confidential and should not be disseminated outside the Department of the Philippine Statistics Authority. This information is collected only for the purpose of review and assessment of administrative microregisters under the Register and Administrative Forms Review System (RAFRS).

REPUBLIC OF THE PHILIPPINES
PHILIPPINE STATISTICS AUTHORITY

REGISTERS AND ADMINISTRATIVE FORMS REVIEW SYSTEM (RAFRS) NOTIFICATION FORM
Generation of Statistics from Administrative Form/Register

THIS FORM IS TO BE ACCOMPLISHED ONLY BY AGENCIES WHICH PROCESS ADMINISTRATIVE DATA
PLEASE READ ATTACHED INSTRUCTIONS BEFORE COMPLETING THIS FORM

Title of administrative form/register

I. TECHNICAL DESCRIPTION

1. Method/s used for validation and checking data from administrative form/register (check as many as possible)
 Physical inspection
 Document checking
 Using information from other agency/ies
 Others (specify) _____
 None

2. Method/s used for imputing missing data items

3. Validation/correction method/s used for occurrence of extreme values/outliers (check as many as applicable)
 Previous record registration
 Automated validation system
 Others (specify) _____
 None

4. Do you assign a unique key/identifier for each record?
 Yes No

¹ Unique key – in the database, variance, are a set of one or more fields or columns of a table that uniquely identify a record in a database table (source: Unique Key in SQL (2016, April 20). Retrieved from <https://www.javatpoint.com/unique-key-in-sql>)

II. GENERATION AND DISSEMINATION OF STATISTICS

1. Disaggregation of data (check as many as applicable)

1.1 Geographic disaggregation
 National Regional Provincial City/Municipal Barangay Others (specify) _____ None

1.2 Other categorical disaggregations (check as many as possible)
 Sex Age Civil Status Religion Income Educational Attainment Industry
 Others (specify) _____ None

Note: Use additional sheet if necessary.

PSA Complex, East Avenue, Diliman, Quezon City, Philippines 1101
Telephone: (02) 536-5267
www.psa.gov.ph

RAFRS Form 1B – Generation of Statistics from Administrative Form/Register
16 September 2019 Page 2 of 2

2. Frequency of dissemination of data
 Annual Semestral Quarterly Monthly Others (specify) _____
 Data not being disseminated

3. Do you perform back up of the system and the database?
 Yes No

4. Do you create a data dictionary, metadata and/or technical notes about the data generated?
 Yes No

5. Uses of data generated from the administrative form/register

Uses	Users

Note: Use additional sheet if necessary.

6. Is the system interoperable with other electronic systems?
 Yes No

7. Are the administrative data holdings being shared/made available to the government agencies for statistical purposes?
 Yes (Check as many as applicable among the following format/s.)
 Printed copy of administrative forms/register
 Electronic copy of administrative forms/register (specify file format) _____
 Summary tables
 Electronic copy of client-level data
 Others (specify) _____
 No. (indicate reason) _____

III. DATA SECURITY

1. Please describe the measure/s to secure data gathered from the administrative forms/register (in either printed and electronic formats).

<input type="checkbox"/> Data backup	<input type="checkbox"/> Use antivirus software
<input type="checkbox"/> Firewalls	<input type="checkbox"/> Up to date operating system and security patch
<input type="checkbox"/> Data encryption	<input type="checkbox"/> Digital signature
<input type="checkbox"/> Use strong passwords	<input type="checkbox"/> Data masking
<input type="checkbox"/> None	

2. Does the proponent agency assure the registrant/applicant that the sensitive data that they provide (such as name, address and telephone numbers) will be strictly held confidential?
 Yes No

PREPARED BY (Contact Person)	HEAD OF AGENCY/OFFICE
Signature: _____	Signature: _____
Printed Name: _____	Printed Name: _____
Designation: _____	Designation: _____
Telephone number: _____	Telephone number: _____
Date Prepared: _____	Date Approved: _____
Email Address: _____	Email Address: _____

(Use additional sheets if necessary)

- Quality checks in the administrative data collected from the administrative form/register
- Unique key identifier
- Geographic and categorical/dimensional disaggregation of statistics generated
- Practices in data dissemination and data sharing
- Efforts to secure data collected from administrative form/register

*Required to be submitted by proponent and/or its partner institutions if they are processing data collected from administrative forms/registers.

II. About the Registers and Administrative Forms Review System

E. Requirements

Other requirements

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

**Required to be submitted by proponent and/or its partner institutions if they are processing data collected from administrative forms/registers.*

III. Assessment of Data Quality Assurance in Administrative Data

A. RAFRS Form 2: Checklist on Quality Assurance for Administrative Data

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

III. Assessment of Data Quality Assurance in Administrative Data

A. RAFRS Form 2: Checklist on Quality Assurance for Administrative Data

Quality dimensions	Scoring scheme/Guidelines for evaluation	
2. Geographic and dimensional disaggregation*		
a. Geographic disaggregation	<p>For administrative forms/registers with <u>nationwide</u> coverage:</p> <p>3 - Municipal/city level is the lowest level of disaggregation of aggregate data available.</p> <p>2 - Provincial/Regional level is the lowest level of disaggregation of aggregate data available.</p> <p>1 - National-level aggregate data are only available.</p> <p>0 - The geographic disaggregation in the tables/reports/indicators submitted are not clear or not indicated.</p> <p>NOTE: Choose "NA" if the coverage of the administrative forms/registers is not nationwide</p>	<p>For administrative forms/registers with <u>regional/provincial</u> coverage:</p> <p>3 - Barangay level is the lowest level of disaggregation of aggregate data available.</p> <p>2 - Municipal/city level is the lowest level of disaggregation of aggregate data available.</p> <p>1 - Provincial/Regional aggregate data are only available.</p> <p>0 - The geographic disaggregation in the tables/reports/indicators submitted are not clear or not indicated.</p> <p>NOTE: Choose "NA" if the coverage of the administrative forms/registers is not Regional/Provincial</p>

*For data producing agencies only.

III. Assessment of Data Quality Assurance in Administrative Data

A. RAFRS Form 2: Checklist on Quality Assurance for Administrative Data

Quality dimensions	Scoring scheme/Guidelines for evaluation
<p>b. Categorical/ dimensional disaggregation</p>	<p>Assess the categorical disaggregations of the tabulations.</p> <p>3 - 4 or more categorical disaggregations were used in some/all aggregated data/tables/indicators. 2 - 2-3 categorical disaggregations were used in some/all aggregated data/tables/indicators. 1 - 1 categorical disaggregation was used in some/all aggregated data/tables/indicators. 0 - The categorical disaggregation in the tables/reports/indicators submitted are not clear, not present or not indicated.</p>
<p>3. Defined schedule of data release/availability*</p>	<p>Are data from the administrative form/register released based on a regular schedule/defined periodicity?</p> <p>3 – Yes, the data from the administrative form/register are released based on a regular schedule/defined periodicity. 0 – No, the data from the administrative form/register are not released based on a regular schedule/defined periodicity</p>
<p>4. Sustainability of data production</p>	<p>Is the implementation of administrative forms/register based on agency/ies legal mandate/s?</p> <p>3 - Yes 0 – No</p> <p>The commitment of the management of the proponent agency/ies to develop admin forms/registers and/or to harness data from the administrative form/register shall likewise be looked at or asked during bilateral/multilateral meetings.</p> <p><i>Note: There will be no score for this indicator. However, the comments and suggestions on this indicator is important to be included in the Form 3.</i></p>

*For data producing agencies only.

III. Assessment of Data Quality Assurance in Administrative Data

A. RAFRS Form 2: Checklist on Quality Assurance for Administrative Data

Quality dimensions	Scoring scheme/Guidelines for evaluation
<p>4. Sustainability of data production (cont.)</p>	<p>Has the administrative form/register been implemented for years?</p> <p>3 – The administrative form/register has been implemented for at least 5 years. 2 - The administrative form/register has been implemented for 2-4 years. 1 - The administrative form/register has been implemented for 1 year. 0 – The administrative form/register has been in place for less than a year or will be implemented this year.</p>
<p>5. Adoption of statistical standards and classification systems in the administrative form/register and/or data generated from administrative form/register</p>	<p>Assess the classification systems used in the administrative form/registers on whether these conform with nationally or internationally accepted classifications.</p> <p>3 - The classification systems used are aligned with the PSA Board-approved statistical classification systems and international statistical standards.</p> <p>2- The administrative form/register makes use of legal/agency-standard classification systems, which are not presently aligned with PSA Board-approved statistical classification systems and international statistical standards. The legal/agency-standard classification systems could be mapped with PSA-Board approved statistical classification systems.</p> <p>1 - The administrative form/register makes use of agency-standard classification systems, which cannot be aligned with PSA Board-approved statistical classification systems and international statistical standards.</p> <p>0 - There is no classification system used.</p>

III. Assessment of Data Quality Assurance in Administrative Data

A. RAFRS Form 2: Checklist on Quality Assurance for Administrative Data

Quality dimensions	Scoring scheme/Guidelines for evaluation
<p>5. Adoption of statistical standards and classification systems in the administrative form/register and/or data generated from administrative form/register (cont.)</p>	<p>Assess the concepts and definitions used in the administrative form/register on whether these conform with nationally or internationally accepted concepts and definitions for statistical purposes.</p> <p>3 – All the concepts and definitions used are aligned with the PSA Board-approved and/or internationally accepted concepts and definitions for statistical purposes.</p> <p>2- A majority of the concepts and definitions used are aligned with the PSA Board-approved and/or internationally accepted concepts and definitions for statistical purposes.</p> <p>1 – There is a documentation on the concepts and definitions used. But only few/none of these concepts and definitions are aligned with the PSA Board-approved and/or internationally accepted concepts and definitions for statistical purposes.</p> <p>0 - There is no documentation on the concepts and definitions used.</p>
<p>6. Use of internationally and nationally accepted standards and procedures in data collection and compilation*</p>	<p>Assess whether the procedures in data collection and compilation follow internationally and/or nationally accepted standards.</p> <p>3 – Yes, the procedures in data collection and compilation follow internationally and/or nationally accepted standards.</p> <p>0 – No, the procedures in data collection and compilation do not follow internationally and/or nationally accepted standards.</p>

*For data producing agencies only.

III. Assessment of Data Quality Assurance in Administrative Data

A. RAFRS Form 2: Checklist on Quality Assurance for Administrative Data

Quality dimensions	Scoring scheme/Guidelines for evaluation
6. Use of internationally and nationally accepted standards and procedures in data collection and compilation* (cont.)	<p>Assess whether the data released have data dictionary, metadata and/or technical notes.</p> <p>3 – Yes, the data released have data dictionary, metadata and/or technical notes. 0 - No, the data released do not have data dictionary, metadata and/or technical notes.</p>
7. Completeness of coverage of target group/clients*	<p>Assess whether potential sources of undercoverage, double counting and other related issues are noted and are being attempted to be addressed.</p> <p>3 – Yes, potential sources of undercoverage, double counting and other related issues are noted and are being attempted to be addressed. 0 – No, there is no effort yet in identifying potential sources of undercoverage, double counting and other related issues and/or there are no efforts implemented to address these issues.</p>
8. Quality of client-level data*	<p>Assess whether client-level data in the administrative form/register are complete.</p> <p>3 - There are no missing data 2 - There are minimal missing data (1-10% of the data) 1 - Many data items have missing data/information (11-30% of the data) 0 – Many data items have missing data/information (31% or a larger portion of the data)</p>

*For data producing agencies only.

III. Assessment of Data Quality Assurance in Administrative Data

A. RAFRS Form 2: Checklist on Quality Assurance for Administrative Data

Quality dimensions	Scoring scheme/Guidelines for evaluation
8. Quality of client-level data* (cont.)	<p>Assess whether there are no conflicting responses and/or misclassifications recorded in client-level data.</p> <p>3 - There are no conflicting responses and/or misclassifications recorded in client-level data. 2 - There are minimal conflicting responses and/or misclassifications (1-10% of the data) 1 - Many responses are conflicting, and/or there are many misclassifications (11-30% of the data) 0 – Many responses are conflicting, and/or there are many misclassifications (31% or a larger portion of the data)</p> <p>Assess whether extreme values and outliers are validated/corrected.</p> <p>3 – Yes, extreme values and outliers are validated/corrected. 0 – No, there are no efforts to validate/correct extreme values and outliers.</p>
9. Unique identifier*	<p>Assess whether the system used generates a unique key that uniquely identifies each record.</p> <p>3 – Yes, the system used generates a unique key that uniquely identifies each record. 0 – No, the system used does not generate a unique key that uniquely identifies each record.</p>
10. Data accessibility*	<p>Assess how are administrative data holdings being shared/made available to the government agencies for policy use and statistical purposes.</p> <p>3 – Electronic copy of client-level data are being shared. 2 - Electronic copy of administrative forms/register (PDF, proprietary formats) and/or summary tables are being shared. 1 - Printed copy of administrative form/register are being shared. 0 - Data are not shared with other government agencies.</p>

*For data producing agencies only.

III. Assessment of Data Quality Assurance in Administrative Data

A. RAFRS Form 2: Checklist on Quality Assurance for Administrative Data

Quality dimensions	Scoring scheme/Guidelines for evaluation
11. Timeliness and punctuality*	<p>How timely are agency submissions of administrative data to PSA (as inputs to NAP, FTS, Construction Statistics, etc.)?</p> <p>3 – All administrative data are submitted to PSA on time or earlier than the set deadline. 2 – Most of the time submissions to PSA are on time or earlier than the set deadline (51-99% of the time). 1 – Half/less than half of the time, submissions to PSA are on time or earlier than the set deadline (1-50% of the time.) 0 – All administrative data are not submitted to PSA on time.</p> <p><i>Note: Applicable to administrative data sources of PSA</i></p> <p>Are data releases on time in relation to Advance Release Calendar (ARC) and/or System of Designated Statistics (SDS)?</p> <p>3 – All statistics/tables are generated and are released on time as per ARC, SDS 2 – Half/a majority of statistics/tables are generated and are released on time as per ARC, SDS (50% or more) 1 – Less than half of the statistics/tables are generated and are released on time as per ARC, SDS (less than 50%) 0 – All statistics/tables are generated and are released after the set schedule as per ARC, SDS</p> <p><i>Note: Applicable only for SDS, NSDP/SDDS</i></p>

*For data producing agencies only.

III. Assessment of Data Quality Assurance in Administrative Data

B. Other aspects to be reviewed

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

III. Assessment of Data Quality Assurance in Administrative Data

C. Pilot assessment: Building Permit Application Form

	Quality Dimension	Score
1.	Relevance	3
2.	Geographic and dimensional disaggregation	
	• Geographic disaggregation	2
	• Dimensional/categorical disaggregation	2
3.	Defined schedule of data release/availability	3
4.	Sustainability of data production	
	• Legal mandate	3
	• Years of implementation	3
5.	Adoption of statistical standards and classification systems in the administrative form/register and/or data generated from administrative form/register	
	• Classification systems	3
	• Concepts and definitions	3
6.	Use of internationally and nationally accepted standards and procedures in data collection and compilation	
	• Procedures in data collection and compilation	3

	Quality Dimension	Score
6.	Use of internationally and nationally accepted standards and procedures in data collection and compilation (cont.)	
	• Data dictionary, metadata and/or technical notes	3
7.	Completeness of coverage of target group/clients	0
8.	Quality of client level data	
	• Completeness of client level data	3
	• Consistency checks	2
	• Verification of outliers	0
9.	Unique identifier	3
10.	Data accessibility	1
11.	Timeliness and punctuality	
	• Submission to PSA	2
	• Release of statistics	3

Average score: 2.3

III. Assessment of Data Quality Assurance in Administrative Data

D. RAFRS Form 3: PSA Action Notification Form


The image displays four pages of the RAFRS Form 3: PSA Action Notification Form. The first page is the cover page with the Philippine Statistics Authority logo and recipient information for Claire Dennis. The second page contains the '1. SUMMARY RECOMMENDATIONS' section with a table of scores for dimensions A through J. The third page contains the '2. COMMENTS AND RECOMMENDATIONS' section with a table of comments for dimensions A through J. The fourth page contains the '3. REMARKS' section, a table for 'REVIEWING OFFICIAL' and 'RECOMMENDING OFFICIAL', and a table for 'K. Timeliness and punctuality'.

- Summary of scores in the RAFRS quality dimensions
- Recommendations for:
 - Improvement of administrative form/register and/or statistical business process
 - Potentials of the administrative data
 - Possible partnerships with PSA
 - Areas for capacity building
 - Compliance to the SDS and SDDS

--> List of reviewed administrative forms/registers to be uploaded in the PSA website.

III. Assessment of Data Quality Assurance in Administrative Data

E. RAFRS Form 4: Monitoring Form



Monitoring Form
RAFRS Form 4
27 September 2019

REPUBLIC OF THE PHILIPPINES
PHILIPPINE STATISTICS AUTHORITY

REGISTERS AND ADMINISTRATIVE FORMS REVIEW SYSTEM (RAFRS)
MONITORING FORM

Instruction: Please accomplish this form within 15 working days after the receipt of RAFRS Form 3 from PSA. Then, kindly send it back to the Censuses and Technical Coordination Office, PSA through Statistical Standards Division (SSD) together with the final/revised copy of the administrative form/register.

1. Title of administrative form/register Building Permit Form		
2. Oversight/Proponent agency DPWH	3. Implementing and/or Compiling agency LGUs/PSA	3. RAFRS Reference No. RAFRS-19SS02-01
4. PSA Comments/Recommendations	5. Action Taken by the Proponent/Status	6. Agency/office in-charge
A. Relevance		
B. Geographic and Dimensional Disaggregation		
C. Defined schedule of data release/availability		
D. Sustainability of data production		
E. Adoption of statistical standards and classification systems in the administrative form/register and/or data generated from administrative form/register		
F. Use of internationally and nationally accepted standards and procedures in data collection and compilation		

Monitoring Form
RAFRS Form 4
27 September 2019

G. Completeness of coverage of target group/clients		
H. Quality of client level data		
I. Unique identifier		
J. Data accessibility		
K. Timeliness and punctuality		
L. Other Comments		

Submitted By:
Name and Signature: _____ Contact Numbers: _____
Designation: _____ Date: _____
Agency: _____

(Use additional sheet if necessary)

- Action/s taken/to be taken by the proponent agency to the comments/suggestions and findings of PSA
- Attachment: revised administrative form or register template and/or any other supporting documents

III. Assessment of Data Quality Assurance in Administrative Data

F. RAFRS and the Data Quality Frameworks

Table 1. Comparison between the RAFRS quality dimensions and various data quality frameworks

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

RAFRS quality dimensions are generally consistent with the major DQAFs.

IV. Ways Forward

Activities	Schedule
<ul style="list-style-type: none"> PSA Resolution on Approving and Adopting the Registers and Administrative Forms Review System 	Q4 2019 PSA Board Meeting
<ul style="list-style-type: none"> Conduct of the 2nd Administrative Data Seminar 	20-21 November 2019
<ul style="list-style-type: none"> Capacity building of the following: <ul style="list-style-type: none"> PSA officials and staff on UN NQAF PSA data source agencies, agencies with SDS and in the SDDS on NQAF for Administrative Data 	07-08 December 2019
<ul style="list-style-type: none"> Implementation of Registers and Administrative Forms Review System to selected agencies in the Philippine Statistical System (PSS) <ul style="list-style-type: none"> Phase 1: PSA data source agencies Phase 2: Agencies with SDS Phase 3: Other government agencies 	January 2020 onwards



Thank you!



<http://www.psa.gov.ph>



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