

## 2002 Census of Agriculture and Fisheries

### Terms of Reference of the Provincial and City/Municipal Census Coordinating Boards

ITEM	PROVINCIAL CENSUS COORDINATING BOARD	CITY/MUN. CENSUS COORDINATING BOARD
A. Duties and Responsibilities	<ol style="list-style-type: none"> <li>1. Assess the needs of NSO in the province in terms of transportation, communication, security and publicity</li> <li>2. Make an inventory of the transportation and communication facilities that may be made available for use in the census operation</li> <li>3. Specify the areas of involvement or participation of other agencies within the limits of their resources</li> <li>4. Assist the City/Municipal Coordinating Board in the conduct of the publicity and information campaign</li> <li>5. Assist NSO in the census operation to ensure complete coverage of the province</li> <li>6. Refer to the NSO Regional Director matters which the Provincial Census Coordinating Board (PCCB) cannot resolve</li> <li>7. Take up other matters as may be specified by the National Statistical Coordination Board or as necessary for the successful conduct of the census</li> </ol>	<ol style="list-style-type: none"> <li>1. Inform the prospective respondents on the forthcoming census</li> <li>2. Assist in the census operation to ensure the complete coverage of the city/municipality</li> <li>3. Provide security to census personnel and materials</li> <li>4. Provide when necessary the services of a personnel, on a temporary detail, to the District Statistics Officer of NSO for the duration of the census operation</li> <li>5. Provide suitable training, storage and office spaces for the census supervisors</li> <li>6. Enlist the cooperation of barangay officials in the census operation</li> <li>7. Ensure that the census returns are transported to the NSO Provincial Office at the earliest possible time</li> <li>8. Assist in settling boundary disputes among the local government units.</li> <li>9. Refer to the PCCB matters which cannot be resolved in the City/Municipal Census Coordinating Board (MCCB)</li> <li>10. Take up other matters as may be specified by the PCCB or as necessary for the successful conduct of the census</li> </ol>

## 2002 Census of Agriculture and Fisheries

### Terms of Reference of the Provincial and City/Municipal Census Coordinating Boards

ITEM	PROVINCIAL CENSUS COORDINATING BOARD	CITY/MUN. CENSUS COORDINATING BOARD
B. Date when to Organize	1. Organize by May 2002	1. Organize by July 2002
C. Frequency of Meetings	1. Meetings should be held at least once in every quarter	1. Meetings should be held at least once in every quarter
D. Membership	<ol style="list-style-type: none"> <li>1. Provincial Governor (Chairperson)</li> <li>2. Provincial Agricultural Statistics Officer –BAS, DA (Vice Chairperson)</li> <li>3. Provincial Agriculture Officer</li> <li>4. Provincial Agrarian Reform Officer (PARO)</li> <li>5. District Engineer</li> <li>6. PNP Provincial Director</li> <li>7. Provincial Planning and Development Officer</li> <li>8. Provincial Assessor</li> <li>9. President, Association of State Universities and Colleges (SUCs)</li> <li>10. Private Sector/Non-Government Organization (3)</li> <li>11. Provincial Statistics Officer (Executive Officer)</li> </ol>	<p style="text-align: center;"><b>City Census Coordinating Boards</b></p> <ol style="list-style-type: none"> <li>1. City Mayor (Chairperson)</li> <li>2. City Agriculture Officer (Vice Chairperson)</li> <li>3. City Planning and Development Officer</li> <li>4. City Assessor</li> <li>5. City Civil Registrar</li> <li>6. Private Sector/Non-Government Organization</li> <li>7. District Statistics Officer (Executive Officer)</li> </ol> <p style="text-align: center;"><b>Municipal Census Coordinating Boards</b></p> <ol style="list-style-type: none"> <li>1. Municipal Mayor (Chairperson)</li> <li>2. Municipal Agriculture Officer (Vice Chairperson)</li> <li>3. Municipal Agrarian Reform Officer</li> <li>4. Municipal Planning and Development Officer</li> <li>5. Municipal Assessor</li> <li>6. Municipal Civil Registrar</li> <li>7. Private Sector/Non-Government Organization</li> <li>8. District Statistics Officer (Executive Officer)</li> </ol>