

GUIDELINES FOR IT AND IT-ENABLED SERVICES PERFORMANCE REPORT

The **IT and IT-Enabled Services Performance Report** is an attempt to consolidate the export and domestic performance of the major IT Services industry. The data generated will be used as a tool in making policy decisions, marketing activities and promotion strategies of both government and private sector.

Following are guidelines on filling up the form:

A. Reporting Period

1. Accomplish the form on a semestral basis to report summary of the preceding half-year performance. Submit to BOI ***on or before the 15th day of July (for the 1st Semester Report) and 15th of January (for the 2nd Semester Report).***

B. Information Required:

1. Activity No.

To differentiate the data of subsectors of the IT industry and consistent with the scope of the DTI Business Development Team for IT and IT-Enabled Services, it is important to indicate the Activity No. as follows:

Activity No.1 – Customer Contact Centers

Activity No.2 – Medical Transcription

Activity No.3 – Animation

Activity No.4 – Software Development

Activity No.5 – Business Process Outsourcing (accounting, financial services, HR, administrative and overhead operations, audit)

Activity No.6 – Others

A company may indicate more than one activity. If needed, a company can accomplish more than one data sheet.

2. Employment

- Managerial – includes the executives and managers employed per activity. In case a company has more than one economic activity and employs the same set of executives, fill up only the column on the major activity.
- Technical – includes the IT skilled personnel
- Overhead – includes the non-IT personnel, such as the secretary, utility men, drivers, etc.

3. Sales

- Exports – The amount (in US\$) of contract served to foreign customers for the month.
- Local – The amount (in PHP) of contract served to Philippine-based customers for the month.

4. Major Countries Serviced

Name of country and % share of export sales

5. Telecom Link Used

Indicate the bandwidth used per activity.

D. Reporting Requirement

Accomplish the form for each of the firm's registered activity.