

# Catalog

## Information Materials

for Micro, Small, and  
Medium Enterprises



**CATALOG**  
**INFORMATION MATERIALS**  
for MICRO, SMALL, and MEDIUM Enterprises

Second Edition



## **FOREWORD**

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Micro, small, and medium enterprises (MSMEs) obtain valuable information from various sources and in varied forms. While databases and information materials have already been developed by government agencies, business organizations, and the academe, these may not be readily obtainable. There could be several reasons for the inaccessibility of these information, one of which is the lack of materials or facilities that will help MSMEs, researchers, as well as policymakers find these information.

This “Catalog of Information Materials for MSMEs” hopes to provide entrepreneurs, researchers, and policy-makers with a compendium of information materials that can be used as guides in addressing their various needs. The information materials are presented according to their use: start-up tools, marketing, technology/production, human resource, finance, studies, and information services. Relevant websites are also listed.

Comments, suggestions and contributions in improving this publication are eagerly sought by the Bureau.

# SECTIONS

- A. START-UP TOOL** – investing in the Philippines, business guides for starting and growing business, business ideas, inspirational, success stories
- B. MARKETING** – guides for exporting, marketing tools, marketing strategies, marketing research, directory of manufacturers and exporters
- C. TECHNOLOGY/PRODUCTION** – product development services, technology assistance, innovation, intellectual property, trends, raw materials profile, directory of raw materials suppliers, business and livelihood technology, science and technology packages in video, success stories
- D. HUMAN RESOURCE** – entrepreneurship training, career guides, management skills, business ethics, employers' guide
- E. FINANCE** – microfinance, financing programs, financial management, accounting basics
- F. LAW, POLICY, AND REGULATION** – covers laws and regulations related to the following: SME development, exports, trade rules, consumer safety, safety management, labor, taxes, quality management standards, environmental management
- G. STUDIES** – SME development, economic policy, globalization, information technology, innovation, sectoral reports, industry trends, doing business, trade and employment, microfinance
- H. INFORMATION SERVICES** – statistics, periodicals, journals, business magazines, guidebooks
- I. USEFUL WEBSITES** – registering a business, government contracting/procurement, business ideas, search engines, regulations, policies and governance, country-level initiatives/resources, government sites, legal research, banks, payment systems, packaging, marketing research, blog directories, human resource development, business organizations



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# **START-UP TOOLS**



Title	<b>Doing Business and Investing in the Philippines</b>
	<b>How to Invest in the Philippines (A Business Guide)</b>
Description	<p data-bbox="396 336 929 357"><u>Doing Business and Investing in the Philippines</u></p> <p data-bbox="396 368 960 651">This guide has been prepared to assist those who are interested in doing business in the Philippines. It does not cover exhaustively the subjects it treats but is intended to answer some of the important, broad questions that may arise. When specific problems occur in practice, it will often be necessary to refer to the laws, regulations, and decisions of the country and to obtain appropriate accounting tax and legal advice.</p> <p data-bbox="396 678 960 930">The material contained in Chapters 1 to 12 was assembled last 31 March 2005, except for Chapter 4 on BOI incentives portion which already reflects updated information on 2005 Investment Priorities Plans (IPP) issued on 26 April 2005. The topics on taxation Chapters 13 to 24 have been updated to reflect changes introduced by Republic Act (RA) 9337, which took effect on 1 July 2005.</p> <p data-bbox="396 968 748 989"><u>How to Invest in the Philippines</u></p> <p data-bbox="396 1000 960 1123">This Guide has been prepared by Isla Lipana &amp; Co., a member firm of Pricewaterhouse Coopers, to answer questions posed by prospective investors in the Philippines.</p> <p data-bbox="396 1161 960 1380">The first part gives a concise but thorough presentation of the Philippine profile from geography, politics, trade, and economics to vital information of general interest. The next part briefly provides answers to questions relating to policies and operations of various government agencies, which deal on various aspects of</p>

business from registration to operations and availment of incentives.

The information furnished herein further includes amendments to existing investment rules and data, which have been updated up to the latest available period.

This guide strives to reflect changes in the economic and business policies, tax laws, and government regulations as of September 2007, which have been made to spur economic growth and encourage increased foreign and local equity investments in the Philippines.

Finally, specifics of important data such as, the table on Philippine macroeconomic indicators, the latest Foreign Investment Negative List, and the list of tax treaty countries have been appended.

Publication Date	Doing Business... - 2005 How to Invest... - 2008
Number of Pages	Doing Business... - 305 How to Invest... - 70
Price	Doing Business... - P500 How to Invest... - not for sale.
Publisher	Isla Lipana and Co./PricewaterhouseCoopers Phone : (02) 845.2728 Fax : (02) 845.2806
Available Format	Hard copies Downloadable PDF via <a href="http://www.pwc.com/ph/publications/doing-business-in-the-Philippines.pdf">www.pwc.com/ph/publications/doing-business-in-the-Philippines.pdf</a> Available for research at the Board of Investments (BOI) Library

Title	<b>How To Register a Business in the Philippines</b>
Description	This manual focuses on registration procedures for MSMEs. It includes procedures on the Business Name Registration with the Department of Trade and Industry (DTI) barangay clearance, mayor's business permit, registration of partnerships and corporations with the SEC, business registration with the Bureau of Internal Revenue (BIR), SSS, Pag-Ibig, and other related agencies and information on business activities, products, and/or services.
Publication Date	September 2006
Frequency	Annual
Language	English
Pages	93
Price	P230
Publisher	Fellowship of Christians in Government, Inc. (FOCIG) Rm. 305 Don Raul Building 77 Kamuning Road, Quezon City Phone: (02) 928.7168 / 927.8512 Telefax: (02) 926.0677 E-mail: <a href="mailto:focig@mozcom.com">focig@mozcom.com</a>
Available Format	Hard copies Handbooks are available at National Bookstore outlets, selected PowerBooks outlets, Books for Less, and Philippine Christian Book Stores.



Title	<b>Guide to Registering Your Business</b>
Description	This kit provides simplified process flow of information on how to register a business with various business regulatory agencies. It contains inset pages of step-by-step guide on registering with different line agencies (i.e., DTI - business name registration, SEC - registration of partnerships and corporations, BIR – registration for taxation and receipts, LGUs - mayor's business permit, and other agencies in-charged of good employer-employee relationship and incentives such as SSS, Pag-Ibig and Department of Labor and Employment (DOLE).
Publication Date	2009
Frequency	Updated and expanded periodically
Language	English
Pages	Kit contains 10 flyers
Price	Not for sale
Publisher	Department of Trade and Industry (DTI) Bureau of Micro, Small and Medium Enterprise Development (BMSMED) Phone: (02) 890.4968 Fax: (02) 896.7916 E-mail: bmsmed@dti.gov.ph
Available Format	Hard copies and soft copies

Title	<b>You, Too, Can Start Your Own Business</b>
Description	This guides the prospective businessman through the intricacies of business registration, business planning, and setting up the organization in terms of the general management, financial, marketing, and production functions. There are also chapters devoted to two specific types of small business: service and retailing.
Publication Date	1990
Frequency	One-time publication
Language	English
Pages	200
Price	P66
Publisher	Small Enterprises Research and Development Foundation (SERDEF) and UP Institute for Small-Scale Industries (UPISSI) Phone: (02) 928.7076 to 79 Telefax : (02) 920.6923 E-mail: info.issi@up.edu.ph
Available Format	Hard copies Available at UP-ISSI office and selected National Book Store branches.

Title

## **Flyers on Business Ideas**

Description

### **1. Business Opportunities Flyers**

Contain brief information on investment requirements, procedure, equipment and raw materials needed. Also included in the flyer are calculations on estimated costing and pricing, registration requirements, training institutions, and financing facilities.

Flyers Available:

Franchising, Internet and Computer Service, Processed Meat, Candle Making, Skin Care Product – Herbal Soap, Cellphone Repair Shop, Botika ng Bayan, Honey Bee Production, Seaweed Production, Dried Split Fish (Daing), Banana Chips, Vermi-Composting, Junkshop and Scrap Business, Smoked Fish (Tinapa), “Pedicab” / “Padyak” Operation, Hog Raising, Powdered Detergent / Fabric Softener / Liquid Dishwashing, Cassava Production, Pandesal, Salted Dried Fish (Tuyo), Poultry Raising, How to Make Fishballs, Beadworks, Sari-sari Store, Egg Production, How to Make Balut, Kaong Processing, Mushroom Culture, Carrot Production, Vinegar from Banana Peeling, How to Make Smoked Sausage, Saba Banana Production, How to Make Virgin Coconut Oil, Tilapia Production, How to Make Banana Wine, How to Make Herbal Soap Making – Akapulko and Guava Soap, Herbal Soap Making – Kamias, Calamansi, Papaya, Cucumber and Radish Soaps, Peddling of Vegetables in Subdivisions, How to Make Tomato Catsup, Nata de Coco, Rice Retailing)

2. Mga Gabay sa Pamamalakad ng Negosyong Pagkain

This is a comic type-flyer which contains a quick guide on how to start, source fund, register and implement a food business.

Publication Date	2009
Frequency	Updated and expanded periodically
Language	English, Tagalog
Price	Not for sale
Publisher	Department of Trade and Industry (DTI) Bureau of Micro, Small and Medium Enterprise Development (BMSMED) Phone: (02) 890.4968 Fax: (02) 896.7916 E-mail: bmsmed@dti.gov.ph
Available Format	Hard copies and soft copies

Title	<b>BOI's Info Materials for Investors</b>
Description	<p>1. <u>Basic Facts for Investors</u> A brochure that tackles the basic information about the Philippines</p> <p>2. <u>Frequently Asked Questions</u> A brochure that discusses the most frequently asked questions of investors regarding doing business in the Philippines</p> <p>3. <u>Make It Philippines Folio</u> A folder that holds investment collaterals together</p> <p>4. <u>Omnibus Investments Code of 1987</u> A brochure that contains the basic investment laws and regulations in the Philippines</p> <p>5. <u>OSAC and Business Procedures Flyers</u> These are three-fold brochures that describe the services, which the BOI and the OSAC offers to investors. These brochures are highly flexible since they can be given out to target clients as stand-alone brochures or can be included as part of the investment kit</p> <p>6. <u>Primer in Doing Business in the Philippines</u> A brochure that lists the procedures in setting up business in the Philippines with the various investment promotion agencies</p>
Publication Date	<p>1) 2004; September 2006; March 2007</p> <p>2) 2007; September 2006; March 2007</p> <p>3) 2004; September 2006; March 2007</p> <p>4) 2004; September 2006; March 2007</p> <p>5) 2004; September 2006; March 2007</p> <p>6) 1987; 1990; 1993; 1997; 2001; 2004 and 2007</p>
Frequency	Reprinted as needed

Language	English
Pages	Variable
Price	1 to 5 – free 6 – P150
Publisher	One-Stop Action Center (OSAC) Board of Investments (BOI) Telefax: (02) 895.8322 E-mail: osac@boi.gov.ph Website : www.boi.gov.ph
Available Format	Hard copies

Title	<b>Primer on Tourism Investment in the Philippines</b>
Description	<p>This provides answers to frequently asked questions about investing in the country's tourism industry. Provided are the laws and regulations that govern tourism investments and the incentives available. Other materials such as area-specific folders, statistics, and list of opportunities may be secured upon request.</p> <p>The primer is revised every year reflecting changes made in economic policies and regulations. Changes occurring in midyear would be provided as inserts.</p>
Publication Date	2008
Frequency	Annual
Language/Dialect	English
Pages	11
Price	Not for sale.
Publisher	Department of Tourism (DOT) Investment Promotion Unit Phone: (02) 526.7653 to 54 Fax: (02) 524.2103 E-mail: otc@tourism.gov.ph camacayayong@tourism.gov.ph lccd@tourism.gov.ph
Available Format	Hard and soft copies <a href="http://www.wowphilippines.com.ph/dot/investment.asp">www.wowphilippines.com.ph/dot/investment.asp</a>

Title	<b>Passport Philippines: Your Pocket Guide to Filipino Business, Customs &amp; Etiquette (Passport to the World)</b>
Author	Luis H. Francia
Description	Success in international business is not just about your product and service, or your terms and delivery schedule. International business is about people, traditions, and relationships. This book will help foreign investors in the Philippines avoid cultural faux pas, learn about Filipino values and beliefs, understand the reasons behind the actions, and develop an effective negotiating style.
Publication Date	December 1997
Frequency	One-time publication
Language	English
Pages	96
Price	\$6.95
Publisher	World Trade Press
Available Format	Book (Paperback) Available at National Book Store outlets.



Title	<b>Start Your Business: A Beginner's Guide</b>
Description	<p>This book's main text simply features checklists that highlight the to-do's in starting a business. It introduces the reader to main topics, and the checklists suggest the specifics that need to be completed before venturing to a business.</p> <p>The checklists cover a wide range of small business topics. They are divided into eight separate chapters:</p> <ul style="list-style-type: none"> <li>• Start-up issues, such as business requirements, location, office setup</li> <li>• Money matters</li> <li>• Marketing strategies</li> <li>• Employee-related red tape</li> <li>• Production and management</li> <li>• Environmental laws</li> <li>• Business plan research and writing for start-ups</li> <li>• Buying a business or franchise</li> </ul> <p>In addition to the numerous checklists, each chapter also provides topic-related tips and strategies and Plan of Action Worksheets. All of which are designed to help a prospective entrepreneur organize and prioritize his/her plan to be guided in the right direction of the business.</p> <p>In addition, the following helpful resources are included as the book's appendices:</p> <ul style="list-style-type: none"> <li>• A Glossary of Business Terms</li> <li>• A List of Small Business Development Centers for Each State</li> <li>• A List of National and State Business Publications</li> <li>• A List of Small Business Web Sites</li> </ul>
Publication Date	1998

Frequency	One-time publication
Language	English
Pages	211
Price	\$9.95
Publisher	The Oasis Press/PSI Research
Available Format	Book (Paperback) Can be ordered at Business Owners' IdeaCafe website: <a href="http://www.businessownersideacafe.com/starting_business/index.php">www.businessownersideacafe.com/starting_business/index.php</a>

Title	<b>A Smart and Practical Guide for New Entrepreneurs</b>
Description	<p>The book states that in partnerships, <i>“in case of bankruptcy and only one partner has assets to satisfy the business liabilities, then creditors will attach all personal assets of that one partner.”</i> There is, however, a limited partnership, wherein the liability of the limited partner does not extend to his personal properties.</p> <p>The book also states that a corporation <i>“is owned by at least two persons (but generally by several persons), each one limiting his/her risk based on the amount of his/her contribution to the enterprise. Your personal assets cannot be attached to satisfy the corporation’s liabilities.”</i> However, Section 10 of the Corporation Code provides that a corporation must be composed of at least five persons, technically called “incorporators”. As to personal liability, maybe it's helpful to state that personal assets cannot generally be attached to satisfy the corporation's liabilities, because in certain cases, the responsible members may be held personally liable.</p>
Pages	200
Price	P66
Publisher	<p>Small Enterprises Research and Development Foundation (SERDEF) and UP Institute for Small-Scale Industries (UPISSI)</p> <p>Phone: (02) 928.7076 to 79</p> <p>Telefax: (02) 920.6923</p> <p>E-mail: <a href="mailto:info.issi@up.edu.ph">info.issi@up.edu.ph</a></p>
Available Format	<p>Hard copies</p> <p>Available at the UP ISSI or National Books Stores</p>

Title	<b>Gabay sa Pagsisimula, Pamamalakad at Pagpapalago ng Negosyong Pagkain</b>
Description	A comic-type guidebook which helps MSMEs to start, manage and develop a food business. It contains information on the management aspects of Production, Financial, Marketing and Organization. The publication also mentions the importance of recording business transactions, good manufacturing practice, food hygiene and sanitation and various government offices' requirements for food registration.
Publication Date	2009
Frequency	One-time publication
Language	Tagalog
Pages	20
Publisher	Department of Trade and Industry (DTI) Bureau of Micro, Small and Medium Enterprise Development (BMSMED) Phone: (02) 890.4968 Fax: (02) 896.7916 E-mail: bmsmed@dti.gov.ph
Available Format	Hard and soft copies

Title	<b>A Guide to Franchising in the Philippines</b>
Description	<p>This guide explains why there is the need for the Philippine Franchise Association (PFA) to publish this primer. <i>The Strategy that Changed the World: Franchising History in A Nutshell</i> cites the beginnings of franchising. It introduces readers to the perspective of the forerunners of franchising who have had the firsthand experience, given the ringside seat to the exciting and enthralling arena of franchising. <i>Franchise Fundamentals</i> covers franchise plan, franchising relationship, pros and cons of franchising, investigating franchise opportunities and recognizing franchising opportunities. <i>Success Stories in Philippine Franchising</i> relates the real lives of those involved in the franchising world—the experiences of Filipino franchisors themselves. Giving human face to the otherwise vague concept of franchising, the section narrates the experiences of those who started and eventually made it in franchising. Through <i>Fearless Forecasts in the Future of Franchising</i>, the book provides a fitting closure. The book is intended to inspire key players involved in this booming sector. In all, this guidebook introduces the franchising essentials and features real-life stories of Filipino men and women whose hard work and diligence earned for them their well-deserved success.</p>
Publication Date	2007
Pages	138
Price	P595
Publisher	<p>Philippine Franchise Association (PFA)  Phone: (02) 687.0365 to 67  E-mail: <a href="mailto:pfa@nwave.net">pfa@nwave.net</a>  Website : <a href="http://www.philippinefranchiseassociation.com">www.philippinefranchiseassociation.com</a></p>

Title	<b>Business Forms and Legal Contracts Kit</b>
Description	Center for Entrepreneurs Business Forms and Legal Documents makes various pro-forma of the significant negotiable forms, letters, and instruments available for use of micro and small entrepreneurs. It is user-friendly, written in simple format for easy and convenient adoption in the transactions of a micro and small enterprise.
Publication Date	January 2002
Frequency	One-time publication
Language	English
Pages	148
Price	Pick up – P600 P200 (additional diskette copy) Delivery– P650 (within Manila) P700 (NCR excluding Manila Area) Mail - P850 (outside Metro Manila)
Publisher	Center for Small Entrepreneurs, Inc. (CSE) Phone : (02) 524.1879 Telefax : (02) 525.6268 / 523.9776 E-mail : <a href="mailto:cse@csentrepinoy.org.ph">cse@csentrepinoy.org.ph</a> Website : <a href="http://www.csentrepinoy.org.ph">www.csentrepinoy.org.ph</a>
Available Format	This business kit contains a manual of the different business forms and legal documents pro-forma (hard copy) and an editable diskette or CD containing all the pro-forma forms and documents (soft copy), which can be easily customized to fit entrepreneurs' documentary needs.

Title	<b>Introduction to Entrepreneurship 2<sup>nd</sup> Revised Edition</b>
Description	This establishes the theoretical foundation of entrepreneurship, probes into the personal qualities and competencies of entrepreneurs and how to develop these, discusses the entrepreneurial and management functions, and presents case stories of successful entrepreneurs.
Publication Date	2007
Frequency	One-time publication
Language	English
Pages	280
Price	P150
Publisher	Small Enterprises Research and Development Foundation (SERDEF) and UP Institute for Small-Scale Industries (UPISSI) Phone: (02) 928.7076 to 79 Telefax : (02) 920.6923 E-mail: info.issi@up.edu.ph
Available Format	Hard copies Available at the UPISSI office and selected National Bookstore branches.

Title	<b>Entrepreneurship Book (Creating, building and growing your business enterprise)</b>
Description	This book features stories of entrepreneurial greatness that inspires readers to venture into entrepreneurship and supports the struggles of the micro entrepreneurs. The first part of the book aims to bring the readers to the core of the entrepreneurial challenge of creating, building, and growing a business enterprise, and shows what it takes to be an entrepreneur. The second part pays tribute to the successes of micro entrepreneurs who were once micro but were able to grow their enterprises. Some are featured stories of the lives of men and women who accepted the challenge of entrepreneurship and are bent on achieving extraordinary things not only for themselves but for others as well.
Publication Date	2006
Frequency	One-time publication
Language	English
Pages	144
Price	P350
Publisher	Center for Small Entrepreneurs (CSE) Phone: (02) 524.1879 Telefax: (02) 525.6268 / 523.9776 E-mail: <a href="mailto:cse@csentrepinoy.org.ph">cse@csentrepinoy.org.ph</a> Website: <a href="http://www.csentrepinoy.org.ph">www.csentrepinoy.org.ph</a>
Available Format	Hard copies



<b>Title</b>	<b>Learning from Small Business</b>
<b>Description</b>	A compilation of 12 case stories, drawn out from integrated plant studies of participants in SERDEF/UPISSI training programs of small business entrepreneurs/managers. This tries to overcome businesspeople's problems on start-up, growth, finances, production, marketing, and organizational functions.
<b>Publication Date</b>	2007
<b>Frequency</b>	One-time publication
<b>Language</b>	English
<b>Pages</b>	200
<b>Price</b>	P500
<b>Publisher</b>	Small Enterprises Research and Development Foundation (SERDEF) and UP Institute for Small-Scale Industries (UPISSI) Phone: (02) 928.7076 to 79 Telefax : (02) 920.6923 E-mail: info.issi@up.edu.ph
<b>Available Format</b>	Hard copies Available at the UPISSI office and selected National Bookstore branches.

Title	<b>Simple Business : Learning Business From Experience</b>
Author	Antonio M. Andes Sr.
Description	This book relates the author's experiences and learnings as an apprentice businessman who believes that business knowledge can be acquired by any person.
Publication Date	2006
Frequency	One-time publication
Language	English
Pages	164
Price	P265
Publisher	Convergelink Books Corporation
Available Format	Book Available at the UPISSI office and selected National Bookstore branches.

Title	<b>Start Your Own Successful Retail Business, Second Edition</b>
Description	<p>In every community large or small, likely to see a variety of stores: clothing boutiques, gift shops, and bookstores, specialty food shops, hardware stores. Their inventory may be totally different, but the steps involved in running them are much the same.</p> <p>Whether you want your own storefront, a kiosk in a mall, an e-commerce store or anything in between, this essential guide covers everything you need to know. Successful retailers and retail experts nationwide share their real-life experiences and insights on:</p> <ul style="list-style-type: none"> <li>- Selecting merchandise that will fly off shelves</li> <li>- Designing your store to welcome customers and encourage purchases</li> <li>- Day-to-day operations, from running the cash register to computing daily profits</li> <li>- Tracking inventory and preventing theft</li> <li>- Hiring great employees and training them to provide stellar customer service</li> <li>- Setting prices to maximize profits.</li> </ul>
Publication Date	Not specified
Language	English
Price	P1,149
Publisher	McGraw-Hill Book Company
Available Format	Trade Paperback Available at the UPISSI office and selected National Bookstore branches.

Title	<p><b>Go Negosyo: 50 Joey Concepcion's Inspiring Entrepreneurial Stories</b></p> <p><b>Go Negosyo: 50 Joey Concepcion's Inspiring Entrepreneurial Stories (Celebrity Edition)</b></p> <p><b>Go Negosyo: 55 Stories of Women</b></p>
Description	<p><u>Go Negosyo: 50 Joey Concepcion's Inspiring Entrepreneurial Stories</u>  This book brings together a rich assembly of entrepreneurial stories that will inspire the Filipino to believe in the power of determination to reach their dreams.</p> <p><u>Go Negosyo: 50 Joey Concepcion's Inspiring Entrepreneurial Stories (Celebrity Edition)</u>  This book tells the real-life experiences of celebrity entrepreneurs, detailing their initial anxieties in putting up a business, the setbacks they encountered, and, most importantly, the lessons learned during the process. It features the celebrities in a different light as they portray what most of them consider as one of their most challenging roles—as <i>negosyantes</i>. The book also has a special section on PCE Trustee and Entrepreneurs School of Asia founder Vivienne Tan's Lessons in Entrepreneurship, which summarizes the important lessons in each negosyo story.</p> <p><u>Go Negosyo: 55 Stories of Women Entrepreneurs</u>  This book tells stories of 55 successful and inspiring women <i>negosyantes</i> from various fields and industries, such as fashion, tourism, health, beauty, among others.</p>
Publication Date	<p>Go Negosyo – January 2008</p> <p>Celebrity Edition – February 2008</p> <p>Women Entrepreneurs – January 2009</p>

Language	English
Price	Go Negosyo – P280 Celebrity Edition – P395 Women Entrepreneurs – P280
Publisher	Philippine Center for Entrepreneurship (PCE) Phone : (02) 637.9229 / 637.9347 Fax : (02) 637.7873 E-mail : info@pce.com.ph gonegosyo@yahoo.com Website : www.pce.com.ph / gonegosyo.org
Available Format	Book Available at all National Bookstore outlets, FullyBooked, Powerbooks branches, Filbars, Mag: Net Café, St. Francis Bookshop located in Megamall, Central Bookstore and Goodwill Bookstore branches.

Title	<b>Introduction to Entrepreneurship: Success Stories of Filipino Entrepreneurs</b>
Description	While most business books focus on the business principles of an entrepreneur, this book takes the extra mile to discuss not just their businesses but also the significant events in their lives that built the foundation of their business success. This is precisely the goal of the Association of Filipino Franchisers Inc. (AFFI) when it decided to publish this book—to draw the readers' attention to the fact that entrepreneurs are never born overnight. The book illustrates that an entrepreneur's mindset, abilities, and skills are a result of a whole process that starts early on in life. How one faces business challenges comes from one's early training in and exposure to business.
Frequency	One-time publication
Language	English
Pages	184
Price	P170
Publisher	Association of Filipino Franchisers, Inc. (AFFI) Phone : (02) 633.8547 Telefax : (02) 638.4330
Available Format	Book Available at National Bookstore branches.

Title	<b>Dreamers, Doers, Risktakers: Entrepreneurial Case Studies</b>
	<b>Dreamers, Doers, Risktakers 2: Couples in Business</b>
	<b>Dreamers, Doers, Risktakers 3: The Micros That Roared</b>
Description	<p data-bbox="395 427 728 485"><u>Dreamers, Doers, Risktakers: Entrepreneurial Case Studies</u></p> <p data-bbox="395 491 958 778">It is a compilation of success stories of 24 entrepreneurs who have been assisted by the Institute for Small-Scale Industries (ISSI) in terms of training, extension, or other services. The stories surface common traits of progressive businessmen, their motivations for going into business, the struggles they went through, the support systems they availed of, and their management and problem-solving strategies.</p> <p data-bbox="395 817 762 874"><u>Dreamers, Doers, Risktakers 2 – Couples in Business</u></p> <p data-bbox="395 880 958 1098">A compilation of stories of successful couples in business, this publication probes into the couples' start-up, survival and growth, and problem-solving strategies. It also looks at the special concerns and problems of coping with the multiple demands of business enterprise on one hand and of the marriage/family on the other.</p> <p data-bbox="395 1136 889 1193"><u>Dreamers, Doers, Risktakers 3: The Micros That Roared</u></p> <p data-bbox="395 1200 958 1388">This a compilation of success stories of 25 micro entrepreneurs who grew to small-scale through their own risktaking and innovative efforts, with some help from support organizations, particularly micro finance institutions. Most of the stories are the “<i>rags to riches or almost riches</i>” type with</p>

entrepreneurs overcoming poverty, lack of capital, and other odds.

Publication Date	Entrepreneurial... - 1998 Risktakers 2 - 2004 Risktakers 3 – 2006
Frequency	One-time publication
Language	English
Pages	Entrepreneurial... - 206 Risktakers 2 - 288 Risktakers 3 – 180
Price	Entrepreneurial... - P150 Risktakers 2 – P200 Risktakers 3 – P150
Publisher	Small Enterprises Research and Development Foundation (SERDEF) and UP Institute for Small-Scale Industries (UPISSI) Phone: (02) 928.7076 to 79 Telefax : (02) 920.6923 E-mail: info.issi@up.edu.ph
Available Format	Hard copies Available at the UPISSI office and on selected National Bookstore branches.



Title	<b>Filipino Women in Business: A Case Book</b>
Description	Chronicles the life story of women who have made it big in business and have proven they can rise above various constraints, of which some are gender-related, in their quest for business success. It is intended to encourage women, as well as men, to consider business as a career option.
Publication Date	1991
Frequency	One-time publication
Language	English
Pages	158
Price	P100 (Book Paper Edition) P66 (Newsprint Edition)
Publisher	Small Enterprises Research and Development Foundation (SERDEF) and UP Institute for Small-Scale Industries (UPISSI) Phone: (02) 928.7076 to 79 Telefax : (02) 920.6923 E-mail: info.issi@up.edu.ph
Available Format	Hard copies Available at the UPISSI office and on selected National Bookstore branches.

Title	<b>Entrepinoy Journal Volume 5</b> <b>EntrePinoy Magapaper</b>
Description	<p><u>Entrepinoy Journal Volume 5</u> This book is a compilation of EntrePinoy Magapaper 2006 issues with a quick find tool for topics and business opportunities. It also contains stories of entrepreneurs' success and challenges, business tips, business updates, and insights, which include feasibility of business prospects.</p> <p><u>EntrePinoy Magapaper</u> EntrePinoy Magapaper is conceived to meet the basic information needed by all micro, small and even budding entrepreneurs. Its stories of featured entrepreneurs inspire budding and growing micro entrepreneurs.</p>
Publication Date	Journal – 2006 Magapaper – Every month
Frequency	Journal – Annual Magapaper – Monthly
Language	Tagalog and English
Pages	Journal – 120 Magapaper – 12
Price	Journal – P250 Magapaper – P15/copy One-year subscription - P200 Two-year subscription - P380
Publisher	Center for Small Entrepreneurs (CSE) Phone: (02) 523.9776 Telefax: (02) 524.1879



# **MARKETING**

Title	<b>BETP Guide to Services</b>  <b>How to Export Your Products and Services</b>
Description	<u>BETP Guide to Services</u> A brief description of the functions and services of the Bureau of Export Trade Promotion (BETP) and its various divisions in the three functional groups  <u>How to Export Your Products and Services</u> A basic guide to exporting, this publication provides information on the general procedures on how to go about the process of export documentation.
Publication Date	2008; 2006
Frequency	As needed
Language	English
Pages	Guide – 1 page in folded format How to... - not specified
Price	Not for sale
Publisher	Department of Trade and Industry (DTI) Bureau of Export Trade Promotion (BETP) Phone: (02) 899.0133 / 890.4655 Fax: (02) 890.4716 E-mail: betpmtldr@dti.gov.ph
Available Format	How to... - CD-ROM Guide – Hard copies

Title	<b>Trade Secrets: The Export Answer Book for Small and Medium-Sized Exporters</b>
Description	Customized to suit the needs of exporting enterprises in the Philippines by answering the most commonly asked questions related to the export process, this handbook covers market research, cultural issues, marketing, market entry methods, agents and distributors, trade shows, regulations, quality standards, pricing, financing and getting paid, transportation, documentation, packaging and labeling, trade agreements.
Publication Date	2000
Frequency	One-time publication
Language	English
Pages	Approximately 240
Price	P500
Publisher	Department of Trade and Industry (DTI) Philippine Trade Training Center (PTTC) Phone: (02) 468.8962 to 70 Fax: (02) 833.0809/ 831.9988 E-mail: <a href="mailto:info@pttc.gov.ph">info@pttc.gov.ph</a> Website: <a href="http://www.pttc.gov.ph">www.pttc.gov.ph</a>  and  International Trade Center (ITC) Phone: (4122) 730-0111 Fax: (4122) 733-4439 E-mail: <a href="mailto:itcreg@intracen.org">itcreg@intracen.org</a> Website: <a href="http://www.intracen.org">www.intracen.org</a>
Available Format	Hard copies Available at PTTC only

Title	<b>Secret of Electronic Commerce: A Guide for Exporters</b>
Description	A handbook identifying SME issues and constraints with regard to e-commerce; explains how to develop an e-commerce strategy and conduct online market research; outlines marketing and online communication techniques; answers questions on legal and financial issues; highlights characteristics of successful websites; deals with online procurement
Publication Date	2000
Frequency	One-time publication
Pages	Approximately 332
Price	P600.00
Publisher	Department of Trade and Industry (DTI) Philippine Trade Training Center (PTTC) Phone: (02) 468.8962 to 70 Fax: (02) 833.0809/ 831.9988 E-mail: <a href="mailto:info@pttc.gov.ph">info@pttc.gov.ph</a> Website: <a href="http://www.pttc.gov.ph">www.pttc.gov.ph</a>  and  International Trade Center (ITC) Phone: (4122) 730-0111 Fax: (4122) 733-4439 E-mail: <a href="mailto:itcreg@intracen.org">itcreg@intracen.org</a> <a href="http://www.intracen.org">www.intracen.org</a>
Available Format	Hard copies Available at PTTC only

Title	<b>E-Commerce Workshop E-Book</b>
Author	Janette Toral
Description	<p>The E-Commerce Workshop E-Book tackles the following lessons:</p> <p>Lesson #1: What is Electronic Commerce?</p> <p>Lesson #2: Guide to Researchers</p> <p>Lesson #3: Advantages &amp; Disadvantages in E-Commerce</p> <p>Lesson #4: Business Models within E-Commerce (B2C/E-Banking)</p> <p>Lesson #5: Online Shopping (Business Models within E-Commerce)</p> <p>Lesson #6: E-Learning (Business Models within E-Commerce)</p> <p>Lesson #7: Guidelines for Merchants</p> <p>Lesson #8: Business-to-Business (Business Models within E-Commerce)</p> <p>Lesson #9: Mobile Commerce (Business Models within E-Commerce)</p> <p>Lesson #10: The E-Commerce Law</p> <p>Lesson #11: E-Government</p> <p>Lesson #12: E-Commerce Strategy</p> <p>Lesson #13: Internet Branding</p> <p>Lesson #14: Internet Advertising</p> <p>Lesson #15: Internet Payments</p> <p>Lesson #16: E-Commerce Project Plan</p>
Publication Date	May 2004
Frequency	One-time publication
Price	\$5
Publisher	<p>Digital Filipino.com</p> <p>E-mail: <a href="mailto:janette@digitalfilipino.com">janette@digitalfilipino.com</a></p> <p>Website: <a href="http://www.digitalfilipino.com">www.digitalfilipino.com</a></p>
Available Format	Book



Title	<b>The Digital Filipino: An E-Commerce Guide for the eFilipino Book</b>
Author	Janette Toral
Description	<p>The book is about electronic commerce that covers a multi-disciplinary approach. It tackles the building blocks of electronic commerce and the developments in the Philippines and neighboring countries reflecting the latest research.</p> <p>It used in-depth case studies of companies that have used unique strategies to win the trust and confidence of the Internet community.</p> <p>It is a comprehensive analysis on the challenges, opportunities and lessons learned of companies and the government.</p> <p>There a lot of e-commerce books available in the bookshelves but are mostly published in Western countries and covers only situations in their part of the world. There is a need for a book that speaks more about our country that can be used as a reference by aspiring entrepreneurs who wanted to venture in e-commerce.</p> <p>The book can be used by students and SMEs in understanding the e-commerce paradigm to make them aware beyond the theories that they may have already read.</p> <p>Book contents:</p> <p>I. Foreword by Senator Ramon B. Magsaysay Jr.</p> <p>II. Introduction</p> <ul style="list-style-type: none"> <li>• What is e-commerce?</li> <li>• Why do some refer to e-commerce as B2B and B2C?</li> </ul>

- How long has the Philippines been practicing e-commerce?
- Why should companies do e-commerce? Is this only for big companies?
- What is the implication of e-commerce to the supply chain?
- What are the ways of doing e-commerce?
- What are the media used in doing e-commerce?
- How can SME benefit from e-commerce?

### III. Doing E-commerce Through EDI

- What is EDI?
- What is a trading partner?
- What does a VAN do?
- What do I need to do EDI?
- What does a VAN do?
- Dealing with trading partners in a B2B environment.
- Who are the companies using EDI locally?
- What makes an EDI/e-commerce project successful?
- What makes an EDI/e-commerce project fail?
- What is the difference between EDI and the Internet? Which is better?
- Which is better? VANs or Internet? How is it different from other free from data structures?
- How many VANs do we have in the Philippines? Who are they?

### IV. Establishing Your Presence on the Internet

- What is a domain name?
- Registering a domain name

- Choosing a web site hosting service
- Building your site
- Collecting payment
- Securing your site
- Getting venture capital
- Marketing your site

#### V. Legal Issues on E-commerce

- FAQ on the E-commerce Bill

#### VI. E-commerce initiatives by government

- An interview with President Joseph Estrada

#### VII. Statistics

#### VIII. Opportunities and challenges

Appendix A Senate Bill 1902

Appendix B House Bill 9971

Appendix C Senate Bill 2025

Publication Date	June 2000
Pages	Not specified
Language	English
Price	\$4
Publisher	Digital Filipino.com E-mail: <a href="mailto:janette@digitalfilipino.com">janette@digitalfilipino.com</a> Website : <a href="http://www.digitalfilipino.com">http://www.digitalfilipino.com</a>
Available Format	Book

Title	<b>Visual Merchandising 2: Image &amp; Identity</b>  <b>Visual Merchandising 5</b>
Description	<u>Visual Merchandising 2: Image &amp; Identity</u> The second edition of this reference book covers compelling window and in-store displays, storewide promotions, point-of-purchase displays, image and identity collateral materials, sign design, and website design.  <u>Visual Merchandising 5</u> This collection features excellent presentations including those for apparel, accessories, electronics, specialty items, food shops and restaurants, seasonal and Christmas windows in New York, and more.
Publication Date	Visual Merchandising 2 – July 2000 Visual Merchandising 5 – June 2007
Frequency	As needed
Language	English
Pages	Visual Merchandising 2 – 176 Visual Merchandising 5 – 146
Publisher	ST Media Group International, Inc. Cincinnati Ohio
Available Format	Hardcover Available in Powerbooks and other specialty Bookstores

Title	<b>Color Folders in the Mind: A Branding Story</b>
Description	<p>Marketing introduces a brand to the consciousness of the target customers. This publication contains the most compelling reason why brand building has become so important in today's market. In the words of marketing educator Dr. Karen V. De Asis: <i>"Time has become a most expensive individual resource, gawking over merchandise, checking each and every stock item in a category and spending hours in the retail area is no longer a practice of the new-age consumer. Thus, the importance of getting the brand in the mind of the consumer, to be part of his initial selection even before stepping into a retail space."</i></p> <p>This book contains a wealth of insights into brand building. It begins with a discussion on how important it is for a brand to secure a space in the mind of consumers and how this space is ultimately defined by a brand story and value proposition. These defining factors are the basis used by consumers in choosing a particular brand over others. The author highlights the importance of market research in building strong brands, identifies un-served and underserved markets, including potential target markets, the silver citizen, male homemakers, and ethical consumers. The book emphasizes the importance of top-level support in successful brand marketing.</p>
Publication Date	September 2006
Available Format	Handbooks are available at National Bookstore outlets and on selected PowerBooks and Book for Less outlets.

Title	<b>User-Friendly Marketing Research</b>
Author	Eduardo L. Roberto, Ph.D.
Description	This book deviates from the usual treatment of marketing research found in standard marketing research textbooks, not simply for the sake of being different. It is essentially a response to a real, felt need among marketing professionals and practitioners. This book is for Brand and Marketing Managers, Advertising Executives, and Managers who want to know how to: make their advertising accountable, use name and package testing to their full advantage, effectively set or change prices through price pre-testing, test sales effectiveness via test marketing and benchmarking to manage the marketing research function.
Publication Date	1999
Frequency	One-time publication
Language	English
Pages	Various pages
Price	Not specified
Publisher	Asian Institute of Management (AIM) Phone: (02) 892.4011 to 25 Fax: (02) 817.9240 E-mail: aimnet@aim.edu Website: www.aim.edu
Available Format	Hard copies

Title	<b>Unleashing the Ideavirus, Permission Marketing</b>
Author	Seth Godin
Description	This publication entertains the reader while successfully setting off bursts of ideas along the way. Rather than marketing at the consumer, Godin's approach seeks to maximize the spread of information from customer to customer. The book provides the expected examples of successful ideavirus marketing, which then develops a recipe for concocting your own ideaviruses. In order to show how to make your idea infectious, the book examines what makes a powerful 'sneezer', how 'hives' work, and applies the concepts of critical velocity, vector, medium, smoothness, persistence, and amplifiers. As Godin shows, the now-familiar idea of viral marketing is one very specific form of ideavirus marketing. Most businesses will not be able to engage in true viral marketing, but all can use the ideavirus approach.
Publication Date	2001
Frequency	One-time publication
Language	English
Pages	223
Price	Hardcover – \$40 Paperback – \$11.20
Publisher	Not specified
Available Format	Book (Hardcover and paperback)

Title	<b>Directory of Philippine Merchandise Exporters 2006</b>
Description	The directory contains the names of 4,809 exporters in 2006, who negotiated/collected, through banks, payments on their shipments in the said year, based on reports submitted by banks to the Bangko Sentral ng Pilipinas (BSP). The listing includes names of the exporters, their corresponding codes, addresses, telephone/fax numbers, e-mail/website address, Tax Identification Numbers (TIN), export products, and country destination of exports.
Publication Date	2007
Frequency	Annual
Language	English
Pages	320
Price	Not for sale. Limited free copies only.
Publisher	Bangko Sentral ng Pilipinas (BSP) Corporate Affairs Office Phone: (02) 523.4832 Fax: (02) 523.6210 E-mail: corao@bsp.gov.ph
Available Format	Hard and soft copies Download PDF at <a href="http://www.bsp.gov.ph">www.bsp.gov.ph</a>



Title	<b>Coffee Directory</b> <b>Philippine Coffee Exporters Directory</b> <b>ICOCA Primer</b>
Description	<u>Coffee Directory</u> This contains the lists of coffee suppliers, buyers, co-networks, and partners.  <u>Philippine Coffee Exporters Directory</u> This contains the lists of all accredited coffee exporters with their contact details and assigned exporter's code.  <u>ICOCA Primer</u> A brief description of the functions and services of International Coffee Organization Certifying Agency (ICOCA)
Publication Date	Coffee Directory – 2007 Exporters Directory – 1983
Frequency	Annual
Language	English
Pages	Coffee Directory – 12 Exporters Directory – 10
Price	Not for sale. Free copies are available upon request with the publisher.
Publisher	Department of Trade and Industry (DTI) International Coffee Organization Certifying Agency (ICOCA) Telefax: (02) 897.0515 E-mail: <a href="mailto:icoca@dti.gov.ph/icocadti@yahoo.com">icoca@dti.gov.ph/icocadti@yahoo.com</a>
Available Format	Hard and soft copies

<b>Title</b>	<b>Philippine Food Product Catalogue</b>
<b>Description</b>	<p>It is a publication of the Bureau of Domestic Trade (BDT). It features over a hundred food manufacturers and exporters in the Philippines, offering a wide array of products in the following food sectors: snack foods; baked products; processed fruits and vegetables; wines and beverages; sauces and condiments; processed meat products; frozen/processed marine products; organic and natural products; and other food products.</p> <p>The catalogue provides local and foreign buyers with updated and useful information on Philippine food manufacturers and their products. It includes profiles on the Philippine food industries, the regional and provincial food products and delicacies, and the One Town, One Product (OTOP-Philippines). Food manufacturers that comply with certification standards and requirements of Good Manufacturing Practice (GMP), Hazard Analysis and Critical Control Point (HACCP), Halal, and Kosher, and producers of organic and OTOP-priority products are also highlighted.</p>
<b>Publication Date</b>	May 2008
<b>Frequency</b>	One-time publication
<b>Pages</b>	196
<b>Publisher</b>	Department of Trade and Industry (DTI) Bureau of Domestic Trade (BDT) - Supply Chain Management Division Phone: (02) 751.0384 loc. 2242 and 2240 E-mail: bdt@dti.gov.ph
<b>Available Format</b>	Hard copies, CD Installer

Title	<b>PHILEXPORT'S News and Features</b>
Description	<p><u>PHILEXPORT News and Features (PNF)</u>  PNF is the major policy advocacy paper released every Friday to all newspapers and radio and TV stations nationwide. It carries PHILEXPORT's positions on issues, news, and feature stories on important market events and activities.</p> <p><u>Market Update, Policy Advisories and Activities Bulletin</u>  Contains news and feature stories with policy and market implications. E-mailed to all sectoral PHILEXPORT members within 48 hours after relevant information is received by PHILEXPORT. Sources include embassies, online newsletters and other publications, local and international business support organizations, and other similar agencies.</p>
Publication Date	PNF – Every Friday Bulletin – No set date
Frequency	PNF – Weekly Bulletin – As needed
Pages	PNF- 5; Bulletin - 1
Price	Not for sale
Publisher	Philippine Exporters Confederation, Inc. (PHILEXPORT) Phone: (02) 833.2531 to 34 Fax : (02) 831.3707 E-mail: communications@philexport.ph
Available Format	PNF – Hard and soft copies Bulletin – Soft copies

## **TECHNOLOGY/PRODUCTION**

Title	<b>OPEN STEP FOSS CD KIT (Evaluation Copy)</b> <b>Open Software Tools for Enterprise</b> <b>Productivity Series 3: eBusiness Solutions</b>
Description	<p>Open STEP FOSS CD Kit is a compilation of mature open source applications for micro and small entrepreneurs in support with the national SME Agenda.</p> <p>The Open S.T.E.P. installer is prepared for SME communities to improve business operations through the use of free and open source applications software that works with Windows and Linux operating systems.</p> <p>The collection includes the following applications:</p> <ul style="list-style-type: none"> <li>• OpenOffice v. 2.2.1</li> <li>• PDF Creator7Zip File Compressor</li> <li>• NVU Web Authoring</li> <li>• GIMP Image Editor</li> <li>• Project Planner</li> <li>• Gismo</li> <li>• XAMP-Apache/MySQL/PHP</li> <li>• Turbo Cash Accounting Joomla CMS</li> <li>• OSCommerce</li> <li>• Adiempere</li> <li>• SugarCRMOrangeHRM</li> <li>• TimeTrex</li> <li>• IDCMS Inventory</li> </ul> <p>For details log on <a href="http://www://openstep.wikispaces.com">www://openstep.wikispaces.com</a></p>
Price	Not for sale. Limited free copies available upon request with the publisher.
Publisher	Commission on Information & Communications Technology (CICT) Phone: (02) 920.7412 E-mail: <a href="mailto:osec@cict.gov.ph">osec@cict.gov.ph</a> Website: <a href="http://www.cict.gov.ph">www.cict.gov.ph</a>
Available Format	CD with brochure

Title	<b>Technology Resource Center's (TRC) Gabay Sa Negosyo and Business Guide</b>
Description	Technology Resource Center (TRC) promotes the use of business and livelihood technology through these publications and videos that teach entrepreneurs not only the skills but also how to earn using technology.
Publication Date	Varies, depending on the title
Frequency	Updated and expanded periodically
Language	English and Tagalog
Pages	Varies, depending on the title
Price	Booklet – P60; VCD and VHS – P715
Publisher	Technology Resource Center Technology & Livelihood Information Dissemination Services Group ((TRC-TLIDSG) Phone: (02) 727.6205 loc. 202 and 203 E-mail: tlidsg@yahoo.com Website : www.trc.dost.gov.ph
Available Format	Hard copies and VCDs Available at the TRC office  For orders, payment must be in postal money order, payable to TLRC. Additional P200 for every VCD title and P26 for booklets will be required to cover packaging and mailing costs.

## **GABAY SA NEGOSYO**

### **I. Agribusiness-Crops**

- Bio-intensive Gardening
- *Halamang Gamot*
- High Value Vegetables
- *Pagpapalago ng Dapo*
- *Pagpaparami ng Kabute*
- *Pagtatanim ng Halamang Ugat*
- *Pagtatanim ng Mangga*
- *Produksyon ng Loofah Mula sa Patola*

### **II. Agribusiness-Livestock**

- *Pag-aalaga ng Gatasang Baka*
- *Pag-aalaga ng Itik*
- *Pag-aalaga ng Native Chicken*
- *Pag-aalaga ng Pugo*
- *Pag-aalaga ng Pukyutan*
- *Palahiing Baboy*
- *Patabaing Baboy*

### **III. Aqua Business**

- *Pag-aalaga ng Alimango*
- *Pag-aalaga ng Bangus*
- *Pag-aalaga ng Hito*
- *Pag-aalaga ng Tilapia*
- *Produksyon ng Halamang Dagat*

### **IV. Home Business Crafts**

- *Paggawa at Pagpapalamuti ng Basket*
- *Paggawa ng Artificial Plants at Paper Flowers*
- *Paggawa ng Fabric Toys*
- *Paggawa ng mga Produkto mula sa Papel*
- *Paggawa ng Novelty Items*
- *Paggawa ng Promo Items*
- *Paggawa ng Stuffed Toys*
- *Pagnenegosyo ng Pottery*
- *Quilting*
- *Sapatos, Sinturon, at Iba Pa*

### **V. Home Business - Food**

- Dimsum Delights
- Food and Beverage Services
- *Mga Produkto mula sa Gatas*
- *Mga Produkto mula sa Kasuy*
- *Mga Produkto mula sa Mani*
- *Mga Mula sa Niyog at Soya*

- Mga Produkto mula sa Rootcrops
- Nutritious Snacks
- Juice, Jams, Concentrates *at Iba pa*
- Paggawa ng Minatamis na Prutas at Gulay
- Party Pastries I
- Seafood Snacks
- Specialty Cakes

### **VI. Others**

- *Ang Negosyong Food Retailing*
- Basic Financial Business Management
- Direct Selling and Network Marketing
- *Paggawa ng Aroma Candle*
- *Pagtatag ng Kooperatiba*
- *Pangangasiwa ng Maliit na Negosyo*

## **BUSINESS GUIDE**

### **I. Home Business - Crafts**

- Artificial Plants and Paper Flowers
- Artificial Plants II
- Children's Wear
- Christmas Décor I
- Christmas Décor II
- Christmas Wreath and Decors
- Embroidered Products
- Figurines, Stained Glass and Other Resin Products
- Hair Accessories
- Home Decor
- Knockdown Furniture
- Novelty Items
- Promo Items
- Trendy Balloons
- Wedding Decors & Giveaways

### **II. Home Business - Food**

- Affordable Bakery Products
- Beef and Poultry Meat Processing
- Catering and Food Services
- Chocolate II
- Christmas Food Giveaways
- Christmas Goodies I
- Christmas Goodies II
- Christmas Goodies III
- Commercial Baking
- Fish and Other Seafood Products
- Fish Processing

- Food Products from Coconut and Soya
- Fruit and Vegetable Carving
- Home Bakeshop I
- Home Bakeshop II
- Noodles and Pasta
- Nutritious Food Products from Rootcrops
- Pinoy Merienda Favorites
- Pork Meat Processing
- Soybean and Vegetable Dishes

### III. Others

- Alternative Medicine
- Aroma Candle
- Basic Auto Repair & Maintenance
- Candles and Potpourri
- Decorative Candles
- Fine Jewelry
- Glass Blowing and Decorating
- Herbal Bath Soap
- Jewelry Appraisal and Gold Plating
- Landscaping
- Soapmaking

## Technology Video Courses in VCD and Formats

### I. Home Business - Food

- Affordable Bakery Products
- Cake Decorating
- Catering and Food Services
- Chicharon
- Chocolate Candies I
- Chocolate Candies II
- Commercial Baking
- Deboned Bangus
- Dimsum Delights
- Food and Beverage Services
- Fish Processing
- Home Bakeshop I
- Meat Processing
- *Mga Produkto mula sa Gatas*
- *Mga Produkto mula sa Rootcrops*
- Nutritional Snacks
- *Pagproseso ng Prutas at Gulay*
- Pasta at Noodles
- Pizza Making
- *Produkto mula sa Mani*
- *Produkto mula sa Niyog at Soya*
- Seafood Snacks
- Special Cakes and Pastries I
- Special Cakes and Pastries II

### II. Home Business - Crafts

- Alternative Medicine
- Basic Auto Repair and Maintenance
- *Damit Pambata*
- Dried Flowers
- Fiberglass
- Fine Jewelry

- Flower Arrangement
- Framing
- Homemaking
- Handmade Paper and Paper Mache
- Kurtina, Bedcovers, Cushion, Atbp.
- Ladies' RTW
- Landscaping
- Produkto Mula sa Papel
- Resin Product
- Wedding Giveaways
- Wrought Iron

### III. Business

- *Pangangasiwa ng Maliit Negsyo*
- Cooperative
- Meatshop Management and Meat Cutting Techniques

### IV. Chemicals

- Aroma Candle Making
- *Kandila at Potpourri*
- *Sabon II*

### V. Agribusiness

- Bio-intensive Gardening
- Bonsai Culture
- Broiler
- Container Gardening
- Cutoffler
- Feedlot Fattening
- Feed Formulation
- Honeybee Culture
- High Value Fruits
- Kompost
- Medicinal Plants
- *Paitlugin Manok*



- *Pag-aalaga ng Baboy*
- *Pag-aalaga ng Itik*
- *Pag-aalaga ng Kambing*
- *Pag-aalaga ng Patabaing Baka*
- *Pag-aalaga ng Pugo*
- *Pagpapalago ng Dapo/Orchids*
- *Pagpaparami ng Kabute*
- *Pagtatanim ng Mangga*
- *Pagtatanim ng Saging*
- *Pagtatanim ng Sili*
- *Tree Farming*

## **VI. Aquaculture**

- *Pag-aalaga ng Alimango*
- *Pag-aalaga ng Hito*
- *Pag-aalaga ng Karpas*
- *Pag-aalaga ng Lapu-Lapu*
- *Pag-aalaga ng Sugpo*
- *Pag-aalaga ng Tilapia*

## **VII. New Title (in DVD Format)**

- *Putting Your Business Online*
- *Charcoal Briquette*

Title	<b>The Philippines Recommends</b>
Description	This series outlines management practices recommended for agriculture and forestry activities. It discusses economic and marketing considerations to shed light on the profitability of such ventures. It is hoped that farmers, animal raisers, and private entrepreneurs will find the series helpful in establishing and sustaining a successful agri and forestry ventures.
Publication Date	Variable
Frequency	Updated and expanded periodically
Language	English
Pages	Varies, depending on the title
Publisher	Department of Science and Technology (DOST) Philippine Council for Agriculture, Forestry and Natural Resources Research and Development (PCARRD) Los Baños, Laguna Phone: (049) 536.0014 to 20 Fax: (049) 536 0016 / 536.0132 E-mail: pcarrd@pcarrd.dost.gov.ph
Available Format	Hard copies

## PHILIPPINE RECOMMEND SERIES

Title	Price
<u>Agricultural Resources Management</u>	
- Agricultural Waste Processing and Management (2004)	160
- Conservation Farming in the Sloping Lands, Vol. 1, Contour Farming (2001)	131
- Corn Postproduction Operations (1998)	195
- Irrigation Water Management (1982)	-
- Irrigation Management for Crop Diversification (1998)	135
- Rice Postproduction Operations (2001)	135
- Small Water Impounding Projects (1986)	-
- Soil Conservation (1984)	-
- Soil Fertility Management (1999)	-
<u>Crops</u>	
- Banana (1996)	-
- Cacao (1989)	-
- Cassava (1983)	-
- Cashew (1998)	135
- Citrus (1980)	-
- Coconut (1993)	-
- Coconut Timber Utilization (1985)	-
- Coffee (1982)	-
- Corn (1981)	-
- Durian (2000)	-
- Fruit Processing and Utilization (1988)	-
- Ginger (1981)	-
- Mango (1984)	-
- Mungbean (1991)	-
- Orchids (1994)	170
- Papaya (1984)	-
- Pili (1997)	-
- Potato (1979)	-
- Ramie Production (1988)	-
- Rodent Control (1985)	-
- Rubber (1997)	143
- Soybeans (1986)	-
- Sugarcane (2001)	455
- Tobacco (1979)	-
- Winged Bean (1980)	-
<u>Forestry Environment</u>	
- Agroforestry (1994)	-
- Bamboo (1994)	-
- Bamboo Production (1994)	121
- Builders' Woodworks (1999)	113
- Dipterocarp Production (1997)	-
- Fast Growing Hardwoods (1986)	-
- Fuelwood and Charcoal Utilization (1985)	80

- Furniture of Wood (1998)	136
- Ipil-ipil (1980)	178
- Lumber (2000)	153
- Pines (1984)	-
- Rattan (1994)	-
- Rattan Production (1994)	152
- Reforestation (1992)	-
- Tikog (1994)	94
- Sustainable Use of Monkeys (1995)	104
- Veneer and Plywood (1999)	124
- Watershed Management (1998)	88

#### Livestock

- Goat Farming (2004)	125
- Duck Egg Production (2003)	100
- Animal Health Care (2002)	125
- Beef Cattle Production (1999)	-
- Broiler Production (1997)	-
- Carabao Production (2003)	270
- Cattle-Coconut Farming (1982)	-
- Dairy Products Manufacture (1991)	-
- Duck Raising (1991)	-
- Forage and Pasture Crops (2001)	155
- Goat Farming (1999)	-
- Hides and Skins (1999)	-
- Livestock Feed Formulation (2000)	178
- Meat Processing (1991)	-
- Pork Production (1999)	-
- Sheep Raising (1989)	-
- Sustainable Small Ruminant-Coconut Production System (1999)	-
- Table-Egg Production (1889)	-

Title	<b>Other Publications of Philippine Council for Agriculture, Forestry and Natural Resources Research and Development (PCARRD)</b>
Description	<p><u>Book Series</u></p> <p>These are outputs of reviews and compilations of research information presented by experts in specific fields and disciplines are substantial sources of relevant information.</p> <p>Topics:</p> <ul style="list-style-type: none"> <li>- Agricultural Engineering Technologies for Soil and Water Resources Conservative Management (1999)</li> <li>- Sustainable Development Through Organic Agriculture (2000)</li> <li>- Rotary Flash Paddy Dryer: A Technical Organic Agriculture (1993)</li> <li>- Strengthening Farm Weather Forecast and Advisory System in the Philippines (1992)</li> <li>- Standard Methods of Analysis for Soil, Plant, Tissue, Water and Fertilizer (1991)</li> <li>- Management and Utilization of Acid Soils (1991)</li> <li>- Success Stories of Farmer-Management Coconut-Based Farming Systems, Volumes I,II,III (1991)</li> <li>- Productivity Enhancement in Rainfed Areas (1991)</li> <li>- Irrigation Management for Rice-based Farming Systems in the Philippines (1992)</li> </ul> <p><u>Commodity Industry Analysis</u></p> <p>This contains production and market analysis of a specific farm commodity for each series. It also includes institutional, infrastructural, and technical support; government programs and policies; costs</p>

and returns; and demand and supply projections.

Topics:

- Abaca (1988)
- Bulb Onion (1988)
- Coconut (1988)
- Chicken (1987)

#### Data Series

This is a compilation of available statistics relevant to various commodities.

#### Information Bulletin

This contains information on PCARRD relative to its operations.

#### Industry Situationer

This presents the state of commodity production, consumption/ utilization and demand and supply trend, price trend, marketing practices and problems existing institutional support for certain commodity industries.

#### Komiks

A form of pamphlet characterized by illustrations from cover to cover. It includes the use of dialogues in balloons and follows a storyline that presents the technology to be disseminated. It is usually written in the vernacular of the target user – the small producer or the entrepreneur.

#### Farm News / *Mga Balitang Pambukid*

This contains research findings or technical information not necessarily new but still usable.

#### Research and Development (R&D) Status and Directions

It provides essential information on the R&D status and directions of a specific commodity

prioritized by PCARRD and the National Agriculture and Resources Research and Development Network (NARRDN).

Publication Date	Varies, depending on the publication.
Frequency	One-time publication
Language	English, some are also available in Filipino
Price	Book Series: Varies, depending on the title Commodity Industry Analysis: 40
Publisher	Department of Science and Technology (DOST) Philippine Council for Agriculture, Forestry and Natural Resources Research and Development (PCARRD) Los Baños, Laguna Phone: (049) 536.0014 to 20 Fax: (049) 536 0016 / 536.0132 E-mail: pcarrd@pcarrd.dost.gov.ph
Available Format	Hard copies

Title	<b>Philippine Raw Materials Catalogue - Beads, Carabao Horns and Bones, and Seashells</b>
Description	<p>The catalogue showcases a variety of indigenous raw materials used in manufacturing Philippine products. This volume features beads, carabao horns and bones; and seashells. Two previous volumes featured raw materials used in the wearables, gifts, holiday decors, furniture, furnishings, and loomweaving industries.</p> <p>The catalogue provides the specific names of the raw materials, the names by which they are known in various dialects, their biological structures, economic uses, and places in the country where they can be found. Contact information on selected raw material suppliers is also included.</p>
Publication Date	2007
Frequency	One-time publication for each sector
Pages	Philippine Raw Materials Catalogue – 60 Attachment: List of Raw Materials Suppliers - 99
Price	P325
Publisher	<p>Department of Trade and Industry (DTI) Bureau of Domestic Trade (BDT) – Supply Chain Management Division Phone: (02) 751.3223 locs. 2242 / 2240 Fax : (02) 751.3224 E-mail: bdt@dti.gov.ph</p>
Available Format	Hard copies



Title	<b>Directory of Philippine Raw Material Suppliers (4 sets)</b>
Description	<p>The directory is a database of essential raw materials that will eventually serve as a tool to link raw material suppliers with manufacturers, subcontractors, and exporters.</p> <p>Raw materials included are bamboo; rattan, sabutan, wicker, bancuang and leather; abalone and ornamental fish; ube; taro/gabi; and calamansi.</p> <p>The directory provides the suppliers' profile that includes farm name, farm address, warehouse location, year started, name of respondent and position, telephone, fax, e-mail, website, the nature of business, legal form of business, variety, area planted, type of crops, production yield, and on how they sell their products.</p>
Publication Date	2007
Frequency	One-time publication for each sector
Language	English
Price	P325
Publisher	<p>Department of Trade and Industry (DTI)  Bureau of Domestic Trade (BDT) – Supply Chain Management Division  Phone: (02) 751.3223 locs. 2242 / 2240  Fax : (02) 751.3224  E-mail: bdt@dti.gov.ph</p>
Available Format	Hard copies

Title	<b>Philippine Ethnic Patterns A Design Sourcebook</b>
Description	<p>The book is a design sourcebook that aims to aid the creative industries. It is a sourcebook of design motifs culled from Philippine traditional arts and crafts. This is a book of patterns that designers can turn to for inspiration for new designs and product adaptations.</p> <p>The book reduces designs and motifs taken from traditional Philippine arts and crafts into simple, flat, black-and-white line-drawn images.</p>
Publication Date	2006
Frequency	One-time publication
Language	English
Pages	357
Publisher	<p>Department of Trade and Industry (DTI) Product Development and Design Center of the Philippines (PDDCP) Phone: (02) 832.3646 / 832.3650 Fax: (02) 832.3649 E-mail: pddcp@dti.gov.ph</p>
Available Format	Hard copies

Title	<b>Bureau of Postharvest Research and Extention (BPRE) Publications</b>
Description	<p><u>Multi-Commodity Solar Tunnel Dryer (MCSTD) Leaflet</u></p> <p>The MCSTD is a BPRE-generated technology that serves as a viable alternative to sundrying and a utility of commercial mechanical dryers. MCSTD is a modified version of the solar tunnel dryer developed by Hohenheim University researchers in Germany.</p> <p><u>Agricultural Tramline Leaflet</u></p> <p>This leaflet introduces a technology that was developed to reduce toilsome hauling and provide transport of produce in areas under extremely difficult conditions.</p> <p><u>Cold Chain Leaflet</u></p> <p>This leaflet discusses a technology that was developed to extend the freshness and quality of the farmers' produce.</p> <p><u>Flatbed Dryer Leaflet</u></p> <p>This discusses information on the flatbed dryer (FBD) that is designed to lower drying cost compared to existing mechanical dryers, significantly due to its fuel, the rice hull.</p> <p><u>Cashew Nut Processing Leaflet</u></p> <p>Whole kernels command higher price than broken pieces do. To produce whole cashew kernels that are cashew nut shell liquid (CNSL)-free, the BPRE adapted from Khon Khaen University of Thailand a low-cost, manually-operated sheller for small-scale processors.</p> <p><u>Biomass-Fed Furnace / Heater System Leaflet</u></p> <p>With the BPRE-developed biomass-fed furnace / heater system, mechanical drying becomes an attractive means of drying crops. This</p>

technology, which is discussed in the leaflet, significantly reduces the cost of drying, making mechanical dryer owner/operators and farmers mutually benefited.

Catalogue of Corn Technologies

This catalogue contains various corn technologies supplied with their corresponding features and specifications, which aim to provide information to corn farmers and other potential adopters.

Cashew Processing Systems in the Philippines

This manual presents some alternative business schemes for cashew processing with consideration of the different conditions existing at the potential user's end. It provides an easy reference for cashew farmers, researchers, or any entity wishing to engage in cashew processing.

Asian Technical Symposium on the Improvement of Soil and Water Quality for Agriculture (Applications of Silicate Minerals)

This proceeding comprises latest soil and water quality researches aimed at enhancing the awareness and knowledge of its readers on the use of quartz porphyry in the improvement of soil and water quality for agriculture.

Publication Date	2007 and 2008
Price	Not for sale. Limited free copies available upon request through the ACD-Scientific Literature Services
Publisher	Department of Science and Technology (DOST) Bureau of Postharvest Research and Extension (BPRE) Phone: (044) 456.0287 / 456.0213 Fax: (044) 456.0110 E-mail: <a href="mailto:execdir@bpre.gov.ph">execdir@bpre.gov.ph</a> Website: <a href="http://www.bpre.gov.ph">www.bpre.gov.ph</a>

Title

**Food and Nutrition Research Institute (FNRI)  
Publications**

Description

Basic Nutrition

- Your Key Nutrients
- How much Do You Know About Food and Nutrition

Nutrition for Vulnerable Groups

- Meal Planning During Pregnancy and Lactation
- Meal Planning for Teenagers
- Foods for the Elderly (65 years old and above)

Meal Planning and Preparation

- Stretch Your Food Peso
- Preserve Foods at Home
- Fish and Other Seafoods
- Eggs are Good Body Builders
- Vitamin A in Your Daily Meals
- Your Vitamin C Rich Foods
- Cooking with Coconut
- Mga Pagkaing Sagana sa Kalsyum
- Mga Pagkaing Sagana sa Yodo
- Consumers' Guide to Food Values Series: Vegetables, Fruits, Legumes & Nuts, Milk & Milk products

Food Technology Series

- Rice *Mongo* Kroepect
- Rice Soy Noodles
- Rice-Mongo Crunchies
- Squash Flour
- Dehydrated Sweetened Papaya
- Dehydrated Carrots
- Rice-Mongo Sesame Weaning Food
- Rice-*Papaya* Sesame Weaning Food
- Squash Chips
- Squash Catsup
- Banana Peanut Mix

### Teaching Guides

- Subject Information Guide on F&N
- Guide for the Homemakers Course
- Food Composition Tables
- Recommended for Use in the Philippines (1997 edition)
- Food Exchange Lists (FEL) for Meal Planning
- Nutritional Management of Renal Disease
- Handbook for Diabetic Patients
- Diet Guide for Renal Disease
- RDA Tables I, II & III

Publication Date	Not specified
Frequency	As needed
Language	English, some are also available in Filipino
Pages	Varies, depending on the title
Price	Basic Nutrition: P4.50 – P10 Nutrition for Vulnerable Groups: P3 – P5.50 Meal Planning: P2.50 – P9 Technology Series: P2.50/copy Teaching Guides: P15 – P300
Publisher	Department of Science and Technology (DOST) Food and Nutrition Research Institute (FNRI) Phone : (02) 837.2934 / 837.2071 to 82 E-mail : cvcb@fnri.dost.gov.ph Website : www.fnri.dost.gov.ph
Available Format	Hard copies

Title	<b>Industrial Technology Development Institute (ITDI) Publications</b>
Description	<p><u>Techo-LeADs Brochures</u>  The brochures demonstrate the methods of preparation of various food products/local raw materials including processing and preservation developed at the ITDI.</p> <p>Series No. 1 - Brighten Up Your Nook! Make Your Own Candles</p> <p>Series No. 2 - Meat the Occasion with Native Hams, Sausages, Bacon, etc.</p> <p>Series No. 3 - Mould Making Made Easy</p> <p>Series No. 4 - How to Process Tomato into Commercial Items</p> <p>Series No. 5 - Vinegar: Condiment that Spells Sweet Gains</p> <p>Series No. 6 – How to Process Calamansi into Commercial Items</p> <p><u>Pollution Prevention and Control (Guide for Slaughterhouse Industry)</u>  This is a guide for slaughterhouse owners, operators, and workers on effective waste minimization program.</p> <p><u>ITDI Annual Report</u>  This is ITDI's accomplishment report for the whole year round.</p> <p><u>Current Awareness Service (CAS)</u>  This is the list of publications received by the ITDI Library.</p>

Frequency	Varies depending on the title
Language	English
Price	Techno-LeADs – P7.50 Pollution Prevention – P200
Publisher	Department of Science and Technology (DOST) Industrial Technology Development (ITDI) Phone: (02) 837.6151 (Office of the Dep. Dir.) (02) 837.6156 (Info Resource Center) E-mail: rtid@agham.dost.gov.ph Website : <a href="http://mis.dost.gov.ph/itdi">http://mis.dost.gov.ph/itdi</a>
Available Format	Hard copies



Title                   **Metals Industry Research and Development  
Center (MIRDC) Publications**

Description       Technical Information Services (TIS)  
This is a monthly publication, which contains a listing and a brief description, or summary, of the latest articles on metal-working technologies and management strategies. These articles are scanned and lifted from the latest technical journals, books, and other technical publications from the Center's library holdings.

Metal Products Directory

A comprehensive directory of local manufacturers engaged in metal working activities, this contains the product lines/services offered, contact person, e-mail, and telephone numbers of companies. The directory is divided into two sections: the first section contains the names of the firms, while the succeeding section lists the products and services. Contents in both sections are alphabetically arranged.

Industry Studies

These are in-depth analyses of the various sectors which include among others the technical capability, workforce and production, importation, and exportation of a particular sector:

- Heat Treatment
- Tool and Die
- Machine Shop
- Electroplating
- Welding
- Metalcasting

Brochures

- Autodesk Mechanical Desktop
- Bender, Twister, Curler
- Bulge Forming Technology

- Development of Wrought Iron
- Ilang Ilang Oil Extractor
- Improvement of Non- Ferrous Casting
- Investment Casting
- Gemstone Cutting and Polishing Machine
- Laser Interferometry
- Leg Lengthening Device (Ilizarov)
- Marble Block Cutter
- Medical And Dental Instrument
- Powder Metallurgy
- Preventive Maintenance
- Solstar Implants
- Spin Casting
- Surgical implants
- Techno Tulong
- Thorough Precision Casting

#### Trends and Events

A bimonthly publication that tackles and informs the industry members and the general public of the activities of the Center, the latest trends in the metals industry and who's who in the sector.

#### Annual Report

A yearly publication that chronicles the salient accomplishments of the Center.

#### Compendium of R&D Projects

A consolidation of the MIRDC's matured R&D projects with brief descriptions; intended as a quick reference/guide for potential investors and researchers.

Publication Date	Not specified
Frequency	Technical Info Services – Monthly Metal Products Directory – Every 2 years Industry Studies – Every 5 years Brochures – Annual Trends and Events – Bi-monthly

Annual Report – Yearly  
Compendium – Programmed for publication this  
year

Language	English
Pages	Varies, depending on the title
Price	Photocopying cost is P1.00/page
Publisher	Department of Science and Technology (DOST) Metals Industry Research and Development Center (MIRDC) Phone: (02) 837.0764 / 837.0431 loc. 461 Fax: (02) 837.0430 E-mail: <a href="mailto:rtv@mirdc.dost.gov.ph">rtv@mirdc.dost.gov.ph</a> Website : <a href="http://www.mirdc.dost.gov.ph">www.mirdc.dost.gov.ph</a>
Available Format	Hard & soft copies. Download PDF at <a href="http://www.mirdc.dost.gov.ph">www.mirdc.dost.gov.ph</a>

Title	<b>Philippine Council for Aquatic and Marine Research and Development (PCAMRD) Publications</b>
Description	<p><b>Technology Manuals</b></p> <p><u>A Practical Laboratory Guide to the Techniques and Methodology of Electrophoresis (1991)</u>  This manual describes the specific methodologies for starch gel and subsequent staining. The basic principles on the understanding and interpretation of the electropherogram banding patterns are briefly discussed.</p> <p><u>Agar Processing and Characterization (1996)</u>  The manual includes agarophyte identification and characterization of the polysaccharide extracted from seaweed. The preliminary analysis of seaweeds, extraction, and the physico-chemical analyses of agar are also presented.</p> <p><b>PCAMRD Currents</b></p> <p><u>Prawn Industry in the Philippines (1996)</u>  Discusses the culture techniques, diseases and prevention, harvesting and post-harvest techniques, quality control standards, and marketing are provided.</p> <p><u>Crab Industry in the Philippines</u>  The info bulletin covers the overview and status of crab industry in the Philippines. The culture techniques, harvesting and cooking of crab, export potential, and the problems of the industry were also discussed.</p> <p><u>Mudfish Breeding and Culture</u>  This presents the breeding and culture of mudfish.</p>

### The Culture of Carps

Discusses the techniques in carp breeding and culture and the prospects of carp culture and hatchery.

### Tilapia Culture

Contains brief information on tilapia nursery, grow-out and cage culture in freshwater, and brackishwater culture of tilapia.

### Pond Construction and Maintenance for Tilapia Breeding and Grow-out

The info bulletin presents the pond construction, maintenance and techniques on tilapia breeding and broodstock management.

### Environment-friendly Technologies for Controlling Shrimp Diseases in Ponds

Provides the information on diseases and control application of the technologies, effect of the technologies on the harvest, and cost and return for adoptors of the technologies.

## **Book Series**

### Advances in Finfish and Shellfish Mariculture

Reports the proceedings of the First Philippine-French Technical Workshop on the advances in Finfish and Shellfish Mariculture held in Los Baños, Laguna in 1990. The book includes discussion on the status of finfish and shellfish aqua-culture in Europe, France, and its overseas territories. It also presents an overview of the Philippines' R&D program for aquaculture and mariculture technique. A total of 12 full papers are presented in five technical sessions.

### Integrated Agriculture-Aquaculture

The book consists of five technical papers on the recent development in agriculture-aquaculture integrated farming systems, rice-fish culture, and fish-crop-livestock integrated farming.

### Aquatic Biology Research and Development in the Philippines

The book discusses the state-of-the-art biology of freshwater organism with emphasis on the conservation and management of endangered fishes and invertebrates in the Philippines.

### Fisheries Ideas that Work

This book features the various techniques and strategies that would be useful in the production, processing, and trading of fish and other marine products.

### Groundwater Resources Utilization and Management in the Philippines

Topics presented and discussed were on the groundwater supply in the Philippines, water well drilling, geology and selected problems, groundwater for rural water supply, sewerage and sanitation, and groundwater policies and usage.

### Riverine Resources in the Philippines

The R&D programs and projects on riverine ecosystems in the Philippines were presented and discussed as a tool for planning and decision-making.

### Rational Approach to the Development of the Fisheries Sector

The assessment of the impact of El Niño episode on Philippine fisheries is presented in this book which also features the effects of the phenomenon on aquaculture, marine, and inland fisheries.

R&D Highlights of the National Aquatic Resources  
Research and Development System (NARRDS)

This features the accomplishments of the workers in fisheries and aquatic resources R&D, which are funded by the Philippine Council for Aquatic and Marine Research and Development (PCAMRD)/Department of Science and Technology (DOST), other government agencies, and international donors.

Marine Protected Areas in the Philippines

The proceedings contain the status of the marine protected areas (MPAs) in the Philippines. It also provides a source to establish, manage, and sustain the future directions of the MPAs in the Philippines.

Publication Date	Varies, depending on the title
Frequency	One-time publication
Language	English
Pages	Varies, depending on the title
Price	Technology Manuals – P30 – P40 PCAMRD Currents – P16 Book Series – P50 – P300
Publisher	Department of Science and Technology Philippine Council for Aquatic and Marine Research and Development (PCAMRD) Phone: (049) 536.5577 / 536.1566 / 536.1582 E-mail: riud@laguna.net
Available Format	Hard copies

Title	<b>Philippine Council for Industry and Energy Research and Development (PCIERD) Publications</b>
Description	<p data-bbox="396 268 586 292"><u>Institutional Flyer</u></p> <p data-bbox="396 300 960 491">This is a four-fold, full-color brochure highlighting the PCIERD profile as an agency under the DOST umbrella. It outlines the various programs and services offered by PCIERD and its role in the implementation of the DOST development thrust and program.</p> <p data-bbox="396 496 790 520"><i>Updated as need arises, Not for sale.</i></p> <p data-bbox="396 560 586 584"><u>Technology Flyer</u></p> <p data-bbox="396 592 960 807">This is traditionally a two-fold brochure describing a specific PCIERD-funded project. It is simply designed for all types of readers and comes out with customary graphics, photos, and captions. At least eight (8) flyers are printed yearly in time for the National Science and Technology Week (NSTW) in July.</p> <p data-bbox="396 815 605 839"><i>Annual, Not for sale</i></p> <p data-bbox="396 879 561 903"><u>Annual Report</u></p> <p data-bbox="396 911 960 1031">This is a 32-page professionally-designed pamphlet that highlights the yearly major accomplishments of the PCIERD. The PCIERD organizational profile forms part of the report.</p> <p data-bbox="396 1038 605 1062"><i>Annual, Not for sale</i></p> <p data-bbox="396 1102 516 1126"><u>Guidebook</u></p> <p data-bbox="396 1134 960 1222">This is also called the PCIERD bluebook that primarily serves as guide to the PCIERD clients in the implementation of R&amp;D projects.</p> <p data-bbox="396 1230 790 1254"><i>Updated as need arises, Not for sale</i></p> <p data-bbox="396 1294 779 1318"><u>The Packaging Network Pamphlet</u></p> <p data-bbox="396 1326 938 1410">This is a listing of the members of the packaging network made available to help supplement and broaden the information base on various</p>



programs, services, and activities of key players in the development of the packaging industry.

*Updated as need arises; Not for sale.*

### Report on National and Regional S&T Fora Competitions

This is a compilation of winning entries presented by scientists, researchers, and engineers whose R&D works has won recognition and awards during the PCIERD national and regional S&T Fora and Competitions held every two years in conjunction with the PCIERD anniversary celebration.

*Once every two years; Not for sale*

### PCIERD Progress

The official newsletter of PCIERD, this features all the activities of the Council, particularly R&D projects - new, on-going and completed - and other S&T-related activities.

*Quarterly; Not for sale*

Publication Date	Varies, depending on the title
Language	English
Pages	Varies, depending on the title
Publisher	Department of Science and Technology (DOST) Philippine Council for Industry and Energy Research and Development (PCIERD) Phone : (02) 837.2926/ 837.3935 / 837.6154 (02) 837.2071 to 82 locals 2120 / 2121 E-mail : pcierd@dost.gov.ph Website: www.pcierd.dost.gov.ph
Available Format	Hard copies

Title	<b>Science &amp; Technology Information Institute (STII) Publications</b>
Description	<p><u>S&amp;T Post</u> This is the official newspaper of the DOST <i>Monthly, Not for sale.</i></p> <p><u>DOST Update</u> This reading material is intended for the policy-makers. <i>Bi-monthly, Not for sale.</i></p> <p><u>AstInfo Newsletter</u> This reading material is intended for the librarians. <i>Quarterly, Not for sale.</i></p> <p><u>Philippine Inventions</u> This is a compilation of patented Philippine inventions. <i>Quarterly, P50/copy</i></p> <p><u>Philippine Journal of Science</u> This is a quarterly, peer-reviewed journal in English that publishes reports of original researches in the natural and applied sciences and mathematics. It also publishes and viewpoints on timely subjects. <i>Quarterly, P65</i></p> <p><u>Philippine Science and Technology Abstracts</u> These are the abstracts of the latest Philippine publications in S&amp;T. <i>Quarterly, P50</i></p> <p><u>Philippine Technical Information Sheets</u> A monographic series, this is a compilation of information on the Philippine S&amp;T leading edges. <i>Series, P75</i></p>

Philippine Technology Journal

This is a publication on applied researches.

*Quarterly, P65*

R&D Philippines

This is a compilation of completed and on-going R&D projects.

*Semi-annual; P125*

Sea Abstracts

This is a compilation of abstracts/summaries of the latest scientific and technical studies in Asia.

*Quarterly, P50*

The New Infoscience Magazine

A creative synthesis of data, presented as feature articles for science enthusiasts

*Semi-annual, P40*

Tekno Tulong Series

This publication provides transferable technologies in layman's language.

*Semi-annual, P30*

Publication Date	Varies, depending on the title
Language	English
Pages	Varies, depending on the title
Publisher	Department of Science and Technology (DOST) Science and Technology Information Institute (STII) Phone : (02) 837.7520 E-mail : holly@stii.dost.gov.ph lra@stii.dost.gov.ph
Available Format	Hard copies

Title	<b>Technology Application and Promotion Institute (TAPI) Publications</b>
Description	<p><u>Case Stories of DOST Interventions to the Agriculture and Industry Sectors</u> This is a set of 12 pamphlets, which draw out conclusions in terms of what are "doable" and "successful" from among the various interventions being extended by the DOST and the agriculture and industry sectors to entrepreneurs.</p> <p><u>Directory of DOST S&amp;T Experts Volunteers</u> This is a list of the current pool of more than 900 S&amp;T experts accredited under the program with their field/s of specialization.</p> <p><u>Profitability of Common Service Facilities and Sustainability of Raw Materials in the Furniture</u> The publication contains information on the following: sustainability of raw materials for the furniture industry in Quirino Province, marketability of the proposed common service facility project, strategic location of the proposed Common Service Facilities (CSF) project and socio-economic indicators.</p> <p><u>27<sup>th</sup> International Exhibition of Inventions, New Techniques, and Products</u> This features Philippine entries to the 27<sup>th</sup> International Exhibition of Inventions held in Switzerland last 30 April to 9 May 1999.</p> <p><u>Catalogue of Filipino Inventions</u> This showcases the Filipino ingenuity – commerciable and marketable technologies and inventions.</p>

### Proudly Filipino Show

This is a prospectus for the centennial celebration of the Filipino community in Melbourne, Australia. It features DOST and its attached agencies' major programs, latest R&D, five of the country's most prestigious schools/universities, high quality and exportable Philippine made products, alternative tourists and recreation places, exotic Pilipino dishes and cuisines, Oranization of Pilipino Music (OPM's), and general guide in the different business communities.

### Inventions and Innovations:

#### *A Glimpse of the Filipino Legacy*

This is a book concerning completely on Filipino technological achievements in inventions, utility models, and industrial designs. It has abstracts, claims, and drawings on construction, wind water, transporation, industry, housekeeping, health and sanitation, cookery, games and entertainment, and martial craft.

### Filipino Inventors as Entrepreneurs

#### A Casebook

This is a casebook featuring 15 Filipino inventors and innovators in the agro-industrial, energy, and electronic fields. All stories highlight the gradual and often painful metamorphosis of the inventor into a successful entrepreneur.

### Simple Word 2000

The book uses the simplified approach to learning computer basics. This is also uses an illustrated approach that makes the methods of instruction easy to understand.

### Great Flavor of Soybean

This is a compilation of nutritious soybean recipes and rich diet that is economical, easy to prepare, and definitely healthy.

DOST Handbook of S&T Services

This are ready reference materials on various S&T services being offered by the councils and institutes of the DOST.

Flyers/brochures

This contains general information on the technology from RDI's/Councils.

Frequency	Varies
Language	English
Pages	Varies, depending on the title
Publisher	Department of Science and Technology (DOST) Technology Application and Promotion Institute (TAPI) Phone: (02) 837.6188 / 837.2936 Fax: (02) 838.1112 E-mail: mpo@dost.gov.ph Website: www.tapi.dost.gov.ph
Available Format	Hard copies

Title	<b>Intellectual Property Office Publications</b> <ul style="list-style-type: none"> <li>- <b>Brochures on IP Philippines, Trademark, Copyright and Patent</b></li> <li>- <b>Tinker/Tinkerer's Self-Help Materials (SHM) in Intellectual Property Rights</b></li> <li>- <b>Patent Information for SMEs</b></li> <li>- <b>Database of Trademarks for SMEs</b></li> </ul>
Description	<p><u>Brochures...</u> A compilation of brochures providing information on the products and services of the Intellectual Property Office of the Philippines; trademarks, copyright and patent.</p> <p><u>SHM in Intellectual Property Rights</u> This contains information on the various topics related to intellectual property rights.</p> <p><u>Patent Information for MSMEs</u> This is a compilation of technological information contained in patent documents organized by industries for use of MSMEs.</p> <p><u>Database of Trademarks for SMEs</u> A searchable database of registered trademarks with the Intellectual Property office of the Philippines (IP Philippines)</p>
Publisher	<p>Department of Trade and Industry (DTI) Intellectual Property Office of the Philippines (IP Philippines) Phone: (02) 752.5450 to 65 / 890.4942 Fax: (02) 890.4862 E-mail: mail@ipophil.gov.ph</p>
Available Format	<p>Patent Information... - Hard copies Database – Soft copies Available at <a href="http://www.ipophil.gov.ph">www.ipophil.gov.ph</a></p>

# **HUMAN RESOURCE DEVELOPMENT**



Title	<b>Compendium of 2008 Human Resource Development (HRD) and Entrepreneurship Training Programs for MSMEs</b>
Description	<p>Contains HRD and entrepreneurship training programs being offered by 16 government training and advocacy institutions for MSMEs.</p> <p>Training programs in this compendium are classified into the following categories: business technology and livelihood skills; entrepreneurship and enterprise development; finance, financing, and financial management; general management; HRD; information and computer technology; marketing; quality and productivity in production operations; and business services, such as counseling.</p>
Publication Date	2008
Frequency	Yearly
Language	English
Pages	Approximately 75
Price	Not for sale. Limited copies only
Publisher	<p>Department of Trade and Industry (DTI)  Philippine Trade Training Center (PTTC)  Phone: (02) 468.8962 to 70  Fax: (02) 833.0809 / 831.9988  E-mai: info@pttc.gov.ph  Website : www.pttc.gov.ph</p>
Available Format	<p>Hard and soft copies  Available for download in PDF file at  www.pttc.gov.ph</p>

Title	<b>Compendium of DOST Training Courses</b>
Description	This contains the training courses of DOST agencies and regional offices for the year.
Publication Date	Not specified
Frequency	Yearly
Language	English
Pages	Not specified
Price	Not for sale
Publisher	Department of Science and Technology (DOST) Technology Application and Promotion Institute (TAPI) Phone: (02) 837.2936 Fax: (02) 837.6188 E-mail: mpo@dost.gov.ph Website: www.tapi.dost.gov.ph

Title	<b>MAG TEK-BOK KA BOK!</b> <b>Tek-Bok for Pinoy Workers of the World</b> <b>&lt;Pinoy WOWs!&gt;</b>
Description	This provides information about scholarship opportunities available under the President Gloria Macapagal-Arroyo Training-for-Work Scholarship Program (TWSP) and Ladderized Education Program (LEP) for MSME workers and their beneficiaries.
Publication Date	November 2007
Frequency	One-time publication
Language	English, some Filipino
Pages	180
Price	Not for sale. Copies available upon request.
Publisher	Technical Education and Skills Development Authority (TESDA) Phone: (02) 817.4076 to 82 / 818.8829 (02) 893.2454 E-mail: bobosyjuco@tesda.gov.ph Website: www.tesda.gov.ph
Available Format	Hard copies Available at <a href="http://www.e-TEDA.gov.ph">www.e-TEDA.gov.ph</a>

<b>Title</b>	<b>Career Guides</b>
<b>Description</b>	<p>This is composed of a series of occupational briefs, which aims to provide information to fill and list of highly-in-demand occupations identified during the 2006 Manpower Summit and the 2007 National Human Resource Conference. This contains information on the nature of the job, its education and competency requirements, earnings, employment, and job outlook.</p> <p>Available Career guide topics:  Accountant, Aircraft Mechanic, Animator, Architect, Barista, Bartender, CAD Operator, Call Center Agent, Caregiver, Chef, Civil Engineer, Commercial, Airline Pilot, Computer Programmer, Cook, Dietitian, Electrical Engineer, Geologist, Heavy Equipment Mechanic, Heavy Equipment Operator, Hotel Reservations Officer, Massage Therapist, Mechanical Engineer, Medical Technologist, Medical Transcriptionist, Metallurgical Engineer, Mining Engineer, Nursing Assistant, Optometrist, Pharmacist, Physical Therapist, Professional Nurse, Receptionist, Retail Salesperson, Room Attendant, Software Engineer, Surveyor, Telemarketer, Tour Guide, Travel Agent, Waiter/Waitress, Welding and Metal Fabricator</p>
<b>Publication Date</b>	2007
<b>Pages</b>	1/occupation
<b>Publisher</b>	Department of Labor and Employment (DOLE) Bureau of Labor Employment (BLE) Phone: (02) 527.0087 Fax: (02) 527.2421 E-mail: <a href="mailto:od@ble.dole.gov.ph">od@ble.dole.gov.ph</a>
<b>Available Format</b>	Available at <a href="http://www.ble.dole.gov.ph/occupation">www.ble.dole.gov.ph/occupation</a>

Title	<p><b>List of Licensed Private Recruitment and Placement Agencies for Local Employment, Their Authorized Branch Offices and Recruiters, By Region</b></p> <p><b>List of Registered Contractors/Sub-contractors</b></p>
Description	<p><u>List of Private Recruitment and Placement Agencies For Local Employment...</u>  This list provides the names and contact numbers of licensed private recruitment and placement agencies by region.</p> <p><u>List of Registered Contractors/Sub-contractors</u>  This section of the BLE website contains 8,130 records of registered contractors/sub-contractors as of May 2008.</p>
Publication Date	<p>Recruitment Agencies – 2007</p> <p>Contractor/Sub-contractors – May 2008</p>
Frequency	One-time publication or as necessary
Language	English
Pages	<p>Recruitment Agencies – 1</p> <p>Contractor/Sub-contractors – 8,130 records</p>
Price	Not specified
Publisher	<p>Department of Labor and Employment (DOLE)</p> <p>Bureau of Labor Employment (BLE)</p> <p>Phone: (02) 527.0087</p> <p>Fax: (02) 527.2421</p> <p>E-mail: <a href="mailto:od@ble.dole.gov.ph">od@ble.dole.gov.ph</a></p>
Available Format	Available at <a href="http://www.ble.dole.gov.ph/contractor">www.ble.dole.gov.ph/contractor</a>

Title	<b>Career Guidance A Resource Handbook for Low- Middle-Income Countries</b>
Author	Ellen Hansen
Description	<p>Rapid changes in the labor market and growing youth unemployment give today's policy-makers and programme administrators major challenges – particularly in the field of career guidance in low and middle-income countries. This book provides, for the first time, a comprehensive roadmap to help professionals navigate their way through these issues, combining hands-on experience and practical advice with proven administrative tools for making career guidance more relevant and effective.</p> <p>It is an essential guide in developing effective career guidance systems, career information, organizing service delivery, staff development, and improving governance and coordination.</p>
Publication Date	2006
Language	English
Pages	110
Price	\$22.95 / 20 Euros
Publisher	<p>International Labour Office Philippines  Phone : (02) 580.9900  Fax : (02) 580.9999  E-mail : manila@ilo.org</p>
Available Format	Hard copies

Title	<b>Setting Frameworks: Family Business and Strategic Management</b>
Author	Elfren Sicangco Cruz
Description	This book provides a lot of insights and solutions for creating an excellent family business. It also explains the need for succession planning, which generally pertains to the preparation to handover the reigns of the business to a successor. Succession in a family is often a long and difficult process. It may take several years and timing is very critical. It is the one factor that is crucial to the smooth transition from one generation to the next.
Publication Date	2005
Frequency	One-time publication
Language	English
Pages	217
Price	P395
Publisher	Anvil Publishing Inc. Phone: (02) 747.1622 / 637.3621 Fax: (02) 637.6084 E-mail: <a href="mailto:anvilpublishing@yahoo.com">anvilpublishing@yahoo.com</a> Website : <a href="http://www.anvilpublishing.com">www.anvilpublishing.com</a>
Available Format	Hardcover

Title	<b>Taking Aim: Asian Management Breakthroughs</b>
Author	Dean dela Paz
Description	<p>Here are swatches of a rich and colorful fabric woven by the contributors to this tapestry of management breakthroughs: achievements as diverse as there are cultures in Asia and as kaleidoscopic as the personalities featured.</p> <p>By design, each is woven by the contributor himself—in prose stamped with individuality and the introspective personal patterns of vernacular and culture. The result is a quilted chronicle that appeals to all levels and interests: lucid, revealing and magnificent, whether it is in its unexpected sudden introspection or in its deliberate and structured stoicism.</p> <p>On the pages of this publication, the author hopes that while the breakthroughs and achievements of these unique and extraordinary individuals could not be circumscribed by any means at the very least, they would have chronicled a legacy unparalleled.</p>
Publication Date	Not specified
Language	English
Price	P650
Publisher	Tripletop Aim, Inc.
Available Format	Trade Paperback Available at National Bookstore and Powerbooks outlets



Title	<b>Managing People in Asian Organizations</b>
Author	Gloria Chan, Ph.D.
Description	This book contains cases and exercises, which provide materials for studying, examining, and analyzing Asians' behavior as they participate in the dynamic operations and processes within an Asian organization. Management's views of human behavior and interactions in their respective organizations as well as actions, reactions, and "proactions" are likewise studied, examined, and analyzed.
Publication Date	1999
Frequency	One-time publication
Language	English
Pages	134
Price	P600 / \$22
Publisher	Asian Institute of Management (AIM) Phone: (02) 892.4011 Telefax: (02) 893.3338 / 892.4613 Website: <a href="http://www.aim.edu">www.aim.edu</a>
Available Format	Hard copies

Title	<ol style="list-style-type: none"> <li><b>1. The One Minute Entrepreneur: The Secret to Creating and Sustaining a Successful Business</b></li> <li><b>2. The 4<sup>th</sup> Secret of the One Minute Manager: A Powerful Way to Make Things Better</b></li> <li><b>3. The One Minute Manager Builds High Performing Team</b></li> <li><b>4. The One Minute Manager: The World's Most Popular Management Method</b></li> </ol>
Author/s	<ol style="list-style-type: none"> <li>1. Ken Blanchard, Don Hutson, and Ethan Willis</li> <li>2. Ken Blanchard and Margret McBride</li> <li>3. Ken Blanchard, Donald Carew and Eunice Parisi-Carew</li> <li>4. Ken Blanchard and Spencer Johnson</li> </ol>
Description	<p><u>The Secret to Creating and Sustaining...</u>  This tells the inspiring story of one man's challenges in creating his own business. It shares pointers on how to become a successful entrepreneur, including how to build a firm foundation, how to ensure a steady cash flow, and how to create excellent service.</p> <p><u>The 4<sup>th</sup> Secret of the One Minute Manager...</u>  This teaches step-by-step how to accept responsibility for their errors and deal with the cause of the damage while maintaining a genuine sense of integrity.</p> <p><u>The One Minute Manager Builds High...</u>  This explains how all groups move through four stages of development on their way to becoming high performing teams—orientation, dissatisfaction, integration and production. It shows how a manager can help any group</p>

become effective quickly and with a minimum stress.

The World's Most Popular Management...

This is a concise, easily read story that reveals three very practical secrets: One Minute Goals, One Minute Praisings, and One Minute Reprimands. It also presents several studies in medicine and behavioral sciences that clearly explain why these apparently simple methods work so well with so many people.

Publication Date	<div>1. April 2008</div> <div>2. April 2008</div> <div>3. March 2009</div> <div>4. 1982</div>
Frequency	One-time publication
Language	English
Pages	<div>1. 160</div> <div>2. 144</div> <div>3. Not specified</div> <div>4. Not specified</div>
Price	<div>1. P309</div> <div>2. P785</div> <div>3. P845</div> <div>4. P199.50</div>
Publisher	Harper Collins Publishers (US)
Available Format	Book (Paperback and Hardcover)

Title	<b>Becoming an Extraordinary Manager: The 5 Essentials for Success</b>
Description	<p>This book provides every manager a complete guide in learning the basic attitude and skills, which outstanding managers must know. This includes topics on the following:</p> <ul style="list-style-type: none"> <li>• Why it is critical to be interested in their people?</li> <li>• The best ways to motivate their team</li> <li>• Effective interviewing techniques</li> <li>• Conducting a performance review</li> <li>• Time management</li> <li>• Introducing change</li> <li>• Delegation</li> <li>• Thinking and acting about their people positively</li> <li>• Building a high-performance team</li> <li>• Retaining top talent</li> <li>• Handling performance problems</li> <li>• Listening</li> </ul>
Publication Date	2008
Frequency	One-time publication
Language	English
Pages	134
Price	P969
Publisher	McGraw Hill Book Company Website : <a href="http://www.mcgraw-hill.com">www.mcgraw-hill.com</a>
Available Format	Hard copies Available at National Bookstore branches and Powerbooks outlets.

Title	<b>Managing Tomorrow's People The Future of Work 2010</b>
Description	<p>Organizations operating in today's world are facing some of the greatest people management challenges in the history of business: the talent crisis, an ageing workforce in the Western world, the rising demands for global worker mobility as well as the organizational and cultural issues emerging from the dramatic pace of change in the past ten years. But how will these changes impact businesses over the next decade and what other social, economic, environmental, and demographic factors will have an impact on the world of work?</p> <p>A team from PricewaterhouseCoopers used scenarios methodology to think about these issues and the impact on the future of people management. The team also conducted a global survey of 3,000 "millennials" from the US, China, and the UK, who represent a generation just joining the workforce, to test their views and expectations on the future of work.</p>
Publication Date	2008
Frequency	One-time publication
Pages	134
Price	P969
Available Format	<p>Hard copies</p> <p>To order and get price details, please call (02) 845.2728 extension 2054 or 2044; or fax request at (02) 845 2806, attention: Lyn Golez or Susan Talampas; or email: lyn.golez@ph.pwc.com or susan.p.talampas@ph.pwc.com.</p>

Title	<b>Global Business Ethics for Filipinos</b>
Author	Jose Mario B. Maximiano, Ph.D.
Description	This is an alternative book on business ethics where the orientation is global and the cases are in Filipino setting. It includes both the theory and the practice of moral education in entrepreneurship and a proposal of a broader framework of universal values.
Publication Date	2001
Frequency	One-time publication
Languaget	English
Pages	244
Price	Not specified
Publisher	Anvil Publishing Inc. Phone: (02) 747.1622 / 637.3621 Fax: (02) 637.6084 E-mail: <a href="mailto:anvilpublishing@yahoo.com">anvilpublishing@yahoo.com</a> Website : <a href="http://www.anvilpublishing.com">www.anvilpublishing.com</a>
Available Format	Book (newsprint) Available at National Bookstore branches and Powerbooks outlets.

Title	<b>Fundamental Principles of Occupational Health and Safety Second Edition</b>
Author	Benjamin O. Alli
Description	This practical guide in developing effective occupational health and safety (OHS) policies and programs is based on the provisions defined in the “core” ILO standards and instruments concerning OHS. It focuses on the key topics essential to promoting and managing national and enterprise OHS systems. It presents a concise overview of the issues involved, together with specific guidelines for policy design, implementation, and management in both national and enterprise levels. The operational aspects of meeting health and safety requirements are also covered, with detailed sections on legislation and enforcement, occupational health surveillance, and preventive and protective measures, as well as health education and training. This second edition covers new areas of OHS such as the recent ILO standard on the promotion of OSH, HIV/AIDS and the world of work, occupational safety and health management systems, and new chemical safety information tools.
Publication Date	May 2008
Frequency	One-time publication
Language	English
Pages	160
Price	\$34.95 / 25 Euros
Available Format	Book

Title	<b>The Right to Decent Work of Persons with Disabilities</b>
Author	Arthur O'Reilley
Description	<p>This publication provides an invaluable overview on the principal international legal instruments, policies and initiatives with relevance to the rights of people with disabilities, with a particular focus on employment and work. It focuses on the different options available to people with disabilities who wish to work in an open/competitive, sheltered and supported employment and social enterprises. The book also examines the trends in each of categories, highlighting the key issues faced in each case.</p> <p>The volume also deals with the main approaches, which have been adopted in the national level to assist people with disabilities in securing, retaining, and advancing in employment and work. These approaches include legislation; employment services; training for employment; disability management; financial, technical, and personal supports; and persuasion measures. The essential elements of consultation, information gathering, monitoring, and evaluation are also covered.</p> <p>Along with a useful list of definitions of key terms, the book also proposes an agenda for future action required to implement the United Nation (UN) Convention on the Rights of Persons with Disabilities (CRPD) 2006 and its provisions on work and employment.</p>
Publication Date	2007
Frequency	One-time publication



Language	English, French, and Spanish
Pages	149
Price	\$22.95 / 20 Euros
Available Format	Book

Title	<b>Violence at Work Third Edition</b>
Author	Duncan Chappell and Vittorio Di Martino
Description	Thoroughly updated and revised, this groundbreaking book examines the full range of aggressive acts that occur in workplaces, including homicides, assaults, sexual harassment, threats, bullying, mobbing, and verbal abuse. It offers new information and evidence about the incidence and severity of workplace violence in different countries including examination of some terrorist and mass murder events; identifies occupations and situations at particular risk; evaluates various causal explanations; and details some of the social and economic costs.
Publication Date	2006
Frequency	One-time publication
Language	English
Pages	360
Price	\$19.95 / 22 Euros
Available Format	Book

Title	<b>Eliminating Child Labor Guides for Employers</b>
Description	<p>This guide is designed to help businesses and their organizations understand and take action against child labor. The three practical guides provide ideas, advice, and examples for the prevention of child labor, the withdrawal of children from work, and the protection of young workers from hazardous conditions.</p> <p>The package will be a key resource for the executives, directors, and managers of employers' organizations and other business associations that wish to engage on this important and sensitive issue.</p> <p>The guides focus on:</p> <ul style="list-style-type: none"> <li>• Introduction to the issue of child labor</li> <li>• How employers can eliminate child labor</li> <li>• The role of employers' organizations in combating child labor</li> </ul>
Publication Date	2007
Frequency	One-time publication
Language	English, French, and Spanish
Pages	3 guides
Price	\$50 / 39 Euros
Available Format	Book

Title	<b>ABC of Women Workers' Rights and Gender Equality</b>
Description	<p data-bbox="396 236 958 579">Women's rights and gender equality have gained growing attention over the past decades in both international and national levels. In order to promote equality between women and men in the world of work, international labor standards and national legislation have been adopted on a wide range of related issues. However, workers are often unaware of their rights derived from these standards – a fact that has been increasingly identified as a major obstacle to their effective use.</p> <p data-bbox="396 624 958 778">Based on the International Labor Organizations (ILO) Conventions and Recommendations, this revised and expanded ABC focuses on the States' or employers' obligations and workers' rights in relation to gender equality.</p> <p data-bbox="396 823 958 1257">The publication incorporates important information relevant to women workers in relation to sexual harassment, women in development, the glass ceiling, and many more. Other major developments for both female and male workers are included under gender mainstreaming and other gender issues, fundamental principles and rights at work, globalization, export processing zones, part-time work, and workers with family responsibilities. Enforcement mechanisms and procedures which play a crucial role in the effective pursuit of individual rights are dealt with under the burden of proof, remedies, and sanctions.</p> <p data-bbox="396 1302 958 1356">Arranged alphabetically, each entry provides a clear, succinct description and directs the reader</p>

to relevant ILO and other legal instruments and to related topics.

With an easy-to-follow format, the guide is an essential tool for raising awareness and legal literacy on critical work and gender equality issues

Publication Date	2007
Frequency	One-time publication
Language	English
Pages	209
Price	\$22.95 / 20 Euros
Available Format	Book

Title	<b>Gender Equality Around the World Articles from World of Work Magazine, 1999-2006</b>
Description	<p>This compelling and comprehensive collection of articles highlights good practices in gender equality in the world of work. The articles, all of which have been featured in the <i>ILO's World of Work</i> magazine from 1999 to the present, are international in scope, covering such issues as women job seekers in Estonia, an innovative life-cycle approach to gender equality in Tanzania, and progressive policies on paternity leave in Norway.</p> <p>The initiatives presented here do not only reveal the intrinsic nature of gender equality in decent work, but also reflect on the ILO's response to critical issues through the support of governments and employers' and workers' organizations across the globe.</p>
Publication Date	2007
Frequency	One-time publication
Language	English
Pages	152
Price	\$19.95 / 18 Euros
Available Format	Book

Title	<b>Reaching Out to SMEs An Electronic Toolkit for Employers' Organizations</b>
Description	<p>MSMEs make up more than 90% of enterprises in most countries around the world, yet often employers' organizations do not fully represent them. This electronic toolkit addresses this situation by offering an array of materials highlighting the particular concerns and interests of MSMEs and how employers' organizations can better assist them.</p> <p>It offers useful case studies demonstrating ways employers' organizations can reach out to MSMEs. It also covers detailed guidance on providing services, seeking board approval, and strengthening representation and advocacy for MSMEs. Providing services to MSMEs poses certain challenges for organizations and this CD-ROM contains many of the key issues and proposes practical strategies.</p>
Publication Date	2005
Price	\$31.95 / 28 Euros
Available Format	CD-ROM (Can only be read with Windows 98, Windows 2000, or Windows XP)

Title	<b>Restructuring for Corporate Success A socially sensitive approach</b>
Description	<p>Today, more than ever before, civil society as well as the market are demanding that enterprises exercise a socially sensitive approach to the way they conduct business and treat their workers, particularly during the process of restructuring. Often, however, there is little social dialogue or consideration of affected employees' interests during the downsizing process. This book offers valuable tools and guidance on how companies can minimize the social costs during periods of restructuring while maximizing economic output.</p> <p>Replete with numerous examples and case studies featuring good practice, this book demonstrates how many companies around the world have managed restructuring in a socially sensitive manner with global success. A positive outcome, as the book highlights, is largely determined by the quality of labor-management relations, which has been proven to mitigate the negative effects of restructuring. Strategies such as counseling, training, internal and external job searching, mobility, severance packages, as well as an analysis of the various stages of the workforce reduction process and the ideas and principles behind socially sensitive enterprise restructuring, are presented in detail.</p>
Pages	141
Price	\$29.95 / 25 Euros
Publisher	International Labour Office (ILO) Manila Office Phone: (02) 580.9900 Fax: (02) 580.9999 E-mail: <a href="mailto:dina@mla.sequel.met">dina@mla.sequel.met</a>





## **FINANCE**

Title	<b>Handbook: Microfinance</b>
Description	The handbook describes all dimensions of microfinance, from its history to operations, advocacies, success stories, and laws and regulations. It also contains a location guide of microfinance-oriented banks and rural cooperative banks with microfinance operations.
Publication Date	August 2005
Frequency	One-time publication
Language	English
Pages	62
Price	P70 or \$10.00 (including handling cost)
Publisher	Bangko Sentral ng Pilipinas (BSP) Corporate Affairs Office Phone : (02) 523.4832 Fax : (02) 523.6210 E-mail : corao@bsp.gov.ph
Available Format	Hard copies

Title	<b>How to Approach Banks: A Guide for Filipino Entrepreneurs</b>
Description	The publication is a practical and user-friendly handbook for MSMEs, particularly on exports and how to deal with banks. It aims to help entrepreneurs in determining the financial requirements of their business and familiarize them on sources of credit and how lending institutions work.
Publication Date	2007
Frequency	One-time publication
Language	English
Pages	135
Price	Not for sale
Publisher	Philippine Exporters Confederation, Inc. (PHILEXPORT) Phone: (02) 833.2531 to 34 / 833.2550 (02) 833.9938 Fax : (02) 831.3707 / 831.0231 E-mail: <a href="mailto:communications@philexport.ph">communications@philexport.ph</a> Website: <a href="http://www.philexport.ph">www.philexport.ph</a>
Available Format	Hard copies

Title	<b>Agricultural Credit Policy Council (ACPC) Publications</b>
Description	<p><u>ACPC Brochure</u> This brochure contains a brief history of the ACPC, its mandates, vision, mission, and list of council membership.</p> <p><u>AMCFP Brochure</u> This is a primer on the Agro-Industry Modernization Credit and Financing Program (AMCFP), the umbrella financing program for agriculture and fisheries. This provides a brief introduction of the AMCFP, basic policy principles, program administration and structure, beneficiaries; eligible projects, fund wholesalers and retailers, and interest rates.</p> <p><u>Agri Finance News</u> This is the official newsletter of the ACPC. It features news reports and feature articles on the latest developments and update on the different programs of council the Agro-Industry Modernization Credit and Financing Program (AMCFP), Innovative Financing Schemes (IFS), and Institutional Capacity Building (ICB).</p> <p><u>ACPC Annual Report</u> This is the yearly report of the ACPC on its accomplishments. It highlights significant accomplishments of the ACPC in three key result areas: Credit Facilitation Services; Extension Support, Education, and Training Services; Institutional Capacity Building; and Policy Research, Planning, Monitoring, and Advocacy Services.</p>
Publication Date	ACPC Brochure – 2007 AMCFP Brochure – 2008 ACPC Annual Report – 2006

Frequency	ACPC & AMCFP Brochures – As need arises Agri Finance News – Quarterly Annual Report - Yearly
Language	English
Pages	ACPC & AMCFP Brochures – 1 Agri Finance News – 12 Annual Report - 31
Price	Not for sale. Limited free copies available upon request with the publisher.
Publisher	Agricultural Credit Policy Council (ACPC) Phone: (632) 636.3391 / (632) 636.3393 (632) 634.3320 / (632) 634.3321 / (632) 634.3326 E-mail: <a href="mailto:acpcinfo@yahoo.com">acpcinfo@yahoo.com</a>
Available Format	Hard copies

Title	<b>Bangko Sentral ng Pilipinas (BSP) Primers</b>
Description	<p>The primers and frequently asked questions (FAQs) provide quick and essential information as of March 2008 on the following:</p> <ul style="list-style-type: none"> <li>- Depository Corporations Survey (DCS)</li> <li>- Acquired Assets</li> <li>- Balance of Payments</li> <li>- Banknotes and Coins</li> <li>- Branching Operations</li> <li>- BSP Foreign Exchange Regulations</li> <li>- BSP Rules on Foreign Loans</li> <li>- Core Inflation</li> <li>- Exchange Rate</li> <li>- Expectations Survey: Business and Consumer</li> <li>- Flow of Funds</li> <li>- Inflation Targeting</li> <li>- Interest Rates</li> <li>- Rediscounting/eRediscounting</li> <li>- Exchange Rate Impact: How Much, What We Can Do, and What's Next – March 2008</li> <li>- Clarifications on Recent Reforms on the Foreign Exchange Regulatory Framework Contained in Circular No. 561 dated 8 March 2007</li> </ul>
Pages	3-14
Publisher	<p>Bangko Sentral ng Pilipinas (BSP)  Phone: (02) 523.4832  Fax: (02) 523.6210  E-mail : corao@bsp.gov.ph  Website : www.bsp.gov.ph</p>
Available Format	<p>Hard copies and soft copies  Downloadable at:  <a href="http://www.bsp.gov.ph/publications/primers.asp">www.bsp.gov.ph/publications/primers.asp</a></p>

Title	<b>Pera Mo, Palaguin Mo! 2: Making Your Money Work</b>
Author	Francisco J. Colayco
Description	The book is the local version of Kiyosaki's "Rich Man, Poor Dad" series. It simply explains how we can attain financial independence if we would discipline ourselves in spending our hard earned money. This relates how we look through the future and learn the basic, the 'Pinoy" style of saving money. It teaches readers how to handle their personal finance even without any accounting background since the book simplifies financial principles. This second book, in turn, gives them the basics of how to start growing their savings and investments the correct way.
Frequency	One-time publication
Language	English and Tagalog
Price	P395
Publisher	Anvil Publishing Inc. Phone: (02) 637.3621 / 637.5141 Fax: (02) 637.6084 E-mail: anvilpublishing@yahoo.com
Available Format	Trade Paperback Available at National Bookstore and Powerbooks outlets



Title	<b>Pera Palaguin Workbook: Practicing What You Learned!</b>
Author	Francisco J. Colayco and Professor Helen S. Valderrama
Description	<p>This book will help the reader create own financial plan and better manage money by asking the following questions:</p> <ul style="list-style-type: none"> <li>- How can I prepare my Statement of Assets and Liabilities (SAL) and my Personal Income and Expense Statement (PIES)?</li> <li>- How much should I save now so I can retire comfortably in 20 years?</li> <li>- I need to borrow money. How do I know how much interest I am really being asked to pay?</li> <li>- Where can I invest my savings? How much will my money grow to in five years?</li> </ul> <p>Through these, a person can learn that a few basic finance principles are all needs to understand for him to make better decisions about his money. This workbook gives easy-to-understand explanations of these principles and allows the person to test his understanding by giving examples and exercises with solutions.</p>
Price	P195
Publisher	Anvil Publishing Inc. Phone: (02) 637.3621 / 637.5141 Fax: (02) 637.6084
Available Format	Trade Paperback Available at National Bookstore and Powerbooks

Title	<b>Making Microfinance Work Managing for improved performance</b>
Authors	Craig Churchill and Cheryl Frankiewicz
Description	<p>This training manual provides a valuable overview of the key management principles necessary to optimize the services of Micro Finance (MFIs) and brings together useful lessons from numerous MFIs worldwide to help managers strengthen the performance of their unit, branch, or institution.</p> <p>Either used alone, or as part of a management training course, this book offers an arsenal of tools and advice. This examines the markets and marketing of MFIs and captures the different ways in which managers can communicate the value of their products and services. It introduces effective methods for enhancing efficiency and productivity, which minimize the tradeoffs MFIs invariably face as they try to provide services over the long term.</p> <p>The topic of managing risks is also covered. This manual offers strategies to prevent risk from occurring and, if it does occur, explains how to rectify the situation. Practical techniques for allocating costs and determining prices are also highlighted, as well as the importance of plans, budgets, and reports.</p>
Publication Date	2006
Pages	416
Price	\$40 / 35 Euros
Publisher	<p>International Labour Office Philippines  Phone: (02) 580.9900  Fax: (02) 580.9999  E-mail: manila@ilo.org</p>

Title	<b>Microfinance and Public Policy Outreach, performance, efficiency</b>
Description	<p>The goal of microfinance institutions (MFIs) is to help the poor cope better with risk, take advantage of small income generating opportunities, and empower themselves through organization. To have this impact on an increasing number of people, MFIs need to be financially sound and sustainable. This volume argues that while there may be situations where MFIs can go up-scale and, thus, meet both objectives at the same time, there are other market configurations where it is very difficult or even impossible for an institution to break even, no matter how efficiently it operates. This is particularly the case in rural, remote, and sparsely populated areas.</p> <p>To take account of the variety of market and contextual constraints, this book argues that public policy should be guided by efficiency, being an overarching criterion accommodating different combinations of financial performance and social impact. A valuable contribution to the debate surrounding the performance and sustainability of microfinance, this volume examines the concept of efficiency in financial intermediation, how it is measured, and how public policy can be geared to provide incentives to efficiency gains. The argument is illustrated by an empirical analysis of 45 MFIs from around the world.</p>
Publication Date	2007
Pages	263
Price	US\$90 / 80 Euros
Publisher	International Labour Office Philippines

Title	<b>Delivering Trust and Quality</b>
Description	<p>Isla Lipana &amp; Co., the Philippine member firm of PricewaterhouseCoopers has published this book to commemorate the firm's 83<sup>rd</sup> anniversary.</p> <p>This book is a compilation of the partners' thought leadership in various subjects relevant to the practice today. The subjects covered are effective governance, tax risk management, financial reporting issues, the audit committee, international financial reporting standards, advisory services as an expanded capability, ethics and volunteerism. The book also contains short companion pieces on values written by the partners.</p>
Publication Date	May 2005
Frequency	One-time publication
Language	English
Pages	144
Price	Not for sale
Publisher	<p>Isla Lipana &amp; Co./ PricewaterhouseCoopers</p> <p>Phone: (02) 845.2728</p> <p>Fax: (02) 845.2806</p> <p>Website : <a href="http://www.twc.com/ph">www.twc.com/ph</a></p>
Available Format	<p>Hard copies</p> <p>Available for research at the Isla Lipana &amp; Co. Office</p>

Title	<b>Philippine Corporate Finance</b>
Author/s	Alberto R. Ilano and Roy C. Ybañez
Description	This is available in two volumes. All the chapters on the mathematics of discounting, financial statement analysis, financial forecasting, and the management of working capital have been put together to form Volume 1. Volume 2, on the other hand, has been assembled to include all chapters dealing with long-term financial management, including advanced topics such as foreign exchange risk management and project finance. Both volumes retain the text, cases, and exercises of their respective chapters in the original textbook edition.
Publication Date	1998
Frequency	One-time publication
Language	English
Pages	Varies
Price	Not specified
Publisher	University of the Philippines (UP) UP College of Business Administration
Available Format	Book

Title	<b>Investment Management and the Philippine Stock Market</b>
Author	Alberto R. Ilano, Roberto S. Mariano, and Roy C. Ybañez
Description	<p>This revised edition of the award winning book updates its contents on the important developments in the investment management environment in the Philippines. With the passage of the Securities Regulation Code of 2000, significant changes have occurred in the rules and regulations, which govern capital market participants and transactions in the country. Three chapters of the book, namely, Stock Market Rules and Regulations, Principles of Securities Regulations, and Company Analysis were completely revised.</p> <p>A new chapter on financial reporting issues is in this edition, with recent landmark cases of financial reporting fraud, which highlighted the need for investors and investment analysts to be thorough and discerning readers of financial statements.</p>
Publication Date	2003
Frequency	One-time publication
Language	English
Price	Not specified
Publisher	University of the Philippines (UP) College of Business Administration
Available Format	Book

Title	<b>Finance for Non-Financial Managers and Small Business Owners</b>
Author	Lawrence W. Tuller
Description	<p>Every business person—specially a manager—needs to understand how “the numbers” work for their business and know whether they are adding up the way they should.</p> <p>This invaluable new introduction to key financial concepts will help you understand the basics of finance and how it affects your business.</p> <p>Designed for managers of small to mid-sized companies, this publication includes clear, easy-to-understand explanations of the most important financial principles, with examples of each in action.</p> <p>It also includes quick introductions to the most crucial—and most useful—aspects of finance, such as reading financial statements, forecasting cash flow, and getting financing for your business.</p> <p><i>Finance for Non-Financial Managers</i> makes it possible for you—even if you have no special background or training in finance—to make the most of your financial information.</p>
Language	English
Price	P669
Publisher	Adams Media Corporation
Available Format	<p>Trade Paperback</p> <p>Available at National Bookstores and Powerbooks outlets</p>

Title	<b>Financial Intelligence: A Manager's Guide to Knowing What the Numbers Really Mean</b>
Author	Karen Berman and Joe Knight
Description	The publication presents the essentials of finance, but with an extra dimension. Succinct, easy-to-read chapters teach the fundamentals in a way that everyone can understand and put to work right away. But the authors also take you behind the scenes, to show where the numbers come from. Since nobody can quantify everything, accountants and finance executives always rely on estimates, assumptions, and judgment calls, which can skew the numbers in one direction or another. This book helps you recognize and understand those biases; challenge, or correct them when necessary; and use this information to be a better manager.
Frequency	One-time publication
Language	English
Pages	Not specified
Price	P1,859
Publisher	Harvard (McGraw Hill Book Company)
Available Format	Hardcover Available at National Bookstores and Powebooks outlets



Title	<b>Payback: Reaping the Rewards of Innovation</b>
Author	James P. Andrew and Harold L. Sirkin
Description	<p>One of the constant challenges that companies face today is converting leading-edge intellectual property (IP) into cash. This publication offers a breakthrough framework for profiting from innovation, which promises to become the gold standard for executives, managers, and everyday innovators for the years to come. The smartly designed and thoroughly tested approach demonstrates how to leverage five types of payback--Cash, Knowledge, Brand, Ecosystem, and Culture. The true value in this remarkably smart idea is that it offers a means and mindset to focus in sharply on payback--on doing only those new things that will provide a return on investment.</p> <p>Based on Andrew and Sirkin's work with hundreds of executives and innovators and supported by the research and analysis efforts of a team of Boston Consulting Group (BCG) consultants over a period of several years, the book is intended to be read by anyone who faces the challenge of bringing a new idea, product, service or project to life.</p> <p>Companies that create large paybacks over a long period of time are the ones we admire and emulate. They are the ones that can create opportunities for themselves, their employees, and for shareholders. <i>Payback</i> will help leaders in their efforts to build these companies and reap the many rewards of creating "the new" in a more profitable way.</p>
Frequency	One-time publication

Language	English
Price	P2,155
Available Format	Hardcover Available at National Bookstores and Powebooks outlets

This is a weekly column appearing in on of the Philippine's leading business newspaper, Business World.

The column discusses the latest developments in tax and business law in the country and also dissects current issues affecting the business community, including policy development.

Some Previous Columns:

- The food tax pyramid (18 April 2008)
- Most-Favored Nation clause: Equality provision (04 April 2008)
- Services 'within and without' the economic zone (27 March 2008)
- Tax amnesty: Rewind (13 March 2008)
- Junk EO 671 (06 March 2008)
- Tax amnesty for professionals (11 January 2008)
- Year-starter aide memoire for corporate taxpayers (03 January 2008)
- It's time for foreigners' annual report to immigration (27 December 2007)
- Beware of summary execution (20 December 2007)
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- An epidemic of rising collection fever (18 October 2007)
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- Amendment of SEC reportoria requirement (04 October 2007)
- Regulating lending firms (27 September 2007)
- Tax amnesty for special economic zones (21 September 2007)
- Transfer Pricing: What's up? (14 September 2007)
- BIR has no right to limit use of tax credit certificates (06 September 2007)
- Incentives for aiding persons with disabilities (30 August 2007)
- Mandatory vs directory invoicing requirements for input VAT refund (23 August 2007)
- BIR's Collection Shortfall and its Countermeasures (09 August 2007)
- Customs' Voluntary Disclosure Program (09 August 2007)
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- Oh, Behave! (24 May 2007)
- VAT On Constructed Capital Assets (18 May 2007)
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- The Donation As A Tax Planning Tool (04 May 2007)
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- Taxable Benevolence (12 April 2007)
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- Tax Treaty Relief Ruling: Is It Mandatory? (09 March 2007)
- Notaries Public (01 March 2007)
- Congress Acts Swiftly On Beleaguered Investors (23 February 2007)
- Conditions For Income Tax Holiday Availment (15 February 2007)
- Customs Harmonization Impact (08 February 2007)
- BIR, Quo Vadis 2007? (01 February 2007)
- Facts on the Cedula (25 January 2007)
- Greener Fuel Gets the Green Light (19 January 2007)
- Waivers and Prescription (12 January 2007)

**Publisher** Isla Lipana & Co. / PricewaterhouseCoopers  
 Phone: (02) 845.2728  
 Fax: (02) 845.2806

**Available Format** Hardware & Software  
 To access the Taxwise or Otherwise archives, please contact Lyn Golez, Tax Services

Title	<b>Understanding Balance Sheets</b>
Author	George T. Friedlob and Franklin J. Jr., Plewa
Description	<p>From cash flow to return on investment (ROI), budgeting to income statements, this essential reference source enables financial managers, MSME owners, entrepreneurs, and self-employed persons to learn the basics of the balance sheet and beyond-quickly, easily, and thoroughly. This resource book clearly spells out just what a balance sheet is, how it works, and how to use it to increase profitability. This addresses every major component of the balance sheet-cash, receivables, inventory, long-lived assets, long-term debts, and more. This also contains essential formulas to guide you through your business finances.</p> <p>This hands-on working reference enables you to understand a company's balance sheet within the context of its annual report. You will also find detailed information on:</p> <ul style="list-style-type: none"> <li>• How the different elements of the balance sheet relate to each other, how they come into being, and how they should be controlled in your business</li> <li>• How accounting data is created, accumulated, and used in the development of financial statements</li> </ul>
Publication Date	January 1996
Language	English
Pages	278
Available Format	Book



## **LAWS, POLICIES, and REGULATIONS**



Title	<p><b>Updated Medium-Term Philippine Development Plan (UMTPDP), 2007-2010</b></p> <p><b>Strategy Planning Matrices (SPMs) for the MTPDP</b></p>
Description	<p><u>UMTPDP, 2007-2010</u>  This document integrates recent developments into the Plan such as the emergence of the World Trade Organization (WTO), the Philippine participation in the World Summit for Social Reform Agenda (SRA), and the creation of the Technical Education and Skills Development Authority (TESDA).</p> <p><u>SPMs for the MTPDP</u>  The SPMs details the various strategies and activities of the Arroyo Administration to get the country moving towards sustained growth. This is a companion of the MTPDP and in itself reflects the government's commitment and efforts to go beyond policy formulation in development planning.</p>
Publication Date	UMTPDP - For release this year SPMs – March 2005
Frequency	UMTPDP - Every three years SPMs – Every six years
Pages	UMTPDP – 324; SPMs - 294
Price	UMTPDP - P200 SPMs – P600
Publisher	National Economic Devt. Authority (NEDA) Development Information Staff (DIS) Fax: (02) 631.3282 E-mail: <a href="mailto:vquimbo@neda.gov.ph">vquimbo@neda.gov.ph</a> Website: <a href="http://www.neda.gov.ph">www.neda.gov.ph</a>

Title	<p><b>Reference Manual on Project Development And Evaluation (PDEM), Vol. 1</b></p> <p><b>National Framework for Physical Planning (NFPP), 2001-2030</b></p>
Description	<p><u>PDEM, Vol. 1</u></p> <p>This manual is an upgrade of the 1984 and 2000 editions of the National Economic Development Authority (NEDA) Project Development Manual. This volume is a basic reference guide that discusses fundamental concepts and procedures in project development and evaluation.</p> <p><u>NFPP, 2001-2030</u></p> <p>This provides a national land-use policy agenda to achieve national development that is anchored on sustainable development and growth with social equity. The book can also be useful to guide planners, as well as non-government organizations (NGOs), the academe, and decision and policy makers and implementors in the use, allocation, management, and development of land resources.</p>
Publication Date	<p>PDEM – September 2005</p> <p>NFPP – 2002</p>
Pages	PDEM – 242; NFPP - 394
Price	<p>PDEM – P500</p> <p>NFPP – P394</p>
Publisher	<p>National Economic Development Authority (NEDA)</p> <p>Development Information Staff (DIS)</p> <p>Phone: (02) 631.3744 / 631.3281 Loc. 100</p> <p>Fax: (02) 631.3282</p> <p>E-mail: <a href="mailto:vquimbo@neda.gov.ph">vquimbo@neda.gov.ph</a></p> <p>Website: <a href="http://www.neda.gov.ph">www.neda.gov.ph</a></p>

Title	<b>Republic Act (RA) 9501: Magna Carta for MSMEs</b>
Description	<p>Contains the full text of the provisions of the amended version of RA 6977, otherwise known as the "Magna Carta for Small Enterprises".</p> <p>RA 9501 <i>"An Act to Promote Entrepreneurship by Strengthening Development and Assistance Programs to Micro, Small, and Medium Scale Enterprises, Amending for the Purpose Republic Act No. 6977, As Amended, Otherwise Known as the 'Magna Carta for Small Enterprises' And For Other Purposes"</i>, was signed by President Gloria Macapagal-Arroyo on 23 May 2008.</p> <p>The Act provides among others the following:</p> <ul style="list-style-type: none"> <li>- Strengthening of the Micro, Small and Medium Enterprise Development (MSMED) Council;</li> <li>- Ten percent mandatory credit allocation of credit resources (8% to micro and small enterprises and 2% to medium enterprises) for MSMEs for a period of 10 years;</li> <li>- Strengthening of the operations of the Small Business Guarantee and Finance Corporation (SBGFC) with an increase of its authorized capital stock to P10B;</li> <li>- Formulation of a six-year MSME Development Plan;</li> <li>- Institutionalizing the Celebration of the MSMED Week every 2<sup>nd</sup> week July;</li> <li>- Grant of Presidential Awards for Outstanding MSMEs.</li> </ul>
Publication Date	Certified copy by Malacañang is dated 23 May 2008.
Frequency	One-time publication

Language	English
Pages	12
Publisher	Office of the President Malacañang Records Office Telefax: (02) 736.1018 / 736.1346 (02) 735.6201 loc. 6016  Department of Trade and Industry (DTI) Bureau of Micro, Small and Medium Enterprise Development (BMSMED) Phone: (02) 890.4968 / 897.7596 / 897.1693 Fax: (02) 896.7916 E-mail: <a href="mailto:bmsmed@dti.gov.ph">bmsmed@dti.gov.ph</a> Website: <a href="http://www.dti.gov.ph">www.dti.gov.ph</a>
Available Format	Hard copies

Title	<b>Securities and Exchange Commission's (SEC) Citizen Manual</b>
Description	<p>The manual provides basic information on the following:</p> <ul style="list-style-type: none"> <li>- Mandate and Functions of SEC</li> <li>- Registration of Corporations and Partnerships</li> <li>- SEC's Fees and Charges</li> <li>- SEC's Reportorial Requirements</li> </ul>
Publication Date	2008
Frequency	As needed
Language	English
Price	Not for sale
Publisher	<p>Securities and Exchange Commission (SEC)</p> <p>Phone: (02) 726.0931 to 39</p> <p>Fax: (02) 725.5393</p> <p>E-mail: <a href="mailto:mis@sec.gov.ph">mis@sec.gov.ph</a></p> <p>Website: <a href="http://www.sec.gov.ph">www.sec.gov.ph</a></p>
Available Format	<p>Hard and soft copies</p> <p>Downloadable at the SEC website:</p>

Title	<p><b>European Union (EU) – Generalized System of Preferences (GSP) Handbook</b></p> <p><b>United States – Generalized System of Preferences (GSP) Handbook</b></p>
Description	<p><u>EU-GSP</u> This contain text on the Preferential Tariff Treatment on Philippine exports to the EU under the GSP</p> <p><u>US-GSP</u> This states that the US-GSP grants Preferential Tariff Treatment to 3,400 Philippine products until the end of 2006. The US-GSP Program was instituted since 01 January 1976.</p>
Publication Date	2007
Frequency	As needed
Language	English
Pages	EU-GSP – 32; US-GSP – 7
Price	Not for sale.
Publisher	<p>Department of Trade and Industry (DTI) Bureau of Export Trade Promotion (BETP) Phone: (02) 899.0133 / 890.4655 / 895.3654 Fax: (02) 890.4716 E-mail: betpmtdr@dti.gov.ph</p>
Available Format	Hard copies

Title	<b>Q&amp;A Primers</b> <ul style="list-style-type: none"> <li>- <b>Understanding Japan Philippines Economic Partnership Agreement (JPEPA)</b></li> <li>- <b>The Revised Kyoto Convention for SMEs</b></li> <li>- <b>ASEAN for Philippine Business</b></li> <li>- <b>Trade Facilitation</b></li> </ul>
Description	The primer provides analysis of and advocacy for policy reforms to enhance Philippine competitiveness and increase foreign trade.
Publication Date	JPEPA – September 2007 Kyoto – October 2007 ASEAN – October 2007 Trade Facilitation – October 2007
Frequency	As needed
Language	English
Pages	30 to 45
Price	Not for sale.
Publisher	Philippine Exporters Confederation, Inc. (PHILEXPORT) Phone: (02) 833.2531 to 34 (02) 833.2550 / 833.9938 Fax: (02) 831.3707 / 831.0231 E-mail: <a href="mailto:communications@philexport.ph">communications@philexport.ph</a> Website: <a href="http://www.philexport.ph">www.philexport.ph</a>
Available Format	Hard and soft copies. Available for download at <a href="http://www.philexport.ph">www.philexport.ph</a>

Title	<b>Prohibited and Regulated Products for Export</b>
Description	This contains a list of products that are classified under the prohibited and regulated category for export. This brochure also provides the government agencies involved in the processing of export documents with the corresponding contact information.
Publication Date	2007 (for update this year)
Frequency	As needed
Language	English
Pages	4-page brochure
Price	Not for sale.
Publisher	Department of Trade and Industry (DTI) Bureau of Export Trade Promotion (BETP) Phone: (02) 899.0133 / 890.4655 / 895.3654 Fax: (02) 890.4716 E-mail: betpmtdr@dti.gov.ph
Available Format	Hard copies



Title	<b>Booklet on Republic Act (RA) 9296, otherwise known as the Meat Inspection Code of the Philippines</b>
Description	This contains the Implementing Rules and Regulation pursuant to RA 9296 promulgated to prescribe the procedures and guidelines for the implementation of the Meat Inspection Code to facilitate compliance and achieve objectives thereof.
Publication Date	2005
Frequency	Annual
Language	English
Pages	60
Price	Not for sale but limited copies and available upon request with the publisher
Publisher	Department of Agriculture (DA) National Meat Inspection Service Consumer Information Protection and Assistance Division (NMIS-CIPAD) Phone: (02) 924.3119 / 924.7971 Telefax: (02) 924.7973 E-mail: <a href="mailto:nmis.da.gov.ph">nmis.da.gov.ph</a> Website: <a href="http://www.nmis.da.gov.ph">www.nmis.da.gov.ph</a>
Available Format	Hard and soft copies

Title	<b>Primer on Halal Certification Procedures</b>
Description	This gives basic information on the general procedures and requirements for Halal Certification. This also provides data on what is considered Halal food, the global Halal trade, and the 10 Halal certifiers in the Philippines.
Publication Date	2006
Frequency	As needed
Language	English
Pages	4-fold brochure
Price	Not for sale. Free copies are available upon request with the publisher.
Publisher	Department of Trade and Industry (DTI) Bureau of Export Trade Promotion (BETP) Phone: (02) 899.0133 / 890.4655 / 895.3654 Fax: (02) 890.4716 E-mail: betpmtldr@dti.gov.ph
Available Format	Hard copies

Title	<p><b>Process Flow for Accreditation of Coffee Exporters</b></p> <p><b>Process Flow on the Documentation of Coffee Exports</b></p> <p><b>International Coffee Organization Certifying Agency (ICOCA) Primer</b></p>
Description	<p><u>Process Flow for Accreditation of Coffee Exporters</u> The hand-out contains the requirements and how the accreditation is processed.</p> <p><u>Process Flow on the Documentation of Coffee Exports</u> The hand-out contains details on the Coffee Export Clearance and the Certificate of Origin documents to be submitted by the exporter, and how they are processed.</p> <p><u>ICOCA Primer</u> The Primer contains the basic details on the services of the Agency.</p>
Publication Date	2005
Frequency	Annual
Pages	1-page in folded layout
Price	Not for sale. Free copies are available upon request with the publisher.
Publisher	<p>Department of Trade and Industry (DTI)</p> <p>International Coffee Organization Certifying Agency (ICOCA)</p> <p>Telefax: (02) 897.0515</p> <p>E-mail: <a href="mailto:icoca@dti.gov.ph">icoca@dti.gov.ph</a> / <a href="mailto:icocadti@yahoo.com">icocadti@yahoo.com</a></p>

Title	<b>Client Advisory Letters</b>
Description	This is a publication about the developments in the Philippine taxation. The contents usually include latest Republic Acts, Bureau of Internal Revenue (BIR) issuances, Customs regulations, court decisions, Bangko Sentral ng Pilipinas (BSP) circulars, Security and Exchange Commission (SEC) circulars, Department of Justice (DOJ) opinions and Executive Orders relevant to tax practice.
Publication Date	January-February 2008 – latest issue 2007 2006
Frequency	Updated periodically
Language	English
Pages	Variable
Price	Not specified
Publisher	Isla Lipana & Co./ PricewaterhouseCoopers Phone: (02) 845.2728 Fax: (02) 845.2806 Website: <a href="http://www.pwc.com/ph">www.pwc.com/ph</a>
Available Format	Hard and soft copies

Title	<b>Consolidated Withholding Tax (CWT) and Fringe Benefits Tax (FBT) Regulations Handbook</b>
Description	<p data-bbox="337 268 906 422">This handbook provides the taxpayer, potential investor, accountants, or practitioners an easy reference in determining the various withholding tax and FBT requirements that have to be complied with.</p> <p data-bbox="337 459 906 970">The withholding of taxes is a very important tool of tax administration; thus, it is one of the most extensively utilized and effective revenue collection schemes of the government. On the part of the taxpayers, failure to comply with withholding tax requirements could have adverse consequences (i.e., payment of surcharge, interest, compromise penalties, and imprisonment in fraudulent cases). It could also mean disallowance of legitimate deductions from gross income, which can translate to potential assessment for deficiency income tax. Failure to observe FBT requirements is subject to essentially the same sanctions. Thus, timely and dutiful observance of relevant withholding tax and FBT obligations is a must to taxpayers.</p> <p data-bbox="337 1007 906 1356">This handbook consists of two parts: The Consolidated Withholding Tax (CWT) Regulations and The Consolidated Fringe Benefits Tax (FBT) Regulations. The first part is a consolidation of Revenue Regulations (RR) No. 2-98 (the original CWT Regulations in May 1998 to implement the relevant provisions of the National Internal Revenue Code of 1997) and the amendatory regulations issued from 1998 to 2006. Meanwhile, the second part is an integration of RR No. 3-98, or the Special Treatment of Fringe Benefits and</p>

the related amendatory regulations issued in 1998 thru 2002.

For easy reference, appended are Annexes A to H, concerning vital information on business industry classification for e-filing purposes and sample formats of various relevant Bureau of Internal Revenue (BIR) notice of cancellation and certifications.

Publication Date	Not specified
Frequency	Updated periodically
Language	English
Price	Not for sale
Available Format	Hard copies Downloadable in PDF format at <a href="http://www.pwc.com/extweb/pwcpublishations.nsf">www.pwc.com/extweb/pwcpublishations.nsf</a> (accessed May 2009)

Title	<b>Revenue Regulations</b>
Description	<p><u>Value Added Tax (VAT) Regulations</u></p> <p><b>REVENUE MEMORANDUM CIRCULAR</b></p> <p><b>No. 21-2006</b></p> <p>This provides basic questions and answers to clarify issues and guidelines on how to fill-up the September 2005 version of VAT Forms and other related issues.</p> <p><b>REVENUE MEMORANDUM CIRCULAR</b></p> <p><b>No. 22-2006</b></p> <p>This clarifies certain issues relating to the implementation of the increase in the VAT rate from 10% - 12% on the sale of goods pursuant to Republic Act (RA) 9337.</p> <p><b>REVENUE MEMORANDUM CIRCULAR</b></p> <p><b>No. 30-2006</b></p> <p>This prescribes the submission of a narrative memorandum report to accompany the VAT Credit Evaluation Report and requires the attachment of a certain documents prior to approval of the Tax Credit Certificate.</p> <p><b>REVENUE MEMORANDUM CIRCULAR</b></p> <p><b>No. 35-2006</b></p> <p>This clarifies the power VAT and EWP Treatment of freight and other incidental charges billed by freight forwarders.</p> <p><u>Withholding Taxes Regulations</u></p> <p><b>REVENUE MEMORANDUM ORDER</b></p> <p><b>No. 13-2006</b></p> <p>This prescribes the policies and procedures in monitoring and the local government unit's (LGU's) compliance with the Withholding Tax Rules and Regulations.</p>

## **REVENUE MEMORANDUM ORDER**

### **No. 15-2006**

This prescribes the policies and procedures in the implementation of special revalidation covering all outstanding Tax Credit Certificates issued by the Bureau of Internal Revenue (BIR) and those jointly issued by the one-stop shop tax credit inter-agency the duty drawback center and the BIR.

## **REVENUE MEMORANDUM CIRCULAR**

### **No.35-2006**

This clarifies the proper VAT and Expanded Withholding Tax (EWT) treatment of freight and other incidental charges billed by freight forwarders.

### Documentary Stamps Tax

#### **Revenue Memorandum Order No. 16-2006**

This creates, modifies, and drops certain Alphanumeric Tax Codes of selected revenue source to facilitate the proper identification and monitoring of payments for Documentary Stamp Tax.

### Securities Borrowing and Lending

#### **Rules on Securities Borrowing and lending (SEC MEMORANDUM CIRCULAR No 7)**

Section 3: Modes of Conducting SBL: Lending Agent; Direct Lending - Securities lending may be conducted by the beneficial owner directly or through a lending agent; Provided that, the parties to a SBL transaction shall comply with the documentation.

## **BIR REVENUE REGULATION No. 10-2006**

This prescribes the guidelines and condition for the tax treatment of securities borrowing and lending transactions involving shares of stocks or securities listed in the Philippine Stock Exchange (PSE).



**Publisher** Bureau of Internal Revenue (BIR)  
Phone: (02) 981.7000  
E-mail: [contact\\_us@cctr.bir.gov.ph](mailto:contact_us@cctr.bir.gov.ph)

**Available Format** Downloadable PDF at:  
[www.scp-ph.com/loc\\_news.htm](http://www.scp-ph.com/loc_news.htm) or at  
[www.bir.gov.ph](http://www.bir.gov.ph)  
(accessed May 2009)

Title	<b>Social Security System (SSS) Publications</b>
Description	<p><u>SSS Guidebook</u> This is a complete source of information from benefits, loans, and contribution tables to employer-employee registration procedures and requirements.</p> <p><u>R3 Diskette Project Employer's Guide</u> This is a system developed for employers to assist them in the preparation of their monthly contribution report. There are two versions available:</p> <p>Version 1: DOS-base program running in Windows 98 and lower.</p> <p>Version 2: Program for Windows running in Windows 98/XP/2000/ME</p>
Publication Date	Guidebook - February 2007
Frequency	Yearly
Language	English
Pages	41
Price	Not for sale.
Publisher	<p>Social Security System (SSS) Phone: (02) 920.6401 / 920.6446 E-mail: <a href="mailto:member_relations@sss.gov.ph">member_relations@sss.gov.ph</a> Website: <a href="http://www.sss.gov.ph">www.sss.gov.ph</a></p>
Available Format	<p>Hard and soft copies Available for downloadable at <a href="http://www.sss.gov.ph/publ/publ0000.htm">www.sss.gov.ph/publ/publ0000.htm</a></p>

Title	<b>International Standard Operation (ISO) 9000 Quality Management</b>
Description	<p data-bbox="337 231 891 422">The 14 ISOs currently comprising the ISO 9000 family of generic quality management standards are now available in new paper and CD editions of <i>The ISO Standards Collection</i>. Two standards are now at the final drafting stage, plus a technical corrigendum, are also included.</p> <p data-bbox="337 438 891 726">The ISO 9000 family is best known for ISO 9001:2000, the standard that establishes the requirements for a quality management system, which can be used for certification by organizations that wish to have their conformity to the standard verified by an independent auditor. At the end of 2006, at least 897,866 ISO 9001:2000 certificates had been issued in 170 countries and economies.</p> <p data-bbox="337 758 891 885">ISO 9001:2000 is complemented by a comprehensive family of standards addressing the following specific aspects of quality management:</p> <ul data-bbox="381 901 891 1353" style="list-style-type: none"> <li>▪ Fundamentals and vocabulary</li> <li>▪ Performance improvements</li> <li>▪ Quality plans</li> <li>▪ Projects</li> <li>▪ Configuration management</li> <li>▪ Measurement processes and measuring equipment</li> <li>▪ System documentation</li> <li>▪ Realizing financial and economic benefits</li> <li>▪ Training</li> <li>▪ The selection and use of consultants</li> <li>▪ Quality and/or environmental management systems auditing</li> <li>▪ complaints handling</li> </ul>

- codes of conduct for customer satisfaction, and
- dispute resolution

Publication Date	2007
Language	English
Pages	Not specified
Price	300 Swiss Francs
Available Format	Book and CD-ROM

Title	<b>ISO 14000, Environmental Management</b>
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Description	<p>This is a collection of the ISO 14000 family of environmental management standards that includes new or updated standards for use in climate change programs, environmental labeling, life cycle analysis, and environmental communication.</p>
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It features the three ISO 14064 standards for greenhouse gas accounting and verification, as well as the recently published ISO 14065:2007, which provides the requirements for the accreditation of bodies that carry out these activities. These standards will help organizations address climate change and support emissions trading schemes.

It also includes the latest editions of all 23 standards, plus a draft standard, constituting the ISO 14000 family developed by ISO technical committee (ISO/TC) 207, *Environmental Management*.

- Environmental aspects in product standards;
- Product labeling and declarations;
- Environmental management systems;
- Auditing environmental and/or management systems (standard developed in cooperation with ISO/TC176, Quality management and quality assurance);
- Environmental performance evaluation;
- Life cycle assessment;
- Environmental communication;
- GHG emissions accounting and verification.

The ISO 14000 family provides a holistic approach to address the environmental management needs of organizations of all sizes, in public and private sectors. The most well known of these standards, ISO 14001, celebrated its 10<sup>th</sup> anniversary in 2006. It has become the international benchmark for environmental management systems, implemented in 138 countries and now thoroughly integrated into the global economy.

This collection has practical tools which will help businesses to strategically approach environmental management and contribute to sustainable development.

Managing and improving environmental performance is now a recognized cornerstone of effective organizational practice alongside the management of quality, security, health, and safety issues.

Publication Date	2007
Language	English
Price	498 Swiss Francs
Available Format	CD-ROM

Title	<b>ISO Standards Collection on CD-ROM : Materials for the Production of Primary Aluminum</b>
Description	<p>The CD contains the full collection of 108 ISO standards for materials used in the production of primary aluminum, including alumina, pitch, coke, electrodes, ramming paste, and fluorides.</p> <p>The primary aluminum electrolysis industry produces about 30M tons of aluminium a year with a total value of \$80B. About 60% of the production cost is for the materials. The ISO standards for this sector help professionals involved in the production of primary aluminum make sure that the quality and consistency of these materials are met.</p> <p>The aim of ISO technical committee ISO/TC 226, the one in-charged with the standard, is to provide the industry with a comprehensive set of internationally harmonized standard test methods, developed with the input of both suppliers and customers. ISO/TC 226 is responsible for the 108 International Standards, including two technical specifications, included on the new CD-ROM.</p> <p>The test methods, which it has standardized are useful for quality control, contracts, and work development. They have been developed, along with additional input from test laboratories and universities, from the existing base of company methods and national standards used by material suppliers and aluminum producers.</p>
Publisher	<p>International Organization for Standardization (ISO) Geneva, Switzerland Phone : +41 22 749 01 11 Fax: +41 22 733 34 30 Website : <a href="http://www.iso.org">www.iso.org</a></p>

Available Format    CD available at:

Department of Trade and Industry  
Bureau of Product Standards (DTI-BPS)  
Phone:    (02) 751.3123  
Fax:       (02) 751.4706  
E-mail:    bps@dti.gov.ph  
Website : [www.bps.dti.gov.ph](http://www.bps.dti.gov.ph)



Title	<b>Procedural Manual for Hazardous Waste Management</b> <i>(Revising DENR Administrative Order No. 29, Series of 1992, to Further Strengthen the Implementation of Republic Act 6969 and Prescribing the Use of the Procedural Manual)</i>
Description	<p>This is designed to serve as a primary reference for existing and prospective waste generators, transporters and treaters, environmental units of government agencies, local government officials, non-governmental agencies, local government officials, non-governmental or people's organization, and other stakeholders in the smooth implementation of proper hazardous waste management. It aims to provide technical standards and requirements for hazardous waste generators, transporters, premises/facilities involved in the treatment, storage, recycling / reprocessing, and disposal of hazardous wastes in the country.</p>
Publication Date	31 August 2004
Frequency	Once unless amended or superseded
Language	English
Pages	58
Price	Not specified
Publisher	Department of Environment and Natural Resources (DENR) Environmental Management Bureau (EMB) Phone: (02)927.1517 / 928.3782 Fax: (02) 927.1518 Website: <a href="http://www.emb.gov.ph">www.emb.gov.ph</a>
Available Format	Hard copies

Title	<p><b>Presidential Decree 1586</b>  <b><i>“Philippine Environmental Impact Statement System”</i></b></p> <p><b>Administrative Order No. 42</b>  <b>By the President of the Philippines</b>  <b>(02 November 2002)</b></p> <p><b>DENR Administrative Order No. 30</b>  <b>Series of 2003</b></p>
Description	This Primer contains the full text of the provisions of these laws and policies on the Philippine Environmental Impact Statement (EIS) System
Publication Date	2004
Frequency	One-time publication
Language	English
Pages	37
Price	Not for sale.
Publisher	<p>Department of Environment and Natural Resources (DENR)  Environmental Management Bureau (EMB)  Phone: (02)927.1517 / 928.3782  Fax: (02) 927.1518  Website: <a href="http://www.emb.gov.ph">www.emb.gov.ph</a></p>

Title	<p><b>Revised Procedural Manual for DENR Administrative Order No. 30 Series of 2003 (DAO 2003-30)</b></p> <p><i>(Implementing Rules and Regulations of Presidential Decree No. 1586, Establishing the Philippine Environmental Impact Statement System)</i></p>
Description	<p><u>Revised Procedural Manual</u></p> <p>This supersedes the Procedural Manual issued under DENR-EMB Memorandum Circular No. 2005-01 on 05 January 2005. All memoranda, memorandum circulars, Memorandum of Agreement (MOA) based on DAO 96-37 or earlier Implementing Rules and Regulations (IRR) of Presidential Decree (PD) 1586, and other issuances where provisions are inconsistent with this revised version are amended accordingly.</p> <p>The Manual derives its legal basis from Section 8.1 of DAO 2003-30, which prescribes a Manual of Procedures for the processing of applications for Environmental Compliance Certificates (ECCs) and Certificates of Non-Coverage (CNCs) within the timeframes specified under Malacañang Administrative Order No. 42 issued in November 2002.</p>
Publication Date	August 2007
Language	English
Pages	238
Publisher	<p>Department of Environment and Natural Resources (DENR) Environmental Management Bureau (EMB) Phone: (02)927.1517 / 928.3782 Fax: (02) 927.1518 Website: <a href="http://www.emb.gov.ph">www.emb.gov.ph</a></p>

Title	<p><b>A Brief Guide for the Industry Sector and Environmental Impact Assessment (EIA) Reviewers on the Revised Procedural Manual of DAO 2003-03</b></p> <p><b>The Role of Government Agencies in the Philippine Environmental Impact Statement System (PEISS) Under the Revised Procedural Manual</b></p> <p><b>Initiatives to Streamlining the Philippine Environmental Impact Statement System (PEISS) A Brief Guide for LGUs</b></p>
Description	These brief guide manuals walk stakeholders, which includes investors and reviewers, through the salient features of the revised Procedural Manual of DAO 2003-03.
Publication Date	2007
Frequency	As needed
Language	English
Pages	<p>Role of Govt. – 9</p> <p>Brief Guide – 21</p> <p>Guide for LGUs - 13</p>
Price	Not for sale.
Publisher	<p>Department of Environment and Natural Resources (DENR)</p> <p>Environmental Management Bureau (EMB)</p> <p>Phone: (02)927.1517 / 928.3782</p> <p>Fax: (02) 927.1518</p> <p>Website: <a href="http://www.emb.gov.ph">www.emb.gov.ph</a></p>

Title	<b>EIA Review Manual</b>
Description	<p>This manual answers the following questions:</p> <ul style="list-style-type: none"> <li>- What are the objectives of the review to make the EIA process an effective environmental planning and management tool?</li> <li>- What are the considerations to focus the significant issues during the review process?</li> <li>- What is the relationship of the EIA findings to the requirements of other agencies involved in the project?</li> <li>- What are the roles and responsibilities of the Case Handler, Environmental Impact Review Committee (EIRC), and the Resource Person?</li> <li>- What is the level of authority of the Case Handler, Environmental Impact Assessment Review Committee (EIARC), and the Resource Person?</li> <li>- What are the best practices in which the review team can effectively meet its objectives?</li> </ul>
Publication Date	2007
Frequency	One-time publication
Language	English
Price	Not for sale
Publisher	<p>Department of Environment and Natural Resources (DENR)  Environmental Management Bureau (EMB)  Phone: (02)927.1517 / 928.3782  Fax: (02) 927.1518  Website: <a href="http://www.emb.gov.ph">www.emb.gov.ph</a></p>

Title	<b>Reforming Business Registration Regulatory Procedures at the Nation Level A Reform Toolkit for Project Teams</b>
Description	The purpose of this toolkit is to guide users on the design and implementation of business-registration reforms. It highlights and good-practice cases and reforms already implemented in many countries. In this toolkit, the term “business registration” refers to the set of administrative process for setting up a business as a unique legal entity that can engage legitimately in commercial activities. This toolkit shows how to streamline the procedures an entrepreneur must comply with in order to set up a generic business before applying any sector-specific licenses or certifications for activities with particular environmental or health dimensions.
Publication Date	2006
Frequency	One-time publication
Language	English
Price	Not specified
Publisher	World Bank Group International Finance Corporation (IFC) Phone: (02) 848.7333 Fax: (02) 848.7339 Website: <a href="http://www.ifc.org">www.ifc.org</a>
Available Format	Hard copies

Title	<b>Alternative Dispute Resolution Manual: Implementing Commercial Mediation</b>
Author	Lukasz Rozdeizer Alejandro Alvarez de la Campa
Description	<p>The main goal of the manual is to provide practical advice and an overview of good practices for projects introducing commercial mediation to any legal system. It seeks to facilitate a more informed approach to the design, implementation, and monitoring of mediation and other alternative dispute resolution (ADR) procedures in the World Bank Group, other multilateral and bilateral development institutions, and non-government organizations (NGOs).</p> <p>The task of making mediation and ADR work is very complex. There are hundreds of books and other resources on mediation, legal and judicial reform, and transitional justice. This manual is not one of them. Instead, this is a tool for development institution professionals working in the field. This manual is structured to achieve maximum usage. The “Lessons Learned” part is concise, with additional information presented in the appendices.</p>
Publication Date	November 2006
Pages	166
Publisher	World Bank Group International Finance Corporation (IFC) Phone: (02) 848.7333 Fax: (02) 848.7339 Website: <a href="http://www.ifc.org">www.ifc.org</a>

# STUDIES



Title	<b>Bridging the Gap: Philippine SMEs and Globalization</b>
Description	This is a compilation of 19 essays on Philippine SMEs and globalization. It is divided into five parts: what is globalization; how may SMEs be helped to cope with globalization; how may SMEs prepare themselves to become active players in the global marketplace; how are SMEs faring so far; and where do we go from here. Assesses how far Philippine SMEs have begun to take globalization measures and initiatives and advocates new policies or reforms in policies and programs that would support SME efforts to survive and grow in an era of globalization.
Publication Date	2001
Frequency	One-time publication
Language	English
Pages	419
Price	P400.00
Publisher	Small Enterprises Research and Development Foundation and UP Institute for Small-Scale Industries (SERDEF & UPISSI) Phone: (02) 927.9238 / 928.7076 to 79 Telefax: (02) 920.6923 E-mail: <a href="mailto:info.issi@up.edu.ph">info.issi@up.edu.ph</a> Website: <a href="http://www.up.edu.ph/~issi">www.up.edu.ph/~issi</a>
Available Format	Hard copies Available at UP ISSI office and selected National Bookstore branches.

Title	<b>Doing Business in the Philippines</b>
Description	This report compares business regulations across 21 Philippine cities in three key areas: starting a business, dealing with licenses, and registering property. These indicators cover areas of local jurisdiction or practice. The report shows that differences in regulations and practices -- or in the implementation of national-level regulations -- can enhance or constrain local business activity.
Publication Date	2008
Pages	126
Frequency	One-time publication
Language	English
Price	Not for sale.
Publisher	<p>The International Bank for Reconstruction and Development / The World Bank  1818 H Street NW, Washington DC 20433  Phone: 202-473-1000  E-mail: <a href="mailto:feedback@worldbank.org">feedback@worldbank.org</a>  <a href="http://www.worldbank.org">www.worldbank.org</a></p> <p>IFC Philippine Office  International Finance Corporation (IFC)  World Bank Group  Phone : (02) 848.7333  Fax : (02) 848.7339  <a href="http://www.ifc.org">http://www.ifc.org</a></p>
Available Format	<p>Hard and soft copies.  Also available online at:  <a href="http://www.doingbusiness.org/documents/subnational/DB08_Subnational_Report_Philippines.pdf">http://www.doingbusiness.org/documents/subnational/DB08_Subnational_Report_Philippines.pdf</a></p>

Title	<b>Streamlining Business Registration In Local Government Units (LGUs)</b>
Description	<p>This features the good practices in business processes in business permit and licensing (BPL) done in 16 LGUs nationwide. There are six common good practices categories which are contributory to the improved issuance of business permits and licenses. These include: 1) process improvement – making business registration as simple and short as possible; 2) business one stop shop (BOSS) – convening all offices involved in the BPL process in one area; 3) computerization – the use of information communications technology (ICT) in BPL process; 4) partnership and participation – developing multi-sectoral alliances to achieve a common goal or improve performance; 5) information, education and communication (IEC) – informing potential and existing customer about the requirements, procedures, and renewal process; and 6) customer satisfaction – obtaining client feedback and providing amenities as well as training staff to provide excellent customer service.</p> <p>This serves as a recipe book and a toolkit to motivate and enable LGUs to streamline their respective systems and procedures on business permits and licenses.</p>
Publication Date	2006
Pages	64
Frequency	One-time publication
Language	English
Price	Not for sale.

**Publisher**                      Department of Trade and Industry (DTI)  
Bureau of Micro, Small and Medium Enterprise  
Development (BMSMED)  
Phone:    (02) 890.4968 / 897.7596 / 897.1693  
Fax:        (02) 896.7916  
E-mail:    bmsmed@dti.gov.ph  
Website:   www.dti.gov.ph

In cooperation with:  
German Technical Cooperation  
GTZ Office Manila  
Phone:    (02) 812.3165  
Fax:        (02) 753.1441  
E-mail:    smedsep@mozcom.com  
Website:   www.smedsep.com

The Asia Foundation (TF)  
Phone:    (02) 851.1456  
Fax:        (02) 853.0474  
Website:   www.asiafoundation.org

**Available Format**    Hard copies

Title                   **A collector's item: Philippine Internet Review:  
10 Years of Internet History (1994-2004)**

Author               Janette Toral

The *Philippine Internet Review: Ten Years of the Internet (1994-2004)* is a special publication that chronicles and explains the development of the Internet in the Philippines from its inception in 1994 to 2004.

Outline:

- Introduction: The Bigger Picture  
This discusses how the Internet has changed the lives of Filipinos.
- Internet Timeline: 1994-2003  
This chapter highlights Internet-related developments that transpired from 1994 to 2004. Various first-mover and "Internet bubble" facts are also highlighted.
- The Filipino Internet User Evolving  
This looks into how the Filipino Internet user has evolved and changed through time. Online surfing, shopping, communication, relationships, and various usage habits from 1994 to 2003 will be looked into.
- Infrastructure Development: Building the Bandwidth Map  
A discussion on making the Philippines wired to the Internet will be made. Various infrastructure and telecommunications players, which made these possible, will also be taken up.

- 1st Internet History Writing Competition  
Winner: Marikina Internet Story  
This chapter features how Marikina evolved as a pro-active IT city.
- People Power: Ordinary People and Traditional Companies Empowered by the Internet  
Entrepreneurs and Personalities inspired by the Internet, and brought their craft to the New Economy.
- High-Tech Crimes: Scams, Fraud, and Hacking in the Philippines  
Documenting various Internet scams, fraud, hacking incidents, stalking, and other crimes that victimized Filipinos.
- Blazing Glory: Philippine Dot Com Companies Surviving in the New Economy  
So many dotcoms have come and gone. These are the ones, which remained strong and standing.
- Advocacy and Politics Online: A New Media  
How the Internet has changed the way Filipinos push for their agenda?
- Conclusion: An Interview with the Father of the Philippine Internet.

Publication Date     September 2004

Price                     \$6

Publisher                Digital Filifino.com  
E-mail: [janette@digitalfilipino.com](mailto:janette@digitalfilipino.com)  
<http://www.digitalfilipino.com>

Title	<b>State of the Sector Reports 2006</b> <ul style="list-style-type: none"> <li>- <b>Costume Jewelry</b></li> <li>- <b>Digital Animation</b></li> <li>- <b>Fine Jewelry</b></li> <li>- <b>Footwear</b></li> <li>- <b>Furniture</b></li> <li>- <b>Houseware</b></li> <li>- <b>Holiday Décor</b></li> <li>- <b>Leathergoods</b></li> <li>- <b>Medical Transcription</b></li> <li>- <b>Organic Products</b></li> </ul>
Description	<p>This series of reports is published by Private Enterprise Accelerated Resource Linkages Project Phase 2 (Pearl2 Project) for 2004-2006.</p> <p>Pearl2, a project funded by the Canadian International Development Agency, is a five-year initiative (2002-2007) designed to support the development of small and medium enterprises throughout the Philippines. It aims to help create meaningful jobs for both men and women through the strengthening of Business Support Organizations (BSOs) and Investment Promotion Agencies (IPAs).</p> <p>The Pearl2 Project, in coordination with the Department of Trade and Industry, has identified industries for program assistance under the Project's Sectoral Enhancement component. Hence, studies were undertaken to determine how the Project can effectively assist these industries.</p> <p><u>Costume Jewelry</u></p> <p>For the inbound-logistics part of the value chain, the industry is sometimes hampered by the scarcity of materials. Some raw materials used like mother of pearl, moreover, are exported,</p>

which ultimately affects the sourcing of raw materials needed. Materials gatherers and suppliers also lack skills and resources to assure quality and sustain an environmentally friendly means of harvesting materials.

#### Digital Animation

The local animation industry is presently focused on doing contract work for foreign studios. Lack of skilled animators, especially in 3D work, however, has limited the capacity of the sector. This situation has persisted over the past years and remains a pressing concern of the industry. While measures have been adopted to try to alleviate this situation, progress has been slow due to insufficient number of creative talent going into animation related courses and lack of facilities in the training institutes.

#### Fine Jewelry

The challenge for the local fine jewelry sector at present is to sustain the growth in exports in the next few years in the face of rising raw materials prices, increasing production cost and intense competition posed by other countries. Aside from issues in raw materials supply, firms in the industry also have to contend with a limited pool of personnel with the needed skills and experience.

#### Footwear

The decline in the competitiveness of Philippine footwear stems from a variety of factors, some of them extending beyond the footwear production process – from sourcing of raw materials to the inadequate manufacturing technologies employed and the low productivity of their workforce. These factors push up product cost, making footwear products more expensive than those from the major world suppliers.



### Furniture

The local furniture sector remains under intense global and regional competitive pressures. It presently faces numerous issues including crippled productivity, increasing costs of doing business and scarcity of reasonably priced local material. While foreign trade buyers still find design innovation and creativity to be the most valuable competitive advantage of Philippine-made furniture, most firms are unable to price competitively, thus unable to effectively protect their market share. A global downward price pressure influenced by weakening US dollar and unstoppable competition from China and Vietnam, for example, severely affect Philippine manufacturer-exporters' viability and competitiveness.

### Houseware

Most of the issues in the houseware value chain still concern the early part of the chain especially in inbound logistics and operations. Lack of skills, quality control standards, tools and facilities among material gatherers, traders and suppliers are still prevalent leading to high material wastage, rejects, large variations in quality or specifications of materials and fluctuations in supply. There is also increasing concern about the negative effects on the environment of material gathering practices. Research and development (R&D) on raw materials also remain limited and research results are not widely disseminated.

### Holiday Décor

The downtrend in industry exports reflects a decline in competitiveness of local holiday décor products caused by a variety of factors affecting the sector's value chain. At the inbound logistics

part of the chain, there are problems in maintaining raw material quality due to lack of skills, quality standards and technology among materials suppliers. Information on sources of raw materials is also insufficient. In terms of quality control, there is a lack of standards in receiving, warehousing and inventory control of inputs. This often leads to rejected materials. There is also inadequate proper storage and warehousing facilities for raw materials. This has led to damaged raw materials and further rejects.

#### Leathergoods

Various issues plague the industry's value chain which lead to low productivity and high product cost. In the inbound logistics phase of the value chain, there remains a chronic lack of good quality leather from local tanners due to problems in hide quality and preparation. Companies have to import leather to fill their needs, at additional costs. Leathergoods manufacturers have used a variety of indigenous materials in their products which has enabled them to turn out innovative items. However, R&D on other fibers and materials which can be used by the industry is limited which slows the rate by which these materials can be used by manufacturers.

#### Organic Products

Issues on the inbound logistics of the sector's value chain concern the lack of supply and insufficient quality of organic inputs. Producers have limited knowledge on technologies that will aid the production of organic inputs within the farm, as well as inadequate know-how on organic conversion technologies.

Other issues include difficulty in meeting the terms and conditions of funding sources, limited

knowledge of the market, and co-mingling of both organic and conventional produce.

Publication Date	2006
Frequency	Annual
Language	English
Pages	Costume Jewelry – 108 Digital Animation - 87 Fine Jewelry – 108 Footwear – 113 Furniture - 195 Houseware - 159 Holiday Décor – 108 Leathergoods - 107 Organic Products - 112
Price	Not for sale.
Publisher	Pearl2 Project Field Office Phone: (02) 751.5912/13 Fax: (02) 884.1544 E-mail: info@pearl2.net Website: www.pearl2.net
Available Format	Hard copies are available for research at the following DTI Offices:  Board of Investments (BOI) Industry and Investment Building 385 Sen. Gil J. Puyat Ave., Makati City  Bureau of Export Trade Promotion DTI International Building 375 Sen. Gil J. Puyat Ave., Makati City

Bureau of Micro, Small and Medium Enterprise  
Development (BMSMED)  
5/F Trade and Industry Building  
361 Sen. Gil J. Puyat Ave., Makati City

Available Format    Book

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Title	<b>State of the Sector Reports 2007</b> <ul style="list-style-type: none"><li>- <b>Costume Jewelry</b></li><li>- <b>Fine Jewelry</b></li><li>- <b>Footwear</b></li><li>- <b>Furniture</b></li><li>- <b>Houseware</b></li><li>- <b>Holiday Décor</b></li></ul>
Description	These reports are being updated and published yearly by PEARL2 to assess problems besetting the various industries including analysis of the industries' current status and propose courses of action to help the sector's further development. Since the PEARL2 Project has been terminated in August 2008, the 2007 reports have been published by the Bureau of Micro, Small and Medium Enterprise Development (BMSMED).
Publication Date	2009
Frequency	Annual
Language	English
Pages	Costume Jewelry – 109 Fine Jewelry – 110 Footwear – 109 Furniture - 165 Houseware - 141 Holiday Décor – 109

Price	Not for sale.
Publisher	<p>Department of Trade and Industry (DTI)  Bureau of Micro, Small and Medium Enterprise  Development (BMSMED)  Phone: (02) 890.4968 / 897.7596 / 897.1693  Fax: (02) 896.7916  E-mail: <a href="mailto:bmsmed@dti.gov.ph">bmsmed@dti.gov.ph</a>  Website: <a href="http://www.dti.gov.ph">www.dti.gov.ph</a></p>

Title	<b>Metalworking Industry-Sectoral Studies</b>	
Description	An industry study of the different metalworking sectors, i.e., metal casting, machining, welding, heat treatment, tool & dies, iron and steel and electroplating. It provides an updated information, assessment and profile of each industry.	
Publication Date	Tool and Die	2008
	Heat Treatment	2005
	Electroplating	2004
	Iron and Steel	2003
	Metal Casting	2003
	Welding	1994
	Machining	1993
Frequency	Various	
Language	English	
Pages	26 up	
Publisher	Department of Science and Technology (DOST) Metals Industry Research and Development Center (MIRDC) Phone: (02) 837-0431 to 38 Fax: (02) 837.0613 E-mail: mirdcitps@yahoo.com Website: www.mirdc.dost.gov.ph	
Available Format	Hard copies	

Title	<b>APEC-related Studies</b>
Description	<p><u>Coalition-Building and APEC</u></p> <p>This book is a collection of papers which discusses the future direction of APEC as a trade and investment regime by addressing two specific issues: the future of the organization in terms of its institutional forms as well as the future of the liberalization agenda in the Philippines.</p>
	<p><u>Financial Liberalization: Managing Risks and Opportunities</u></p> <p>It is a collection of seven studies that focus interrelated aspects of the structural and institutional foundations of effective risk management and exploitation of opportunities in an open economy. It also draws lessons from and insights on macroeconomic management in an open economy; the liberalization of the banking industry; the human resource implications of financial liberalization and integration; and the behavior of Asia-Pacific Economic Cooperation (APEC) member-economies toward the financial services agreement under the General Agreement on Trade in Services (GATS).</p>
	<p><u>Thesis &amp; Dissertation Assistance Program (TDAP) Paper Series 1: Selected Studies on APEC-Related Issues</u></p> <p>This book contains selected studies of diverse topics in adherence to the Philippine APEC Study Center Network (PASCN) research agenda covering issues and concerns of the Asia-Pacific Economic Cooperation (APEC).</p>
Publisher	<p>Asia-Pacific Economic Cooperation APEC Secretariat Phone: (65) 6775 6012 Fax: (65) 6775 6013 <a href="http://www.apec.org">www.apec.org</a></p>

Title	<b>Research Paper Series</b>
Description	<p data-bbox="395 201 947 292"><u>No. 2005-01</u>: Experience of Crisis-Hit New Asian Countries: Do Asset Management Companies Increase Moral Hazard?</p> <p data-bbox="395 328 947 387"><u>No. 2004-01</u>: Toward a National Tax New Policy for E-commerce</p> <p data-bbox="395 424 947 483"><u>No. 2003-04</u>: The Philippine Innovation System: Structure and Characteristics</p> <p data-bbox="395 520 947 579"><u>No. 2003-03</u>: College Fee Structure and Philippine Inflation</p> <p data-bbox="395 616 947 707"><u>No. 2003-02</u>: Philippine Domestic Shipping Transport Industry: State of Competition and Market Structure</p> <p data-bbox="395 743 947 802"><u>No. 2003-01</u>: Exchange Policy in Philippine Development</p> <p data-bbox="395 839 947 930"><u>No. 2002-09</u>: Benefits and Losses from Rent Control in the Philippines: An Empirical Study of Metro Manila</p> <p data-bbox="395 967 947 1026"><u>No. 2002-08</u>: Assessing the Situation of Women Working in CALABARZON</p> <p data-bbox="395 1062 947 1094"><u>No. 2002-07</u>: Gender &amp; Technology</p> <p data-bbox="395 1131 947 1222"><u>No. 2002-05</u>: The Philippine Payment System: Efficiency &amp; Implications for the Conduct of Monetary Policy</p> <p data-bbox="395 1259 947 1323"><u>No. 2002-03</u>: Trade Reforms, Income Distribution and Welfare: The Philippine Case</p>



No. 2002-02: Mercury Pollution Due to  
Small-Scale Gold Mining in the  
Philippines: An Economic Analysis

No. 2002-01: The Dynamics of Housing  
Demand in the Philippines: Income and  
Life Cycle Effects

Publication Date	Varies
Frequency	One-time publication
Language	English
Publisher	Asia-Pacific Economic Cooperation APEC Secretariat Phone: (65) 68 919.600 Fax: (65) 68 919.690 Website: <a href="http://www.apec.org">www.apec.org</a>
Available Format	Book Downloadable at APEC website

Title	<b>Perspective Paper Series</b>
	<u>PPS No. 1:</u> A Perspective on Macroeconomic & Economy-wide Quantitative Models of the Philippines,1990-1992
	<u>PPS No. 4:</u> Philippine Competition Policy in Perspective
	<u>PPS No. 8:</u> The Quest for a Better Environment: Past Experiences and Future Challenges
	<u>PPS No. 10:</u> Research & Development & Technology in the Philippines
	<u>PPS No. 3:</u> The Philippines in the Global Trading Environment
	<u>PPS No. 7:</u> Infrastructure Development: Experience and Policy Options for the Future
	<u>PPS No.2:</u> The Poverty Fight: Has It New Made an Impact?
	<u>PPS No.11:</u> Rethinking Institutional Reforms in the Philippine Housing New Sector
	<u>PPS No. 9:</u> Education, Labor Market New and Development: A Review of the Trends and Issues in the Philippines for the Past 25 Years
	<u>PPS No. 5:</u> Central Banking in the New Philippines: Then, Now and the Future
Publication Date	Varies, depending on the title
Frequency	One-time publication

Language	English
Pages	Varies, depending on the title
Publisher	Asia-Pacific Economic Cooperation APEC Secretariat Phone: (65) 68 919.600 Fax: (65) 68 919.690 Website: <a href="http://www.apec.org">www.apec.org</a>
Available Format	Book Downloadable at APEC website

Title	<b>The Promotion of Sustainable Enterprises</b>
Authors	Graeme Buckley, Michael Henriques and Jose-Manuel Salazar-Xirinachs
Description	<p>Promoting sustainable enterprises is about strengthening the institutions and governance systems which nurture enterprises – strong and efficient markets need strong and effective institutions. It is also about ensuring that human, financial and natural resources are combined equitably and efficiently in order to achieve innovation and enhanced productivity. This calls for new forms of cooperation between government, business, labor and society at large to ensure that the quality of present and future life and employment is maximized, at the same time, safeguarding the sustainability of the planet.</p> <p>This book provides detailed guidance on what constitutes a conducive environment for sustainable enterprises, noting that such an environment combines the legitimate quest for profit with the need for development which respects human dignity, environmental sustainability and decent work. This underscores the principle that sustainable enterprises need sustainable societies and that business tends to thrive where societies thrive vice versa.</p>
Publication Date	2008
Pages	258
Price	\$50
Publisher	International Labour Office (ILO) Subregional Office for South-East Asia and the Pacific

Title	<b>Global Wage Report 2008/09 Towards policy coherence: Minimum wages and collective bargaining</b>
Description	<p>The first in a new series of ILO reports focusing on wage developments, this volume reviews major trends in the level and distribution of wages around the world since 1995. It considers the effects of economic growth and globalization on wage trends, looking closely at the role of minimum wages and collective bargaining, and suggests way to improve wage levels and to enable more equal distribution.</p> <p>Wages are a major component of decent work, yet there is a serious knowledge gap in this increasingly important area which this report begins to address. Part one summarizes the main trends in average wages and distribution of wages, providing a statistical analysis of the links between wages and productivity, along with wage forecasts for 2008 and 2009. Part two examines the relationship between minimum wage policies and collective bargaining, highlighting the effects of institutions on wage outcomes and the importance of coherent policy articulation. Part three concludes with concrete policy recommendations and identifies key issues for further research. This report includes full technical and statistical annexes.</p>
Frequency	One-time publication
Language	English
Pages	150
Price	\$50

**Publisher** International Labour Office (ILO)  
Subregional Office for South-East Asia  
and the Pacific  
Phone: (02) 580.9900  
Fax: (02) 580.9999  
E-mail: [manila@ilo.org](mailto:manila@ilo.org)  
Website: [www.ilo.org](http://www.ilo.org)

**Available Format** Book (Paperback)

Title	<b>Trade and Employment</b>
Author	Marion Jansen and Eddy Lee
Description	This study is the outcome of collaborative research between the World Trade Organization Secretariat and the International Labour Office. It addresses an issue that is of concern to both organizations: the relationship between trade and employment. On the basis of an overview of the existing academic literature, the study provides an impartial view of what can be said, and with what degree of confidence, on the relationship between trade and employment, an often contentious issue of public debate. Its focus is on the connections between trade policies, and labor and social policies and it will be of interest to all those who are involved in this debate: academics and policy-makers, economists, workers and employers, trade and union specialists.
Publication Date	2007
Frequency	One-time publication
Language	English
Pages	112
Price	\$12.95 / 13 Euros
Publisher	International Labour Office (ILO) Subregional Office for South-East Asia and the Pacific Phone: (02) 580.9900 Fax: (02) 580.9999 E-mail: <a href="mailto:manila@ilo.org">manila@ilo.org</a> Website: <a href="http://www.ilo.org">www.ilo.org</a>
Available Format	Book

Title	<b>Microfinance and Public Policy</b>
Description	<p>The goal of microfinance institutions (MFIs) is to help the poor to cope better with risk, take advantage of small income generating opportunities and empower themselves through organization. To have this impact on an increasing number of people MFIs need to be financially sound and sustainable. This volume argues that while there may be situations where MFIs can go up-scale and thus meet both objectives at the same time, there are other market configurations where it is very difficult or even impossible for an institution to break even, no matter how efficiently it runs its operations. This is particularly the case in rural, remote and sparsely populated areas.</p> <p>To take account of the variety of market and contextual constraints, this book argues that public policy should be guided by efficiency, being an overarching criterion accommodating different combinations of financial performance and social impact. A valuable contribution to the debate surrounding the performance and sustainability of microfinance, this volume examines the concept of efficiency in financial intermediation, how it is measured and how public policy can be geared to provide incentives to efficiency gains. The argument is illustrated by an empirical analysis of 45 MFIs from around the world.</p>
Pages	263
Price	\$90 / 80 Euros
Publisher	International Labour Office (ILO) Subregional Office for South-East Asia and the Pacific



Title	<b>National Economic Development Authority (NEDA) Studies</b>
Description	<p><u>Education and Globalization</u></p> <p>This tackles the impact of globalization on the key dimensions of our higher education system. It traces the forces that have contributed and impeded globalization of education and more importantly, it has identified various threats and opportunities brought about by globalization of higher education particularly to a developing country like the Philippines.</p> <p><u>Special Issues in Agriculture</u></p> <p>This focuses on concerns relating to resource management and sustainability that are critical to agricultural growth and development. It also gives premium to the institutional issues in the area of property rights: land, water, fishery, and forestry, including an evaluation of the Comprehensive Agrarian Reform Program (CARP) and other tenure-related government programs.</p> <p><u>Winning the Water War</u></p> <p>This finds innovative ways of trying to win the “water war” or of dealing with water scarcity as the appropriate planning unit for an integrated water resources management system. It recommends pluralism in the modes in water governance in the country that will enable local stakeholders (local government units, civil society) to evolve appropriate mechanisms in accordance with local social, political, economic and ecological realities.</p>
Publication Date	Varies, depending on the title
Frequency	One-time publication
Language	English

Pages	Varies, depending on the title
Price	Varies, depending on the title
Publisher	National Economic Development Authority (NEDA) Phone: (02) 631.3281 / 631.3757 (02) 631.0945 to 65 Fax: (02) 631.3282 E-mail: bdturiano@neda.gov.ph RDMendoza@neda.gov.ph Website: www.neda.gov.ph
Available Format	Hardcopies



## **INFORMATION SERVICES**

Title	<b>Philippine Import Report</b>
Description	This provides information on the Philippine Import Performance as released by the National Statistics Office (NSO). It is a summary of Philippine imports for 2007. It can be used as reference material on Philippine imports from its major sources, as this report contains a breakdown of imports by commodity group.
Publication Date	2007
Frequency	Quarterly/yearly
Language	English
Pages	9
Price	Not for sale
Publisher	Department of Trade and Industry (DTI) Bureau of Import Services (BIS) Phone : (02) 896.4430 Fax : (02) 896.4430 E-mail : bis@dti.gov.ph
Available Format	Hard and soft copies

Title	<b>2007 Yearbook of Labor Statistics</b>  <b>Current Labor Statistics</b>
Description	<u>2007 Yearbook of Labor Statistics</u> This is a compendium of statistics containing 21 chapters, each dealing with trend and structural data on major areas of labor and employment statistics.  <u>Current Labor Statistics</u> This a compilation of latest labor, employment, and related statistics with data highlights, mostly in quarterly breakdown.
Publication Date	Yearbook – March 2008 Current Labor.... – 15 April 2008
Frequency	Yearbook – Yearly Current Labor.... – Quarterly
Language	English
Pages	Yearbook – 578 Current Labor.... – 86
Price	Yearbook – P300 Current Labor.... – P100
Publisher	Department of Labor and Employment Bureau of Labor and Employment Statistics (DOLE-BLES) Phone: (02) 527.3000 local 317 Fax: (02) 527.5506 E-mail: bles_tsd@yahoo.com
Available Format	Hard and soft copies Downloadable PDF at <a href="http://www.bles.dole.gov.ph">www.bles.dole.gov.ph</a>

Title	<b>Philippine Industry Yearbook of Labor Statistics</b>  <b>Gender Statistics on Labor and Employment</b>  <b>Labor Statistics (LABSTAT) Updates</b>
Description	<p><u>Philippine Industry Yearbook of Labor Statistics</u>  This is a compilation of statistics at specific industry levels on employment, wages, labor productivity, hours of work, work-related injuries, labor relations, economic performance, and investment data from 1991.</p> <p><u>Gender Statistics on Labor and Employment</u>  This is a compilation of statistics of women and men on employment local and overseas, hours of work, working children, education and training, compensation and earnings, and union membership.</p> <p><u>LABSTAT Updates</u>  This is an analysis of specific data sets on various areas of labor and employment statistics enhanced by tables and graphs. This is likewise the dissemination format of results of surveys conducted by the Bureau.</p>
Publication Date	Phil. Industry... – 15 January 2008 Gender Statistics... - December 2007 LABSTAT - Varies on a month-to-month basis
Frequency	LABSTAT – Number of issues varies every month
Language	English
Pages	Phil. Industry... – 396 Gender Statistics... - 1,151 LABSTAT – varies

Publisher	Department of Labor and Employment Bureau of Labor and Employment Statistics (DOLE-BLES) Phone: (02) 527.3000 loc. 311 / 319 Fax: (02) 527.5506 E-mail: bleslabstat@yahoo.com
Available Format	Hard and soft copies Downloadable at <a href="http://www.bles.dole.gov.ph">www.bles.dole.gov.ph</a>



Title	<b>Labor Productivity Statistics</b> <ul style="list-style-type: none"> <li>- Labor Productivity By Industry</li> <li>- Labor Productivity By Region</li> <li>- Comparison of Productivity Levels Among Asian Countries at constant Prices</li> <li>- Gross Domestic Product (GDP), Employment and Labor Productivity of Asia Pacific Economic Cooperation (APEC) Member Economies</li> </ul>
Description	This section of the National Wages Productivity Council (NWPC) website provides the latest figures on productivity rates in the country as well as in the entire APEC region.
Publication Date	May 2008
Frequency	As needed
Language	English
Pages	Several pages
Price	None
Publisher	Department of Labor and Employment National Wages and Productivity Commission (DOLE-NWPC) Phone: (02) 527.8911 to 17 / 527.5239 E-mail: <a href="mailto:webmaster@nwpc@dole.gov.ph">webmaster@nwpc@dole.gov.ph</a>
Available Format	Available online at <a href="http://www.nwpc.dole.gov.ph/pages/statistics/stat_current_regional.html">www.nwpc.dole.gov.ph/pages/statistics/stat_current_regional.html</a>

<b>Title</b>	<b>Wage Statistics</b> <ul style="list-style-type: none"> <li>- Summary of Current Regional Daily Minimum Wage Rates Non-Agriculture, Agriculture</li> <li>- Summary of Daily Minimum Wage Rates Per Wage Order, By Region, Non- Agriculture</li> <li>- Summary of Latest Wage Orders and Implementing Rules Issued by the Regional Boards</li> <li>- Current Nominal and Real Wage Rates by Region, Non-Agriculture</li> <li>- Current Nominal and Real Wage Rates by Region, Agriculture</li> <li>- Comparative Wages in Selected Countries</li> <li>- Estimates of Family Living Wage per Day Based on NSCB Cost Menus and Food Expenditures Ratios of Families in the 5<sup>th</sup></li> <li>- 7<sup>th</sup> Deciles Solely Dependent on Wages and Salary for a Family of 6</li> <li>- Summary of Wage Legislations Granting Increases in the Basic Minimum Wage (1951-1989)</li> <li>- Summary of Wage Legislations Granting Cost of Living Allowance (1974-1987)</li> <li>- Current Statistics on Wages</li> </ul>
<b>Description</b>	This section of the NWPC website provides updates and summary of the latest wage statistics.
<b>Publication Date</b>	May 2008
<b>Publisher</b>	Department of Labor and Employment National Wages and Productivity Commission (DOLE-NWPC) Phone: (02) 527.8911 to 17 / 527.5239 E-mail: <a href="mailto:webmaster@nwpc@dole.gov.ph">webmaster@nwpc@dole.gov.ph</a>
<b>Available Format</b>	Available online at <a href="http://www.nwpc.dole.gov.ph/pages/statistics">www.nwpc.dole.gov.ph/pages/statistics</a>

Title	<b>Bangko Sentral ng Pilipinas (BSP) Regular Publications</b>
Description	<p data-bbox="337 231 902 359"><u>Monthly Selected Philippine Economic Indicators</u> This is a monthly compilation of various statistical tables on external accounts, financial system, fiscal, prices, and other real sector accounts.</p> <p data-bbox="337 391 902 582"><u>Inflation Report</u> This is published quarterly as part of the BSP's transparency mechanism under inflation targeting. This aims to convey to the public the overall thinking and analysis behind the BSP's decision on monetary policy.</p> <p data-bbox="337 614 902 901"><u>Balance of Payments Report</u> This contains a comprehensive analysis of the developments in the country's balance of payments including the current account (i.e., trade-in-goods and services, income, and current transfers) and the capital and financial account (i.e., direct, portfolio and other investments). Also included are brief discussions on the country's gross international reserves and exchange rate.</p> <p data-bbox="337 933 902 1093"><u>Business Expectations Report</u> This is a report on the results of the quarterly Business Expectations Survey conducted by the BSP to generate indications of overall business sentiment and prospects/outlook.</p> <p data-bbox="337 1125 902 1289"><u>Consumer Expectations Report</u> This contains the Consumer Expectations Survey, which captures the economic outlook of consumers as an indication of the country's future economic conditions.</p>

### BSP Review

Published twice a year to serve primarily as a forum for presenting the research findings of BSP staff, this review includes analytical and policy-oriented research articles on various economic, financial and statistical issues of interest to the BSP.

### Status Report on the Philippine Financial System

This is a comprehensive assessment of major developments in the Philippine financial system during a given semester.

### Quarterly Report on Economic and Financial Development

This is a quarterly report, which outlines the major developments in the real, monetary and fiscal sectors of the Philippine economy.

### Annual Report

A report submitted annually to the President of the Philippines and the Congress, this annual publication highlight the major developments in the Philippine economy, the key activities, policies, and operations of the BSP during the year.

### BSP Working Paper Series

This constitutes studies that are preliminary and subject to further revisions. These are being circulated only for the purpose of soliciting comments and suggestions for further refinements. The views and opinions expressed are those of the author(s) and do not necessarily reflect those of the BSP.

### Report on Regional Economic Developments

This tracks economic activities in the regions, focusing on the demand and supply conditions,

price developments, and monetary conditions, as well as the emerging outlook. Analysis of regional trends and developments supplements BSP's analytical tools for monetary policy formulation and financial supervision. Qualitative and quantitative information used in the report are collected from primary and secondary sources and reflect the extensive information gathered by the BSP regional offices and branches.

#### Philippine Flow of Funds

This presents the financial transactions among the different institutions of the economy and between these and the rest of the world. This also shows which institutions are net lenders and net borrowers in the series of transactions.

#### Survey of Information Technology (IT)-Enabled Services Report

This is a report on the baseline study on the economic contribution of IT-enabled services based on a survey conducted by the BSP covering 317 member firms of the different information and communications technology (ICT) associations and firms registered with the Department of Trade and Industry (DTI), the Philippine Economic Zone Authority (PEZA) and Board of Investments (BOI) and other attached agencies

#### Directory of Philippine Exporters

This is a ready reference and easy guide for foreign buyers of Philippine products, local suppliers of exporters, foreign investors, government agencies, commercial banks, and the interested public, in general.

Publication Date	Varies
Frequency	Varies
Language	English
Publisher	National Economic Development Authority Development Information Staff (NEDA-DIS) Phone: (02) 631.3281 / 631.3757 / 631.0945 to 65 Fax: (02) 631.3282 E-mail: bdturiano@neda.gov.ph RDMendoza@neda.gov.ph
Available Format	Downloadable at <a href="http://www.bsp.gov.ph/publications/regular">www.bsp.gov.ph/publications/regular</a>

Title                      **National Statistics Coordination Board (NSCB)  
Publications**

Description            Catalogue of Philippine Statistical  
Publication (CPSP)

This contains a brief description of each publication title showing the frequency and availability of the publication, main uses, data contents, time span of data contents, geographic areas covered, approximate number of pages, postal address, telephone number, and website of the publishing unit/agency.

This aims to promote the utilization of Philippine statistics, enhance the awareness of the data-using public, and provide a convenient facility for searching and locating the sources of Philippine statistics.

*As need arises, 220 pages, diskette*

Children and Women Indicators

This provides a coherent perspective of the country's progress towards the attainment of the Philippine Plan of Action (PPAC) goals. It focuses on major concerns on women such as health, nutrition, literacy, education, and their role as mothers. It includes indicators on women as mothers who play a consequential role in the survival, development, and protection of children.

*Every 2 years, 45 pages, CD-ROM/diskette*

Compendium of Philippine Environment Statistics

This presents data on the following components of our natural environment: flora; fauna; atmosphere; and soil; mineral and energy resources; and human settlements.

*Every 2 years, 800 pages, Diskette*

### Compendium of Social Philippine Statistics (CPSS)

This presents a wide range of available data on the social concerns: population; health; nutrition; education and manpower; housing; employment; income, expenditure and prices; women and children; public order, safety and justice; poverty; social welfare and development; and environment. It is useful to the policy-makers, planners, academic researchers, and the public, in general.

*Every 2 years, 270 pages, CD-ROM*

### Countryside in Figures

Contains general information and statistical indicators on governance, income and expenditures, labor and employment, prices, finance, agriculture, health, education, infrastructure, communication, tourism and public order and safety and justice of the 79 provinces and selected cities nationwide.

This can be used as a reference for comparing the performance of our provinces and key cities in different areas of interest.

It is useful in discerning challenges and opportunities at the local level.

*Annual, 300 pages, CD-ROM/diskette*

### Dictionary of Selected Statistical Terms (DSST)

This provides the definition of selected statistical terms/concepts/indicators commonly used by data producers and users, including the formula, method of computation, and illustration, to promote uniform use and interpretation of terms in statistical operations.



Terms defined include: population growth rate; total fertility rate; birth rate; mortality rate; household; household farm; establishment; wholesale and retail trade; work; in the labor force or economically active population; persons not in the labor force; labor force participation rate; employment and unemployment rate; literacy rate; enrolment rate; consumer price index (CPI); inflation rate; purchasing power of the peso (PPP); gross national and domestic product; gross value added; gross output; and poverty threshold.

*As need arises (maiden issue: 1993), 31 pages, Diskette*

#### Economic Indicators (EI)

This provides the latest available monthly statistical indicators on the levels and trends of the country's economic activities and performance to meet the varying needs of policy makers, decision-makers, and other researchers.

Monthly, available one month after the reference month,

*30 pages, CD-ROM*

#### Quarterly Economic Indices of the Philippines. (QEI)

This provides measures of growth in production, gross revenue, employment, and compensation in the various sectors of the economy.

The indices can be used as deflators to express a current value in real terms, as bases for wage formulation and forecasting. Specifically, these indices were developed to guide users for a more meaningful economic analysis of current economic behavior and events.

*Quarterly, 70 pages, Diskette*

### Environmental Degradation Due to Selected Economic Activities

The publication is a compilation of environmental accounts estimating the degradation of the environment brought about by selected economic. It covers five major economic sectors: agriculture, fishery and forestry, manufacturing, mining, electricity generation, and transport services. All estimates are given in both physical and monetary terms, except for the estimates on electricity generation, which are expressed only in physical terms.

*One-time publication, 185 pages, CD-ROM*

### Estimation of Fish Biomass in Laguna de Bay Based on Primary Productivity

The publication presents an alternative method for measuring sustainability of freshwater fin fishery resources in Laguna Lake by taking into consideration the primary productivity of the lake's ecosystem.

It likewise provides substantial review of available literatures and studies pertinent to the concern of the NSCB in operationalizing the System of Integrated Economic and Environmental Accounts (SEEA) for the country's freshwater fishery resources.

*One-time publication, 185 pages, CD-ROM*

### Food Balance Sheet

This provides estimates of the overall food supply in the country that is available for consumption of the populace and shows the trends in the levels of the country's food supply. It also shows changes in the supply composition and type of food available for consumption, which are needed in the formulation of national food production and trade programs to satisfy the dietary and

nutritional needs of Filipinos.

*Annual, available 2 years after the reference period,  
55 pages, CD-ROM*

*Annual, available 2 years after the reference period,  
55 pages, CD-ROM*

#### Foreign Direct Investments (FDIs) Report

Contains information on FDIs and investments by Filipinos approved by promotion agencies, FDIs registered with Securities and Exchange Commission (SEC), Bureau of Trade Regulatory and Consumer Protection (BTRCP) and Bangko Sentral ng Pilipinas (BSP) and actual FDIs as presented in the Balance of Payments (BOP) by BSP.

It is a useful input to the development policies, as it monitors the strategy of encouraging foreign investments in the country.

*Quarterly, 40 pages, CD-ROM/Diskette*

#### Gross Regional Domestic Expenditures (GRDE)

This provides statistical information on the changes and causes of domestic expenditure.

*Annual, 130 pages*

#### Gross Regional Domestic Product (GRDP)

This presents the aggregate of gross value added (GVA) of all resident producing units in the regions. It is very useful in assessing the region's economic performance, which can provide tools for planning, and decision making, and formulating sound policy.

*Annual, 70 pages, CD-ROM*

#### Input-Output Accounts of the Philippines (IO)

This serves as a tool for planners in analyzing the structures of the economy for them to formulate programs and policies towards the attainment of

economic progress and social welfare.  
*Irregular, 230 pages, CD-ROM/Diskette*

#### Inventory of Statistics Available in the Government (ISAG)

This classifies statistics into several sectors: economic accounts; agriculture and agrarian reform; science and technology (S&T); environment and natural resources; prices; industry, trade, and tourism; infrastructure; finance; labor, expenditure and income; population; housing; education and manpower development; health and nutrition; social welfare and community development; and public order, safety and justice.

The introductory part discusses the coverage of each sector and the major data sources while the main tables indicate: (1) the agency producing the data or data source; (2) the statistical series/statistics being produced; (3) level of disaggregation; (4) frequency of the series; (5) time lag/date of availability; (6) mode of dissemination; and (7) unit within the source agency to be contacted.

*No updates. The maiden issue was published in April 1993, 150 pages, Diskette*

#### Metro Manila – A Gateway to the Philippines

This is a comprehensive information tools on the region's historical development, land resources, its people, economy, infrastructure, and industries. The performance of the different cities and municipalities comprising the region are compared using statistical indicators. This provides an integrated source of information for planners, policy makers, researchers, and for those who may wish to establish business in the metropolis.

Special Editions, 59 pages, Diskette

### National Accounts of the Philippines (NAP)

This presents measures of the aggregate of sum of factor incomes/payments arising from the production activities of the country, as well as the flows from production to consumption, accumulation, and foreign trade. This is useful to planners and policymakers from all sectors in economic analysis, decision-making, and policy formulation.

- Quarterly accounts are released 2 months after the reference quarter
- Semestral accounts become available 2 months after the reference semester
- Annual accounts, i.e. the advance and revised estimates, are released 2 and 5 months , respectively after the reference year

*80 pages, CD-ROM/Diskette*

### Palawan Asset Accounts: Forest, Land/Soil, Fishery, Mineral, and Water Resources

The publication gives indicative facts and figures concerning the status of natural resources that include forest, land and soil, fishery, mineral and water resources and on how much and to what extent we are degrading them in physical and monetary terms.

*Special Editions, 228 pages, CD-ROM/Web*

### Philippine National Health Accounts (PNHA)

It contains analyses, tables, and graphs depicting the patterns of health care spending in the country. In line with the focus of the current administration of making high quality health care available to the poorest segment of the country's population, data presented would help determine whether the aggregate health care spending from all sources is adequate to meet basic minimum requirements and identify probable areas of

inefficiencies in allocating health care resources.  
*Annual, 60 pages, CD-ROM*

Philippine Poverty Statistics (PPS)

This presents analyses, tables, and graphs, depicting provincial, regional, national, and urban-rural disaggregation.

*One-time publication, 60 pages, CD-ROM*

Philippine Central Product Classification (PCPC)

This provides a framework for national and international comparison and promotes harmonization of various types of statistics with goods and services.

It is useful in studying transactions in goods and services in detail. It serves as a national standard for assembling and tabulating all kinds of data requiring product detail, including industrial production, national accounts, service industries, domestic and foreign commodity trade, international trade-in services, balance of payments, consumption, and price statistics. It will therefore, provide link between product and industry, or economic activity.

*Not Specified, 600 pages, CD-ROM*

Philippine Standard Geographic Classification (PSGC)

This provides the standard code for geographic areas of the country that rationalizes and integrates different existing geographic codes being used by various government agencies. With the universal adoption and use of the standardized and integrated geographic code, uniformity and compatibility of statistics produce from related areas at the regional level down to the barangay level by different government agencies is expected to be attained.

*As need arises, Part I – 93 pages / Part II – 69 pages, CD-ROM/Diskette*

### Philippine Standard Industrial Classification (PSIC)

This covers all fields of economic activities such as agriculture and hunting; forestry and logging; fishing; mining, and quarrying; manufacturing; electricity, gas, and water supply; construction; wholesale and retail trade, including repair of motor vehicles, motorcycles, and personal and household goods; hotels and restaurants; transport, storage, and communications; financial intermediation; real estate; renting and business activities; public administration and defense; education, health and social work; other community, social, and personal service activities; private household with employed persons; and extra-territorial organizations and bodies.

This serves as a guide in the classification of establishments according to their economic activity; serves as a basis in the construction of input-output (I-O) table; and provides a basis for anticipating the emergence of new industries.

This provides an effective mechanism for the integration of large numbers of statistics being collected for decision-making and policy formulation.

*As need arises, 254 pages, CD-ROM/Diskette*

### Philippine Standard Occupational Classifications (PSOC)

This contains the classifications of the different occupational groups engaged in by the Philippine working population, including their definitions and the tasks performed. This serve as a guide for establishments and other institutions dealing with job placements and recruitment services, vocational training and guidance, immigration purposes and related concerns. This is also a

basis for manpower educational planning, program formulation, policy and decision-making, and framework for statistical operations.

Major grouping of occupations presented:

Major Group 1-Officials of government and special interest organizations, corporate executives, managers, managing proprietors, and supervisors

Major Group 2-Professionals

Major Group 3-Technicians and associate professionals

Major Group 4-Clerks

Major Group 6-Farmers, forestry workers, and fishermen

Major Group 7-Trades and related workers

Major Group 8-Plant and machine operators and assemblers

Major Group 9-Laborers and unskilled workers

Major Group 10-Special occupations

*As need arises (latest issue was released in February 1994), 310 pages, CD-ROM/Diskette*

#### Philippine Statistical Development Program (PSDP)

The publication presents comprehensive priority statistical programs of the different members of the Philippine Statistical System (PSS) towards strengthening and improving the data requirements of the Medium-Term Philippine Development Plan (MTPDP). This publication serves as a blue-print for the direction-setting and strategies outlining of the PSS in providing high quality statistical information for policy analysis and decision-making to meet the changing needs of the stakeholders, data users, society, and the international community.



Each chapter includes two attachments. Attachment A contains detailed statistical framework key indicators generated or to be generated, manner of data dissemination, frequency, and data source/agency while Attachment B has matrix of statistical development programs of each sector brief description and information on the expected outputs of identified programs/projects/activities, its policy use/relevance, target date of implementation and lead/implementing agencies. It also includes information on Indicative Budgets for Statistical Programs (Annex A), Consolidated List of Statistical Capacity Building Programs in the PSS (Annex B), and Consolidated List of Statistical Researches/Studies and Related Activities in the PSS (Annex C).

*Every 6 years*

#### Philippine Statistical Yearbook (PSY)

This contains a comprehensive compilation of major economic and social statistical information about the Philippines, its people and environment, and selected countries of the world produced by various government agencies, international organizations, non-government organizations (NGOs) and some private institutions for planners, decision-makers, researchers, and other users to guide them in the formulation of plans, programs and policies, and analytical studies.

*Annual, available every October , 640 pages,  
CD-ROM/Diskette*

#### The Philippine Water Resources

This publication provides a general picture of the Philippine Water Resources. It yields updates to an earlier NSCB publication on water resources. Although limited to physical accounting, it is hoped that this publication will greatly contribute to the further development of the environmental

accounting not only in the Philippines but also in the international community.

*2004, Every five years, 800 pages, CD-ROM*

Profile of Censuses and Surveys Conducted by PSS

This presents a compilation of census and surveys that underwent the SSRCS, which involves the substantive review of inquiries. The census and surveys sponsored and/or conducted by government agencies.

*Maiden Issue, 500 pages, CD-ROM*

Regional Social and Economic Trends (RSET)

This presents major social economic developments at the regional and sub-regional levels in data series with textual analysis and graphical illustrations, which are added to highlight significant trends designed to address the need of local government planners and decision makers in the exercise of their devolved functions and provide local business entrepreneurs and other investors with data useful in making marketing plans, decisions, and strategies.

Available series:

Social and Economic Trends in Regions I

Social and Economic Trends in Regions V

Social and Economic Trends in Regions VI

Social and Economic Trends in Regions VIII

Social and Economic Trends in Regions IX

*Annual (maiden issue released in 1993),*

*200-400 pages*

Registry of Top Foreign Direct Investments (FDIs) in the Philippines

This covers top selling corporations with foreign equity investments in the Philippines.

### Report on the Philippine Human Development Index (HDI)

This provides information on the human development performance of the country and its provinces. It focuses on the three indicators of human development: health as measured by life expectancy; education as measured by the combined elementary and secondary enrolment rate and functional literacy rate; and income as measured by real capita income.

It also gives emphasis on the state of human development in terms of geographic concentration, the development disparities across provinces, and the relationship between HDI and income.

*Every 3 years, 40 pages, CD-ROM/Diskette*

### Special Studies on Small-Scale Gold Mining Activity

The publication presents an assessment of the country's geologic mineral reserves for small-scale gold mines.

It likewise highlights the environmental impacts of small-scale mines, majority of which are situated within major river basins. It provides estimates of gold production, volume of ore mined and the tailings that are generated by small-scale mining activity.

*Special Edition, 61 pages, CD-ROM*

### State of the Philippine Land and Soil Resources

This provides a general picture of the state of the Philippine land and soil resources. The estimates were designed to provide venue for cross comparison with other resources as the accounts

were presented not only in physical but also in monetary terms.

*2003, Maiden issue, 85 pages, CD-ROM/Diskette*

### A Statistical Handbook on Women and Men in the Philippines

This presents relevant sex-disaggregated information, which can serve as a guide in advocacy work geared towards women's welfare and advancement in the various sectors of society.

This also provides information on women related to such areas as violence, migration, and peace and human rights, which have not been given focus in traditional statistical publications, but critical to improving the status of women.

Further, this contains statistical facts on the situation of Filipino women relative to that of their male counterparts in the areas of population and families, work, economic participation, agriculture, education, health and nutrition, social welfare, public life, migration, peace and human rights, violence against women and children, and environment.

*Every 3 years, 169 pages, CD-ROM/Diskette*

### Statistical Indicators for Philippine Development (StatDev Philippines)

*Formerly Economic and Social Indicators (ESI)*

It is an instrument formulated and maintained to strengthen the planning system by providing the means by which economic progress and social change can be monitored and measured more effectively. Specifically, the indicator system seeks to monitor the achievement of the economic and social development goals set forth in the Medium-Term Philippine Development Plan

(MTPDP). Thus, its framework is revised each time a new plan is formulated.

It contains about a hundred indicators grouped according to the development goal areas and sub-areas of concern identified in the MTPDP. These are: population, nutrition, health, education, shelter and urban development, agriculture, agrarian reform, agricultural research and development, environmental sustainability, energy, transportation, communication, sewerage facilities and treatment system, governance, industry and services sector, gross national product (GNP) / gross domestic product (GDP), labor and employment, poverty, and monetary, financial, and external accounts.

*Every 3 years, 260 pages, CD-ROM*

#### Statistical Report on Children and Women

This provides a comprehensive summary of statistical indicators on the situation of children and women and traces the changes in their status over time, serving as an important tool for planning, advocacy, and mobilization.

*Annual (maiden issue released in 1994), 116 pages, CD-ROM/Diskette*

#### Women and Men (Western Visayas and Eastern Visayas)

This is a compilation of the latest available gender statistics on the different priority sectors of gender concerns in the Visayas region.

*Every 3 years, 85 pages, CD-ROM/Diskette*

#### Women and Men in the Central Mindanao: A Handbook on Gender Statistics

It presents the latest available statistics of women and men in Central Mindanao. It contains an initial list of statistical indicators that will measure the contribution of women in the socio-economic

development in Central Mindanao.  
*Every 3 years, 101 pages, Diskette*

Language	English
Price	Not specified
Publisher	National Statistical Coordination Board (NSCB) Phone: (02) 895.2767 / 890.9408 Fax: (02) 890.9408 / 890.3135 E-mail: <a href="mailto:info@nscb.gov.ph">info@nscb.gov.ph</a> Website: <a href="http://www.nscb.gov.ph">www.nscb.gov.ph</a>

Title	<b>National Statistics Office (NSO) Publications</b>
Description	<p><u>Annual Poverty Indicators Survey (APIS)</u>  This presents highlights of the nationwide survey that shows data on the socioeconomic profile of Filipino families and other information that relates to their living conditions.</p> <p><b><i>Final Report</i></b> contains national and regional tables as well as graphical presentation of selected demographic, social, and economic data, which have been established to be correlated with poverty.  <i>Annual, 2004 Final Report - 195 pages, CD-PDF</i></p> <p><b><i>Ranking of Provinces</i></b> gives a picture of how a province fares with other provinces in terms of percentage of low income earners meeting select minimum basic need (MBN) indicators or poverty correlates. Provinces are given a national ranking for each indicator which are then used to come up with the overall rank of the province.  <i>2002, 128 pages, CD-PDF</i></p> <p><u>Annual Survey of Establishments (ASE)</u>  This presents the final results of the survey on the structure, trends, and levels of economic activity in the country.</p> <p>This contains statistical tables on national and regional levels that include data on number of establishments, employment, compensation, revenue, costs, fixed assets, capital expenditures, inventories, and value added by industry classification for easy reference by data users.</p> <p>Also presented is a comparative table showing summary results of current and previous years.</p>

### Census Facts and Figures

This provides, at a glance, comparative insight of the socio-economic and demographic condition of the country's regions, provinces, and highly urbanized cities through selected indicators for each census year.

*Every after census, latest edition – 2004*

### Census of Agriculture and Fisheries (CAF)

A decennial undertaking of complete count of all farm operators, this gathers data on structures and characteristics of farms such as size; tenure of holdings; land use and planted crops areas; production and number of livestock and poultry; and number of households engaged in farming, fishing, and related activities.

*Every 10 years, latest edition – 2002*

### Census of Establishments (CE)

This is a nationwide comprehensive compilation of statistical information pertaining to business operations of establishments at any time or the whole year.

*Every 5 years*

### Census of Population and Housing (CPH)

The report focuses on the infrastructures, facilities, and services present in the barangays. These data were also used to determine the classification of the barangay, whether urban or rural.

### Commodity Flow in the Philippines (CFP)

This provides annual comprehensive statistics on regional commodity flow or domestic trade by mode of transport.



### The Consumer Price Index in the Philippines

This is a publication that presents changes in the price level of goods and services that most people buy for day-to-day consumption from 1988 to 1995 by major commodity group, on national and regional levels. This also reports inflation rates and the purchasing power of the peso. A textual analysis with graphical presentations is provided to have a clear picture of price movements over time.

*Annual, CD-PDF*

### Family Income and Expenditures Survey (FIES)

This provides data on family income and expenditure, which include among others levels of consumption by item of expenditure as well sources of income in cash and in kind. It specifically discusses levels of living and disparities in income and spending patterns of families belonging to different income groups.

This also includes related information such as number of family members employed for pay or profit (or as wage, salary, or own-account workers); occupation, age, and educational attainment of household head; and other housing characteristics.

### Functional Literacy, Education and Mass Media Survey (FLEMMS)

This presents comprehensive statistics on the latest status of literacy, education, and mass media exposure of Filipinos.

*Annual, latest edition – 2006, CD-PDF*

### Family Planning Survey (FPS)

This nationwide survey of women of reproductive ages is conducted annually by the National Statistics Office (NSO) starting in 1995. It aims to collect and compile information for the

assessment of contraceptive use in the country.  
*Every 5 years, latest edition – 2003*

Foreign Trade Statistics (FTS) of the Philippines

This focuses on the quantity and value of Philippine trade with other countries for the calendar year and contains comparative data for previous years and a historical table on Philippine external trade dating back to 1880.

Starting 1993, the FTS comes in two separate volumes: exports and imports. These two feature principal exports and imports; number of exporters and importers by value; exports and imports by major commodity group; and the latest addition, exports and imports to major countries, by section and division.

Volumes I and II contain summary and detailed statistical tables on foreign trade. Beside domestic exports, the latter also includes data on re-exports.

*Annual, latest edition – 2006, CD-PDF*

Household Energy Consumption Survey (HECS)

This presents data that can be utilized by both government and non-government agencies, as well as the academe for in-depth researches and studies.

This maiden publication also presents information on household utilization of fuels, supply systems and patterns of energy use, and other variables that may be useful to assess the current energy scenario in the Philippines.

For comparative purposes, 1989 and 1995 data are presented.

*Every 5 years, latest edition – 2004, CD-PDF/FUP*

### Household Survey on Domestic Visitors (HSDV)

The first survey jointly conducted by the National Statistics Office (NSO) and the Department of Tourism (DOT), this 2005 survey presents the profile, characteristics, and travel patterns of domestic Filipinos throughout the country.

*Latest edition - 2005*

### Integrated Survey of Households (ISH)

This deals with the Philippine labor force and its socio-economic characteristics primarily based on Labor Force Surveys conducted every quarter by the NSO. Data are published on national and regional levels.

*Quarterly, latest edition – 2005 (Series 124),  
CD-PUF*

### Journal of Philippine Statistics (JPS)

This contains statistical series that are updated for continuity and comparative analysis whenever possible.

This presents a special feature article of a more comprehensive coverage in every issue.

*Quarterly, latest edition – 2<sup>nd</sup> Quarter 2007 (Volume 58, No. 2)*

### Maternal and Child Health Survey (MCHS)

This presents up-to-date data on prenatal and postpartum care, protection at birth against neonatal tetanus, breastfeeding, and immunization.

This survey involved interviewing all female members aged 15 - 49 years in the sample households in the Labor Force Survey (LFS), who have surviving children below 3 years of age.

*Every year except when National Demographic and Health Survey is conducted; latest edition – 2002 Final Report, 94 pages*

Monthly Bulletin of Statistics (MBS)

This presents latest available monthly, quarterly and annual data on major economic variables.

*Monthly, latest edition as of May 2008 – December 2007*

Monthly Integrated Survey of Selected Industries (MISSI)

This discusses the results of the Monthly Integrated Survey of Selected Industries (MISSI), a special study conducted by the NSO to provide flash indicators on the performance of growth-oriented industries.

Majority of the establishments covered are located in Metro Manila, engaged principally in manufacturing and belonging to the country's top 500 corporations. It presents indices on production, employment, and compensation in simple tabular forms.

*Monthly, latest edition – 2005-2006*

National Demographic and Health Survey (NDHS)

This is a part of the worldwide Demographic and Health Surveys (DHS) program designed to collect, analyze, and disseminate demographic data on fertility, family planning, and maternal and child health.

*Every 5 years, latest edition – 2003, CD-PUF*

Philippine Population Projections:

1995 – 2040 (PPP)

This gives information about the size, distribution, and composition of the country's future population. Projections for the years indicated are presented by five-year age group interval.

### Philippine Yearbook (PY)

This probes into the country's main socio-political and economic affairs based on the analyses of most relevant statistics; has over a thousand pages of information; and features close to 500 of the latest tables and directories produced by various government agencies.

Its 24 chapters cover practically every major aspect of the Philippine life, governance, industry, and economy.

*Annual, latest edition – 2006*

### Philippines in Figures (PF)

A handy pocket-sized companion for researchers, writers, development planners, and policy makers, as well as tourists and visitors. This summarizes various statistics generated by the NSO and other government and private agencies.

*Annual, latest edition – 2007, 56 pages*

### Philippines Input-Output (I-O) Table

The table provides detailed accounting of the amounts of goods and services that economic sectors buy and sell to each other and presents technological functions of various industries, which affect inter-industry relations, thus, helping gain insights into the industrial flow and structure of the economy.

*Every 5 years, latest edition – 1990, 298 pages*

### Provincial Profile (PP)

This is an individual account of each of the country's 76 provinces.

*Every 5 years except when Family Income and Expenditure Survey is conducted; latest edition – 1999 Ranking of Provinces, 107 pages*

### Special Releases (SR)

These feature recent and advance reports on the results of surveys, censuses, or special studies conducted by the NSO.

*As needed, no. of pages is variable*

### Survey on Overseas Filipinos (SOF)

The publication is released in response to the need for more accurate data on the number of overseas Filipinos, and their socioeconomic characteristics.

*Latest edition – 2005, CD-PDF*

### Vital Statistics Report (VSR)

A yearly report on vital events like births, deaths, and marriages occurring in the Philippines, the VSR highlights data on the number and percentage distribution of these events by month of occurrence, age, sex, and region, province or city. Marriage statistics also include nationality of the bride and groom and type of wedding ceremony. Births, on the other hand, also cover birth order, birth weight, and attendance at birth, among others.

VSR also lists down causes of all deaths, including infant, fetal, and maternal deaths as well as attendant at death. A list of unpublished tables is likewise included.

*Annual, latest edition – 2003*

### Census 2000 Population Count by Barangay

Contains the following information:

- Tables on final population count, growth rate, number of households, and average Household Size
- Thematic maps showing population figures down to the barangay level
- Highlights of the Census 2000, results, Question & Answer, and trivia bits.

**Other Compact Discs (CDs)**

- 2004 Annual Poverty Indicator Survey
- 2000 Family Income and Expenditure Survey
- 2000 Census of Population

**Publisher**

National Statistics Office (NSO)  
Databank and Information Services Division  
Phone: (02) 714.1715 / 713.7081  
Telefax: (02) 715.6430  
E-mail: [webmaster@census.gov.ph](mailto:webmaster@census.gov.ph)  
[info@census.gov.ph](mailto:info@census.gov.ph)

Title	<b>Enterprise Magazine</b>
Description	This is another magazine that provides assistance to MSMEs in the areas of human resources, technology, marketing, sales, leadership and so much more. It also provides latest related news.
Frequency	Monthly
Language	English
Price	P125
Publisher	Media G8way Corporation Phone: (02) 812.8401 to 03 Fax: (02) 894.2487 E-mail: <a href="mailto:inbox@enterprise.ph">inbox@enterprise.ph</a> Website: <a href="http://www.enterprise.ph">www.enterprise.ph</a>
Available Format	Magazine Available in bookstores and newsstands



<b>Title</b>	<b>Kwentong Negosyo</b>
<b>Description</b>	<p>This is a magazine for micro, existing, and would-be entrepreneurs. The magazine is committed to be a platform to profile micro-entrepreneurs, micro-businesses, micro-finance, and development institutions in the Philippines who are role models of success.</p> <p>Kwentong Negosyo goes by the tagline, “Basahin, Pag-usapan at Palaguin ang Maliit na Negosyo” (Read, Discuss and Grow your Micro Enterprise), which expresses the advocacy of the magazine to transform the attitude of most micro-entrepreneurs from being contented with small and limited gains to being growth-oriented, aspiring to become small entrepreneurs adopting three bottomlines: economic profitability, social responsibility, and environmental sustainability.</p>
<b>Frequency</b>	Every two months
<b>Language</b>	Pilipino
<b>Price</b>	P50
<b>Publisher</b>	<p>Micro Enterprise Development Information and Advocacy, Inc. (MEDIA, Inc.)</p> <p>Phone: (02) 632.9950</p> <p>Fax: (02) 634.1752</p> <p>E-mail: kwentong_negosyo@yahoo.com.ph</p> <p>Website: www.kwentongnegosyo.com</p>
<b>Available Format</b>	<p>Hard copies</p> <p>Available at Book Sale, Filbar’s Event, and Peso Saver outlets and in partner microfinance institutions all over the country.</p>

Title	<b>Masigasig Magazine</b>
Description	“Masigasig” is a Tagalog word, which means determined, persistent or motivated, with a strong sense of direction in terms of goals to be achieved. The Masigasig magazine is Globe Business’ exclusive publication, which provides business ideas and business tips for small to medium enterprises.. It also features success stories of small business entrepreneurs.
Frequency	Monthly
Language	English
Pages	Varies
Price	Not for sale
Publisher	Globe Business Phone: (02) 730.1288 / 1-800-8-7301288 E-mail: <a href="mailto:sme@globetel.com.ph">sme@globetel.com.ph</a> Website: <a href="http://www.sme.globe.com.ph">www.sme.globe.com.ph</a>
Available Format	Magazine Available at any Globe Center and selected DTI-SME Centers

Title	<b>SME Insight</b>
Description	<p>This is a new Philippine magazine, which focuses primarily on SMEs.</p> <p>Notable sections:</p> <p>Feature stories – Insights straight from the mouths of successful SME owners on how their businesses thrived</p> <p>Toolbox – Helpful tips and management tools on the different aspects of running a business</p> <p>Columns – Some of the country's best SME authorities share what they know.</p> <p>Industry scan – A primer on some of the hottest industries and what is in store for SMEs.</p>
Frequency	Monthly
Language	English
Pages	Varies
Price	P120
Publisher	<p>Hinge Inquirer Publications</p> <p>Phone: (02) 759.2024 / 759.2284</p> <p>Fax: (02) 759.2022 / 759.2023</p>
Available Format	<p>Magazine</p> <p>Available in bookstores and newsstands</p>

Title	<b>Enterprise</b>
Description	This is an indispensable reference of Philippine business people on everything green.
Frequency	Monthly
Language	English
Pages	Varies
Price	P125
Publisher	Media g8way Corporation Phone: (02) 812.8401 loc. 111/148 E-mail : enterpriseadvtg@mediag8way.com
Available Format	Magazine Available in bookstores and newsstands

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Title	<b>SME Community Philippines Magazine</b>
Description	A component of Plantersbank's SME advocacy campaign, this magazine serves as a medium for business networking and community building among entrepreneurs. It pursues a 100 percent pro-SME editorial policy and is distributed for free to SME customers, business leaders, trade organizations, universities and public opinion makers.
Frequency	Bi-monthly
Language	English
Pages	Varies

Publisher            Planters Development Bank  
Phone : (02) 884.7600  
Fax : (02) 884.7800  
E-mail : info@plantersbank.com.ph  
Website : www.plantersbank.com.ph

Price                Not for sale.

Available Format    Magazine  
Available at Plantersbank branches

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Title                **MoneySense**

Description        This magazine focuses on a specific theme that addresses a timely area of personal finance, such as spending for education, planning for a vacation, hedging against a down economy, or preparing for retirement. It also covers profile of well-known personalities, which includes entrepreneurs, celebrities, professionals, etc., looking into how they have become financially successful and how they manage their money. Other features include stories of ordinary people who have made smart—and –wrong financial decisions, and then special reports on issues and trends affecting people's financial lives.

Frequency         Bi-monthly

Language           English

Price                P120

Publisher           Moneytree Publishing Corporation  
Phone: (02) 393.3631  
Telefax: (02) 728.1013  
E-mail: info@moneysense.com.ph  
Website: www.moneysense.com.ph

Available Format    Magazine  
                             Available in bookstores and newsstands

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Title	<b>Philippine Business 2007 Edition</b>
Description	This provides valuable information on thousands of companies classified by categories.
Frequency	Every 6 months
Language	English
Pages	131
Price	P1,980
Publisher	Sonva, Incorporated Phone: (02) 751.7888 Fax: (02) 751.9030 E-mail: <a href="mailto:info@pbpages.com">info@pbpages.com</a> Website: <a href="http://www.pbpages.com">www.pbpages.com</a>
Available Format	Book with CD ROM

Title	<b>Top 7,000 Corporations, 2008 Edition: A Strong Recovery of the Philippine Economy</b>  <b>Next 5000 Corporations, 2008 Edition</b>
Description	<p>These books are the most comprehensive compilations of the financial and operational performance of the top 12,000 corporations in the Philippines.</p> <p>The companies are rank in terms of gross revenues. Information for each company also includes total gross revenues, net income after taxes, total assets, fixed assets, total liabilities, and stock holders equity for the current and preceding year along with the percentage change in each category.</p>
Publication Date	2008
Frequency	Annual
Language	English
Pages	Top 7000 Corporations – 476 Next 5000 Corporations - 538
Price	Top 7000 Corporations – P2,450 Next 5000 Corporations – P1,900
Publisher	Philippine Business Profiles and Perspectives, Inc. Phone: (02) 848.7276 / 848.7277 Fax: (02) 848.7278 E-mail: dyasa@svi.com.ph
Available Format	Books

Title	<b>Business World Top 1000 Corporations</b>
Description	<p>This special feature of the Business World Philippine magazine which ranks the country's 1,000 biggest companies in terms of annual gross revenues, computed on a parent company basis.</p> <p>The Top 1000 publication includes industry rankings and matches competitors' performance against each other to provide a glimpse of companies that stand out among the rest in their respective industries. It also provides a list of Who's Out of the top 1,000 listing, the top-earning companies, the largest profit losers, the biggest revenue growers and the leading upward and downward movers in the ranking. It also ranks listed companies, multinational corporations, exporters and government-owned and-controlled corporations in the country.</p> <p>The magazine also includes reports on the economy's major sectors and feature articles on the topics of the day and companies/industries currently in the limelight, among others.</p>
Frequency	Annual
Language	English
Pages	Varies, depending on the issue
Price	P500
Publisher	<p>Business World Publishing Corporation  Non-Traditional Media Group  Trunkline: (02) 535.9901 locs. 706 to 711  Direct line: (02) 535.9923  Fax: (02) 535.9926</p>
Available Format	Magazine



Title	<b>eTRC – Electronic Library</b>
Description	<p>The eTRC is an internet-based computerized system tool that promotes entrepreneurship by providing access to a wide range of technology, business, and livelihood information as well as other vital requirements in establishing a business. Its features are:</p> <ul style="list-style-type: none"> <li>• <u>Technology Library</u> – This is an interactive database of business and livelihood information materials in print or multimedia format.</li> <li>• <u>Development Funding</u> – This covers funding programs and institutions that provide financial support to livelihood projects.</li> <li>• <u>Provincial Socio-Economic Profile</u> – This is a comprehensive investment information service.</li> <li>• <u>Business Registration Guide</u> – This is a complete, step-by-step guide on business registration process as well as the regulatory requirements of different government agencies.</li> <li>• <u>Market Linkages</u> – This is an interactive directory of potential buyers and sellers.</li> <li>• <u>Priority Industry</u> - This includes baseline information on priority industries relevant to countryside development.</li> <li>• <u>Sectoral Consultants</u> – This is a list of experts from different sectors. The list is made up of TRC resource persons and experts from research and development institutions.</li> </ul>
Publication Date	Varies depending on the title
Frequency	Not specified

Language	English and Tagalog
Pages	Varies depending on the title
Price	Kabuhayan prepaid Card to download information materials in our eTRC-electronic library – P100
Publisher	Technology Resource Center Technology Utilization and Commercialization Services Group (TRC-TUCS) Phone: (02) 727.6205 locals 400.409 (02) 721.0094 Fax: (02) 721.0123 E-mail: <a href="mailto:elibrary@TLRC.gov.ph">elibrary@TLRC.gov.ph</a> Website : <a href="http://www.tlrc.gov.ph">www.tlrc.gov.ph</a>
Available Format	PDF format

Title	<b>Challenges at Work, Practices that Work: Learning from 300 years of experience</b>
Description	This book contains articles written by men and women committed to promote the practice of social entrepreneurship in the Philippines. The issues surrounding the idea of social entrepreneurship are intriguing and relevant in schools and the boardrooms of non-profit organizations. Teachers and students of Entrepreneurship, Development Management, and related fields should find this book particularly helpful in explaining a paradigm that may be deemed abstract in the beginning.
Publication Date	October 2007
Frequency	One-time publication
Language	English
Pages	203
Price	Not for sale
Publisher	Pearl2 Project Office Field Phone : (02) 751.5912 - 13 Fax : (02) 884.1544 E-mail : <a href="mailto:info@pearl2.net">info@pearl2.net</a> Website : <a href="http://www.pearl2.net">www.pearl2.net</a>
Available Format	Book

## **USEFUL WEBSITES**

## **I. START-UP TOOLS**

### **Registering Your Business**

**[www.dti.gov.ph/SME\\_Basics\\_StartingYourOwnBusiness.ph](http://www.dti.gov.ph/SME_Basics_StartingYourOwnBusiness.ph)**  
Starting Your Own Business

Posted here is the DTI–BMSMED publication “Starting Your Own Business”, which guides would-be entrepreneurs on the process flow of starting a small business, the risks and rewards of going into business, and tips on writing a business plan. It also provides the list of requirements in registering with the various government institutions. The handbook is available in English and Filipino versions.

**[www.bnrs.dti.gov.ph/bnrspub/filing.jsp](http://www.bnrs.dti.gov.ph/bnrspub/filing.jsp)**  
Business Name Registration System (BNRS)

Posted here are procedures and requirements in getting your business name registered with the DTI.

**<http://iregister.sec.gov.ph/MainServlet>**  
SEC-iRegister

This is the web-based Company Registration System of the Philippines Securities and Exchange Commission (SEC), offering the public the convenience of online registration through SEC-iRegister. With SEC-iRegister, clients can do the following online: (1) Verifying the availability of the desired name for corporation or partnership; (2) Reserving the verified name; and (3) Accomplishing and printing the registration online without the need to buy the SEC forms.

**[www.bir.gov.ph](http://www.bir.gov.ph)**  
eTIN

Taxpayers classified as professionals will have the convenience of getting their Taxpayer Identification Number (TIN) merely by visiting this website. However, the eTIN system is currently limited to TIN inquiry (for taxpayers with existing TIN) and issuance of TIN for new registrants classified as professionals. Other taxpayer groups will soon be covered under Phase 2 of the project.

**[www.sss.gov.ph](http://www.sss.gov.ph)**  
SSS number

Posted here are the procedures and requirements in getting a social security number for yourself and your employees.

**[www.cda.gov.ph](http://www.cda.gov.ph)**

Cooperative registration

You can click in this website the frequently asked questions button to know more about setting up a cooperative and how to register it.

**[www.ble.dole.gov.ph/issuances/DO\\_18-02\\_s02.pdf](http://www.ble.dole.gov.ph/issuances/DO_18-02_s02.pdf)**

Registering a Contractor and Subcontractor with the DOLE

Posted here is a copy of the rules and regulations governing contracting and subcontracting arrangements as well as the requirements for DOLE registration for this type of business arrangements.

**[www.ble.dole.gov.ph/issuances/PRPA\\_Guidelines.pdf](http://www.ble.dole.gov.ph/issuances/PRPA_Guidelines.pdf)**

Registering a DOLE License for a Private Recruitment and Placement Agency

Posted here is a copy of the rules and regulations governing the activities of all individual entities engaged in the recruitment and placement of persons for local employment. Also in here are the requirements in getting a license for a private recruitment and placement agency.

**[www.doh.gov.ph/doing\\_business/license](http://www.doh.gov.ph/doing_business/license)**

Department of Health (DOH)

By clicking the doing business button you will know the requirements for licensing health facilities and similar services. The Bureau of Health Facilities and Services (BHFS), in coordination with the Centers for Health Development (CHDs), currently regulates these health facilities and services.

**[www.dti.gov.ph/SME\\_Basics\\_Incentives.php](http://www.dti.gov.ph/SME_Basics_Incentives.php)**

Department of Trade and Industry (DTI)

By clicking the SME Incentives and Laws option under the SME concerns button, you will see a copy of the Guide to Republic Act 9178, otherwise known as the “Barangay Micro Business Enterprises (BMBEs) Act of 2002”. Read and find out if your company is eligible to register and avail of the incentives under this Act.

**[www.sme.com.ph/sme-resources-tools/resources-tools.php?page=govtforms](http://www.sme.com.ph/sme-resources-tools/resources-tools.php?page=govtforms)**

SME Resources and Tools

Posted here are downloadable forms that businesses usually use when dealing with various government agencies in the Philippines such as SSS, PAG-IBIG, DTI, BIR, LTO.

### **Government Contracting/Procurement**

**[www.bir.gov.ph/announcements/bidbulletin.htm](http://www.bir.gov.ph/announcements/bidbulletin.htm)**

Bureau of Internal Revenue

You will find here the BIR bidding announcement for the procurement of supplies, furniture, equipment, services and other requirements.

**[www.bsp.gov.ph/procurement/overview.asp](http://www.bsp.gov.ph/procurement/overview.asp)**

Bangko Sentral ng Pilipinas (BSP)

Posted here are notices of bidding for BSP's various procurement needs.

**[www.da.gov.ph](http://www.da.gov.ph)**

Department of Agriculture (DA)

Click the Invitation to Bid option under Announcements to view notices of bidding for DA's various procurement needs.

**[www.dbm.gov.ph/index.php?pid=4](http://www.dbm.gov.ph/index.php?pid=4)**

Department of Budget and Management (DBM)

This is the DBM's web section for announcements allowing contractors to retrieve products and services requirements of their agency.

**[www.denr.gov.ph](http://www.denr.gov.ph)**

Department of Environment and Natural Resources (DENR)

View Announcements for Notices of Bidding at the DENR homepage for the Department's various procurement needs.

**[www.deped.gov.ph/bidding/default.asp](http://www.deped.gov.ph/bidding/default.asp)**

Department of Education (DepEd)

When you click the bidding button, you will view notices of bidding for DepEd's various procurement need.

**[www.dilg.gov.ph/bac.aspx?BidId=0](http://www.dilg.gov.ph/bac.aspx?BidId=0)**

Department of the Interior and Local Government (DILG)

Click the Invitation to Bid button to view the latest postings and notices of bidding of the agency.

**[www.doh.gov.ph/ssrs/](http://www.doh.gov.ph/ssrs/)**  
Department of Health (DOH)

Log on to DOH's Simplified Supplier's Registration System to access the agency's invitation to bid for goods and consulting services.

**[www.doj.gov.ph/invite.html](http://www.doj.gov.ph/invite.html)**  
Department of Justice (DOJ)

Click the Invitation to Pre-qualify and to Bid button to view notices of bidding.

**[www.dole.gov.ph/bids/](http://www.dole.gov.ph/bids/)**  
Department of Labor and Employment (DOLE)

Click the Bid Bulletin button to view current notices of bidding issued by the Department.

**[www.dpwh.gov.ph/doing\\_business/procurement/CIVIL\\_WORKS/Bid\\_bulletin.asp](http://www.dpwh.gov.ph/doing_business/procurement/CIVIL_WORKS/Bid_bulletin.asp)**  
Department of Public Works and Highways (DPWH)

Click the Bid Bulletin option under Doing Business section to view notices of bidding issued by the Department for their various products and services requirements.

**[www.dswd.gov.ph/publications.php?pubid=4](http://www.dswd.gov.ph/publications.php?pubid=4)**  
Department of Social Welfare and Development (DSWD)

View notices of bidding for the various procurement needs of the Department by clicking the Procurement Opportunities section of the website.

**[www.dti.gov.ph/Bids\\_Notices\\_Invitation.php](http://www.dti.gov.ph/Bids_Notices_Invitation.php)**  
Department of Trade and Industry (DTI)

Click the Invitation for Bids button to find postings of notices of bidding for products and services.

**[www.nfa.gov.ph/index.php?id1=12](http://www.nfa.gov.ph/index.php?id1=12)**  
National Food Authority (NFA)



Click the Bids/Auction Notices button to find postings of notices of bidding for products and services.

## **Business Ideas**

**[www.entrepreneur.com/businessideas/index.html](http://www.entrepreneur.com/businessideas/index.html)**

Entrepreneur.com

Posted here are business ideas, success stories, and startup toolkit to get started with your chosen business.

## **Business Search Engines**

**<http://www.thebizplace.com/>**

Posted here are the business-specific directory and search technology. Advertisers are assured of highly targeted traffic through a relevant keyword match in partnership with an unequaled global network of branded business websites.

**<http://www.business.gov.ph>**

Philippine Business Registry (PBR)

This is an online business registration facility, highlighting the collaborative efforts of the national and local government agencies to help streamline business registration procedures in the country.

You can search in its database the registry for names of sole proprietorships, partnerships and corporations duly registered with the DTI and the SEC, as well as entities registered with the BIR and the cities of Makati, Manila, Marikina, and Quezon City. Other local government units (LGUs) as well as various National Economic Research and Business Assistance Centers (NERBAC) will be joining the PBR soon.

Registrants for sole proprietorships, who are required to physically go to the DTI, BIR, and the LGUs to fill-out separate application forms, can now file a single online application form which will be automatically submitted to the concerned agencies.

Up-coming features of the PBR will be the application for partnerships, corporations, and other juridical entities with the SEC, registration with the SSS, PhilHealth, PAG-IBIG, Cooperative Development Authority

(CDA) and other licensing agencies; business renewal, business matching, online payment; and report generation facilities.

**[www.businessgateway.ca](http://www.businessgateway.ca)**

Canada Business Gateway

A portal to Canada's system and networks of SME programs and support services. The Business Gateway brings together relevant information on Canadian business on subjects identified as priorities by business stakeholders, including startups, financing, taxation, regulations, and human resources.

## **II. REGULATIONS, POLICIES, AND GOVERNANCE**

### **Trade**

**[www.apectariff.org](http://www.apectariff.org)**

Tariff Database

This covers tariffs of APEC member economies that is accessible through the Internet, aimed at increasing transparency and access of SMEs to authoritative trade information at no cost.

### **IPR**

**[www.apec.org/content/apec/apec\\_groups/committee\\_on\\_trade/intellectual\\_property/ip\\_info\\_center.html](http://www.apec.org/content/apec/apec_groups/committee_on_trade/intellectual_property/ip_info_center.html)**

Information Center

IPEG provides SMEs with access to information of the APEC member economies. The key IPR issues/concerns (i.e., procedures, fees and charges) have been selected and linked to the specific economy site where the information is available.

### **Governance/Anti-corruption**

**[www.doingbusiness.org](http://www.doingbusiness.org)**

WB Doing Business Project

This site is a guide for evaluating regulations that directly impact economic growth, downloading underlying laws, making cross-country comparisons, and identifying good practice reforms. Posted here are

important publications, findings, and database of the doing business project.

**[www.respondanet.com/english/index.htm](http://www.respondanet.com/english/index.htm)**

Respondanet

This offers complete information on the anti-corruption efforts worldwide. It provides a comprehensive clearinghouse of information regarding anti-corruption initiatives, events, case studies, and best practices.

**<http://www.nobribes.info/en/>**

Anti-Corruption Gateway for Europe and Eurasia offers primary materials and direct links to major information sources for anti-corruption practitioners and analysts engaged in Eastern Europe and the former Soviet Union. It also serves as an easily accessible repository of anti-corruption project documents, legislation, regional and international agreements, news, survey results, reports, and research.

**[www.acfe.com/](http://www.acfe.com/)**

Association of Certified Fraud Examiners (ACFE)

This is a network of the 25,000-member professional organization dedicated to fight fraud and white-collar crime. With offices in North America and Europe – and chapters around the globe – the association is networked to respond to the needs of anti-fraud professionals everywhere. Since 1987, ACFE has published The White Paper, a bimonthly magazine devoted to timely, insightful articles on white-collar crime and fraud examination techniques.

**[www.eldis.org/go/topics/resource-guides/governance/corruption](http://www.eldis.org/go/topics/resource-guides/governance/corruption)**

Eldis

This is an information gateway hosted by the Institute of Development Studies, Sussex, which aims to help disseminate the best in development policy, practice, and research. It hosts a series of resource guides and publications on relevant topics including governance, accountability, corruption, and transparency.

**[www.unesco.org/iiep/eng/focus/etico/etico1.html](http://www.unesco.org/iiep/eng/focus/etico/etico1.html)**

Ethics and Corruption in Education (ETICO)

This is an information platform launched by the International Institute for Educational Planning (IIEP), which was created by the United Nations Education, Scientific and Cultural Organization (UNESCO) in 1963 to share knowledge among specialists working in the field of ethics and

corruption in ministries, international organizations and agencies, NGOs, universities and research institutions, among others.

**[www.globalintegrity.org](http://www.globalintegrity.org)**

Global Integrity

This is the portal of the independent, non-profit organization tracking governance and corruption trends around the world.

**[www.12iacc.org/index.php](http://www.12iacc.org/index.php)**

International Anticorruption Conference (IACC)

The conference website of the IACC provides updates, offering visitors plenary speeches and papers, workshop reports and presentations, as well as key follow up documents to fight corruption. Visit the News and Conference Programme sections to download these documents.

**[www.iccwbo.org/policy/anticorruption/](http://www.iccwbo.org/policy/anticorruption/)**

International Chambers of Commerce (ICC)

The site provides rules of conduct to combat extortion and bribery in international business. It also provides links to related articles on corruption.

**[www.intosai.org/](http://www.intosai.org/)**

International Organization of Supreme Audit Institutions (INTOSAI)

This site showcases the works and activities of the INTOSAI, which organization plays a major role in auditing government accounts and operations and promoting sound financial management and accountability in their governments.

**[www.iaati.org/default.asp](http://www.iaati.org/default.asp)**

International Association of Auto Theft Investigators (IAATI)

This is the official website of IATTI members, representing over 35 countries, including law enforcement agencies, as well as many others with a legitimate interest in auto theft investigation, prevention, and education.

**[www.norad.no](http://www.norad.no)**

Norwegian Agency for Development Cooperation (NORAD)

Posted here are information about NORAD, a directorate under the Norwegian Ministry of Foreign Affairs (MFA). Also to be found here are relevant publications on anti-corruption.

**[http://www.oecd.org/topic/0,3373,en\\_2649\\_37447\\_1\\_1\\_1\\_1\\_37447,00.html](http://www.oecd.org/topic/0,3373,en_2649_37447_1_1_1_1_37447,00.html)**

Organisation For Economic Co-Operation And Development (OECD)

OECD's corruption site features documents and reports regarding bribery and export credits, corruption and development, ethics and corruption, fighting bribery and corruption, tax treatment of bribes, corporate governance, money laundering, and public governance and management. OECD has assumed a leading role in preventing international bribery and corruption through its Convention on Combating Bribery of Foreign Public Officials.

**[www.traceinternational.org/](http://www.traceinternational.org/)**

TRACE International

This is the website of the organization created to provide business intermediaries - sales agents, consultants, suppliers and subcontractors - with an opportunity to commit to an anti-corruption policy and submit voluntarily to an independent due diligence review.

The Transparency and Anti-Bribery Initiatives portion provides links to 16 sites on combating bribery of foreign public officials.

**[www.osec.doc.gov/ogc/occic/tabi.html](http://www.osec.doc.gov/ogc/occic/tabi.html)**

Transparency International (TI)

Posted here are articles, speeches, Foreign Corruption Practices Act, and anti-corruption resources.

**[www.uncjin.org/](http://www.uncjin.org/)**

United Nations Crime and Justice Information Network (UNCJIN)

This is an electronic clearing-house of the culmination of several years of incremental efforts coordinated by the United Nations Centre for International Crime Prevention, Vienna, Austria.

**[www.usaid.gov/our\\_work/democracy\\_and\\_governance/technical\\_areas/anti-corruption/](http://www.usaid.gov/our_work/democracy_and_governance/technical_areas/anti-corruption/)**

United States Agency for International Development (USAID)

USAID's Anticorruption Resource Site contains information about and links to the growing collection of anticorruption resources that are available on the Internet. This also contains descriptions of the anticorruption programs currently operated by the USAID, other government agencies, and the many USAID partners who are active in the effort to combat corruption.

**[www1.worldbank.org/publicsector/anticorrupt/](http://www1.worldbank.org/publicsector/anticorrupt/)**  
World Bank (WB)

This aims to disseminate knowledge about the latest anti-corruption tools, techniques, and resources, and provide updates on the most recent develop in the organization's anticorruption efforts.

Regional Initiatives/Resources on Anti-Corruption

**[www.oecd.org/pages/0,3417,en\\_34982156\\_34982385\\_1\\_1\\_1\\_1\\_1,00.html](http://www.oecd.org/pages/0,3417,en_34982156_34982385_1_1_1_1_1,00.html)**

ADB/OECD Anti-Corruption Initiative for Asia-Pacific

This initiative aims to help countries of the region that wish to do so to build effective anticorruption mechanisms and lay the foundations for the sustained fight against corruption.

**[www.apgml.org/](http://www.apgml.org/)**

This is the website of the Asia/Pacific Group on Money Laundering (APGML), which facilitates adoption, implementation, and enforcement of internationally accepted anti-money laundering standards, including assisting jurisdictions to enact laws, confiscation, forfeiture, and extradition. APG also provides guidance in setting up systems for reporting and investigating suspicious transactions, and helping in the establishment of financial intelligence units.

**<http://www.comb.gov.au/>**

This is the site of Australian Commonwealth Ombudsman (COMB), which investigates complaints about Commonwealth Government departments' and agencies' actions to see if they are unlawful.

Country-level Initiatives/Resources

**<http://www.amlo.go.th/Eng/index.htm>**

Anti Money Laundering Office (AMLO) – Thailand serves as the Financial Intelligence Unit for law enforcement agencies in Thailand which collects and analyzes reports by financial institutions and other information to identify subjects for investigation.

**[www.developmentgateway.com.au/jahia/Jahia/lang/en/pid/193](http://www.developmentgateway.com.au/jahia/Jahia/lang/en/pid/193)**

Australian Development Gateway presents tools and expertise to identify and undermine the many forms of corruption that will maximize the interchange of development information, assist countries achieve sustainable development, and reduce poverty.

**[www.opensecrets.org/index.asp](http://www.opensecrets.org/index.asp)**

Center for Responsive Politics/Open Secrets.org (CRP) is a non-partisan, non-profit research group based in Washington, D.C. that tracks money in politics, and its effect on elections and public policy. It conducts computer-based research on campaign finance issues for the news media, academics, activists, and the public at large.

**<http://cvc.nic.in/>**

Central Vigilance Commission was set up by the Government of India in February 1964 to be the apex vigilance institution, free of control from any executive authority, monitoring all vigilance activity under the central government and advising various authorities in central government organizations in planning, executing, reviewing, and reforming their vigilance work.<sup>9+</sup>

**[www.anticorruption.bg/index\\_eng.php](http://www.anticorruption.bg/index_eng.php)**

Coalition 2000 is an initiative of a number of Bulgarian non-governmental organizations (NGOs) aimed at combating corruption through a process of cooperation among governmental institutions, NGOs, and individuals drafting an Anti-Corruption Action Plan for Bulgaria and implementing an awareness campaign and a monitoring system.

**<http://app.cpiib.gov.sg/newcpib/user/default.aspx?pgID=21>**

Corrupt Practices Investigation Bureau (CPIB) is an independent body which aims to prevent corruption in the public and private sectors in Singapore.

**<http://www.kpk.go.id/modules/edito/content.php?id=15>**

Corruption Eradication Commission of Indonesia (KPK/CEC) is the primary government agency charged with combating corruption in Indonesia. The site provides an overview of relevant laws, ongoing activities, and resources like case studies and publications about corruption in Indonesia.

**[www.icac.nsw.gov.au/](http://www.icac.nsw.gov.au/)**

Independent Commission Against Corruption (ICAC), Australia exposes and minimizes corruption in the New South Wales public sector through investigation, corruption prevention, and education.

**[www.nccc.thaigov.net/nccc/en/main\\_eng.php](http://www.nccc.thaigov.net/nccc/en/main_eng.php)**

National Counter Corruption Commission-Thailand is an independent organization that investigates and suppresses corruption and promotes transparency and accountabilities to achieve equality and honesty in the Thai Society.

**[www.fraud.org/](http://www.fraud.org/)**

NFIC offers a nationwide toll-free hotline for consumers to get advice about telephone solicitations and report possible telemarketing fraud to law enforcement agencies.

**[www.icac.org.hk/en/home/index.html](http://www.icac.org.hk/en/home/index.html)**

Independent Commission Against Corruption. Hong Kong/China (ICAC) is committed to fight corruption through effective law enforcement, education, and prevention to help keep Hong Kong fair, stable, and prosperous.

**[www.kicac.go.kr/english/E\\_Index.jsp](http://www.kicac.go.kr/english/E_Index.jsp)**

Korea Independent Commission Against Corruption is an independent governmental organization established under the Office of the President to improve laws and institutions for the prevention of corruption, and formulate and implement anti-corruption policies.

**[www.psic-ispc.gc.ca/index.php?lang=en](http://www.psic-ispc.gc.ca/index.php?lang=en)**

Public Sector Integrity Canada (PSIC) handles disclosures concerning potential wrongdoing in Canada's public sector and ensures protection from reprisal for making such disclosures.

**[www.sfo.gov.uk/](http://www.sfo.gov.uk/)**

Serious Fraud Office investigates and prosecutes serious and complex fraud.



**[www.fbi.gov/](http://www.fbi.gov/)**

The United States Federal Bureau of Investigation (FBI) is the principal investigative arm of the US Department of Justice.

**[www.usdoj.gov/criminal/pin/](http://www.usdoj.gov/criminal/pin/)**

The United States Public Integrity Section of the Department of Justice (PIN) oversees the federal effort to combat corruption through the prosecution of elected and appointed public officials at all levels of government who are proven corrupt.

**[www.amlc.gov.ph](http://www.amlc.gov.ph)**

This site provides information on the activities of the Anti-Money Laundering Council (AMLC), which is composed of the Governor of the Bangko Sentral ng Pilipinas (BSP) as Chairman and the Commissioner of the Insurance Commission (IC) and the Chairman of the Securities and Exchange Commission (SEC) as members.

**[www.tag.org.ph](http://www.tag.org.ph)**

This site provides information on the activities of the - Transparent Accountable Governance (TAG) project, an attempt to summarize how, why and to what degree corruption exists in the Philippine society.

## **Government sites**

**[www.eserbisyo.gov.ph](http://www.eserbisyo.gov.ph)**

The e-Services Portal tagged as “eSerbisyo” is a single entry point designed as a one-stop source that is citizen-centric, business-friendly, and, frontline web-facility of multiple government agencies.

**[www.mmda.gov.ph/main.html](http://www.mmda.gov.ph/main.html)**

This site provides information about the Metro Manila Development Authority (MMDA) its programs and services.

**<http://www.bas.gov.ph/>**

This site provides information about the Bureau of Agricultural Statistics (BAS), which collects, compile and releases official agricultural statistics. It contains various databases related to agriculture from price bulletin to sector/crop performance. It is also connected to the BAS-

Online Public Access Catalogue (OPAC), an online catalogue of information materials on various fields stored at the BAS library. Specifically, it contains bibliography records of all printed BAS, non-BAS publications, and other collections.

### **Local Government Units**

Below are some of the websites of the cities and municipalities in the Philippines. The sites provide key information on the services, tourism, procedures in applying for business permit, and the usual cost of doing business in their locality.

[www.bacolodcity.gov.ph](http://www.bacolodcity.gov.ph)  
Bacolod City

[www.baguio.gov.ph](http://www.baguio.gov.ph)  
Baguio City

[www.bagocity.gov.ph/index2.htm](http://www.bagocity.gov.ph/index2.htm)  
Bago City, Negros Occidental

<http://www.bais.gov.ph/>  
Bais City, Negros Oriental

[www.cityofbalanga.gov.ph/home/index.php](http://www.cityofbalanga.gov.ph/home/index.php)  
City of Balanga, Bataan

[www.bani.gov.ph](http://www.bani.gov.ph)  
Bani City, Pangasinan

[www.batangascity.gov.ph](http://www.batangascity.gov.ph)  
Batangas City

[www.bauang.gov.ph](http://www.bauang.gov.ph)  
Bauang, La Union

[www.bayawancity.gov.ph/](http://www.bayawancity.gov.ph/)  
Bayawan City, Negros Oriental

[www.cityofcalapan.gov.ph](http://www.cityofcalapan.gov.ph)  
City of Calapan, Mindoro

[www.cebucity.gov.ph](http://www.cebucity.gov.ph)  
Cebu City, Cebu

cotabatocity.gov.ph  
Cotabato City, Cotabato

[www.davaocity.gov.ph](http://www.davaocity.gov.ph)  
Davao City, Davao

[www.escalantecity.gov.ph](http://www.escalantecity.gov.ph)  
Escalante City, Negros Occidental

<http://www.gensantos.gov.ph>  
General Santos City, Cotabato

[www.gingoog.gov.ph](http://www.gingoog.gov.ph)  
Gingoog City, Misamis Oriental

[www.gumaca.gov.ph](http://www.gumaca.gov.ph)  
Gumaca, Quezon

[www.koronadal.gov.ph](http://www.koronadal.gov.ph)  
Koronadal, South Cotabato

<http://www.laspinascity.gov.ph>  
Las Piñas City

## **Legal Research**

**[www.washlaw.edu/forint/asia/philippine.html](http://www.washlaw.edu/forint/asia/philippine.html)**

This site provides links to all known law-related materials on the Internet. The information is arranged alphabetically, by subject, and by geographic location. Many pages have full text searching of local as well as distant resources. Information is added on a daily basis.

**[www.chanrobles.com](http://www.chanrobles.com)**

This site is a repository of laws, statutes, and codes issued in the Philippines and in other countries. It also features an alphabetical list of thousands of major search tools and other comprehensive legal sites worldwide.

### **III. MARKETING**

#### **Market Research**

**[www.instat.com](http://www.instat.com)**  
**Instat**

This website is the leading provider of actionable research, market analysis and forecasts of advanced communications services, infrastructure, end-user devices and semiconductors. Technology vendors, service providers, technology professionals, and market specialists worldwide rely on In-Stat's tenured, experienced staff and in-depth research to support critical business, product, and technology decisions.

#### **Visual Merchandising**

**[www.retaildesigndiva.blogspot.com](http://www.retaildesigndiva.blogspot.com)**  
**Retail Design Diva.Com**

RetailDesign Diva is the industry's first retail design weblog dedicated to hashing out the issues, opinions, and frustrations in retail management. It works like a community that works like a forum offering you the chance to vent, praise, share, enlighten, and be inspired from Retail Design Diva's members and other people's postings.

**<http://visualmerchandisingexpert.blogspot.com/>**  
**Visual Merchandising Expert**

This site specializes in specialty retail industry. This includes but does not limit to retail merchandising units, kiosks, luxury merchandising units, in-lines, and online visually aesthetics online retail site design.

**[www.visualstore.com/](http://www.visualstore.com/)**

This site provides tools to improve your retail store, visual merchandising design news, information and other resources.

#### **Logistics**

**[www.logisticsworld.com/](http://www.logisticsworld.com/)**

This is a worldwide directory of transportation and logistics services. Posted here are logistics companies, logistics providers, supply chain consultants, supply chain management, freight forwarders, freight

companies, trucking companies, moving companies, movers, shipping companies, air freight, air carriers, ocean freight, ship lines, rail freight, third party logistics providers, warehouses, freight transportation and more. It is your guide to sites related to the industry and other quality sites on the web.

**[www.logisticsonline.com](http://www.logisticsonline.com)**

This is an online publication that has a weekly e-newsletter focused on information technology-based automation systems for the logistics industry. Logistics software (for warehousing, transportation, and e commerce) and logistics hardware (for implementing AIDC and automated material handling) are prominently featured here.

**[www.rapidtranslogistics.com/](http://www.rapidtranslogistics.com/)**

This is the website of Rapidtrans Logistics, Inc., an independent Philippine-based freight forwarding and logistics company providing domestic and international sea and air transportation services.

**[www.asianterminals.com.ph](http://www.asianterminals.com.ph)**

This is the website of the Asian Terminals, Inc. a logistics and port company that handles shippers' cargo at the port and undertakes storage and movement of goods from source to end-user. This site is tooled with a Web Track - an on-line electronic inquiry facility providing real-time information pertaining to vessel schedules, container and cargo movements in South Harbor.

**[www.ictsi.com/](http://www.ictsi.com/)**

This is the website of International Container Terminal Services, Inc. (ICTSI) a business that involves in acquiring, developing, managing and operating container ports and terminals worldwide. It manages five terminals and freeports in the Philippines, namely: Manila international Container Terminal, NSD Terminal Subic Bay Freeport, Bauan, Terminal, Batangas, Makar Wharf, General Santos City, and Sasa Wharf, Port of Davao City. Listed here are the information on the operations of these ports and terminals.

## **Payment Systems**

**[www.myglobe.com.ph/gcash](http://www.myglobe.com.ph/gcash)**

G-cash

This site provides information on how to use the g-cash technology of Globe Telecom - Philippines. G-cash has given globe and Touch Mobile (TM ) subscribers access to a cashless and cardless method of facilitating money remittances, donations, loan settlements, disbursement of salaries or commissions, and payments of bills, products, and services, with just a text message.

**[www.paypal.com](http://www.paypal.com)**

Paypal

This is the site of the Paypal, an online payment solution. The service allows anyone to pay in any way they prefer, including through credit cards, bank accounts, buyer credit or account balances, without sharing financial information.

**[www.westernunion.com](http://www.westernunion.com)**

Western Union

This is the site of Western Union, providing consumer-to-consumer money-transfer services. It offers money transfer services that allow consumers and businesses to send and receive funds in minutes in agent locations throughout the world.

## **Local Market Research Websites**

The following are company websites of existing market research institutions in the Philippines:

**<http://www.mores.com.ph>**

Marketing and Opinion Research Society of the Philippines (MORES)

**<http://www.mccannmanila.com>**

McCann Worldgroup Philippines

**<http://www.goodthinking.com.ph>**

Good Thinking, Inc.

## **IV. TECHNOLOGY**

### **Packaging**

**[www.packworld.com](http://www.packworld.com)**

This site provides information on packaging machines, tools and other resources. It has a supplier link icon for instant access to company-specific information, including contact information, products and services, editorial coverage, videos, white papers, and more.

**[www.packagingdigest.com](http://www.packagingdigest.com)**

This site contains design trends, white papers, tools, and other resources related to packaging. Found here are contact details of major packaging associations in the U.S.

**[www.packagingeurope.com/](http://www.packagingeurope.com/)**

The World of European Packaging website contains news and events on designs, branding, and innovations.

**[www.packagingdigest.com/](http://www.packagingdigest.com/)**

This site is an online packaging solution delivery. Found here are event calendar, industry news, associations list, product information, and application guide.

### **Internet Tools**

**<http://www.yousendit.com>**

## **V. FINANCE**

### **Banks**

The following are the web sites of the popular banks in the Philippines. Each site contains the products and services (i.e., deposits, consumer loans, business loans, etc.) of the bank, branches, Automated Teller Machine (ATM) locations, and properties for sale, internet banking facilities, and career opportunities.

**[www.asiatrustbank.com](http://www.asiatrustbank.com)**

Asiatrust Bank

**[www.asiaunited.bank.com.ph](http://www.asiaunited.bank.com.ph)**

Asia United Bank

**[www.bdo.com.ph](http://www.bdo.com.ph)**

Banco de Oro

**[www.citibank.com.ph](http://www.citibank.com.ph)**

Citibank

**[www.equitable.com.ph](http://www.equitable.com.ph)**

Equitable PCI Bank

**[www.fpbank.com](http://www.fpbank.com)**

First Priority Bank

**[www.hsbc.com.ph/ph](http://www.hsbc.com.ph/ph)**

Hongkong Shanghai Banking Corporation, Philippines

**[www.landbank.com](http://www.landbank.com)**

Landbank of the Philippines

**[www.metrobank.com.ph](http://www.metrobank.com.ph)**

Metropolitan Bank & Trust Company (Metrobank)

**[www.pnb.com.ph](http://www.pnb.com.ph)**

Philippine National Bank

**[www.rcbc.com](http://www.rcbc.com)**

Rizal Commercial Banking Corporation

**<http://www.unionbankph.com>**

Unionbank of the Philippines

**[www.securitybank.com](http://www.securitybank.com)**

Security Bank

**<http://ucpb.com/bank/index.html>**

United Coconut Plansters Bank

## **Blog Directory, Business and Economy**

**[www.pinoymoneytalk.com](http://www.pinoymoneytalk.com)**

Pinoy Money Talk (PMT)



This is a web log and an online community of Filipinos involved in online investments and other income opportunities.

**<http://myfirstonemillionpesos.wordpress.com/>**

My First One Million Pesos

This is a blog about struggling to save that first million pesos while living in a third world country. Doing it so and some saving tips and techniques are discussed.

**[www.satfin.com](http://www.satfin.com)**

Financial Satire

This includes satire on the leading news stories in banking and the investment world, plus blogs from some of the world's leading authorities and trade ideas.

**<http://www.themortgagerebel.com>**

This site is designed to expose the myths, schemes and scams in the mortgage finance industry as well as to give practical advice about mortgage finance, real estate, and general personal finance.

**<http://blog.mycreditapply.com>**

This finance network provides up to the minute finance, credit, business, foreign exchange (forex), and investing and budgeting news tips. This provides users the option to create their own finance blog to make money online.

**[www.forexadvice.eu](http://www.forexadvice.eu)**

This contains blogs about Forex and related topics.

**[www.financingyourfamily.com](http://www.financingyourfamily.com)**

This is a blog devoted to providing simple financial solutions to families in a hurry. This also provides tips on how to handle other family issues. Mark, the main writer, may even help organize your finances for free if you ask.

**<http://club.ino.com/trading/?ltblogcat>**

Traders Blog is a free resource for every type of traders. It showcases commentary, tips, and analysis and covers equities, mutual funds, commodities and forex.

## **VI. HUMAN RESOURCE DEVELOPMENT**

**[www.phil-lmi.dole.gov.ph](http://www.phil-lmi.dole.gov.ph)**

This Labor Market Information site focuses on the Philippine setting for the operations of labor demand and supply; wages, hours of works; employer hiring practices, worker job preferences; worker relationship; policies and programs of the government; investment decision by employers, and job selection by workers, among others.

**[www.phil-job.net](http://www.phil-job.net)**

This is an internet-based job and applicant matching system which aims to fast track jobseekers search for jobs and employers search for manpower. This is a facility of the DOLE with centralized database maintained by the Bureau of Local Employment.

Phil-JobNet services are free of charge both for jobseekers and employers.

## **VII. INFORMATION ABOUT COMPANIES**

### **Shipping Lines**

The following are the websites of the popular shipping lines in the Philippines. Each site features the rooms and other facilities of their respective shipping line. Some of the sites allow online booking inquiries and reservations.

**[www.negrosnavigation.ph](http://www.negrosnavigation.ph)**

Negros Navigation Inc.

**[www.sulpiciolines.com](http://www.sulpiciolines.com)**

Sulpicio Lines, Inc.

**[www.superferry.com.ph](http://www.superferry.com.ph)**

WG&A Superferry – Aboitiz Transport System

**[www.supercat.com.ph](http://www.supercat.com.ph)**

SuperCat Fast Ferry Corporation- Cebu

**[www.cebufferries.com](http://www.cebufferries.com)**

Cebu Ferries Corporation

**[www.oceanjet.net](http://www.oceanjet.net)**

Ocean Jet -Ocean Fast Ferries Corp. – Cebu

**[www.zimnet.com/weesam/php/index.php](http://www.zimnet.com/weesam/php/index.php)**

Weesam Express - SRN Fast Seacraft, Inc. - Zamboanga

## **Hotel and Lodging**

The following are the websites of the popular hotels and resorts in the Philippines. Each site features the rooms, conference facilities, restaurants and bars, and other facilities of their respective hotels and resorts including accommodation rates. Some of the sites allow online booking inquiries and reservations.

**[www.centurypark.com](http://www.centurypark.com)**

Century Park Sheraton Manila

**[www.shangri-la.com/en/property/manila/edsashangrila](http://www.shangri-la.com/en/property/manila/edsashangrila)**

EDSA Shangri-La

**[www.holiday-inn.galleria-mia.com](http://www.holiday-inn.galleria-mia.com)**

Holiday Inn Galleria Manila

**<http://manila.regency.hyatt.com/hyatt/index.jsp>**

Hyatt Regency Manila

**<http://www.manila.casino.hyatt.com/hyatt/hotels/index.jsp>**

Hyatt Hotel and Casino Manila

**[www.millenniumhotels.com/ph/heritagemanila/index.html](http://www.millenniumhotels.com/ph/heritagemanila/index.html)**

Heritage Hotel Manila

**[www.mandarinoriental.com](http://www.mandarinoriental.com)**

Mandarin Oriental Manila

**[www.diamondhotel.com](http://www.diamondhotel.com)**

Manila Diamond Hotel

**[www.manila-hotel.com.ph](http://www.manila-hotel.com.ph)**

Manila Hotel

**[www.manilapavilion.com.ph](http://www.manilapavilion.com.ph)**

Manila Pavilion Hotel

**[www.legendvillas.com.ph](http://www.legendvillas.com.ph)**

The Legend Villas

**[www.panpacific.com/Manila/Overview.html](http://www.panpacific.com/Manila/Overview.html)**

Pan Pacific Hotel Manila

**<http://manila.peninsula.com>**

Peninsula Manila

**[www.westinmanila.com](http://www.westinmanila.com)**

Westin Philippine Plaza

**[www.richmondehotel.com](http://www.richmondehotel.com)**

The Richmond Hotel

**[www.richmondehotel.com](http://www.richmondehotel.com)**

Sulo Hotel

**[www.bayviewparkhotel.com](http://www.bayviewparkhotel.com)**

Bayview Park Hotel

**[www.laspalmashotel.com.ph](http://www.laspalmashotel.com.ph)**

Las Palmas Hotel

## **Restaurants**

Below are websites of some great restaurants in the Philippines. The more popular restaurants are also listed in some of the following dedicated website for food establishments.

## **Shopping Malls**

**[www.abenson.com.ph](http://www.abenson.com.ph)**

ABenson Appliance Store

**[www.ayalamalls.com.ph/content/ayalamalls.asp](http://www.ayalamalls.com.ph/content/ayalamalls.asp)**

Ayala Malls

**[www.cvcsupermarket.com.ph](http://www.cvcsupermarket.com.ph)**

CVC Supermarket

**<http://210.1.130.68/main07.php>**

Gateway Mall

**www.festivalsupermall.com**

Festival Supermall

**www.makro.com.ph**

Marko - Pilipinas Makro, Inc.

**www.rds.com.ph**

Robinsons Department Store

**www.rustans.com**

Rustan's Supermarket

**www.sm-shoemart.com/main**

SM Shoemart

**www.shangrila-plaza.com**

Shangri-La Plaza The shopping Mall

**www.uni-wide.com/index.htm**

Uniwide Sales Group of Companies

**www.expressregalo.com**

This offers online sending of gifts and flowers to the Philippines. Providing Personal Shopping Service and ordering online, by phone, or any nearest LBC Branches. It also sells beauty products, food from chocolates, wine, pastries, electronics, toys, and many more.

**www.ebuyphilippines.com**

This features elected products only from the best local and international merchants. Shop from anywhere in the world and it will be delivered anywhere you want in Metro Manila or in major provincial cities in the Philippines.

## **Travel websites**

**www.expedia.com**

**Expedia**

Expedia-branded Web sites feature airline tickets, hotel reservations, car rental, cruises, and many other in-destination services from a broad selection of partners.

### **www.travelocity.com**

This provides online travel booking and discounted tickets for airline travel, car, hotel, cruise, and vacation reservations.

### **www.cheaptickets.com**

This provides discounts on flights, hotel deals, cheap rental cars, cruises, vacation packages and more.

### **www.kayak.com**

This allows booking of cheap airline tickets, hotel rooms, and cars for rent. You can also search hundreds of travel sites, compare results, and buy directly.

## **Internet Directories**

### **www.stumbleupon.com**

Stumble Upon

This provides toolbar to find great websites, videos, photos, and more – based on one's interests. It allows you to connect with friends and share your discoveries, and meet people who have similar interests.

## **Utilities**

### **www.manilawater.com**

Manila Water

This site provides information about Manila Water – the water and sewerage services provider to 5.1M residents of the East Zone of Metro Manila.

### **www.meralco.com.ph**

Meralco

This site provides information about Meralco – provides the electric power provider of some 4.3M customers in the commercial, industrial, and residential sectors. Found here are the ways to pay your electric bill, energy conservation tips, and means to report service interruption.

## **Organizations**

### **Business Organizations**

#### **[www.philretailers.com](http://www.philretailers.com)**

Philippine Retailers Association (PRA)

This site provides information on the activities and projects of the PRA. It contains directory of its members, publications, news and events, the Retail Management Program, and schedule of job fairs.

#### **[www.eccp.com](http://www.eccp.com)**

European Chamber of Commerce of the Philippines

This site keeps ECCP members informed of the activities of the organization and helps them find new markets and business partners. Included in here are postings of e-opportunities, training opportunities and acts. This site also gives members the opportunity to raise their issues and concerns. Found here, too are ECCP's latest publications.

#### **[www.amchamphilippines.com](http://www.amchamphilippines.com)**

The American Chamber of Commerce of the Philippines, Inc.

This site contains the activities and projects of the Amcham community and helps members get updated on the latest events of the organization. Posted here as well are job opportunities coming from members and non-members.

#### **[www.asiafoundation.org](http://www.asiafoundation.org)**

The Asia Foundation

This site provides information on the activities and projects of the Asia Foundation - a non-profit, non-government organization committed to the development of a peaceful, prosperous, just and open Asia Pacific region.

### **Education**

#### **[www.paascu.org.ph](http://www.paascu.org.ph)**

This is the site of the Philippine Accrediting Association of Schools, Colleges and Universities (PAASCU) is a private, voluntary, non-profit and non-stock corporation which was registered with the Securities and Exchange Commission on 02 December 1957.

## **Organizations that support entrepreneurship education**

### **[www.bizworld.org](http://www.bizworld.org)**

This site contains information on the Bizworld programs, a standards-based, supplementary curricula that reinforce academics through real world hands-on activities. The BizWorld programs have reached students in all 50 states in the US and 84 countries.

### **[www.apec-ibiz.org](http://www.apec-ibiz.org)**

This website is dedicated to providing information about the APEC Training and Certification Program for Small Business Counselors, which is designed to improve the quality of counseling and increase the supply of Small Business Counselors across the APEC region.





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Fax (632) 896.7916  
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