

# **Tourism Statistics Manual for Local Government Units**



**Department of  
Tourism**



**Japan International  
Cooperation Agency**

The **Tourism Statistics Manual for Local Government Units** is a publication of the Department of Tourism in cooperation with the Japan International Cooperation Agency.

Please direct your subscription and inquiries to the:

Tourism Research and Statistics Division  
Office of Tourism Development Planning  
Planning, Product Development and Coordination  
Department of Tourism  
Room 415, 4<sup>th</sup> Floor, Department of Tourism Building  
T.M. Kalaw Street, Rizal Park, Manila

Tel. Nos.:  
(632) 523-7314  
(632) 523-8411 local 287/282

Fax No.:  
(632) 526-7657

E-mail address:  
[mysay@tourism.gov.ph](mailto:mysay@tourism.gov.ph)

Copyright © 2007 Department of Tourism

ISBN 978 – 971 – 91303 – 5 – 2

# **Tourism Statistics Manual for Local Government Units**



Department of  
Tourism



Japan International  
Cooperation Agency

## **Foreword**

The Tourism Statistics Manual for Local Government Units (LGUs) is a publication of the Department of Tourism in cooperation with the Japan International Cooperation Agency through its Tourism Statistics Development Project.

This Manual provides basic information and appropriate forms to guide the gathering and reporting of tourism statistics at the regional, provincial, city and municipal levels. Through a simplified and uniform system for collection and compilation of tourism supply and demand data, the LGUs would be able to embark on greater task to prepare development plans, marketing strategies and investment programs to harness the tourism potentials of their localities.

The LGUs adoption and utilization of this Manual will institutionalize and standardize collection of tourism statistics at the local level.

## Introduction

This manual is prepared to establish a uniform tourism statistics survey and compilation in the country. The most important and basic information and data is acquired by the municipalities and compiled by the provincial governments.

This manual is composed of three parts.

**Part – 1** provides a statement of needs for the tourism statistics for the tourism development of the nation as well as provinces and municipalities'.

The fundamental knowledge about the unit to be used for the tourism statistics is discussed in the following chapter. Well understanding on the meanings of units to be used for express the tourism situation in the numerical values is the most significant among the persons involves the tourism development planning and policy formulation. These will be the universal language in the tourism sector in the world.

Chapter – 3 of Part-1 provides actual survey, data generation and processing and compilation methods. This chapter can be considered as two parts. Section (1) and (2) are mainly used by the Municipalities to correct the data and information of the tourism activities on site. Section (3) shows the estimation method of over-night visitor arrivals by using the AEs' data.

**PART – 2** contains the Questionnaire Survey and data processing for estimation of total number of tourists' arrivals and Guest-Nights. These activities are mainly carried out by the Provincial Government/ Agency and Regional Office of DOT.

**PART – 3** provides various forms for tourism statistics. There are two types of Forms. One is the Reporting FORM. Reporting forms are provided to establish uniform data/ information compilation and reporting system. All organization/ agencies and establishment are expected to use this Reporting Format. Another one is data Recording FORM. Recording forms are provided as for the reference format, for the organizations/ agencies and establishments who have not established their own format for tourism statistics.

## **Contents**

### **PART-1 TECHNICAL MANUAL FOR LOCAL GOVERNMENT UNITS**

<b>1.</b>	<b>Objective and Significance (effects)</b>	<b>1-1</b>
	(1) Objective	1-1
	(2) Significance (effects)	1-1
<b>2.</b>	<b>Units to be used for Tourism Statistics</b>	<b>1-3</b>
	(1) Four Fundamental Units for Tourism	1-3
	(2) Correlation of Each Unit	1-4
<b>3.</b>	<b>Survey on number of visitors to tourism attractions and visitor facilities</b>	<b>1-8</b>
	(1) Number of Visitors to Tourism Attractions	1-9
	(2) Number of Guest-Nights in Accommodation Establishment	1-16
	(3) Estimation of Total Number of Overnight Visitors and Guest -Nights by Regional Office of the Department Of Tourism (DOT)	1-23

### **PART-2 QUESTIONNAIRE/ INTERVIEW SURVEY FOR DETERMINATION OF PARAMETERS AND ESTIMATION METHODOLOGY**

<b>1.</b>	<b>Questionnaire/ Interview Survey at tourism attraction/ destination (Conduct survey inside the site)</b>	<b>2-1</b>
<b>2.</b>	<b>Questionnaire/ Interview Survey at the Accommodation Establishment</b>	<b>2-2</b>
<b>3.</b>	<b>Estimation Methodology</b>	<b>2-5</b>

### **PART-3 FORMS FOR STATISTICAL DATA RECORDING AND REPORTING**

## List of Tables and Figures

### **PART - 1**

	<b>Title of Table and Figure</b>	<u>Page</u>
Table 2-1	Units for Tourism Statistics	----- 1 - 3
Table 3-1	Types and categories of tourist attractions/ destinations	----- 1 - 15
Table 3-2	Type and Classification of Accommodation Establishment	----- 1 - 17
Fig.1-1	Relations of Three Essential Studies for Regional Tourism	----- 1 - 1
Fig. 2-1	Correlation	----- 1 - 4
Fig. 2-2	Visitor Activities (Same-day visitors)	----- 1 - 5
Fig. 2-3	Visitor Activities (Overnight visitors)	----- 1 - 5
Fig. 2-4	Accommodation Establishment (AE) Data Recording Method	----- 1 - 7
Fig. 3-1	Flow of Surveys	----- 1 - 8
Fig. 3-2	Supply Data/ Information Flow	----- 1 - 17
Fig. 3-3	Demand Data/ Information Flow	----- 1 - 20
Fig. 3-4	Estimation of Total Number of Overnight Visitors and Guest-Nights	----- 1 - 23

### **PART - 2**

	<b>Title of Table and Figure</b>	<u>Page</u>
Table 3-1	Total Number of Visitor of Tourism Attractions by Municipality by Month	----- 2 - 11
Table 3-2	Total Number of Guest-Nights by Municipality by Month	----- 2 - 11
Table 3-3	Total Number of Visitor of Tourism Point/ Destinations and Total Number of Guest-Nights by Residence (Visitor points & Guest-Nights)	----- 2 - 12
Table 3-4	Total Number of Visitor arrivals of same-day and over-night visitors by Residence (Visitors)	----- 2 - 12
Table 3-5	Total Number of Visitor-days of same-day and over-night visitors by Residence (Visitor-days)	----- 2 - 12
Table 3-6	Total Tourist Expenditure of Visitor of one-day and over-night visitors by Residence (1,000 Peso)	----- 2 - 12
Fig. 2-1	Example of Questionnaire/ Interview Survey Form	----- 2 - 4
Fig. 3-1	Tourist Arrival Estimation Process - 1	----- 2 - 7
Fig. 3-2	Tourist Arrival Estimation Process - 2	----- 2 - 8
Fig. 3-3	Tourist Arrival Estimation Process - 3	----- 2 - 9
Fig. 3-4	Tourist Expenditure Estimation Process	----- 2 - 10

## **PART - 1**

### **TECHNICAL MANUAL FOR LOCAL GOVERNMENT UNITS**



## PART – 1 TECHNICAL MANUAL FOR LOCAL GOVERNMENT UNITS

### 1. Objective and Significance (effects)

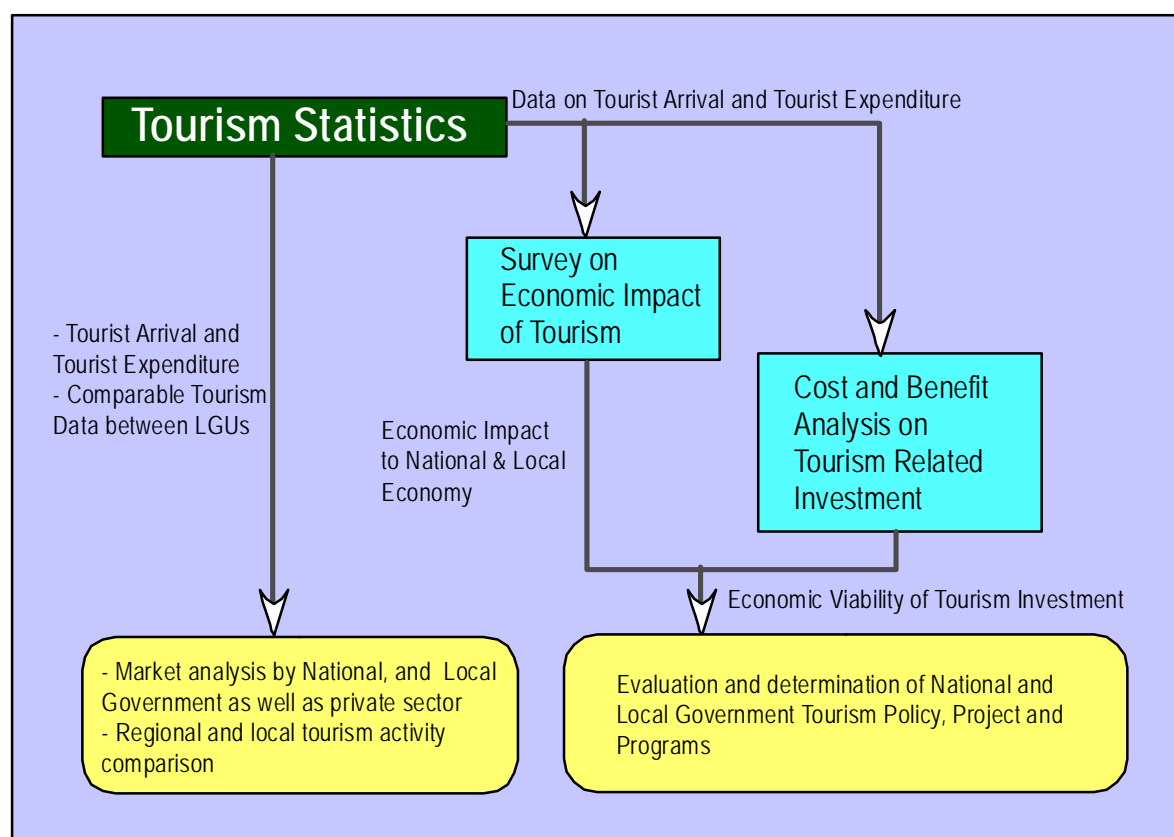
#### (1) Objective

To implement tourism statistics standard at the local government based on a uniform system of data collection and reporting. All data should be comparable by applying the tourism statistics standard. This manual provides information and appropriate forms to guide the users in the gathering and recording of tourism data, as well as in reporting tourism statistics at the regional, provincial, city and municipal level.

#### (2) Significance (effects)

The following figure shows the relation and effects of tourism statistics to other study/survey.

**Fig.1-1 Relations of Three Essential Studies for Regional Tourism Development**



The effects of applying the Tourism Statistics Standard are as follows:

- To provide necessary data and information for tourism promotion in the national, provincial, city and municipality governments.

- To provide useful and reliable data and information for market research, marketing, investment and regional development.
- To provide tourism statistics that will serve as inputs in the formulation of appropriate tourism policy and development plans by local governments as well as national government for the provision of objective information for the evaluation of tourism situations.
- To provide baseline data on travel movements.
- To provide baseline data to be used for the analysis of national and regional economic benefit, as well as cost-benefit analysis for investment in tourism.

## 2. Units to be used for Tourism Statistics

### (1) Four Fundamental Units for Tourism Statistics

The following table describes the four (4) important and specific measuring units for tourism statistics and its purpose.

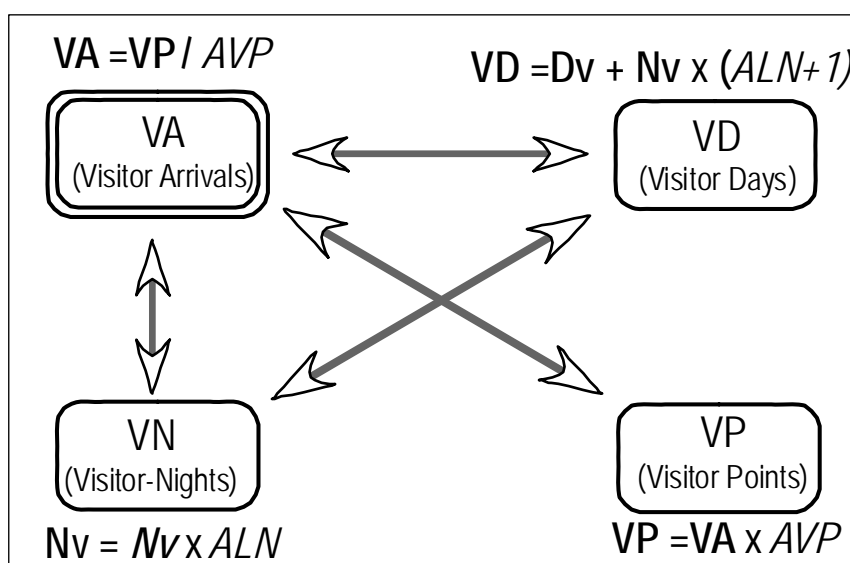
**Table 2-1 Units for Tourism Statistics**

Unit		Descriptions
<b>I</b>	Visitor (person)	<p><b>Actual number of visitors</b> to the designated Area (Municipality/ Province/ Region), regardless of one-day trip or overnight trip.</p> <p>To be used to estimate the traffic volume of the tourist, economic impact measurement</p>
<b>II</b>	Visitor Day	<p><b>Total number of visitor days</b> in the designated area by <u>daily base</u>. (For example, same-day visitor is counted as one person day, 1 night 2 days visitor is counted as two person days, 3 night 4 days visitor is counted as 4 person days)</p> <p>Forecast/ estimate tax and fee revenue, employment generation, economic impact, environment impact, and Infrastructure requirement determination</p>
<b>III</b>	Visitor-Night  In case the data and information is generated by Accommodation Establishment, <u>Guest-Night</u> is applied	<p><b>Total number of over-night visitor</b> in the designated area by <u>daily base</u>. (For example, 1 night 2days visitor is 1 Guest-Night, 2 nights 3days visitor is 2 Guest-Nights and 3 nights 4 days visitor is counted 3 Guest-Nights)</p> <p>Accommodation establishment development planning and management, infrastructure development plan and implementation, and Forecast/ estimate tax and fee revenue, employment generation, economic impact</p>
<b>IV</b>	Visitor Points	<p><b>Total number of tourism attractions/ destinations visited by visitors</b> in designated area. (For example; 1 visitor visits 3 tourism attractions, hence, equals 3 visitor points)</p> <p>Formulation of facility development and operation plan, and Infrastructure development plan of each tourism attraction. Economic impact of each tourism attraction</p>

## (2) Correlation of Each Unit

The four units defined in the previous page are related to each other. By knowing one or two numerical value(s) with some coefficients, the other numerical value(s) can be calculated. Figure 2-1 shows the correlation of each unit where the indicated parameters are computed using data coming from the administrative forms/surveys and analysis. These are used in estimating various tourism indicators.

**Fig. 2-1 Correlation**



Count/ Estimation:

Same-day Visitors :  $Dv$

Over-night Visitors :  $Nv$

Parameters:

Average guest-night :  $ALN$

Average Number of Visiting Points:  $AVP$   
( $AVP$  is calculated based on the visitor interview survey)

The following illustrations show examples of visitor activities and its statistical output. Figure 2-2 on the following page shows an example of activities by same-day visitors. Two (2) visitors visited two (2) tourism attractions. Statistical data recorded for these activities are expressed as follows:

Visitor arrival:	2 visitors
Visitor-day:	2 visitors x 1 day = 2 Visitor-day
Guest-night:	2 visitors x 0 night stay = 0 Visitor-night
Visitor-point:	2 visitors x 2 points = 4 Visitor-points

**Fig. 2-2 Visitor Activities (Same-day visitors)**

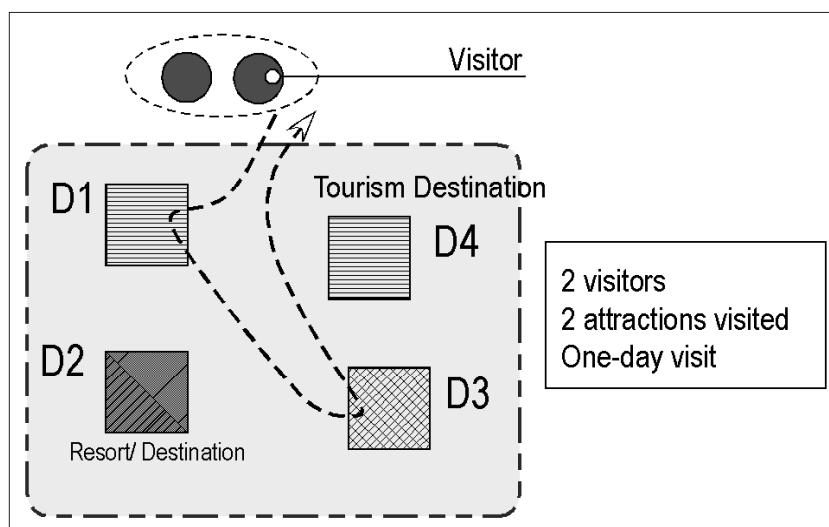
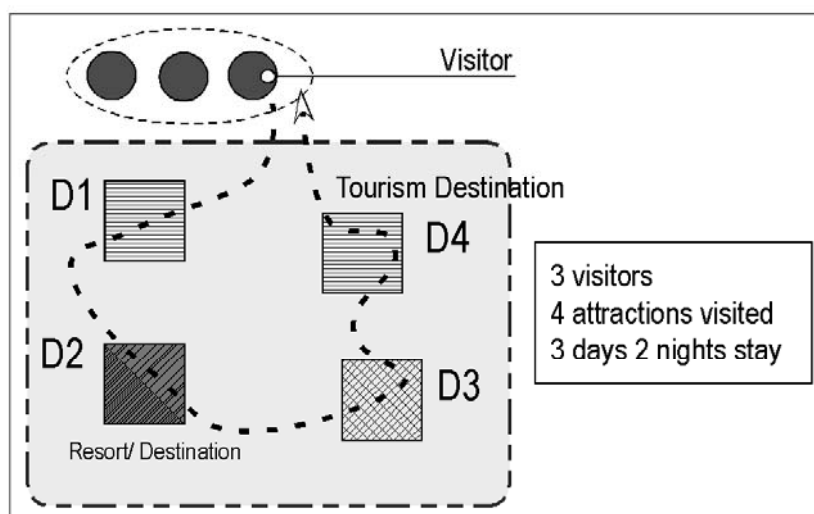


Figure 2.3 shows an example of activities by Overnight visitors. Three (3) visitors visited four (4) tourism attractions including one resort for overnight stay. They spent two (2) nights at the accommodation establishment (i.e. 2 nights and 3 days stay). Statistical data recorded for these activities are expressed as follows.

Visitor arrival: 3 visitors  
 Visitor-day: 3 visitors x 3 day = 9 Visitor-days  
 Guest-night: 3 visitors x 2 nights stay = 6 Visitor-nights (Guest-nights)  
 Visitor-point: 3 visitors x 4 points = 12 Visitor-points

**Fig. 2-3 Visitor Activities (Overnight visitors)**



Data on overnight visitors based on accommodation establishments in tourism destinations provide one of the most significant data for tourism statistics. The daily expenditure of overnight visitors is 3 to 5 times more than same-day visitors, because of cost for accommodation, transportation, food and drinks, souvenir and so on. Data and information coming from accommodation establishment is an important input in analyzing the tourism activities of the regional, national and international visitors.

There are two types of data needed to analyze and estimate the overnight tourist's activities. One is the "Supply Data" and another is "Demand Data".

The supply data is simply the number of existing accommodation establishments (AEs) and number of rooms available. These data should be collected by the City/Municipality Government and compile as a supply database for accommodation establishment. This database should be updated every year. Recording and data compilation format is provided and attached in the PART-3 of this manual. The demand data is data/ information expressing the actual activities of overnight visitors. The following data is collected and reported monthly to the City/Municipality office.

- Number of overnight visitors: same as number of guest checked-in in AEs.
- Guest-nights generated: how many night(s) the guests stayed in the AEs
- Number of rooms occupied: how many rooms are used by guests (daily base)
- Number of rooms available: this is the same as the supply data

Figure 2-4 illustrate an example of demand data records. This AE has 5 rooms and the recorded period is 5 days. This example shows the following.

- 17 guests checked-in in the AE during the recording period of 5 days
- A total of 27 guest-nights are generated (some guests stayed for one-day while some stayed for more than one day)
- Number of rooms occupied by the guests is 19 room-days
- Number of room available is (5 rooms x 5 days)= 25 room-days


























Based on these data, the following tourism indicators are computed:

- Visitor arrival is 17
- Room occupancy rate is 76%
- Average guest-night is 1.6 night

Actual statistical data collection is done monthly (28 to 31 days in a month).

**Fig. 2-4 Accommodation Establishment (AE) Data Recording Method**

Conditions: Number of Rooms 5 Rooms  
 Duration of data collected 5 Days  
 Each box enclosed by thick line indicate the guest distribution

Day	Room-1	Room-2	Room-3	Room-4	Room-5	Data of this Day	
						Checked In Guest'(s)	3
1						Guest-Night(s)	5
						No. of Room Occupied	4
						No. of Room Available	5
Day	Room-1	Room-2	Room-3	Room-4	Room-5	Data of this Day	
						Checked In Guest'(s)	3
2						Guest-Night(s)	7
						No. of Room Occupied	4
						No. of Room Available	5
Day	Room-1	Room-2	Room-3	Room-4	Room-5	Data of this Day	
						Checked In Guest'(s)	3
3						Guest-Night(s)	3
						No. of Room Occupied	2
						No. of Room Available	5
Day	Room-1	Room-2	Room-3	Room-4	Room-5	Data of this Day	
						Checked In Guest'(s)	4
4						Guest-Night(s)	7
						No. of Room Occupied	5
						No. of Room Available	5
Day	Room-1	Room-2	Room-3	Room-4	Room-5	Data of this Day	
						Checked In Guest'(s)	4
5						Guest-Night(s)	5
						No. of Room Occupied	4
						No. of Room Available	5

The table in the right side indicates  
 the sum of each item for the AEs' 5 days record :

**LEGEND:**


: Guest staying the room from previous day(s)



: Guest checked in the room in this day

Statistical data for the designated 5 days	Total of 5 days	
	Checked In Guest'(s)	17
	Guest-Night(s)	27
	No. of Room Occupied	19
	No. of Room Available	25

Checked In Guest(s): Count the number of new guests that checked-in the AE for the day (Visitors)

Guest-night(s): Count the number of guest staying over-night for day (Guest-nights)

No. of Room Occupied: Count the number of rooms occupied by the guests for the day

No. of Room Available: Counted by room-days (5 rooms X 5days = 25 room-days)

Total number of room available for the month = Number of rooms x days of the month

(ex. Total number of room available for October for AE with 5 rooms is;

5 rooms x 31 days = 155 room-days)

Formula for indicators:

$$\text{Room Occupancy Rate} = \frac{\text{No. of Room Occupied (19)}}{\text{No. of Room Available (25)}} = 0.76 = 76\%$$

$$\text{Average length of Guest-nights} = \frac{\text{total No. of Guest-nights (27)}}{\text{Total No. of Checked In Guest(17)}} = 1.6 \text{ (nights)}$$

$$\text{Average Length of Stay (Visitor-day)} = \text{Average Guest-night} + 1 = 1.6 + 1 = 2.6 \text{ (days)}$$

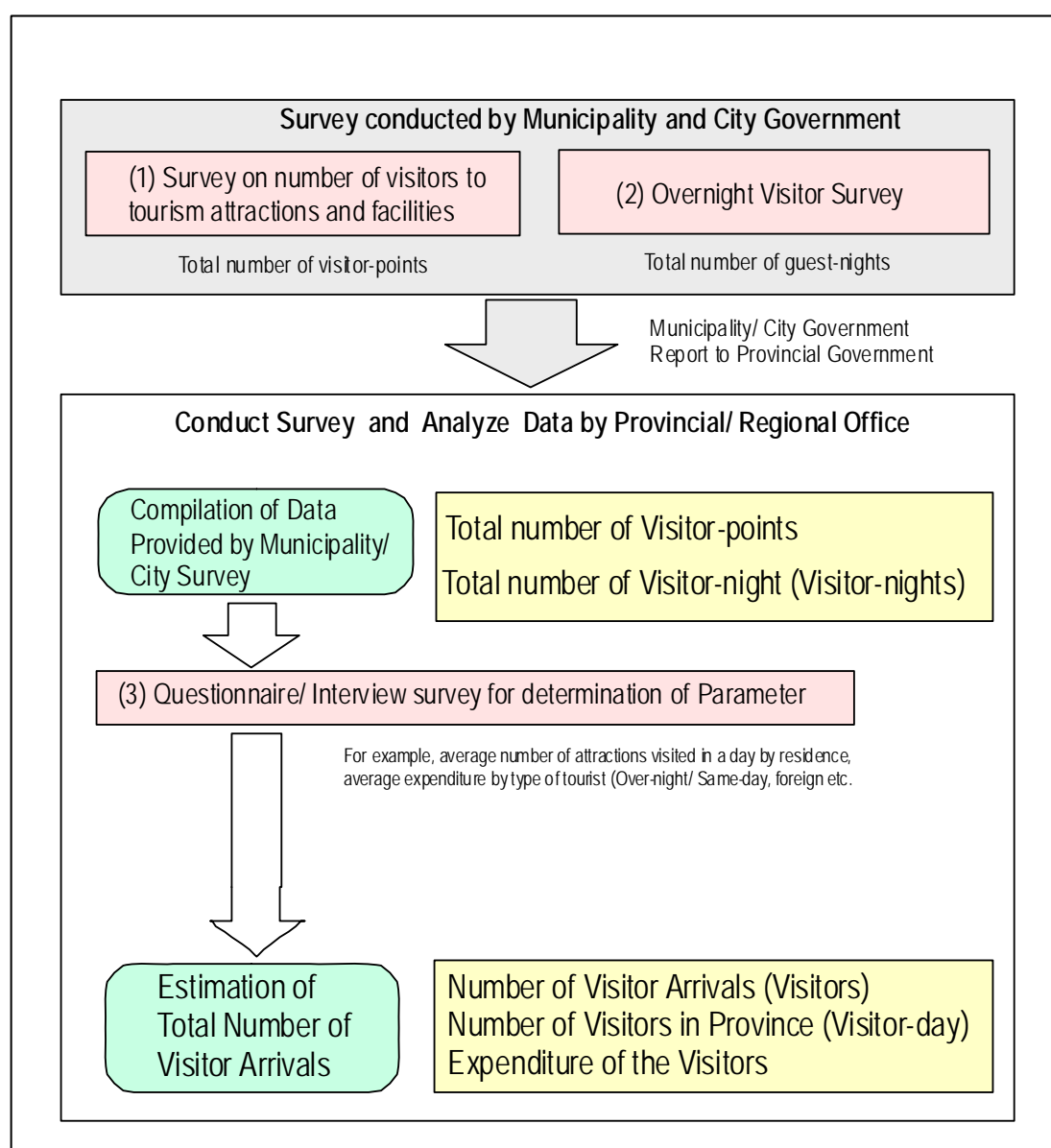
### 3. Survey Contents and Methodology

For the preparation of tourism statistics based on National Tourism Statistics Standard, three (3) surveys can be conducted to estimate the “Total Number of Visitor Arrival” and “Total Visitor Expenditure”.

- **Survey on number of visitors to tourism attractions and visitor facilities**
- **Over-night visitor survey**
- **Questionnaire/ Interview Survey for determination of the parameters**

The flow of the three surveys is shown below.

**Fig. 3-1 Flow of Surveys**





### (1) Survey on number of visitors to tourism attractions and visitor facilities

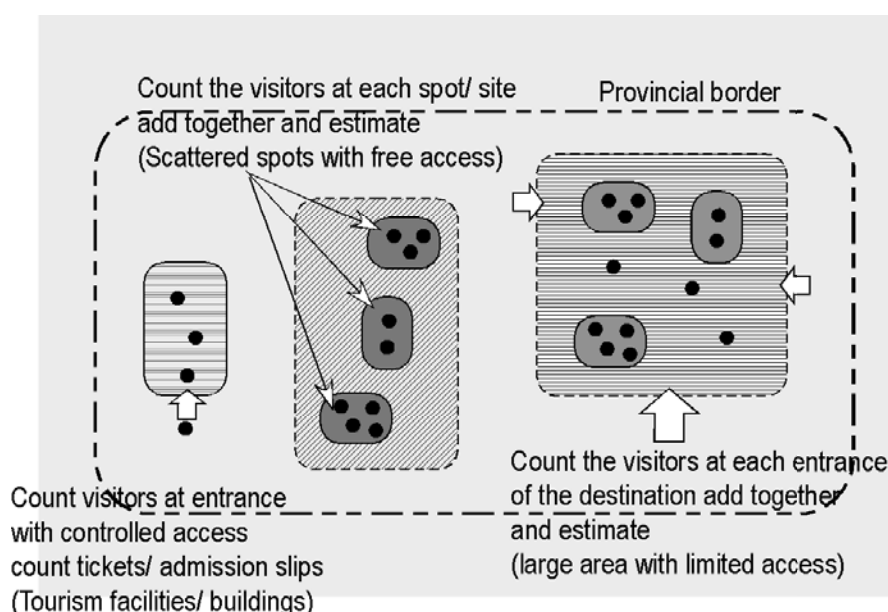
The number of visitors to each tourism attractions and visitor facilities are counted and compiled in each designated area (City or Municipality). Each municipality or city will report the total number of visitor points in a year to the provincial government. Counting of visitor points are usually conducted monthly or seasonally.

Survey Period	January ~ December (One year)
Implementing agency of survey & data processing	Cities and Municipalities
Definition of tourism attraction/ destination (in principle) and visitor facilities	Total annual visitor arrival is more than 50 thousand, or Monthly visitor arrival is more than 5 thousand in a specific period ( <b>Type and Category of tourist destinations</b> are shown in Table 3-1)
Selection of survey attractions or destinations	Selected by the city/municipality government and/or in coordination with the provincial government

Two survey methods are usually applicable.

One is a survey in tourism attractions/ destinations (A), another is a survey at the entry points of the tourism attractions/ destinations (B).

#### (A) Survey of visitors at tourism attractions (counting visitors inside the attractions/destinations as illustrated below:



1) Counting visitors at entrance:

- Counting the number of tickets/permits/passes issued with controlled access when there are fees charged upon entry.
- Counting the number of visitors at entrance if the number and locations of gate/ entrance is limited/ restricted.

Any destinations/ facilities that have its own system of counting visitors can have this data.

2) Estimation by sample survey

This method will apply when it is difficult to collect data by counting visitors in the entrance.

Estimation by counting visitors in parked vehicles in a tourist attraction/destination:

*Visitors to a particular Tourist attraction/ destination are calculated as follows:*

*Number of Type "A" vehicle parked x Average number of passenger of Type "A" vehicle +  
 Number of Type "B" vehicle parked x Average number of passenger of Type "B" vehicle +  
 Number of Type "C" vehicle parked x Average number of passenger of Type "C" vehicle +  
 Number of Type "D" vehicle parked x Average number of passenger of Type "D" vehicle*

Average number of passengers by type of vehicle should be estimated and set by the local government through the conduct of a separate sample survey.

Estimation of the number of people visiting places such as parks, beaches and shopping centers:

Count the number of people during the peak period.

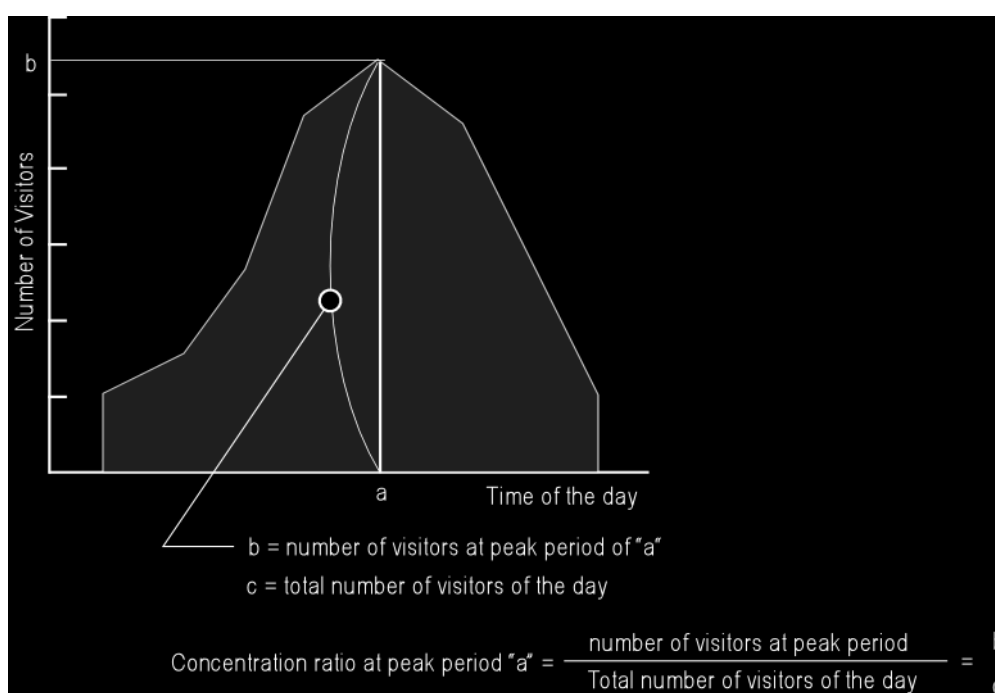
On the other hand conduct interview/ questionnaire survey to determine the duration of stay (from what time to what time of the day) in the attraction/destination.

Based on the interview/ questionnaire survey, the peak period concentration ratio will be estimated.

*Total number of visitors of the day = number of visitors at peak period / peak period concentration ratio*

If the area is widely spread and it is impossible to count all visitors, an identified or designated area for the survey will be selected and the total number of visitors will be estimated by multiplying the ratio of area to the total area.

*Total Visitor Arrival of the surveyed day = Total number of visitors of the Day estimated in the designated area X ( Total area of the tourism destination/ the area for survey conducted).*



The following figure shows an example of visitor record format, daily visitor counts should be recorded and compiled as a monthly report by the Municipal office.

Total number of visitors must be recorded or counted. Other information such as sex and place of residence are optional. However, this additional information is quite useful for visitor profile analysis in the future. It is recommended to collect this information at the same time, if possible. The number of visitors who provided the additional information will not necessarily be the same number as total number of visitors counted at the entrance as some visitors may fail to fill out the form.

An example of Log-book at the entrance of the tourism attraction and its corresponding recording form are shown in the following pages.

For some tourism attractions, it is not possible to collect information other than total number of visitors, such as in churches, theaters, amusement parks, pools, etc. However, by just counting the number of tickets sold already provides reliable data on the total number of visitors and this can provide sufficient information for statistical purposes.

### An example of Log-book for tourism attraction (if applicable)

Name of attraction/ Spot: \_\_\_\_\_

Type of Tourism Attraction: ☐ (Refer to the attached list of tourism attraction type)

No.	Date	Name of Visitor (optional to record/ write)	Sex		Place of Residence			Remarks
			Male	Female	Philippines		Foreign Country	
					Resident	Non Resident		
1			M / F		R	NR	F	
2			M / F		R	NR	F	
3			M / F		R	NR	F	
4			M / F		R	NR	F	
5			M / F		R	NR	F	
6			M / F		R	NR	F	
7			M / F		R	NR	F	
8			M / F		R	NR	F	
9			M / F		R	NR	F	
10			M / F		R	NR	F	
11			M / F		R	NR	F	
12			M / F		R	NR	F	
13			M / F		R	NR	F	
14			M / F		R	NR	F	
15			M / F		R	NR	F	
16			M / F		R	NR	F	
17			M / F		R	NR	F	
18			M / F		R	NR	F	
19			M / F		R	NR	F	
20			M / F		R	NR	F	
21			M / F		R	NR	F	
22			M / F		R	NR	F	
23			M / F		R	NR	F	
24			M / F		R	NR	F	
25			M / F		R	NR	F	
26			M / F		R	NR	F	
27			M / F		R	NR	F	
28			M / F		R	NR	F	
29			M / F		R	NR	F	
30			M / F		R	NR	F	

<Continue to next page>

**An example of visitor record for tourism attraction (if applicable)****Tourism Attraction Visitor Record**

( If possible, this recording form can be used instead of just counting the visitors )

Month of : \_\_\_\_\_

Name of Municipality: \_\_\_\_\_

Name of attraction/ Spot: \_\_\_\_\_

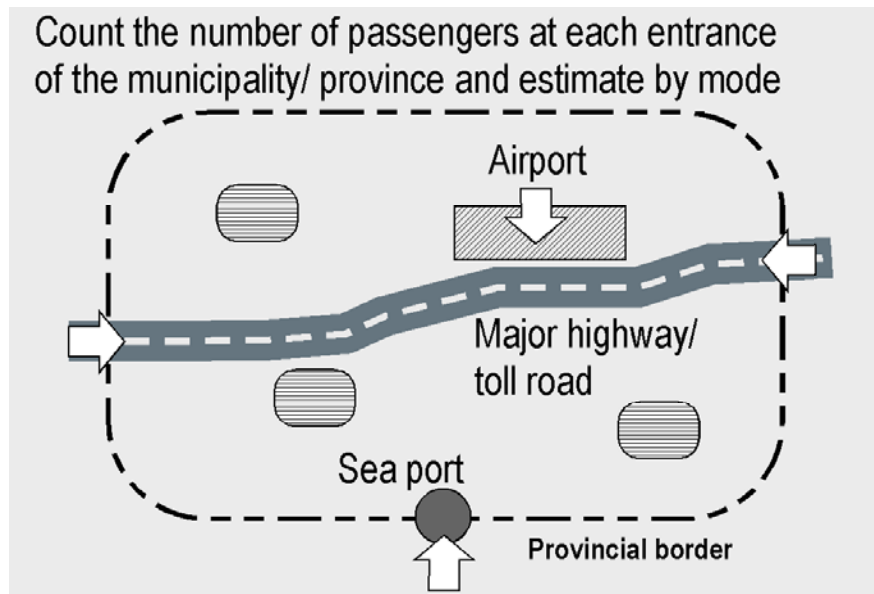
Type of Tourism Attraction: 

Date		** Sex		* Total Number of Visitors	*** Place of Residence		
Day	(Sun - - Sat)	Male	Female		Philippines		Foreign Country
					This province	Other Province	
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							
16							
17							
18							
19							
20							
21							
22							
23							
24							
25							
26							
27							
28							
29							
30							
31							
<b>Total of this Month ****</b>							

Note: \* total number must be recorded, \*\* Sex &amp; \*\*\* Residence are optional. Total number of this month must be reported.

**(B) Survey of passengers at entry points of the tourism attraction/ destination  
(see following illustration)**

1) Estimation of visitors based on counting regularly operated public transport by various means such as air, sea and land transport to the tourism destination.



- Counting passengers going to tourist attractions/destinations in terminals or stations near the tourism attractions/destinations.
- Hearing from the transportation companies (Bus, rail, ferry and air companies) regarding tourist traffic.

*Tourist arrival in a day of survey = Total number of passengers X Tourist Ratio*

Tourist ratio should be estimated and set by Local government by conducting a sample survey.

2) Counting passenger cars and pedestrians

- Counting the number of vehicles by type and number of passengers at entry point(s)
- Hearing from the express way operating agency

*Counting passengers to the Tourist destination by vehicle is as follows:*

*Number of Type "A" vehicle x Average number of passenger of Type "A" vehicle x Tourist Ratio of Type "A" vehicle*

*Number of Type "B" vehicle parked x Average number of passenger of Type "B" vehicle x Tourist Ratio of Type "B" vehicle*

*Number of Type "C" vehicle parked x Average number of passenger of Type*

*“C” vehicle x Tourist Ratio of Type “C” vehicle*

*Number of Type “D” vehicle parked x Average number of passenger of Type*

*“D” vehicle x Tourist Ratio of Type “D” vehicle*

**Table 3-1 Types and categories of tourist attractions/ destinations**

Type	Category
1. Nature	1 Mountains
	2 Highland
	3 Lakes and pond
	4 River and Landscape
	5 Coast and Landscape
	6 Marine Park
	7 Other unique land formation and Landscape
2. History and Culture	8 Fort and Castle
	9 Cathedral and Church
	10 Garden
	11 Street and town scape
	12 Historical road and path
	13 Historic remains
	14 Museum
	15 Art museum
	16 Zoo and Botanical garden
	17 Aquarium
	18 Other structures and buildings
3. Industrial Tourism	19 Agro-forestry tourism
	20 Farm and Ranch for tourism
	21 Fishery tourism
	22 Art and craft
	23 Other industrial facilities for visitors
4. Sport and Recreational Facilities	24 Golf
	25 Tennis
	26 Cycling road and area
	27 Hiking course
	28 Camping ground
	29 Nature Trail and Path
	30 Beach for sea bathing
	31 Marina and harbor for pressure boat
	32 Large scale park
	33 Leisure-land, Theme-park
	34 Sports and Resort Complex
	35 Other sports and recreational facilities
5. Shopping	36 Shops, Shopping area/ Mall
	37 Open air market, Sunday market, Traditional market area, etc.
	38 Local specialties and Restaurant
6. Customs and tradition	39 Event and Festival
	40 Folk music and dance
	41 Local culture and traditions
7. Special Event	42 Exposition
	43 Convention
	44 Other Event
8. Health and Wellness	45 Medical Treatment
	46 Spa
	47 aesthetics
9. Others	48 Casino

## (2) Overnight visitor survey

The number of Guest-Night of visitors in accommodation establishments (AE) are surveyed by city/municipality and compiled by province. Each city or municipality report the number of over-night visitors by month in a year to the provincial government. The number of overnight visitors should be reported monthly.

Survey Period	January ~ December (One year)
Implementing agency of survey & data processing	Municipalities and Cities
Definition of Accommodation Establishment	Type of Accommodation Establishment listed below are surveyed
Selection of Accommodation Establishments to be surveyed	Selected by the city, municipality or provincial government, in coordination and cooperation with the Accommodation Establishments
Prerequisites	The number of establishments and number of rooms of all AEs in the municipality should be properly compiled as a Supply Data (data-base) and updated annually by cities/municipalities.

The survey methods are usually questionnaire survey/interview or hearing/ getting reports from the AE in the city or municipality. The AE supply data collected and compiled as a database in the municipality level is the most important input for overnight visitor survey. This data is the population data of overnight visitor statistics.

### Note:

- If it is applicable and the AE has the capability to conduct and report the number of visitor and guest-nights of foreign and domestic visitors separately, this level of data disaggregation is better for reporting and analysis.
- The attractions that are categorized as both tourism attraction and accommodation establishments ( camping site, beach resort) should be surveyed as both tourism destinations and AE.
- In case the information of the number of guest-nights cannot be acquired in some cities or municipalities, it will be estimated based on the average occupancy rate and capacity of the AE. The average occupancy rate of the same type of AE will be applied. (this computation will be applied in the provincial level)

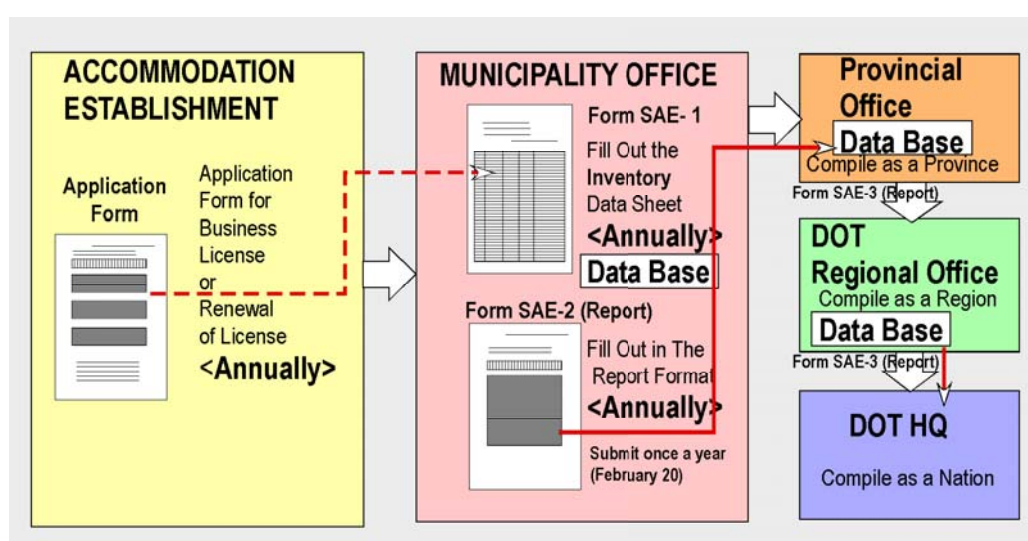


**Table 3-2 Type and Classification of Accommodation Establishment**

Type	Classification	ID Code
<b>1. Hotel</b>	Deluxe	H-1
	1st Class	H-2
	Standard	H-3
	Economy	H-4
<b>2. Resort</b>	SIR (Special Interest Resort)	R-1
	AAA	R-2
	AA	R-3
	A	R-4
<b>3. Apartel</b>		A
<b>4. Pension House</b>		P
<b>5. Tourist Inn</b>		T
<b>6. Home Stay (Bed &amp; Breakfast)</b>		S
<b>7. Unclassified</b>		U

**(A) Supply Data Collection and Compilation Method**

The following figure shows the flow of accommodation supply data/ information, together with the form to be used for reporting. The forms for data recording are also indicated.

**Fig. 3-2 Supply Data/ Information Flow**

The most fundamental data is AE supply data as stated previously. The city/municipal

government issues business permits and renews it every year. The business permit usually includes the out line of the business activities and scale. This information is most reliable for the establishment of database using the following form:

<b>Accommodation Establishment Inventory Data Sheet for Municipality</b>					<b>Form: SAE-1</b>	
<b>Example</b>		Year of : _____ Name of Municipality: _____ Name of Province: _____				
The following information/ data should be acquired based on the Registration and Licensing Documents						
No.	Name of Establishment	Accommodation Facility			Employment*	
		Type	Classification	No. of Rooms	Number of employee	
1	Abcd	H	2	156	212	
2	Frtyji	H	3	250	225	
3	Basdf	U		22	18	
4	Mhgtf	U		18	11	
5		A		60	20	
6		P		12	5	
7		H	3	40	22	
		T		20	8	
45		R	2	60	86	
46		U		30	23	
47		U		17	14	
48	Yrksfd	P		23	9	
49	Xzmkj	S		11	6	

Note: Auxiliary facilities, including permanent and temporally employee and contractual employee.

The following Coding System can be applied to identify the type and classification of the accommodation establishment

Coding System for Identification *		
Accommodation Establishment	Type	Classification
Hotel		
Deluxe	H	1
1st Class	H	2
Standard	H	3
Economy	H	4
Resort		
SIR	R	0
AAA	R	1
AA	R	2
A	R	3
Apartel	A	na
Pension House	P	na
Home Stay (Bed & Breakfast)	S	na
Tourist Inn	T	na
Unclassified	U	na

Based on the database established in the City/Municipal office, the following report should

be filled out and submitted to the Provincial office in charge once a year (February). This report should be prepared by using an updated data/ information stored in the database.

<Report to Provincial Tourism Office>				<b>Form: SAE-2</b>	
<b>Report on Number of Rooms in Accommodation Establishment by Type</b>					
Year of : _____ Name of Municipality: _____ Name of Province: _____					
No.	Type and Classification of Accommodation Establishment	(1) Number of Establishment	(2) Number of Rooms	(3) Number of employee	Note
1	<b>Hotel</b>				
	Deluxe				
	1st Class				
	Standard				
	Economy				
	<b>Total of Hotel*</b>				
2	<b>Resort</b>				
	SIR				
	AAA				
	AA				
	A				
	<b>Total of Resort*</b>				
3	<b>Apartel*</b>				
4	<b>Pension House*</b>				
5	<b>Tourist Inn*</b>				
6	<b>Home Stay (B &amp; B)</b>				
7	<b>Unclassified*</b>				
T	<b>Overall Total*</b>				

\* Note: Based on the Inventory Data Sheet,

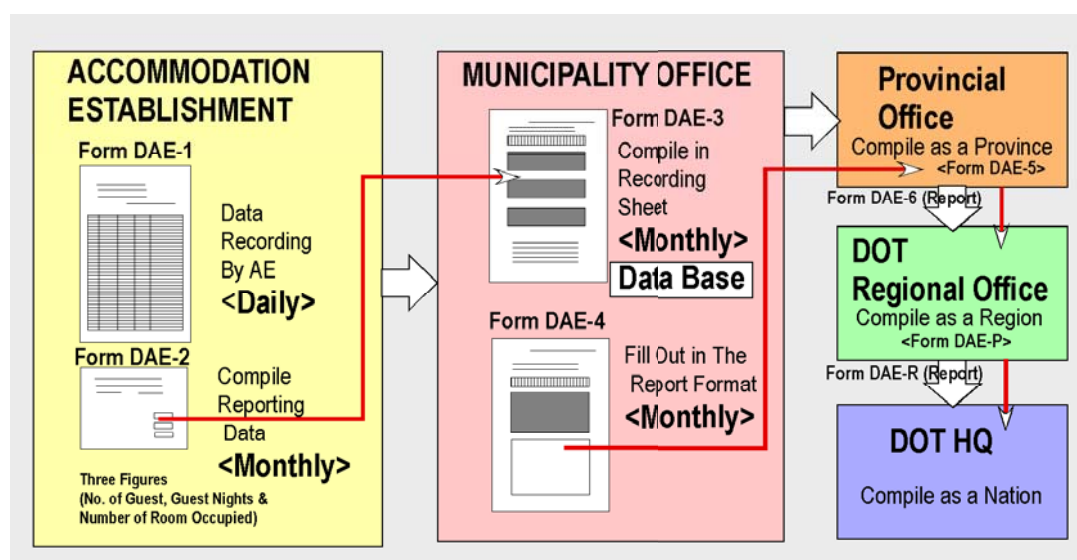
The provincial government should aggregate the data as a whole province, and submit to the DOT regional office. The form to be used is almost the same as this "Form: SAE-2". The provincial government will compile this "Form: SAE-2" as a database for the province.

## (B) Demand Data Collection and Compilation Method

The most effective way of measuring the tourism activities is counting the number of visitors staying in the accommodation establishment because almost all tourists from abroad stay overnight in accommodation facilities. Domestic tourists who stay overnight also have higher impact to the destinations because they usually spend 3 to 5 time more than same-day visitors. In many cases, there exists some relationship between the number of same-day visitors and overnight visitors. It is also easier to acquire data and information regarding tourism activities because of fixed point of reference with basic data available most of the time.

The following figure shows the flow of accommodation demand data/ information, together with the forms to be used for reporting. The forms for data recording are also indicated.

**Fig. 3-3 Demand Data/ Information Flow**



The most important and fundamental information comes from accommodation establishments. The “Form: DAE-2” should be used by all AEs to maintain uniformity and consistency of reporting data. Recording “Forms: DAE-1” is also provided in this manual for small and medium size AE’. If the AEs do not have their own recording system to meet the required data generation, this “Form: DAE-1” can be used for their recording format. Large scale Hotels and Resorts usually have a computerized managing system and they can generate the necessary information/ data easily. Therefore, AEs who already have an established recording system need not use “Form: DAE-1”. They should just fill out the “Form: DAE-2” and report to the city/municipal office by any means of communication system. Examples of “Forms: DAE-1” and “Form: DAE-2” are shown in the following pages.

## Monthly Recording Format for Accommodation Establishment

Form: DAE-1

Month of Oct 2006

(Example of the form data filled by small AE)

(4) Total Number of Rooms : 12

Date		Room Identification												(5) Number of Guests Check IN (unit: visitors)	(6) Number of Guests -nights (Visitor Nights)	(7) Number of Rooms Occupied by Guests (unit: rooms)
Day	Day of the week	Room No. 1	Room No. 2	Room No. 3	Room No. 4	Room No. 5	Room No. 6	Room No. 7	Room No. 8	Room No. 9	Room No. 10	Room No. 11	Room No. 12			
1	Sat						1							0	1	1
2	Sun		(2)				1							2	3	2
3	Mon		2				1							0	3	2
4	Tue		2				1					(2)		2	5	3
5	Wed						1					2		0	3	2
6	Thu				(2)				(1)					3	3	2
7	Fri	(2)			2				1	(1)		(2)	(3)	8	11	6
8	Sat	2			2					1			3	0	8	4
9	Sun					(2)							3	2	5	2
10	Mon					2			(2)					2	4	2
11	Tue		(1)			2								1	3	2
12	Wed		1			2				(1)				1	4	3
13	Thu													0	0	0
14	Fri			(2)							(2)	(2)		6	6	3
15	Sat			2			(2)		(2)		2			4	8	4
16	Sun			2			2				2			0	6	3
17	Mon				(1)						2			1	3	2
18	Tue				1			(1)		(1)			(1)	3	4	4
19	Wed				1							(2)	1	2	4	3
20	Thu					(1)			(2)				1	3	4	3
21	Fri	(2)	(2)										1	4	5	3
22	Sat	2	2				(2)							2	6	3
23	Sun				(1)		2		(2)					4	5	3
24	Mon				1				2	(1)		(1)		2	5	4
25	Tue								2					0	2	1
26	Wed									(1)				1	1	1
27	Thu										(2)	(1)		3	3	2
28	Fri			(3)	(2)	(2)		(3)			2		(2)	12	14	6
29	Sat		(1)	3	2	2	(2)	3	(2)				2	5	17	8
30	Sun		1				2		2			(1)		1	6	4
31	Mon						2				(2)	1		2	5	3
TOTAL OF THIS MONTH -														76	157	91

Average Guest-Night = Number of Guests-night / Number of Guests Check IN = 179/84 = 2.13 (nights/ visitor)

Average Room Occupancy Rate = Number of Rooms Occupied by the Guests during the month / Available Rooms during the month = 91 / (12 x 31) = 0.24 = 24%

Average Number of Guest per room = Number of Guests-night (Visitor Nights) / Number of Rooms Occupied by the Guest = 157 / 91 = 1.73 (1.73 person/ room)

Form: DAE-2

<Example of AE Reporting Form data/ information entry>

### Monthly Reporting Format for Accommodation Establishment

Name of Municipality: _____	
Name of Province: _____	
Month of <u>October</u>	Year, <u>2006</u>
Information of the establishment	
(1)* Identification of Accommodation Establishment <small>(Any ID code or name or number which is designated by the Municipality, City)</small>	S-1234
(2) Type of Accommodation	U
(3) Classification	na
(4) Total Number of Rooms	12
(5) Total number of guest Checked-in	76
(6) Total Guest-Nights during the month	157
(7) Total number of Rooms Occupied during the month	91
(8)** Room Occupancy Rate	24.5%

These three (3) information/ data should be the same as the Supply data recorded by the municipality

These three (3) data / figures should be reported to the municipality every month by any means of communication method (Telephone, Fax, e-mail, etc.)  
Type of AE and Total number of rooms must likewise be indicated.

Data Acquired in this month

Numbers in ( ) indicate the same item numbers on the Monthly Recording Format of Accommodation Establishment

Note: (1)\* It is not necessary to disclose the name of the AE in the report if the AE does not want to disclose its name. A code or ID representing the Accommodation Establishment can be used, if the AE does not want to disclose the name of AE.

(8)\*\* The Occupancy Rate is an important indicator for the AE management. It is not necessary for the AE to be calculate or report the figure

Room Occupancy Rate is calculated using the following equation:

$$\text{Occ. Rate} = \frac{\text{Total number of Rooms Occupied ( item no.(7) of above report form)}}{\text{Room Available during the month (= No.of rooms x days of the month)}}$$

$$= 91 / (12 \text{ rooms} \times 31 \text{ days}) = 91 / 372 = 0.245 \quad \underline{24.5\%}$$

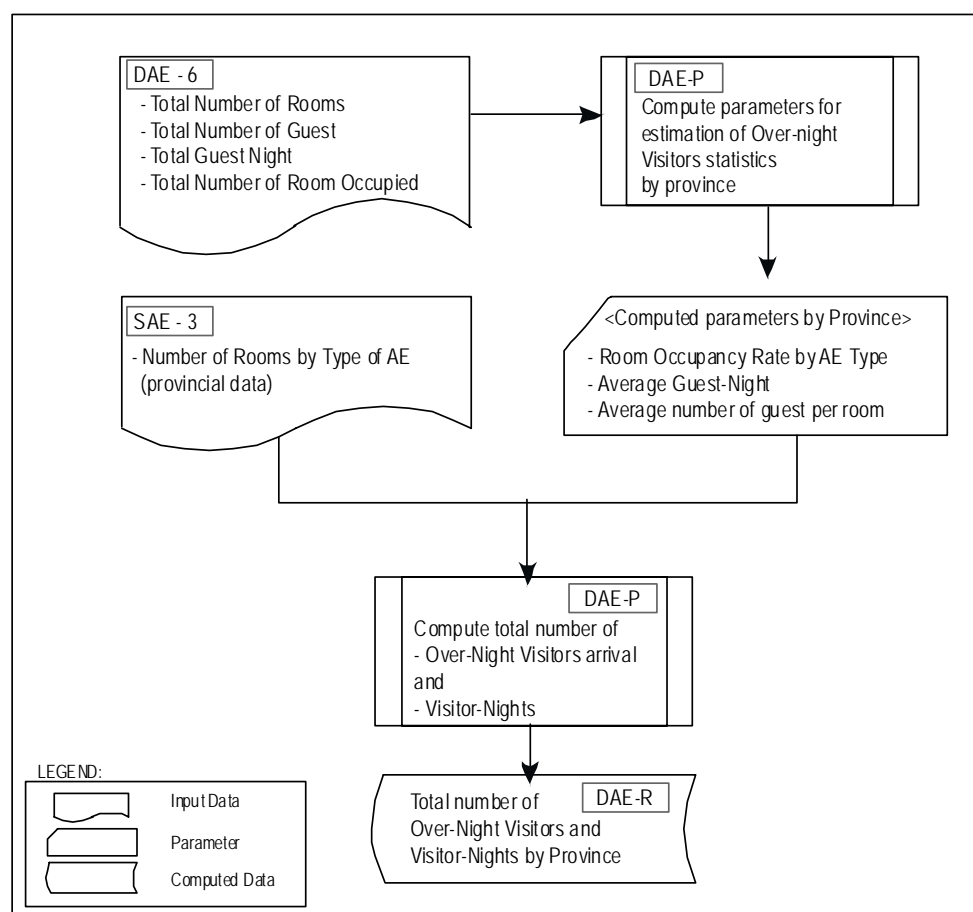
All forms are attached in PART-3 of this manual.

### (3) Estimation of Total Number of Overnight Visitors and Guest-Nights by Regional Office of the Department Of Tourism (DOT)

The following figure shows the flow of estimation method.

There is a possibility that Input data provided by cities/municipalities and compiled by province will not be able to cover all accommodation establishments. It can be categorized as a sample data. Based on the data reported by LGUs, the DOT Regional Office will estimate the total number of overnight visitors and total Guest-Nights. Accommodation supply data is used as the population data for estimation of these figures. Input data reported by using “Form “DAE-6” and “SAE-3” are used for this estimation. These outputs are computed monthly and compiled as annual data at the end of the year.

**Fig. 3-4 Estimation of Total Number of Overnight Visitors and Guest-Nights**



*Note: when there is already a comprehensive data/ information available through the Questionnaire survey described in the following chapter, only total number of Guest-Night will be estimated as input for estimation of tourist arrivals. (See Part-2 of this Manual)*

The following form shows an example of estimation method for a province.

&lt;DOT Regional Tourism Office Estimation Form&gt;

&lt;EXAMPLE&gt;

Form: DAE-P

**Monthly Estimation Form at for Accommodation Establishment by Province**

Month of June year, 2006

Name of Province:

**1 Recorded Total Number of Tourists in AE (Monthly Report by Province from Form:DAE-6)**

Type of Accommodation (2) &(3)	Total Number of rooms (4)	Total No. of Guest (5)	Total Guest Nights (6)	Total No. of Room Occupied (7)	Average Occupancy Rate (8)	No. of AE Reported vs. Existing (data-base)
1 Hotel	40	840	1,680	840		(1/2)
2 Resort	30	360	1,080	540		(1/2)
3 Apartel	10	200	300	150		(1/2)
4 Pension House	10	120	240	120		(1/3)
5 Tourist Inn	16	96	288	144		(1/2)
6 Home Stay (B & B)	4	12	48	24		(1/3)
7 Unclassified	30	450	900	450		(2/10)
<b>T Overall Total</b>	<b>140</b>	<b>2,078</b>	<b>4,536</b>	<b>2,268</b>		<b>(8/24)</b>

**2 Three (3) parameters are computed by using the data from <Form: DAE-6> and formula shown in the following Box.**

$$\text{Average Occupancy Rate(8)} = \frac{\text{Total Number of Room Occupied (7)}}{\text{Total Number of rooms (4) X Number of days in the month (Total Number of Available Rooms)}}$$

$$\text{Average Guest-Night} = \frac{\text{Total Guest-Nights (6)}}{\text{Total Number of Guest (5) : (checked in guest)}}$$

$$\text{Ave. Number of Guests/ Room} = \frac{\text{Total Guest-Nights (6)}}{\text{Total Number of Room Occupied (7)}}$$

**3 Enter the result of Computed Parameters by using the formulas shown above to the designated cells of the following table.**

Data From SAE-3 (Provincial - Data Base)		< Computed by Data form DAE-6 >			<Estimated Number of Visitor & Room Occ.>		
Type and Classification of Accommodation Establishment	(2) Number of Room (SAE-3) -population- (Data-Base)	Average Occupancy Rate (8)	Average Length of Guest-Night	Average Number of Guest/ room	(A) Total Number of Guest- Nights	(B) Total Number of Over-Night Visitors	(C) Total No. of Room Occupied
1 Total of Hotel	100	0.7	2.0	2.0	4,200	2,100	2,100
2 Total of Resort	50	0.6	3.0	2.0	1,800	600	900
3 Apartel	20	0.5	1.5	2.0	600	400	300
4 Pension House	30	0.4	2.0	2.0	720	360	360
5 Tourist Inn	40	0.3	3.0	2.0	720	240	360
6 Home Stay (B & B)	10	0.2	4.0	2.0	120	30	60
7 Unclassified	150	0.5	2.0	2.0	4,500	2,250	2,250
<b>T Overall Total</b>	<b>400</b>	<b>53%</b>	<b>2.1</b>	<b>2.0</b>	<b>12,660</b>	<b>5,980</b>	<b>6,330</b>

**4 Estimate the number of visitors by using the following formula and enter to the designated sells:**

$$(A) \text{ Total No. of Guest-Nights} = \text{Total number of rooms available} \times \text{Average Occupancy Rate} \times \text{Ave. No. of Guest / rooms}$$

$$(B) \text{ No. of Over-Night Visitors} = \frac{\text{Total Number of Guest-Nights (A)}}{\text{Average Length of Guest-Night}}$$

$$(C) \text{ Total No. of Room Occupied} = \text{Number of Rooms (SAE-3 data)} \times \text{Average Occupancy Rate(8)}$$

Where as: Total Number of rooms available = Number of Room (based on the Form SAE-3) x days of the month



## **PART - 2**

**QUESTIONNAIRE / INTERVIEW SURVEY FOR DETERMINATION  
OF PARAMETERS AND ESTIMATION METHODOLOGY**

## **PART – 2 QUESTIONNAIRE / INTERVIEW SURVEY FOR DETERMINATION OF PARAMETERS AND ESTIMATION METHODOLOGY**

This survey is designed to get the necessary information to set parameters for estimating the number of visitor arrivals and expenditure. The survey should be conducted in coordination and cooperation of both the provincial government and DOT regional office. One is the Questionnaire/ Interview Survey at the tourism attractions/ destinations; another is the Questionnaire/ Interview Survey in Accommodation Establishments.

### **1. Questionnaire/ Interview Survey at tourism attraction/ destination (Conduct survey inside the site)**

#### **1) Selection of tourism attraction/ destination for survey**

Select one tourist destination from each type of tourism destination in the province. Categories are shown in table 3-1 “Type and category of tourist attractions/ destinations”. Based on the table, eight (8) attractions/ destinations should be selected for the survey, and the surveyed destinations will be reviewed and reselected every five (5) years.

- However, if some type of attraction/ destination(s) is not present in the province, select another attraction/ destination(s) from the other categories. It should be a popular or a significant attraction/ destination(s) in the province.
- The locations of the tourism attraction/ destination should not be concentrated in only one or few municipality or area. Coordination and adjustment with surrounding municipalities and province should be undertaken.
- If the selected attraction/ destination is only operational for a specific season, select additional attraction/ destination in the same type of tourism attraction/ destination, which has a different peak season.
- If during the survey, the selected attraction/ destination is already closed or a new popular attraction/destination is operating, change the coverage of the attractions/destinations appropriately.

If it is possible or affordable, select multiple attractions/ destinations from each type to ensure the reliability of survey results.

#### **2) Survey schedule**

The survey should be conducted on weekdays and weekends of March, June, September and December for a total of 8 days. It is recommended to conduct survey every three (3) to five (5) years.

### 3) Visitors to be surveyed

Try to select for even distribution of age, sex, group tour and individuals.

### 4) Questionnaire/ Interview Survey method

Select one method, which fits with the survey conditions.

- Interview survey
- Self administered survey where the enumerator distribute questionnaire to the visitors and collect on the site immediately
- Enumerator distribute questionnaire to the visitors and ask visitor to send it back by postal mail
- The questionnaire will be handed to the visitor with ticket (when entrance ticket is required). The accomplished questionnaire will be collected/retrieved when they leave the attraction/ destination.

### 5) Target number of samples collected

The number of filled out questionnaire should be more than one hundred (100) samples per location for a given time. There will be more than 3,000 samples per province.

$$100 \text{ samples/ location} \times 8 \text{ locations} \times 4 \text{ times} = 3,200$$

### 6) Contents of the questionnaire

Questions should be selected/ provided to find out the following four (4) items.

- Place of the residence of the visitor
- Number of night(s) the visitor stayed in the province (one day traveler is 0 night)
- Number of tourism attractions/ destinations visited in the province
- Total expenditure in the province (See attached questionnaire)

## **2. Questionnaire/ Interview Survey at the Accommodation Establishment**

### 1) Selection of accommodation establishment for survey

Select one Accommodation Establishment (AE) from each type of the AE in the province. Types are shown in Table 3-2 "Types and categories of Accommodation Establishment". A total of seven (7) AEs should be selected for the survey and the surveyed AEs will be reviewed and reselected every three (3) to five (5) years.

- However, if some type of AE(s) is not present in the province, select another AE(s) from the other categories. This AE should have a significant number in the province.

- The locations of the AE should not be concentrated in a specific city/municipality or area. Coordination and adjustment with surrounding cities/municipalities and province should be undertaken.
- If during the survey, the selected AE is closed or new influential AE starts operation, change the surveyed AEs appropriately.

If it is possible or affordable, select multiple AEs from each type to ensure the reliability of survey results.

## 2) Survey schedule

The survey should be conducted during the months of February, May, August and November for a total of 4 months. It is recommended to conduct survey every five (5) years.

## 3) Visitors to be surveyed

Try to select for an even distribution of age, sex, group tour and individuals.

## 4) Questionnaire/ Interview Survey method

- Questionnaire will be handed to the guest(s) when they check in and will be collected/retrieved when they check out from the surveyed AE.

## 5) Target number of samples collected

The number of filled out questionnaire should be more than one hundred fifty (150) samples per AE per month. Therefore, there will be more than 3,000 samples per province.

$$150 \text{ samples/ AE} \times 6 \text{ AEs} \times 4 \text{ times (months)} = 3,600$$

## 6) Contents of the questionnaire

The same questionnaire titled "**Questionnaire/ Interview Survey Form**" for tourism attraction/ destination should be used. (See attached questionnaire)

Based on the two surveys mentioned above, information/ data should be analyzed and set for the following six (6) parameters.

- (a) The ratio of tourist arrival of resident and non-resident visitors of the province
- (b) Average number of tourism attraction/ destination visited by resident and non-resident visitors province
- (c) The ratio of overnight resident visitors and non-resident visitors of the province
- (d) The average Guest-Night(s) of over-night resident visitors and non-resident visitors of the province

- (e) The average expenditure of over-night resident visitors and non-resident visitors of the province
- (f) The average expenditure of same-day resident visitors and non-resident visitors of the province

**Fig. 2-1 Example of Questionnaire/ Interview Survey Forms**

## Visitor Activity Survey

Q 1 Where is your residence?

1 In this Province  
2 Outside of this Province (name of province: )  
3 Foreign Country (name of the country: )

Q 2 Are you going to stay overnight or one day trip in this province?

1 One-day visitor  
2 Over-night visitor (How many night(s): )

Q 3 What attractions and destinations did you visit or going to visit during your stay in this province ?

Please check the attractions/ destinations listed in the following page

Q 4 Are there any person(s) traveling with you?

1 Alone 2 Family 3 Friend(s)  
4 Business Colleague 5 Others ( )

Q 5 How many persons are traveling with you including your self ?

( persons)

Q 6 How much did you spend or will spend for the whole trip ?  
(including all expenditure of accommodation, transport, meals, drinking, shopping, etc.)

Approximate total ( Peso )

Q 7 Are you traveling by package tour?

1 Yes 2 No

Q 7 - 1 To the respondent who answer "Yes" in Q 7 .

How much did you spend or will spend in this province excluding the cost of package tour?

Approximate total ( Peso )

Q 7 - 2 To the respondent who answer "No" in Q 7 .

How much did you spend or will spend in this province including every thing per person?

Approximate total ( Peso per person)

As a last question, could you identify your age and sex.

Age ( ) Sex ( M / F )

Thank you very much for your kind cooperation and time.

- Date of record ( day month year )  
- Tourist Destination/ Accommodation Establishment( )  
- Name of Province ( )

### 3. Estimation Methodology

In accordance with the data acquired using the three surveys which are (1) Survey on number of visitors to tourism attractions and visitor facilities, (2) Over-night visitor survey and (3) Questionnaire/ interview survey for determination of parameter, described in the previous pages, the statistical data shown in the following list are compiled and estimated. The processes are illustrated in the following pages corresponding to the figure numbers indicated in the list below.

- **The following figures are estimated by the DOT Regional offices.**

- |   |
|---|
| (1) Total number of visitors in tourism attractions/ destinations (Unit: Visitor Point)<br>(2) Total number of Guest-Nights (Unit: Guest-Night) |
|---|

- **The following figures are estimated by the DOT Regional offices by using the Parameter set by the Questionnaire and interview survey and the method of estimation is shown in Figure 3-1, 3-2, 3-3 and 3-4.**

- |  |
|--|
| (3) Number of visitors in tourism attractions/ destinations by residents of the province (Unit: Visitor Point)<br>(4) Number of visitors in tourism attractions/ destinations by non-residents of the province (Unit: Visitor Point)<br>(5) Number of visitor arrivals by residents of the province (Unit: Visitors)<br>(6) Number of visitor arrivals by non-residents of the province (Unit: Visitors) |
|--|

See Fig. 3-1 for estimation of (3)~(6)

- |  |
|--|
| (7) Total number of Guest-Nights by residents of the province (Unit: Guest-Night)<br>(8) Total number of Guest-Nights by non-residents of the province (Unit: Guest-Night)<br>(9) Number of over-night visitors by residents of the province (Unit: visitors)<br>(10) Number of over-night visitors by non-residents of the province (Unit: visitors)<br>(11) Total number of visitor days of over-night visitor by residents of the province (Unit: visitor day)<br>(12) Total number of visitor days of over-night visitor by non-residents of the province (Unit: visitors day) |
|--|

See Fig. 3-2 for estimation of (7)~(12)

- (13) Total number of same-day resident visitors of the province (Unit: visitors = visitor day)
- (14) Total number of same-day non-resident visitors of the province (Unit: visitors = visitor day)
- (15) Total number of visitor day by residents of the province (Unit: visitors day)
- (16) Total number of visitor day by non-residents of the province (Unit: visitors day)

See Fig. 3-3 for estimation of (13)~(16)

- (17) Total expenditure of over-night resident visitors of the province (Unit: Philippine Peso)
- (18) Total expenditure of over-night non-resident visitors of the province (Unit: Philippine Peso)
- (19) Total expenditure of same-day resident visitors of the province (Unit: Philippine Peso)
- (20) Total expenditure of same-day non-resident visitors of the province (Unit: Japanese Yen)

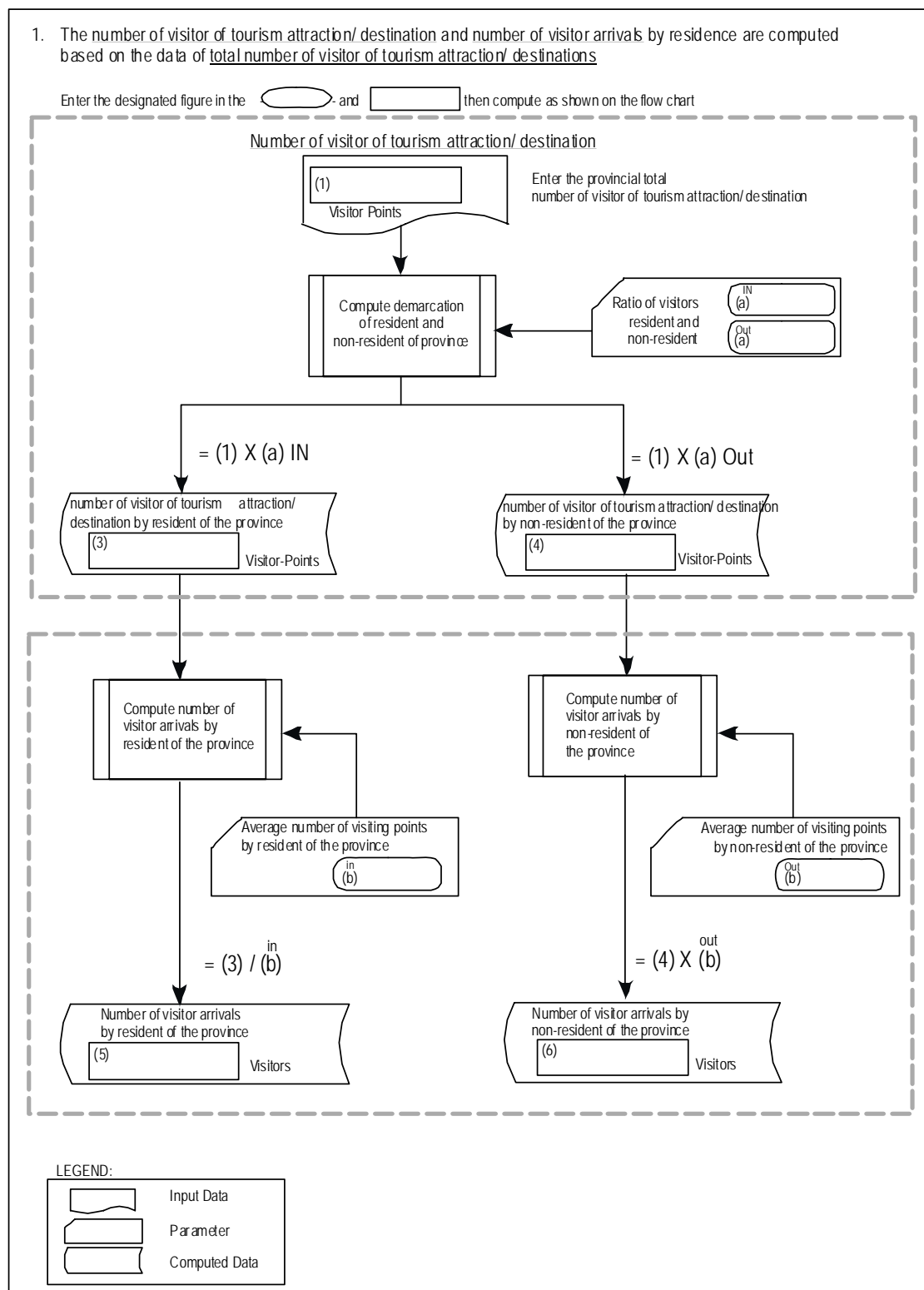
See Fig. 3-4 for estimation of (17)~(20)

Following parameters in Figure 3-1, 3-2, 3-3 and 3-4 are set by the Questionnaire and interview survey:

- (a) Ratio of Visitors from outside of the Province
- (b) Average number of visiting points by visitors of residence of the Province (in=I) and non-resident visitors of the province (out=O) (herein after referred to as I/O of Province)
- (c) Ratio of overnight visitors by (I/O) of Province
- (d) Average Guest-Nights of overnight visitors by (I/O) of Province
- (e) Average expenditure of over-night visitors by (I/O) of Province
- (g) Average expenditure of same-day visitors by (I/O) of Province

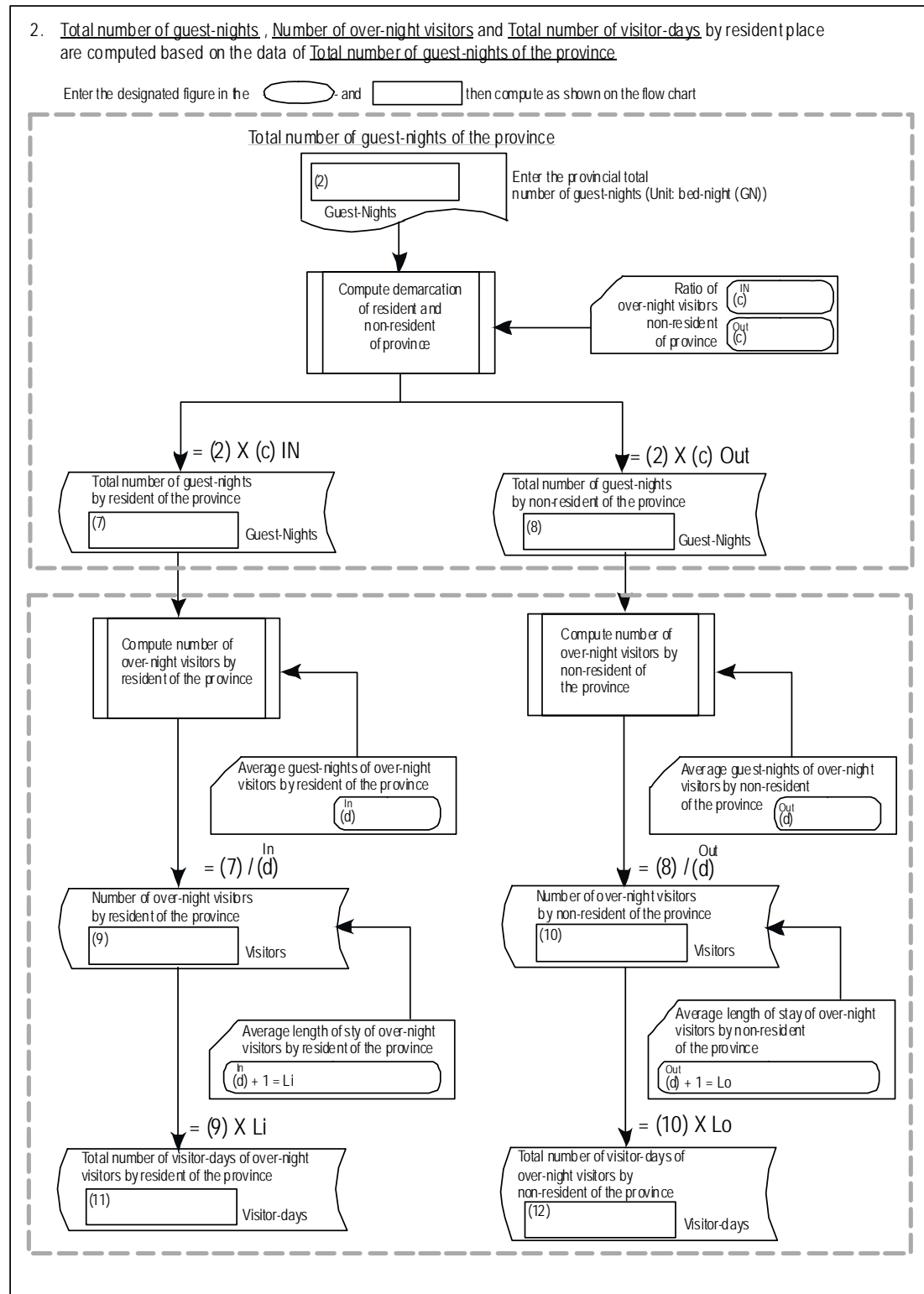
Finally the figures collected by municipality/ city survey and figures estimated by province are compiled in the same format shown in Table 3-1, 3-2, 3-3, 3-4, 3-5 and 3-6.

**Figure 3-1 Tourist Arrival Estimation Process - 1**

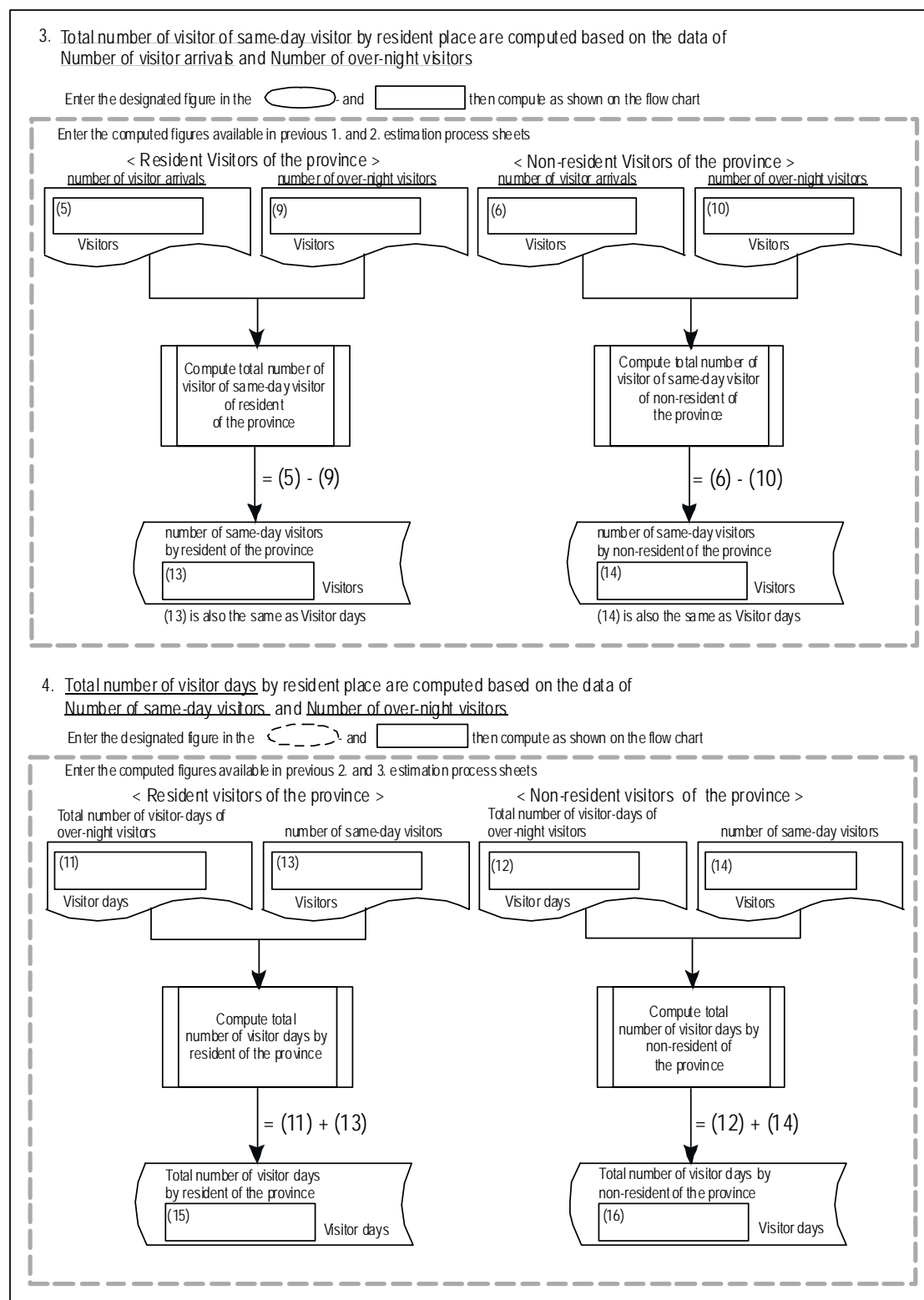


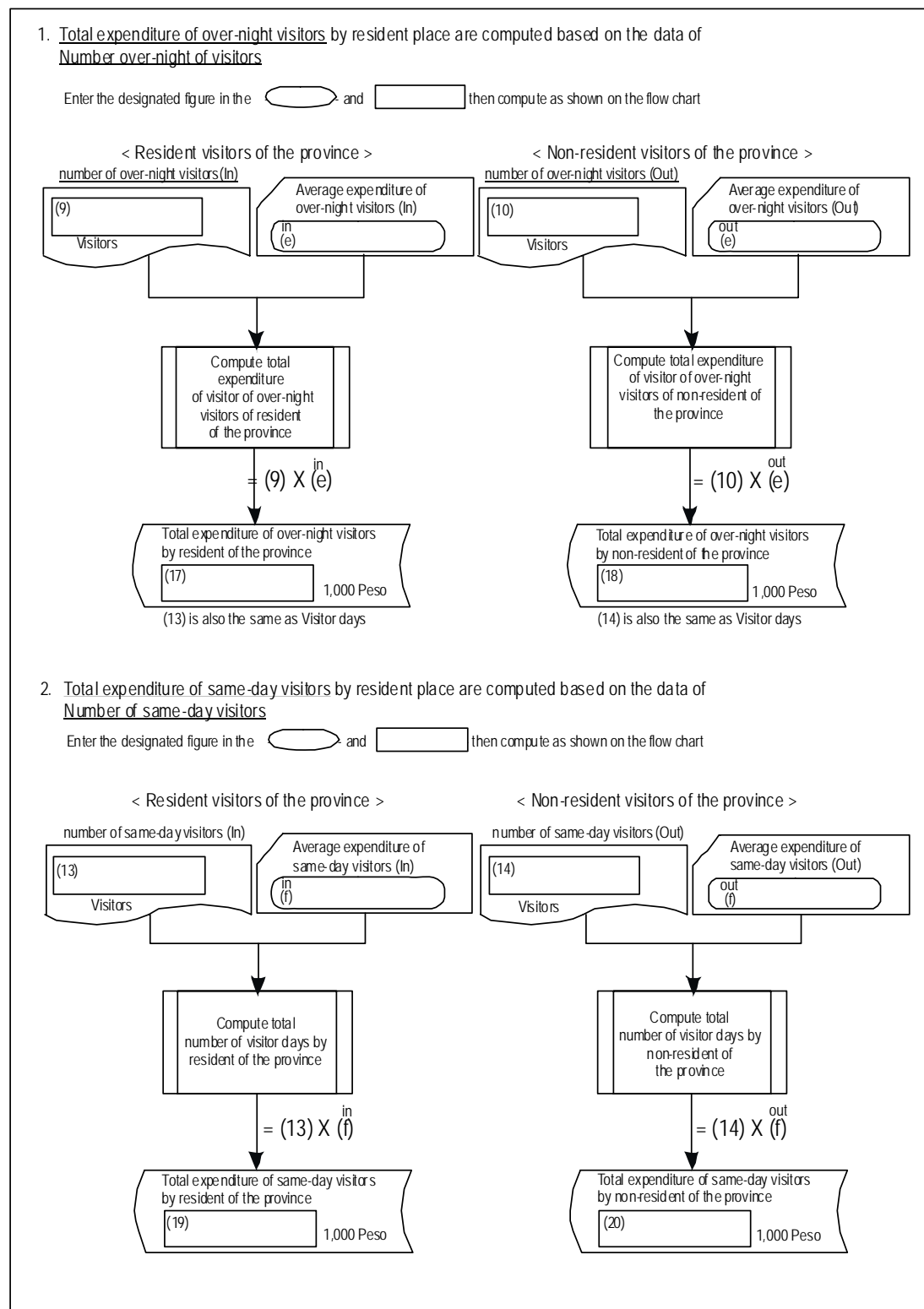


**Figure 3-2 Tourist Arrival Estimation Process – 2**



**Figure 3-3 Tourist Arrival Estimation Process - 3**



**Figure 3-4 Tourist Expenditure Estimation Process**

<Table 3-1>

Table Total Number of Visitor of Tourism Attractions by Municipality by Month (Unit: Visitor-point)															
Name of Municipality	Name of Tourism Attractions	Type of Attractions	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
"A" municipality/ City	a														
	b														
	c														
	d														
	Sub-total														
"B" Municipality/ City	a														
	b														
	c														
	:														
	Sub-total														
"C" Municipality/ City	a														
	b														
	c														
	:														
	Sub-total														
"D" Municipality/ City	a														
	b														
	c														
	:														
	Sub-total														
:															
:															
Provincial TOTAL															(1)

<Table 3-2>

* Lower row indicate the number of foreign visitors in the total number of visitors indicated in the upper row (Unit: Guest-night)														
Name of Municipality		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
"A"														
"B"														
"C" **	c1 spa													
	c2 spa													
	other													
	Sub Total													
"D"														
"E"														
.														
.														
.														
.														
.														
.														
.														
.														
Provincial Total														(2) (2)

\*\* In case more than two spas (major destinations) in the same municipality, indicate the data separately

**Table 3-3 Total Number of Visitor of Tourism Point/ Destinations and Total Number of Guest-Nights by Residence (Visitor points & Guest-Nights)**

(Unit: Visitor-point)

Descriptions	Total Number of Visitor of Tourism Point/ Destinations (visitor-points)	Total Number of Guest-Nights (Guest-Nights)
Resident of the province	(3)	(7)
Non-Resident of the province	(4)	(8)
Total	(1)	(2)

**Table 3-4 Total Number of Visitor arrivals of same-day and over-night visitors by Residence Place (Visitors)**

(Unit: Visitor)

Description	Over-night Visitor	Same-day Visitor	Total
Resident of the province	(9)	(13)	(5)
Non-Resident of the province	(10)	(14)	(6)
Total	(9) + (10)	(13) + (14)	(5) + (6)

**Table 3-5 Total Number of Visitor-days of same-day and over-night visitors by Residence Place (Visitor-days)**

(Unit: Visitor-day)

Description	Over-night Visitor	Same-day Visitor	Total
Resident of the province (A)	(11)	(13)	(15)
Non-Resident of the province (B)	(12)	(14)	(16)
Total (a) + (B)	(11) + (12)	(13) + (14)	(15) + (16)

**Table 3-6 Total Tourist Expenditure of Visitor of same-day and over-night visitors by Residence Place (1,000 Peso)**

(Unit: 1,000 Peso)

Description	Over-night Visitor	Same-day Visitor	Total
Resident of the province	(17)	(19)	(17) + (19)
Non-Resident of the province	(18)	(20)	(18) + (20)
Total	(17) + (18)	(19) + (20)	(17) + (18) + (19) + (20)

## **PART – 3**

### **FORMS FOR STATISTICAL DATA RECORDING AND REPORTING**

### PART – 3 FORMS FOR STATISTICAL DATA RECORDING AND REPORTING

There are two types of forms compiled in this Appendix. One is the “Recording” forms which are provided for convenience of those who will collect and record data such as the designated organizations and establishments. Another is the “Reporting” forms which are provided to maintain consistent and uniform data reporting by various organizations and establishments. Therefore, the “Recording” forms are reference forms for those who will collect and record the data and these forms can be modified as long as the data required in the “Reporting” forms are generated.

The “Reporting” forms must be used for reporting of data and information due to the nature of the statistics data collection and processing mentioned above.

The following forms are compiled herewith.

Form ID	Description	Type	User
SAE-1	Accommodation Establishment Inventory Data Sheet for Municipality	Recording (Supply data)	Municipality
SAE-2	Report on Number of Rooms in Accommodation Establishment by Type	Reporting (Supply data)	Municipality
SAE-3	Report on Number of Rooms in Accommodation Establishment by Type	Reporting (Supply data)	Provincial Gov.
DAE-1	Monthly Recording Format for Accommodation Establishment	Recording (Demand data)	Accommodation Establishment
DAE-2	Monthly Reporting Format for Accommodation Establishment	Reporting (Demand data)	Accommodation Establishment
DAE-3	Monthly Recording Format for Accommodation Establishment by Municipality	Recording (Demand data)	Municipality
DAE-4	Monthly Reporting Format for Accommodation Establishment by Municipality	Reporting (Demand data)	Municipality
DAE-5	Monthly Recording Format for Accommodation Establishment by Province	Recording (Demand data)	Provincial Gov.
DAE-6	Monthly Reporting Format for Accommodation Establishment by Province	Reporting (Demand data)	Provincial Gov.
DAE-P	Monthly Estimation Format for Accommodation Establishment by Province	Recording (Demand data)	Regional Office of DOT/Provincial Gov.
DAE-R	Monthly Reporting Format for Accommodation Establishment by Province	Reporting (Demand data)	Regional Office of DOT/ Provincial Gov.

## Form: SAE-1

Year of : \_\_\_\_\_  
Name of Municipality: \_\_\_\_\_  
Name of Province: \_\_\_\_\_

No.	Name of Establishment	Accommodation Facility			Employment*
		Type	Classification	No. of Rooms	Number of employees
1					
2					
3					
4					
5					
6					
7					
45					
46					
47					
48					
49					

The following Coding System will be applied to identify the type and classification of the accommodation establishment

Accommodation Establishment	Type	Classification
Hotel		
Deluxe	H	1
1st Class	H	2
Standard	H	3
Economy	H	4
Resort		
SIR	R	0
AAA	R	1
AA	R	2
A	R	3
Apartel	A	na
Pension House	P	na
Home Stay (Bed & Breakfast)	S	na
Tourist Inn	T	na
Unclassified	U	na

- (1) Type and Classification of accommodation Establishment is based on the Department of Tourism accreditation (DOT) accreditation if the AE is DOT-accredited.
- (2) If the AE is not DOT-accredited, the AE will fall under "unclassified". For standards in determining type and classification of accommodation establishment, consult with the DOT Regional Office.



**Report on Number of Rooms in Accommodation Establishment by Type**

Year of : \_\_\_\_\_

Name of Municipality: \_\_\_\_\_

Name of Province: \_\_\_\_\_

No.	Type and Classification of Accommodation Establishment	(1) Number of Establishment	(2) Number of Rooms	(3) Number of employee	Note
1	<b>Hotel</b>				
	Deluxe				
	1st Class				
	Standard				
	Economy				
	<b>Total of Hotel*</b>				
2	<b>Resort</b>				
	SIR				
	AAA				
	AA				
	A				
	<b>Total of Resort*</b>				
3	<b>Apartel*</b>				
4	<b>Pension House*</b>				
5	<b>Tourist Inn*</b>				
6	<b>Home Stay (B &amp; B)</b>				
7	<b>Unclassified*</b>				
T	<b>Overall Total*</b>				

\* Note: Based on the Inventory Data Sheet,

## &lt;Instructions of data entry to this form&gt;

- (1) Item No. of 1, 2, 3, 4, 5, 6, and "T" will be filled out by Municipality government and submitted to Provincial Government once a year.
- (2) This form will be filled out based on the Application for business permit or renewal submitted by the Accommodation Establishment. Data-base to be established for filling out this form is shown as "Form SAE-1"
- (3) This form will be filled out in February of each year and submitted to the provincial Tourism Office before 20th of February of Each Year.
- (4) Type and Classification of accommodation Establishment shall be in accordance with the status of DOT accreditation if the AE is DOT-accredited.
- (5) If the AE is not DOT-accredited, Type and classification will be determined based on the DOT standard or upon consultation with respective regional offices of the DOT. Generally, an AE that is not DOT-accredited fall under
- (6) Municipality Office will report the total number of each item by type of Accommodation Establishment as indicated in this Form. Detailed classification such as Deluxe, 1st Class, Economy, etc. will be recorded and compiled in the
- (7) This information and data will be used for Tourism Statistics compilation for policy formulation and development Planning purpose. This information will not be used for other purposes.

**Report on Number of Rooms in Accommodation Establishment by Type**

Year of : \_\_\_\_\_

Name of Province: \_\_\_\_\_

Designated Tourism Region: \_\_\_\_\_

No.	Type and Classification of Accommodation Establishment	(1) Number of Establishment	(2) Number of Rooms	(3) Number of employee	Note
1	<b>Hotel</b>				
	Deluxe				
	1st Class				
	Standard				
	Economy				
	<b>Total of Hotel*</b>				
2	<b>Resort</b>				
	SIR				
	AAA				
	AA				
	A				
	<b>Total of Resort*</b>				
3	<b>Apartel*</b>				
4	<b>Pension House*</b>				
5	<b>Tourist Inn*</b>				
6	<b>Home Stay (B &amp; B)</b>				
7	<b>Unclassified*</b>				
T	<b>Overall Total*</b>				

\* Note: Based on the Inventory Report Sheet submitted by the cities/municipalities

## &lt;Instructions of data entry to this form&gt;

- (1) Sum up all data from cities/municipalities and enter to the designated cells of item No. (1), (2), & (3) above.
- (2) This form will be filled out in February of each year and submitted to the provincial Tourism Office before 20th of February of Each Year.
- (3) Type and Classification of accommodation Establishment shall be in accordance with the status of DOT accreditation if the AE is DOT-accredited.
- (4) If the AE is not DOT-accredited, Type and classification will be determined based on the DOT standard or upon consultation with respective regional offices of the DOT. Generally, an AE that is not DOT-accredited fall under
- (5) This information and data will be used for Tourism Statistics compilation for policy formulation and development Planning purpose. This information will not be used for other purposes.

# Monthly Recording Format for Accommodation Establishment

Form: DAE-1

(This form is provided for small & medium Accommodation Establishments that do not have an established/computerized guests and room occupancy recording system.)

Month of

Year

(4) Total Number of Rooms :

Date		Room Identification (adjust number of columns=number of rooms)												(5) Number of Guests Check IN (unit: visitors)	(6) Number of Guests staying over- night (Visitor Nights)	(7) Number of Rooms Occupied by Guests (unit: rooms)
Day	Day of the week Sun-Sat	Room No. 1	Room No. 2	Room No. 3	Room No. 4	Room No. 5	Room No. 6	Room No. 7	Room No. 8	Room No. 9	Room No. 10	Room No. 11	Room No. 12			
1																
2																
3																
4																
5																
6																
7																
8																
9																
10																
11																
12																
13																
14																
15																
16																
17																
18																
19																
20																
21																
22																
23																
24																
25																
26																
27																
28																
29																
30																
31																
TOTAL OF THIS MONTH														-		

Average Guest-Night = Total Number of Guests staying over-night / Total Number of Guests Check IN

Average Room Occupancy Rate = Total No. of Rooms Occupied by the Guests during the month / Total No. of Rooms Available during the month

Average Number of Guest per room = Total Number of Guests staying over-night (Visitor Nights) / Total Number of Rooms Occupied by the Guests

### Monthly Reporting Format for Accommodation Establishment

Name of Municipality: _____		
Name of Province: _____		
Month of _____	Year, _____	
Information of the establishment		
(1)* Identification of Accommodation Establishment		<input type="text"/>
(Any ID code or name or number which designated in the Municipality)		
(2) Type of Accommodation		<input type="text"/>
(3) Classification		<input type="text"/>
(4) Total Number of Rooms		<input type="text"/>
(5) Total number of guest Checked-in during the month		<input type="text"/>
(6) Total Guest-Nights during the month		<input type="text"/>
(7) Total number of Rooms Occupied during the month		<input type="text"/>
(8)** Room Occupancy Rate		<input type="text"/>

Data Acquired in this month

These three (3) information/ data should be the same as the Supply data recorded by the municipality

These three (3) data / figures should be reported to the municipality every month by any means of communication method (Telephone, Fax, e-mail, etc.)

Information on the Type of AE and Total number of rooms must likewise be

Numbers in ( ) indicate the same item numbers on the Monthly Recording Format of Accommodation Establishment

Note: (1)\* It is not necessary to disclose the name of the AE in the report if the AE does not want to disclose its name. A code or ID representing the Accommodation Establishment can be used if the AE does not want to disclose the name of AE.

(8)\*\* The Occupancy Rate is an important indicator for the AE management. It is not necessary for the AE to calculate or report the figure

Reference: Room Occupancy Rate is calculated using the following equation:

$$\text{Occ. Rate} = \frac{\text{Total number of Rooms Occupied ( item no.(7) of above report form)}}{\text{Room Available during the month (Total room-nights available in a month)}}$$

## Monthly Recording Format for Accommodation Establishment by Municipality

Month of \_\_\_\_\_ year, \_\_\_\_\_

- 1 Name of Municipality: \_\_\_\_\_  
 Name of Province: \_\_\_\_\_

## 2 Total Number of Guests and Guest-nights in Accommodation Establishment

Type of Accommodation (2)	Total Number of rooms (4)	Total No. of Guest (5)	Total Guest Nights (6)	Total No. of Rooms Occupied (7)	Average Occupancy Rate (8)
------------------------------	---------------------------------	------------------------------	------------------------------	---------------------------------------	-------------------------------------

Numbers in ( ) indicate the same item numbers on the Monthly Recording Format of Accommodation Establishment

## Hotel

Hotels which submitte d the Report	Hotel - 1				
	Hotel - 2				
	Hotel - 3				
	Hotel - X				
Total of Hotel					

## Resort

Resorts which submitte d the Report	Resort -1				
	Resort -2				
	Resort -3				
	Resort - X				
Total of Resort					

## Apartel

Apartels which submitte d the Report	Apartel - 1				
	Apartel - 2				
	Apartel - 3				
	Apartel - X				
Total of Apartel					

## Pension House

Pension Houses which submitte d the Report	Pension H - 1				
	Pension H - 2				
	Pension H - 3				
	Pension H - X				
Total of Pension House					

## Tourist Inn

Tourist Inn which submitte d the Report	Tourist Inn - 1				
	Tourist Inn - 2				
	Tourist Inn - 3				
	Tourist Inn - X				
Total of Tourist Inn					

## Monthly Recording Format for Accommodation Establishment by Municipality

## Home Stay (B &amp; B)

Home Stay which submitted the Report	Home Stay - 1					
	Home Stay - 2					
	Home Stay - 3					
	Home Stay - X					
Total of Home Stay						

## Unclassified

Unclassified which submitted the Report	Unclassified - 1					
	Unclassified - 2					
	Unclassified - 3					
	Unclassified - X					
Total of Unclassified						

Overall Total						
---------------	--	--	--	--	--	--

Information/Data reported by the accommodation establishments should be compiled and entered in the above table.

Important things to follow in filling out this form.

- Acquire the AE demand data/ information from at least one (1) AE of each Type which exist in the city/municipality.
- Whenever possible, acquire the AE demand data/ information from two (2) or more from each Type to maintain higher level of accuracy and reliability.
- For hotel and resort, the classification of AE is not necessary. Information on the Type of AE is sufficient
- Total number of rooms (4) should be total number of rooms of the accommodation establishments (AEs) that submitted report during the month.
- Total number of guests (5) is sum of the total number of guest that checked in during the month as reported by the AEs.
- Total number of guest nights(6) is sum of the number of guests that stayed overnight reported by the AEs during the month
- Total number of rooms occupied (7) is sum of the number of rooms occupied reported by the AEs during the month
- Average Occupancy Rate should be calculated using the following formula:  

$$\text{Ave. Occ. Rate (8)} = \frac{\text{Total number of rooms occupied (7)}}{\text{number of days in the month} \times \text{total number of rooms (4)}}$$
- Average Occupancy Rate by type of AE as well as the Overall Total should be calculated.

## Monthly Reporting Format for Accommodation Establishment by Municipality

Month of \_\_\_\_\_ year, \_\_\_\_\_

1 Name of Municipality: \_\_\_\_\_

Name of Province: \_\_\_\_\_

## 2 Total Number of Tourists in Accommodation Establishment

Type of Accommodation (2) &(3)	Total Number of rooms (4)	Total No. of Guest (5)	Total Guest Nights (6)	Total No. of Room Occupied (7)	Average Occupancy Rate (8)
1 Hotel					
2 Resort					
3 Apartel					
4 Pension House					
5 Tourist Inn					
6 Home Stay (B & B)					
7 Unclassified					
T Overall Total					

## Comments and Description on the tourism Activities of this Municipality in this month

Note: (1) Enter the data generated in Form DAE-3 (total of each type of AE)

(2) Any events that affected/influenced visitor arrivals to the city/municipality should be explained in the box.

(3) Average Occupancy Rate should be calculated using the following formula:

Ave. Occ. Rate (8) = Total No. of rooms occupied(7) / (number of days in the month x total No. of rooms(4))

Average Occupancy Rate by type of AE as well as the Overall Total should be calculated.

## Monthly Recording Format for Accommodation Establishment by Province

Month of \_\_\_\_\_ year, \_\_\_\_\_

- 1 Name of Municipality: \_\_\_\_\_  
 Name of Province: \_\_\_\_\_

## 2 Total Number of Gusts and Guest-nights in Accommodation Establishment

Type of Accommodation (2)	Total Number of rooms (4)	Total No. of Guest (5)	Total Guest Nights (6)	Total No. of Room Occupied (7)	Average Occupancy Rate (8)
------------------------------	---------------------------------	------------------------------	------------------------------	--------------------------------------	-------------------------------------

Numbers in ( ) indicate the same item numbers on the Monthly Recording Format of Accommodation Establishment

## Hotel

Hotels which submitte d the Report	Municipality - 1				
	Municipality - 2				
	Municipality - 3				
	↓				
	Hotel - X				
Total of Hotel					

## Resort

Resorts which submitte d the Report	Municipality - 1				
	Municipality - 2				
	Municipality - 3				
	↓				
	Resort - X				
Total of Resort					

## Apartel

Apartels which submitte d the Report	Municipality - 1				
	Municipality - 2				
	Municipality - 3				
	↓				
	Apartel - X				
Total of Apartel					

## Pension House

Pension Houses which submitte d the Report	Municipality - 1				
	Municipality - 2				
	Municipality - 3				
	↓				
	Pension H - X				
Total of Pension House					

## Tourist Inn

Tourist Inn which submitte d the Report	Municipality - 1				
	Municipality - 2				
	Municipality - 3				
	↓				
	Tourist Inn - X				
Total of Tourist Inn					



## Monthly Recording Format for Accommodation Establishment by Province (cont'd)

## Home Stay

Home Stay which submitted the Report	Municipality - 1					
	Municipality - 2					
	Municipality - 3					
	↓					
	↓					
	Unclassified - X					
Total of Home Stay						

## Unclassified

Unclassified which submitted the Report	Municipality - 1					
	Municipality - 2					
	Municipality - 3					
	↓					
	↓					
	Unclassified - X					
Total of Unclassified						

Overall Total						
---------------	--	--	--	--	--	--

Information/Data reported by the accommodation establishments should be compiled and entered in the above table. Important things to follow in filling out this form.

- a. Acquire the AE demand data/ information from at least one (1) AE of each Type which exist in the city/municipality.
- b. Whenever possible, acquire the AE demand data/ information from two (2) or more from each Type to maintain higher level of accuracy and reliability.
- c. For hotel and resort, the classification of AE is not necessary. Information on the Type of AE is sufficient.
- d. Total number of rooms (4) should be total number of rooms of the accommodation establishments (AEs) that submitted report during the month.
- e. Total number of guests (5) is sum of the total number of guest that checked in during the month as reported by the AEs
- f. Total number of guest nights(6) is sum of the number of guests that stayed overnight reported by the AEs during the month
- g. Total number of rooms occupied (7) is sum of the number of rooms occupied reported by the AEs during the month
- h. Average Occupancy Rate should be calculated using the following formula:  

$$\text{Ave. Occ. Rate (8)} = \frac{\text{Total number of rooms occupied(7)}}{(\text{number of days in the month} \times \text{total number of rooms(4)})}$$
 Average Occupancy Rate by type of AE as well as the Overall Total should be calculated.

## Monthly Reporting Format for Accommodation Establishment by Province

Month of \_\_\_\_\_ year, \_\_\_\_\_

- 1 Name of Province: \_\_\_\_\_  
 Designated Tourism Region No. \_\_\_\_\_

## 2 Total Number of Tourists in Accommodation Establishment

	Type of Accommodation (2) &(3)	Total Number of rooms (4)	Total No. of Guest (5)	Total Guest Nights (6)	Total No. of Rooms Occupied (7)	Average Occupancy Rate (8)
1	Hotel					
2	Resort					
3	Apartel					
4	Pension House					
5	Tourist Inn					
6	Home Stay (B & B)					
7	Unclassified					
T	Overall Total					

Comments and Description on the tourism Activities of this Province in this month

Note: (1) Sum up all data from cities/municipalities and enter to the designated cells of item No.

(4), (5), (6) & (7) above.

(2) Any events that affected/influenced visitor arrivals to the city/municipality should be explained in the box above

(3) Average Occupancy Rate should be calculated using the following formula:

Ave. Occ. Rate (8) = Total number of rooms occupied(7) / (number of days in the month x total number of rooms(4))

Average Occupancy Rate by type of AE as well as the Overall Total should be calculated.

**Monthly Estimation Format for Accommodation Establishment by Province**  
 Month of \_\_\_\_\_ year, \_\_\_\_\_

Name of Province: \_\_\_\_\_

**1 Recorded Total Number of Tourists in AE (Monthly Report by Province by Form:DAE-6)**

Type of Accommodation (2) &(3)	Total Number of rooms (4)	Total No. of Guest (5)	Total Guest Nights (6)	Total No. of Room Occupied (7)	Average Occupancy Rate (8)
1 Hotel					
2 Resort					
3 Apartel					
4 Pension House					
5 Tourist Inn					
6 Home Stay (B & B)					
7 Unclassified					
<b>T Overall Total</b>					

**2 Three (3) parameters are computed by using the data from <Form: DAE-6> with the formula shown in the following Box.**

Average Occupancy Rate(8) = $\frac{\text{Total Number of Rooms Occupied (7)}}{\text{Total Number of rooms (4) X Number of days in the month (Total Number of Rooms Available)}}$	
Average Guest-Nights = $\frac{\text{Total Guest-Nights (6)}}{\text{Total Number of Guests (5) : checked in guests}}$	
Ave. Number of Guests/ Room = $\frac{\text{Total Guest-Nights (6)}}{\text{Total Number of Rooms Occupied (7)}}$	

**3 Enter the result of Computed Parameters by using the formula shown above to the designated cells in following table.**

Data From SAE-3 (Provincial - Data Base)		< Computed by Data form DAE-6 >			<Estimated Number of Visitor & Room Occ.>		
Type and Classification of Accommodation Establishment	(2) Number of Room (SAE-3) -population- (Data-Base)	Average Occupancy Rate (8)	Average Guest-Nights	Average Number of Guest/ room	(A) Total Number of Guest- Nights	(B) Total Number of Over-Night Visitors	(C) Total No. of Rooms Occupied
1 Total of Hotel							
2 Total of Resort							
3 Apartel							
4 Pension House							
5 Tourist Inn							
6 Home Stay (B & B)							
7 Unclassified							
<b>T Overall Total</b>							

**4 Estimate the number of visitors by using the following formula and enter in the designated cells:**

(A) Total No. of Guest-Nights = Total number of rooms available x Average Occupancy Rate x Average number of Guest per room	
(B) No. of Over-Night Visitors = $\frac{\text{Total Number of Guest-Nights (A)}}{\text{Average Guest-Night}}$	
(C) Total No. of Rooms Occupied = Number of Rooms (SAE-3 data) x Average Occupancy Rate(8)	
Where as: Total Number of rooms available = Number of Room (based on the Form SAE-3) x days of the month	

## Monthly Reporting Format for Accommodation Establishment by Province

Month of \_\_\_\_\_ year, \_\_\_\_\_

Name of DOT Regional Office: \_\_\_\_\_

Name of Province:

Type and Classification of Accommodation Establishment	(2) Number of Room (SAE-3) -population- (Data-Base)	Average Occupancy Rate (8)	Average Guest-Nights	Average Number of Guest/ room	(A) Total Number of Guest-Nights	(B) Total Number of Over-Night Visitors	(C) Total No. of Rooms Occupied
--	---	----------------------------	----------------------	-------------------------------	----------------------------------	---	---------------------------------

Name of Province: AAAA

1	Hotel						
2	Resort						
3	Apartel						
4	Pension House						
5	Tourist Inn						
6	Home Stay (B & B)						
7	Unclassified						
T	Provincial Total						

Name of Province: BBB

1	Hotel						
2	Resort						
3	Apartel						
4	Pension House						
5	Tourist Inn						
6	Home Stay (B & B)						
7	Unclassified						
T	Provincial Total						

Name of Province: CCC

1	Hotel						
2	Resort						
3	Apartel						
4	Pension House						
5	Tourist Inn						
6	Home Stay (B & B)						
7	Unclassified						
T	Provincial Total						

Name of Province: DDD

1	Hotel						
2	Resort						
3	Apartel						
4	Pension House						
5	Tourist Inn						
6	Home Stay (B & B)						
7	Unclassified						
T	Provincial Total						

A Publication of  
DEPARTMENT OF TOURISM  
in cooperation with  
JAPAN INTERNATIONAL COOPERATION AGENCY

TOURISM RESEARCH AND STATISTICS DIVISION  
Office of Tourism Development Planning  
Planning, Product Development and Coordination  
Department of Tourism  
Rm. 415, 4/F, Department of Tourism Building  
T. M. Kalaw Street, Ermita, Manila

Telephone Numbers:  
(632) 523-7314 ; (632) 523-8411 local 287 / 282  
Fax Number: (632) 526-7657

E-mail Address: [mysay@tourism.gov.ph](mailto:mysay@tourism.gov.ph)  
Website: [www.tourism.gov.ph](http://www.tourism.gov.ph)