

**3. Economic Activity or Business in 2023**

⇒ Describe in detail the main economic activity, secondary activity, other activities, and ancillary activities of this establishment.

- a. Main Economic Activity** (Refers to the activity that contributes the biggest or major portion of the gross income or revenue of this establishment.)

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**For establishments engaged in Business Process Management (BPM), please specify the kind of BPM activity** (BPM services refers to provision of a bundled service package that combines information technology-intensive services with labor (manual or professional depending on the solution), machinery and facilities to support, host and manage a business process for a client, including: financial business processes, human resource business processes, supply chain management business processes, customer relations management business processes, vertical market business processes, conducted by specific industries, and other business processes for a client.)

**a.1. Major products/goods produced or sold or type of service rendered**

**Specify:** mostly rectifications and repair works on units

**a.2 For establishments engaged in Transport Service, indicate the type and number of transport units used in operation in 2023**

Not applicable

- b. Secondary Activity** (Refers to activity carried out by this establishment that contributes the second biggest portion of the gross income or revenue of this establishment.)

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- c. Other Activities** (Refer to other activities carried out by this establishment in which the output, like that of the main and secondary activities, must be suitable for delivery outside this establishment.)

- d. Ancillary Activities** (Refer to activities that exist to support the main productive activities of the establishment by providing non-durable goods and services entirely or primarily for the use of the establishment.)

**4. Year Started Operation**

⇒ Indicate the year when this establishment started operation regardless of its location in the Philippines.

2012

**5. Legal Organization in 2023**

⇒ Mark (✓) the box corresponding to the best description of this establishment.

1 ☒ **Single Proprietorship**

(a business establishment organized, owned and managed by one person, who alone assumes the risk of the business enterprise)

2 ☐ **Partnership**

(an association of two or more individuals based upon an agreement or contract to contribute money, property or industry into common fund with the intention of dividing profits among themselves)

3 ☐ **Government Corporation**

(also called GOCC, a corporation organized for private aim, benefit or purpose with the government as the majority stockholder, regardless of whether they are stock or non-stock corporation)

4 ☐ **Stock Corporation**

(an ordinary business corporation organized by private persons, created and operated for the purpose of making a profit which may be distributed in the form of dividends to stockholders on the basis of their invested capital.)

5 ☐ **Non-stock, Non-profit Corporation**

(a business corporation which does not issue stock to its members and are created not to profit but for the public good and welfare)

6 ☐ **Cooperative**

(an organization composed primarily of small producers and/or consumers who voluntarily join together to form a business enterprise which they themselves own, control and patronize)

7 ☐ **Others, specify:**

(all other organizations not classified in the previous categories)

Indicate in the space provided the legal organization of this establishment.

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<b>EXPENSE (cont.)</b>		
<b>16. Expense in 2023</b>		
<b>TYPE OF EXPENSE</b>	<b>VALUE IN PESOS</b> (Omit centavos)	<b>LN NO</b>
b. Real estate sold ( <i>For real estate dev activities, sum of 1 and 2 less 3</i> )		06
1. Real estate for sale inventories, beginning		07
2. Real estate purchased for sale		08
3. Real estate for sale inventories, ending		09
c. Direct materials used ( <i>ingredients use in food preparation</i> ) ( <i>sum of 1 and 2 less 3</i> )		10
1. Direct materials inventories, beginning		11
2. Direct materials purchased		12
3. Direct materials inventories, ending		13
d. Cost of goods sold ( <i>sum of 1 and 2 less 3</i> )		14
1. Goods for resale inventories, beginning		15
2. Goods purchased for resale <i>Acquisition cost of goods purchased for resale without transformation or processing.</i>		16
3. Goods for resale inventories, ending		17
e. Other materials and supplies purchased ( <i>sum of 1 to 4</i> ) ( <i>INCLUDE: Office supplies; wrapping and packing materials; small tools and materials for repairs and maintenance; nondurable tools; working clothes; and other supplies.</i> )		18
1. From domestic market within the province	N/A	19
2. From domestic market outside the province but within the region	N/A	20
3. From domestic market outside the region	N/A	21
4. Imports (From outside the country)	N/A	22
f. Electricity	19,735	23
g. Water	3,600	24
h. Fuels, lubricants, oils and greases	25,644	25
i. Industrial service done by others ( <i>sum of 1 and 2</i> )		26
1. Contract and commission work done by others		27
2. Repairs, maintenance and installation work done by others	none	28

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**EXPENSE (cont.)****16. Expense in 2023**

TYPE OF EXPENSE	VALUE IN PESOS (Omit centavos)	LN NO
j. Non-industrial service done by others (sum of 1 to 9)		29
1. Rent expense for land		30
2. Rental expense for buildings, warehouses and other structures	None	31
3. Rental expense for machinery and transport equipment		32
4. Rental expense for office equipment		33
5. Other rental expense, <i>specify</i> : _____		34
6. Communication expense (sum of a and b)	11,988	35
a) Digital products and services purchased/subscribed (e.g., Zoom, Google Workspace, Microsoft Teams, etc.)		36
b) Other communication expense		37
7. Insurance expense		38
8. Freight service expense ( <i>INCLUDE</i> : Stevedoring, forwarding and hauling charges.)		39
9. Other expenses for non-industrial service done by others ( <i>INCLUDE</i> : Transportation and representation expense; bank charges; professional, business and other service fees; advertising and promotional expense; management fee; janitorial, security and messengerial service fee; etc.)	105,919.00	40
k. Interest expense Interest paid for loans obtained from banks and other financial institutions.		41
l. Taxes on products and other taxes on production (sum of 1 and 2)		42
1. Taxes on products Taxes paid on products by the producer or by the purchaser of the product. ( <i>INCLUDE</i> : Import tax, excise tax, value added tax, sales tax, gross receipts tax, etc.)	110,012.65	43
2. Other taxes on production Taxes paid by the producer due to production. ( <i>INCLUDE</i> : Business licenses, real estate tax, road tax, environmental tax, etc. <i>EXCLUDE</i> : Income tax)		44

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<b>EXPENSE (cont.)</b>		
<b>16. Expense in 2023</b>		
<b>TYPE OF EXPENSE</b>	<b>VALUE IN PESOS</b> (Omit centavos)	<b>LN NO</b>
<b>m. Research and development (R&amp;D) expense</b> <i>Amount spent on any systematic, scientific and creative work undertaken to increase the stock of knowledge and the use of this knowledge to create new or improved products, processes, services, and other applications.</i>  <b>(EXCLUDE:</b> Compensation for R&D personnel directly-hired, market research, testing analysis for quality control, minor alterations to existing products, legal and administrative work in connection with patent applications; R&D capitalized.)		45
<b>n. Environmental protection expense</b> <i>Amount spent for the prevention, reduction and elimination of pollution as well as any degradation of the environment such as environmental protection services like wastewater treatment, reforestation, etc.</i>		46
<b>o. Royalty fee</b> <i>Expense for trademarks, copyrights, patents or secrecy.</i>		47
<b>p. Franchise fee</b> <i>Expense made for license to make, distribute or sell a product or service.</i>		48
<b>q. Payouts</b> <i>Amount expended as prize in gambling and betting operations.</i>		49
<b>r. Depreciation in 2023</b> <i>Depreciation is a common accounting method that allocates the cost of a company's fixed assets over the assets' useful life.</i>	None	50
<b>s. Amortization expense for intangible assets in 2023</b> <i>Amortization is the accounting practice of spreading the cost of an intangible asset over its useful life.</i>		51
<b>t. Other expenses (sum of 1 to 5)</b>		52
1. Foreign exchange losses		53
2. Charitable donations and grants		54
3. Bad and doubtful debts <i>Report net of bad debts recovered.</i>		55
4. Loss from sale of investment assets and marketable securities		56
5. Other subscription expense <i>(e.g., Microsoft Azure, Amazon Web Services (AWS), Trello, etc)</i>		57
6. Others, <b>specify:</b> (sum of a and b)		58
a) _____		59
b) _____		60
<b>u. Total Expense (sum of a to t)</b>	1,933, 857	61

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## CAPITAL EXPENDITURES AND BOOK VALUE OF TANGIBLE FIXED ASSETS, INCLUDING LOSSES AND DAMAGES

### 17. Capital Expenditures, Sale and Book Value of Tangible Fixed Assets, Including Losses and Damages in 2023

**Tangible Fixed Assets** refer to physical assets (tangible) acquired and for use of this establishment and expected to have a productive life of more than one year. These include land; buildings, other structures and land improvements; transport equipment; machinery and equipment; sub-soil assets; and other fixed assets.

**INCLUDE:**

- ✓ Tangible fixed assets received from other establishments belonging to the same enterprise as this establishment should be valued as though purchased.
- ✓ Delivery charges and installation cost, taxes and other necessary fees (import duties, registration fees, etc.).

**EXCLUDE:**

- \* Financing cost

**Capital expenditures for tangible fixed assets** refer to the full value of fixed assets **acquired in 2023** whether or not full payments have been made. **Sale of tangible fixed assets** refer to the actual amount received/realized (not book value) from the sale of fixed assets during the year including the value of fixed assets transferred to other establishments of the same enterprise.

**Losses and damages** refer to the decrease in the book value of tangible fixed assets due to theft, major catastrophe, and other accidental destructions. **Book value** refers to the initial or acquisition cost of tangible fixed assets **less** accumulated depreciation charges. Also include in Book Value as of 31 December the capital expenditures for the corresponding tangible fixed assets.

TYPE OF TANGIBLE FIXED ASSETS	VALUE IN PESOS (Omit centavos)						LN NO
	CAPITAL EXPENDITURES FOR TANGIBLE FIXED ASSETS		SALE OF TANGIBLE FIXED ASSETS	LOSSES AND DAMAGES	TRANSFERS	BOOK VALUE as of 31 December 2023	
	TOTAL	PERCENT Directly Imported					
	(1)	(2)	(3)	(4)	(5)	(6)	
a. Land							01
b. Buildings, other structures and land improvements (INCLUDE: Leasehold improvement; major repair; renovations and additions.)							02
c. Transport equipment (INCLUDE: Aircrafts; ships/vessels; trains; buses; cars; trucks; and other transport equipment.)							03
d. Machinery and equipment (sum of 1 to 4)							04
1. ICT machinery and equipment (INCLUDE: Computer and peripherals; telecommunications equipment and apparatus.)	163,952					163,952	05
2. Specialized industrial machinery (INCLUDE: Hospital equipment; aircraft launching gear; aircraft carrier catapults; bookbinding machinery and others.)							06
3. General industrial machinery and equipment (INCLUDE: Air-conditioning and refrigeration equipment; pumps and compressor; power generating equipment; electronic machinery and equipment other than telecommunications.)	244,464					244,464	07
4. Other machinery and equipment (INCLUDE: Amusement Park equipment; professional and scientific and controlling instruments; photographic equipment and optical goods and others.)							08
e. Valuables (INCLUDE: Precious stones and metals; paintings; sculptures; antiques; etc.)							09
f. Other tangible fixed assets (INCLUDE: Furniture and fixtures and other fixed asset not specified above.)							10
g. Total (sum of a to f)	408,416					408,416	11

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### CAPITAL EXPENDITURES FOR ALL TANGIBLE FIXED ASSETS BY MODE OF ACQUISITION

#### 18. Capital Expenditures for All Tangible Fixed Assets by Mode of Acquisition in 2023

⇒ Report the full value of all tangible fixed assets acquired in 2023 by mode of acquisition. Total in this item should be equal to the **Total** reported in Item 17 column 1.

**New tangible fixed assets** refer to brand new tangible fixed assets acquired during the year, including directly/newly imported tangible fixed assets. **Directly/newly imported tangible fixed assets** are considered new whether or not they were used before they were imported.

**Major alterations and improvements on tangible fixed assets** are done to increase the performance or capacity of existing tangible fixed assets or to significantly extend their expected service lives.

**Used tangible fixed assets** refer to those that have been previously used within the country.

**Tangible fixed assets produced on own account** refer to the physical assets produced by the establishment for its own use. It should be valued as the cost of all work put in place including overhead cost.

MODE OF ACQUISITION	VALUE IN PESOS (Omit centavos)	LN NO
a. New tangible fixed assets	N/A	01
b. Major alteration and improvements on tangible fixed assets	N/A	02
c. Land and used tangible fixed assets	N/A	03
d. Tangible fixed assets produced on own account	N/A	04
e. <b>Total</b> (sum of a to d)	Type your text	05

### CAPITAL EXPENDITURES AND BOOK VALUE OF INTANGIBLE ASSETS

#### 19. Capital Expenditures and Book Value of Intangible Assets in 2023

⇒ Report the full value of all intangible fixed assets acquired in 2023 and book value as of 31 December 2023.

**Intangible assets** are non-financial produced fixed assets that mainly consist of mineral exploration, computer software, entertainment, literary or artistic originals intended to be used for more than one year.

TYPE OF INTANGIBLE ASSETS	VALUE IN PESOS (Omit centavos)		LN NO
	CAPITAL EXPENDITURES (1)	BOOK VALUE as of 31 December 2023 (2)	
a. Intangible non-produced assets (sum of i to iv)			01
i. Natural resources			02
ii. Contracts, leases, and licenses			03
iii. Goodwill and marketing assets			04
iv. Processes, patents, trademarks, franchise, copyrights, concessions, and other transferable contracts.			05
b. Computer software and databases ( <i>INCLUDE: Computer programs, systems and applications software purchased, computer software developed in-house, computer databases purchased, and computer databases developed in-house.</i> )			06
c. Entertainment, literary and artistic originals ( <i>INCLUDE: Original films, sound recordings, manuscripts, tapes, models, etc., on which drama performances, radio and television programming, musical performances, sporting events, literary and artistic output, etc., are recorded.</i> )			07
d. Research and development			08
e. Other intangible assets			09
f. <b>Total</b> (sum of a to e)			10

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**TOTAL ASSETS****20. Total Assets as of 31 December 2023**

☒ Report the total assets of this establishment as of 31 December 2023.

**Total assets** are resources including land owned and/or controlled by the establishment as a result of past transactions and events from which future economic benefits are expected to flow to the establishment.

Types of Assets as of 31 December 2023	VALUE IN PESOS (Omit Centavos)	LN NO
a. Financial Assets <i>common</i>	3,592,882.00	01
b. Non-Financial Assets (other than Land) <i>non-physical</i>	408,416.00	02
c. Land Used for Business		03
d. Total Assets (sum of a to c)	4,001,298.00	04

Type

**CAPACITY UTILIZATION****21. Average Capacity Utilization Rate of this Establishment in 2023 (Not Applicable)****INVENTORIES****22. Inventories in 2023**

**Inventories** refer to stocks of goods owned by or under the control of the establishment as of a fixed date, regardless of where the stocks are located.

Goods for resale, stocks of materials, fuels and supplies should be valued at current replacement cost in **purchaser prices** at the indicated dates.

**Replacement cost** is the cost of an item in terms of its present price rather than its original price.

TYPE OF INVENTORIES	VALUE IN PESOS (Omit centavos)		LN NO
	As of 1 January 2023 (1)	As of 31 December 2023 (2)	
a. Direct materials (For food service activities-ingredients use in food preparation)			01
b. Other materials and supplies			02
c. Fuels, lubricants, oils and greases			03
d. Goods for resale			04
e. Real estate for sale			05
f. Others, <i>specify:</i> _____			06
g. <b>Total</b> (sum of a to f)			07

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**25. Certification**

I hereby certify that this report for the period January 1, 2023 to December 31, 2023 has been completed accurately.

Name Tagle, Amie D.  
(Last Name, First Name, M.I.)

Signature \_\_\_\_\_

Title/Designation Bookkeeper

Date November 11, 2024

**26. Contact Person**

Person to be contacted for queries regarding this form:

Name Tagle, Amie D.  
(Last Name, First Name, M.I.)

Position Bookkeeper

Telephone n/a

Mobile No. 0917 178 0521

Email Address amie.daria.tagle02@gmail.com

Type your text

**THANK YOU FOR ACCOMPLISHING THIS FORM!**

**27. Processing Information: Do Not Fill (For PSA Use Only)**

Activity	Name	Signature	Number of Items with Errors	Date
<b>Field Office</b>				
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Collected by:				<i>/ /</i>
Field Edited by:				<i>/ /</i>
Manually Processed by:				<i>/ /</i>
Machine Processed by:				<i>/ /</i>
<b>Central Office</b>				
Validated by:				<i>/ /</i>
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