

Minnesota Population Center

Enumerator's Manual for Homeless Population Census of Population and Housing: 1990 Republic of the Philippines

1990 Census of Population and Housing

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ENUMERATOR'S MANUAL FOR HOMELESS POPULATION



Republic of the Philippines
NATIONAL STATISTICS OFFICE
and
DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT
Manila

1990 Census of Population and Housing



**ENUMERATOR'S MANUAL
FOR
HOMELESS POPULATION**

REPUBLIC OF THE PHILIPPINES
NATIONAL STATISTICS OFFICE
AND
DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT
MAY 1990

FOREWORD


The National Statistics Office and the Department of Social Welfare and Development is currently conducting the 1990 Census of Population particularly, the Homeless Population to take an inventory of the total population in the Philippines. The data that will be obtained from this undertaking will be the basis of policy makers, planners and administrators in the social and economic development planning and decision making.

As an Enumerator in the 1990 CPH, your participation is of prime importance for upon you rests the responsibility of collecting accurate and reliable data on population.

This manual was prepared primarily for your use as an Enumerator in this nationwide undertaking. Concepts, operational procedures and instructions on how to accomplish the census questionnaire are presented here.

While the manual cannot present all the problems you may encounter in the field, familiarization with the concepts, procedures and instructions discussed herein will enable you to do your work well.

The significance of your work in this nationwide undertaking should inspire you to perform your duties and responsibilities efficiently.


MITA PARDO DE TAVERA
DSWD Secretary


TOMAS P. AFRICA
NSO, Administrator

Manila, Philippines
March 1990

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CHAPTER I

INTRODUCTION

This chapter introduces the census and explains its objectives. It also discusses the various uses of census data and some other important facts about the census undertaking.

1.1 THE CENSUS OF POPULATION AND HOUSING

Census of population and housing refers to the entire process of collecting, compiling, evaluating, analyzing, and publishing data about the population and the living quarters in a country. It entails the listing and recording of the characteristics of each individual person and each living quarter as of a specified time and within a specified territory.

In May 1990, a national census of population and housing will be conducted in the Philippines. It will be the 9th census of population and the 3rd census of housing to be undertaken in this country.

The 1990 Census of Population and Housing is designed to take an inventory of the total population and housing units in the Philippines and to collect information about their characteristics. The census of population is the source of information on the size and distribution of the population as well as information about the demographic, social, economic and cultural characteristics. The census of housing, on the other hand, provides information on the supply of housing units, their structural characteristics and facilities which have bearing on the maintenance of privacy, health and the development of normal family living conditions. These information are vital for making rational plans and programs for development.

1.2 OBJECTIVES OF THE 1990 CENSUS OF POPULATION AND HOUSING

General Objective

The 1990 Census of Population and Housing aims primarily to provide government planners, policy makers and administrators with data on which to base their social and economic development plans and programs.

- b. To take stock of the housing units existing in the country and to get information about their geographic location, structural characteristics, available facilities, etc.

1.3 USES OF CENSUS DATA

Data collected in this census will be compiled, evaluated, analyzed and published for the use of government, business and industry, social scientists and other researchers, and the public in general. Among the important uses of census data are the following:

In government:

- formulation of policies, plans and programs in sectors such as health, education, labor, housing, social welfare, immigration, etc.
- delivery of services
- redistricting and apportionment of congressional seats
- allocation of resources and revenues
- creation of political and administrative units

In business and industry:

- determining sites for establishing business offices and factories
- determining consumer demands for various goods and services
- determining supply of labor for production and distribution of goods and services

In research and academic institutions:

- conduct of research for the understanding of human behavior
- design of curricular programs.

1.4 AUTHORITY FOR THE 1990 CENSUS OF POPULATION AND HOUSING

Section 2 of Commonwealth Act No. 591, approved on August 19, 1940, authorized the Bureau of the Census and Statistics Office (now National Statistics Office) to collect by enumeration, sampling or other methods, statistics and other information concerning population and to conduct, for statistical purposes, investigations and studies of social and economic conditions in the country, among others.

Batas Pambansa Blg. 72, which was passed on June 11, 1980, further accorded the National Statistics Office (NSO) the authority to conduct population censuses every ten years beginning in 1980 without prejudice to the undertaking of special censuses on agriculture, industry, commerce, housing and other sectors as may be approved by the National Economic and Development Authority.

More recently, Executive Order No. 121, otherwise known as the Reorganization Act of the Philippine Statistical System, which was passed on January 30, 1987, declared that the NSO shall be the major statistical agency responsible for generating general purpose statistics and for undertaking such censuses and surveys as may be designated by the National Statistical Coordination Board (NSCB).

In order to have a complete count of all individuals, living in the Philippines at a given time including those who do not live in houses or improvised dwelling units where they can be counted, a Special Census is necessary.

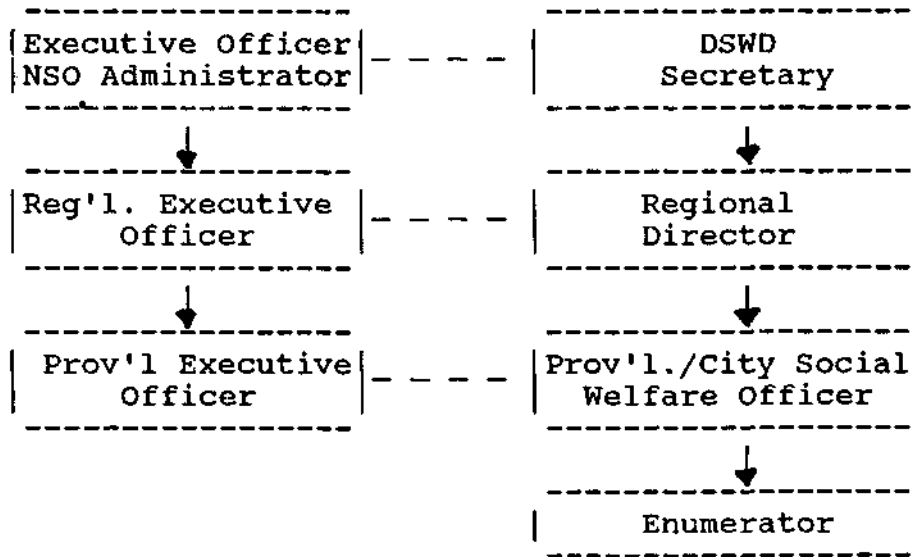
A Memorandum of Agreement between the NSO and DSWD has in effect, deputized the latter to enumerate such Homeless Population.

1.5 FIELD ORGANIZATION

The National Statistics Office, headed by the Administrator, has formulated the plans for the undertaking of the census for the homeless population, while the Department of Social Welfare and Development, headed by the Secretary, has been deputized to execute such plans.

In the actual conduct of this Special Enumeration, it shall be DSWD which shall identify, mobilize and supervise the enumerators and see to it that the census is conducted according to the standards set, at each phase of the operations.

Figure 1. Organizational Structure of the Enumeration Homeless Population



At the Central Office, the DSWD National Coordinating Committee (NCC) shall be headed by the Assistant Secretary for Field Operations, with the Director of Planning and Monitoring Service as Vice-Committee Chairperson. Staff from Planning and Statistics Division and Management Systems and Monitoring Division shall act as the members. Aside from coordinating with the National Statistics Office, the NCC shall provide the technical and logistic support to the Field Coordinators. The NCC shall also coordinate with and supervise the Regional Committee chaired by the Assistant Director for Programs and assisted by the Planning Officer, the Management Audit Analyst and the Statistician. The Regional Committee shall provide the venue for the conduct of the training, meetings and supervision of the Enumerators.

The City or Provincial Coordinating Committee shall coordinate with the Regional Committee and submit the information and pertinent reports necessary at all phases of the operations.

The enumerators shall conduct the actual enumeration in accordance with the provisions, principles and procedures set forth in this manual.

1.6 DATE AND TIME REFERENCE

May 1, 1990 has been designated as Census Day for the 1990 Census of Population and Housing, on which date the enumeration of the population and the collection of all pertinent data on housing in the Philippines shall refer.

All information to be collected about the population and about living quarters, except for a few, will be counted as of 12:01 A.M., Tuesday, May 1, 1990.

1.7 CONFIDENTIALITY OF INFORMATION

Information obtained during the enumeration must be held **STRICTLY CONFIDENTIAL**. It shall not be used as evidence in any court or in any public office for or against any individual, neither shall such data or information be divulged to any person except authorized employees of the National Statistics Office (NSO) who are acting in the performance of their duties. Any person violating these provisions shall, upon conviction, be punished by a fine of not more than five hundred pesos or by imprisonment of not more than six months, or both (Sec. 9, B.P. Blg. 72).

All those who are involved in the census undertaking are, therefore, required to maintain in strict confidence all information pertaining to any household or person. Violation of the confidentiality provision could result in the immediate dismissal, loss of pay and liability to prosecution of the guilty parties.

CHAPTER II

THE ROLE OF AN ENUMERATOR

The quality of the census data greatly depends on the people who actually collect these data – the enumerators. Thus, your acceptance of the job as enumerator commits you to maintain the standards of the highest quality by ensuring that all information you collect are correct and complete and are obtained strictly in accordance with the instructions set forth in this manual.

As an enumerator, you play a major role in the undertaking of the census. Your work requires tact in approaching people, attention to the smallest detail and a sense of responsibility to keep confidential all information about individuals. Dedication to your job is of prime importance.

2.1 CERTIFICATE OF DESIGNATION

As an enumerator, you will be issued a special order designating you to this effect. This special order and your DSWD identification card shall be proof of your authority. Throughout the duration of your work, you should always wear your identification card and bring your designation with you because it may be necessary to show them to those concerned to obtain the needed information. This designation will also serve to make official, all activities you undertake related to the enumeration of the Homeless Population.

Your designation as an enumerator will be effective officially at the start of training. As a condition for your designation, you have to undergo training and to complete the enumeration work assigned to you. As a special enumerator for the homeless population you are expected to finish the task at only one setting, at most within four (4) hours. In this way double counting will be avoided.

2.2 DUTIES AND RESPONSIBILITIES OF AN ENUMERATOR

As an enumerator, you are expected to do the best job possible and to gather correct and precise information according to the guidelines discussed in this manual. You should think of the task of data collection as involving three important tasks, namely:

- a. **asking** the questions **correctly** as discussed in this manual;

- b. **recording/noting** down **accurately** the responses given to you; and
- c. **checking** each response to see to it that it is **reasonable** and **consistent** with every other response.

You must pay careful attention to each of these tasks. Your being able to do this will contribute to the success of this undertaking.

Your **basic duties** in this important undertaking are as follows:

- a. To prepare the map of your enumeration area (EA).
- b. To enumerate all homeless population in your assigned EA and to accomplish correctly the required census form.
- d. To transmit all accomplished forms to your supervisor on the designated day.

In order to fully carry out your basic duties, you should perform the following:

- a. To attend the training for enumerators and understand the concepts, definitions and instructions regarding the conduct of the enumeration of homeless population.
- b. To use this Enumerator's Manual for reference on your job.
- c. To plan your travel route in advance to reduce unnecessary loss of time and callbacks.
- d. To fill out the census form completely and accurately.
- e. To check your work for completeness, reasonableness, consistency, legibility, etc. There will be no revisit so make sure that information gathered is consistent.
- f. To complete your enumeration assignment within the specified period.
- g. To keep all information collected strictly confidential by not showing the accomplished forms to persons other than your supervisors and authorized NSO personnel.

2.3 RELATIONSHIP WITH THE TEAM SUPERVISOR/COORDINATOR

For a proper appreciation of your role as enumerator, you must also understand your relationship with your team supervisor (TS)/coordinator. In general, the TS/coordinator is assigned to supervise about 3 DSWD enumerators during the operations. Some of the duties and responsibilities of the TS/coordinator are as follows:

- a. Your TS/coordinator is responsible for ensuring that you, and other enumerators under him, do the enumeration work satisfactorily. He plans and organizes the work in his area of supervision and sees to it that everything is conducted efficiently and completed within the time allowed.
- b. If for some reason or another, the other enumerators assigned to your team supervisor are unable to enumerate or to complete the enumeration in their respective areas of assignment on time, he may assign you to cover these areas if you have already finished your assignment. You are expected to accept this task in the interest of the service. Of course, the team supervisor will only assign additional work that you can reasonably do.
- c. Your TS is required to check your work as enumeration proceeds to make sure that you have done your work correctly and have followed the standard procedures laid down by the NSO. Report to him the progress of your work as required. You must correct any error he points out in your work and avoid committing the same error again.
- d. As part of his supervisory functions, your TS will visit the EA assigned to you to check that you have completely covered your area. As much as possible, as time would allow, he will go with each enumerator during enumeration night to ensure your safety.
- e. The TS will receive the necessary field supplies such as questionnaires, instruction manuals, etc. You, in turn, will receive such materials from your TS. As soon as you complete the enumeration, you must return all unused supplies and materials to him/her.
- f. The TS may have general information on such matters as travel, accommodation, terrain, etc., in your assigned area. It is your duty to obtain all relevant information from him.

- g. The TS serves as a link between you and higher officials of the DSWD. Just as he informs you of instructions from DSWD officials, you must **inform him of any problem or difficulty you may experience.** Feel free to discuss your problems with your supervisor.

2.4 SUPPLIES AND MATERIALS

The following basic census forms, administrative forms and supplies are needed in the course of your work. Check if the materials allocated to you are correct.

- a. CPH Form 30 - Homeless Population Questionnaire
- b. Enumerator's Manual
- c. CSC Form No. 48 - Daily Time Record
- d. Enumerator's Kit containing the following supplies:
 - 1. pencil
 - 2. blue ballpen
 - 3. eraser
 - 4. flashlight/penlight

CHAPTER III

FIELD ENUMERATION FORM AND PROCEDURES

Although most of the interviews will be easily accomplished by following the regular enumeration procedures, there will be some situations that will be handled somewhat differently. Special procedures are needed to enumerate persons who live in places other than the regular housing units like the homeless population.

This chapter discusses the field procedures to enumerate homeless population. It includes instructions on how to identify enumeration areas, how to determine whom to enumerate, and how to conduct an enumeration. It also describes the basic census form to be used during the field enumeration and gives a brief outline of the fieldwork procedures. Some of these topics are discussed in detail in the succeeding chapter.

3.1 BASIC CENSUS FORM

Listed below is the basic census form that you, as an enumerator, will use during the field enumeration.

a. CPH Form 30 - Homeless Population Questionnaire

This is the basic census questionnaire which you will use for interview and for recording information about the homeless population. This questionnaire gathers information on the following demographic and social characteristics of the population: age, sex, marital status, highest educational attainment and last known address.

3.2 ENUMERATION AREA ASSIGNMENT

As an enumerator, you will be assigned one or more enumeration areas (EAs) depending on the estimated number of homeless population and the duration with which to cover the EAs. An EA usually consists of about 50 to 100 homeless population. It can include just one block, or two or more adjacent blocks. It may even comprise a public space in one block, then another several blocks away. A visit before the actual enumeration and drawing the sketch map of the area will give you the desired familiarity and ease with which you can cover your area on census night (April 30, 1990).

3.3 WHOM AND WHEN TO ENUMERATE

Persons to be Included in the Enumeration

All individuals without homes and thus, stay or sleeps in public or open spaces during the enumeration period from 11:00 p.m. of April 30 to 2:00 a.m. of May 1, 1990 shall be enumerated.

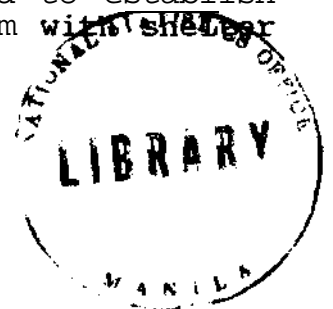
You should include the following persons in the enumeration:

- a. Those persons (adult or children) who, at the time of the census, are without a shelter that can be considered as living quarter. These homeless carry their few possessions with them, sleeping in the street, in doorways, on piers, parks or in any other space ; and
- b. persons (children or adult) sleeping in drop-in/night centers for want of permanent residence. You should bear in mind that all individuals not counted by the regular enumerators should be covered by this special enumeration. It may be only during the interview when you will find out that he has a permanent address where he will be counted, or has none at all. Therefore, screening and validation shall come later.

Persons to be Excluded from the Enumeration

You should eventually exclude the following persons from final population count.

- a. persons residing in residential units;
- b. persons living in vacant, improvised dwelling units or structures such as caves, culverts, railroad cars, container vans, cartons, etc. provided these improvised structures offer relative privacy for sleeping and resting, (i.e. these structures have roof (upper protection from the elements), and walls as cover from curious passers by, no matter how improvised they may be) .
- c. persons occupying premises not intended for habitation by the fact that the latter have managed to establish themselves in a place which provides them ~~with shelter~~ on a more or less continuous basis.



3.4 HOW TO CONDUCT AN ENUMERATION

How to Conduct an Interview

Getting accurate and complete information is the prime objective of a data gathering operation. As an interviewer, you can do this by being polite at all times but, at the same time, being authoritative enough to win the trust and confidence of the respondent. A good impression of you counts much towards the success of the interview. For security reasons, police officials in civilian clothing may be requested to accompany you.

Be guided by the following interviewing techniques:

1. Be presentable.

Make a good impression by dressing appropriately and neatly.

2. Be polite.

People will react to you differently. However, you must always remain cordial and polite.

Always try to smile.

3. Establish rapport with the respondent

Being formal and business like might scare your respondents. People tend to be suspicious in front of new faces. If you have not established yourself as a friend, try to talk like they are your friends. Your questions may be fielded in conversational way. If you fear you would forget the responses which you have to write later, fill up the questionnaire then and there but as unobtrusively as possible.

4. Explain the objective of the census

It is important that the respondent understands why you are asking questions. Inform him also that nobody is going to arrest him, since this is only an activity of trying to know the population of the country.

5. Ask all the questions.

Unless the respondent is uncooperative or sleeping, ask all the six items where applicable. If however, after patiently trying to obtain the answers, the respondent does not provide the answers, try to ask his friends or companions. If still his friends or companions cannot provide the answers try to make the nearest estimate of the items thru mere observation. An easy indicator about the homeless individual would be the dirty and ragged clothing, and the few possessions carried along.

6. Thank the person for cooperating.

Never leave the respondent without trying to make him feel good about the enumeration. Express your appreciation for his cooperation.

How to Ask Questions

In as much as there are only six (6) items to be asked of the respondent, this should not be as difficult to do as to set the atmosphere of acceptance, a basis for which social workers have been trained to do during interviews.

If this can be established by the social worker enumerator, the rest of the task would not be difficult to accomplish.

As mentioned earlier, if the questionnaire can not be filled up for reasons of 1) uncooperativeness or belligerence of the respondent, or 2) incapability i.e. respondent is sleeping or inarticulate, fill up the space for sex and approximate the age of the person based on your experience as social worker. Write LR after such answers.

How to Record Answers

Observe the following rules in recording answers to the questionnaires:

- a. Use blue ballpen to record information. Do not use pencil or any other color of ballpen.
- b. Write legibly.
- c. Most of the items are provided with possible answers and their corresponding codes. Encircle or enter the code for the answer given, as the case may be.
- d. Other items require write-in entries. Enter the specific answer to the question. Be concise but clear.
- e. If you make an error in encircling a code, line out the wrong entry and encircle the correct code. Also, if you make an error in writing the entry, line out entirely the wrong entry and write the correct one. Do not use liquid or rubber erasers, etc. nor shade the wrong entry.
- f. If an answer needs further explanation, write a remark on the available space at the bottom of the questionnaire. For the population questions, precede

the remark with the line number of the person and the item identifier (e.g., P5, P6,) referred to.

- g. You must fill up the questionnaire during the actual interview. You must not write the answers on a separate piece of paper with the intention of transcribing the answers to the questionnaire at a later time.
- h. Be sure your flashlight is in good working condition. Since the places where you will find your respondents will be unlighted, your flashlight will greatly determine the success of your interview.

How to Check the Completed Questionnaire

After each interview, review the questionnaire booklet immediately. This means going over the entries to see to it that they are legible, complete, reasonable, and consistent with each other. Verify from the respondent certain answers about which you are in doubt and enter remarks when necessary.

If it is not possible to make a thorough review of the questionnaire immediately after completing the interview, you must at least go over it before leaving the area to make sure that no question is omitted. You may do the detailed checking later.

3.5 ENUMERATION PROCEDURES

Generally, the field data collection activities for the census involve:

- a. mapping - preparing an sketch map of your area;
- b. canvassing - visiting the entire EA to look for enumeration units to list and thus ensuring a complete coverage of the area;
- c. enumeration - interviewing and accomplishing CPH Form 30.

You will do all the above activities as you cover the entire enumeration area assigned to you.

Below is the sequence of steps that you, as enumerator, should follow in covering your area of assignment during the census field operations:

- Step 1.** Before you start the enumeration, be sure to fill up the geographic items (province,

city/municipality, and barangay and streets) of CPH Form 30.

- Step 2.** Using your prepared EA map, acquaint yourself with the area by going around it and through it. Avoid overlapping of coverage with adjoining areas and to establish a check for completeness of coverage. Compare notes with your neighbor enumerators.
- Step 3.** Plan your canvassing route for enumeration to cover the entire EA.
- Step 4.** Locate a place where you can conveniently start and mark this point S on your map.
- Step 5.** Determine if a person is to be included in the enumeration. Enumerate the homeless population.
- Step 6.** In case of doubt, ask the person if he has gone home for the last seven (7) days and write the answer in P6.
- Step 7.** Edit accomplished CPH Form 30.
- Step 8.** Submit all accomplished forms to your TS/coordinator.

CHAPTER IV

MAPPING AND ACCOMPLISHING CPH FORM 30 - HOMELESS POPULATION QUESTIONNAIRE

This chapter describes the detailed instructions and procedures for the mapping and canvassing operation. It discusses the instructions on how to prepare an enumeration area (EA) map, how to canvass an EA, which involves locating an EA and developing an efficient and systematic route of travel through the EA to ensure complete coverage.

This chapter also discusses the detailed instructions on how to fill up CPH Form 30, the Homeless Population Questionnaire. This questionnaire which is a 5-page booklet, gathers information on the demographic and social characteristics of the homeless population.

4.1 Mapping

In general, maps are oriented to the North represented by an arrow pointing upwards. In the absence of this arrow it is presumed that the North is towards the top of the paper. Note, however, that some maps may have the wrong orientation. If this is true in your case, correct or indicate the proper orientation.

Another important feature to know is the general location of the barangay and EA boundaries properly. A barangay boundary is represented by:

_____ .. _____ .. _____

while an EA boundary is represented by:

----- X ----- X -----

During the mapping and canvassing, operation you should do the following:

1. Orient your map in such a way that the arrow really points to the north to establish your bearing.
2. Be observant of the physical features found on the ground. Verify whether the natural features like rivers, streams, creeks, mountains, etc., are found in their proper places on the map. See if man-made features like roads, streets, trails, bridges, schools, churches, cemeteries, etc., are also indicated using the proper symbols on the map or that they are in their proper location, or drawn correctly on the map. Cross

out any feature appearing on the map that no longer exists on the ground.

3. See to it that the names of streets, roads, rivers, etc., are correctly spelled/labeled.
4. Print and sign your name at the lower left corner of the map (barangay/EA map and/or block maps) and the date when the updating/sketching of the map is completed.

SYMBOL



DESCRIPTION

schools, churches, public markets; etc.

Other kinds of structures such as caves, boats, abandoned trucks, culverts, etc.

NOTE: Plot only important commercial, industrial or agricultural buildings to serve as landmarks.

Maps are to be drawn in long bond papers. These bond papers will be provided for such purpose. Below are the instructions for mapping:

1. Print the name of the province, city/municipality, and barangay at the upper right corner of the long bond paper. Indicate also the orientation of the block by the arrow symbol pointing north.
2. Draw the general shape or contour of each block in the long bond paper (size 8.5" X 13"). Indicate all its outer limits or boundaries (streets, rivers, etc.)
3. Indicate the names of the boundaries.
4. Paths, alleys or trails found in the area must also be indicated.
5. Print and sign your name at the lower left corner of the map (barangay map) and the date when the sketching of the map is completed.

4.2 CANVASSING AN ENUMERATION AREA

General Instructions on How to Canvass an Enumeration Area

In canvassing your enumeration area, be guided by the following instructions:

1. Study your prepared map carefully and figure out the most methodical and convenient way of completely canvassing the EA. If necessary, consult with knowledgeable persons.
2. Cover every part of the EA. Be sure to visit the parks, churches, underpass and overpass, etc. where a large number of homeless population can be found.

4.3 CONTENTS OF CPH FORM 30

CPH Form 30 is the form that you will use to enumerate all homeless population.

The cover page of the questionnaire contains the particulars about the geographic location of the homeless population that is being interviewed. Certifications by the enumerator and his supervisor regarding the manner by which the data are collected are likewise to be recorded on the cover page.

4.4 IDENTIFICATION ITEMS

Booklet Number

A booklet of CPH Form 30 can accommodate only a total of 50 homeless population. Hence, if a particular area has more than 50 homeless persons then another booklet will have to be filled up for this area.

In order to properly account for all booklets which have been utilized to record the information about all the homeless population, you must always fill up this portion of the questionnaire.

If an area has 50 or less homeless population, and only 1 booklet is used, indicate this by:

Booklet 1 of 1 Booklets

However, if 2 or more booklets are used, number these booklets in consecutive order as:

Booklet 1 of n Booklets
Booklet 2 of n Booklets
and so on
up to

Booklet n of n Booklets,

where n is the number of booklets used.

Geographic Identification

Fill up the geographic identification (province, city/municipality, barangay and identifying streets. Your supervisor will provide you the geographic identification of your assigned area. You should do this before you go to the field for enumeration.

Certification Portion

You will fill up this portion only after you have completed the interview and edited the questionnaires.

Print your name clearly on the space provided for the enumerator and sign your name over it. Your signature certifies that the questionnaire is complete and accurate to the best of your knowledge and ability. Enter also the date you conducted the interview. Do not fill the portion for the supervisor.

All questionnaires that you have accomplished should bear your name and your signature.

4.5 INSTRUCTIONS ON THE POPULATION CENSUS QUESTIONS

In CPH Form 30, items P1 to P4 will be asked for all homeless persons and P5 to P6 for homeless persons who are 5 years old and over. During the interview of households, encircle or enter the codes corresponding to the answer of the respondent. The codes are found at the bottom of the questionnaire. If the answer of the respondent is not among the pre-coded answers, merely write the answer on the space provided in each cell.

Line Number

Every questionnaire is provided with thirty (30) lines or rows. You will write in these lines the names of all the homeless population and their characteristics. Each line has a pre-coded number printed at the leftmost column. This is the line number. This number automatically identifies each homeless population. Thus the first homeless person is entered on the first row with line number 01; the second person will be on the second row with line number 02, and so on.

P1 - Name

Write the names of the homeless persons in column P1.

In writing the name of each homeless person, enter the surname first, followed by a comma and then the first or given name and middle initial, if given. If the surname of a person is the same as the one immediately preceding him, just draw a horizontal line and a comma (_____,) in place of his surname and write the first name of the person as illustrated in the following example:

Santiago, Ismael
_____, Rodora A.
_____, Teresa
De la Fuente, Jose
_____, Karmela

Note that in some parts of the country, people do not have surnames. If you encounter such a case, just write the name as given.

As mentioned earlier, you have to use another booklet if there are more than 30 homeless population in your area. In this case, list in the first line number of the second booklet, which you have to renumber starting with 31.

P2 Do you have a family/household to go home to?

Ask the person whether he has a family/household to go home to.

This question will serve as an indicator whether the person is to be considered as a homeless person or not. If the person goes home to a family/household at least once a week or month he should not be enumerated.

Encircle **1** for Yes and **2** for No. If the person's answer is **1**, do not ask items P3 to P6. Instead draw a straight line from items P3 to P6. This means that he is not considered as a homeless person. However, if the answer is **2**, proceed by asking question items P3 to P6.

P3 What is your age as of your last birthday?

Age, sex and marital status are essential for inclusion in a census for the purposes of analyzing factors of population changes and preparing population estimates and forecasts. Information on these items are also needed for actuarial analysis on the probability of survival and other related life-table functions.

For purposes of this census, age as of last birthday refers to the interval of time between the date of birth and before May 1, 1990, expressed in completed years.

Determine the age of each homeless person by asking the respondent "What is your age as of your last birthday?".

If during your visit, a homeless person has just celebrated his last birthday on or after May 1, 1990, then you have to report his age in his previous birthday. For example, a person has just celebrated his 24th birthday on May 2, 1990, then the age to be reported for this person should be 23 and not 24.

Enter the age of every person 1 year old and over in completed years. However, for persons less than 1 year old, enter **00**. Entries on age should consist of two digits. For ages 1 to 9, prefix zero (0). For example, 02, 07, etc.

However, for persons 100 years and over, enter the age in three digits as reported.

If the exact age is not known, ask for an estimate.

Note that the examples are expressed in whole years. Never make an entry containing a fraction such as 7 1/2, 5 years and 2 mos., etc.

Extra care should be exercised as the respondent may give incorrect information either from ignorance or forgetfulness, or for some other reasons like a desire to conceal one's age. Therefore, evaluate the answer for unreasonable inconsistencies of the ages among relatives or companions.

It may also help to ask an aged person to recall some well-known local, national or world event in the past by which his age may be associated, or if he is older or younger than some prominent persons. If all possible means have been exhausted and the respondent is unable to give the correct information, enter his best estimate.

P4 Sex

Sex holds a position of prime importance in demographic studies. Separate data for males and females are important in themselves, for the analysis of other types of data, and for the evaluation of the completeness and accuracy of the census counts of population.

The sex of each homeless person being interviewed can easily be discusse. In most cases there would be no need to ask the respondent whether the person is male or female.

Encircle **1** for Male and **2** for Female.

P5 Marital Status

Marital status refers to the personal status of each individual in reference to the marriage laws or customs of the country. It is the same as "civil status", the term usually used in official and private records, documents, transactions, etc., in the country.

For persons 10 years old and over ask: "What is your marital status?" For persons below 10 years old, enter **1** (Single) without asking the question.

Encircle the code for the person's marital status as reported by the respondent. Avoid antagonizing the respondent. Do not refute the reported marital status of any person.

Determine the appropriate code for the person's marital status as defined below:

- 1** Single - for a person who has never been married.
- 2** Married - for a person married in a religious or civil ceremony, either living together with spouse at the time of the visit, or temporarily living apart because his spouse is employed elsewhere or is in the Armed Forces, etc.
- 3** Widowed - for a married person whose spouse died and who has not remarried up to the time of visit.
- 4** Separated/Divorced - for a person who is permanently separated from his spouse, legally or through mutual consent. Also for a person whose marriage with another has been annulled or dissolved and can therefore remarry.
- 5** Others - for persons or couple living consensually

together (by mere consent) as husband and wife without the benefit of a legal marriage.

- 6 Unknown - for a person whose marital status is not known to the respondent, or whose marital status is being concealed by the respondent.

NOTE: For persons below 5 years old in P2, end interview in P4. Questions P5 to P6 are not applicable for persons below 5 years old. Draw a straight line from P5 to P6.

P6 Highest Educational Attainment

Data on highest educational attainment furnish material for a comparison of the present educational qualification of the adult population with the present and anticipated future requirements of manpower for various types of economic activities.

Highest educational attainment refers to the highest grade or year completed in school, college or university.

Ask the question in P5, "What is the highest grade/year you completed?" for all persons 5 years old and over.

If the answer given is in terms of the level of the school only and not the specific grade or year completed, determine the specific grade or year by asking the respondent additional questions. The answer "Elementary" or "High School" is insufficient. It is necessary to know the highest grade or year of elementary school or high school attended and passed.

Enter in P5 the code corresponding to the highest educational attainment. For example, enter **1100** if the person has only completed Grade 1, **1300** for Grade 3 or **2200** for 2nd year High School. If the person has not completed any grade at all, enter **0000**. Codes for highest grade completed are listed at the bottom of the questionnaire.

Report also in P22 the post secondary course that a person has completed. Post secondary course refers to the stage of formal education following the secondary education level covering non-degree programs that have varying duration lasting up to three years, concerned primarily with developing strong and appropriately trained middle level manpower.

Include here those vocational/technical courses under post secondary education (formal education). These courses are offered in school, university/college and require completion of high school course (high school graduate). Exclude those post secondary courses taken in NMYC and other schools that are not within the regular system of education.

Undergraduate post secondary students- refer to those who have taken a post secondary course at least a year but have not completed the course. For example, a person, who at the time of census, is a 2nd year student of a 2-year Automotive Technology. If he has finished his 1st year in Automotive Technology, he is considered as undergraduate post secondary student.

If the person has successfully completed his post secondary education, specify the title of the course/certificate completed and its corresponding duration on the space below the code boxes.

Examples:

2-Yr. Associate in Arts
2-Yr. Certificate in Physical Education
6-Mo. Basic Computer System
6-Mo. Auto Diesel Technology

Take note of the following cases:

1. If a person finished a post secondary course and is currently a 1st year college student, his post secondary course should be reported and not the code for his completed year in college.
2. If a person is currently enrolled in a 6-month or 1-year post secondary course but has not finished the course, he should be reported as a high school graduate.
3. If a person is currently in 1st year college or post secondary, do not assume that he is only a high school graduate. Verify if he has taken/completed other courses (degree or non-degree courses).

Verify from the respondent if a very high educational attainment in relation to the age of the person is reported. For example: 3rd year high school for a boy who is 13 years old or BS Commerce for a person who is 17 years old.

P7 Last Known Address

The question on last known address pertains to the place where a person was previously residing. The data on this will serve as a check to eliminate the person's being counted twice, since a regular enumeration will also be conducted.

Ask the question in P6, "Where is your previous residence?" for all persons 5 years old and over. Ask for his/her complete address, i.e. house no., street name or barangay, city/municipality and province.

Obviously P6 is a crucial point of the questionnaire. If

the respondent has no address except the open streets or public spaces, he is definitely homeless. However, if he occupies an improvised housing unit such as a culvert, abandoned truck, kiosk, a cave, container van, or tent; no matter how unfit for human dwelling, he may be interviewed just the same. Screening and validation shall be done later to eliminate counting the same individual twice - include under the "Remarks" column if the respondent goes home at least once a week, month or not at all.

P8 Remarks

Write on this column other informations you have gathered regarding the person. However, only relevant information that will indicate whether he is to be included or excluded as a homeless person should be written here.

APPENDIX

CPH FORM 30
MAY 1, 1990

Republic of the Philippines
NATIONAL STATISTICS OFFICE
and
DEPARTMENT OF SOCIAL WELFARE
AND DEVELOPMENT

*1990 Census
of
Population and Housing*

HOMELESS POPULATION QUESTIONNAIRE

CONFIDENTIALITY:

This census is authorized by Commonwealth Act No. 591 and B. P. Blg. 72.

All information is held strictly **CONFIDENTIAL**.

GEOGRAPHIC IDENTIFICATION

Booklet _____ of _____ booklets

Province

--	--

City/Municipality

--	--

Barangay

--	--	--

CERTIFICATION

I hereby certify that the data set forth were obtained/reviewed by me personally and in accordance with the instructions.

Signature Over Printed Name of Enumerator

Date Accomplished

Signature Over Printed Name of Team Supervisor

Date Reviewed

L I N E N U M B E R	NAME LIST THE NAMES (FAMILY NAME FIRST) OF ALL HOMELESS POPULATION	ALL PERSONS				5 YEARS OLD AND OVER		REMARKS																																										
		Do you have a family/ household to go home to? IF YES, END INTERVIEW ENCIRCLE CODE	Age IF AGE IS LESS THAN ONE YEAR ENTER "00"	Sex 1 MALE 2 FEMALE ENCIRCLE CODE	Marital Status SEE CODES FOR MARITAL STATUS ENTER CODE	Highest Educational Attainment SEE CODES FOR HIGHEST EDUCATIONAL ATTAINMENT ENTER CODE	Last Known Address ENTER HOUSE NO. STREET NAME OR BARANGAY AND CITY/MUN. AND PROVINCE																																											
	(P1)	(P2)	(P3)	(P4)	(P5)	(P6)	(P7)	(P8)																																										
01		1 Yes 2 No		1 M 2 F																																														
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10		1 Yes 2 No		1 M 2 F																																														
Codes for P5, Marital Status 1 Single 2 Married 3 Widowed 4 Separated/Divorced 5 Others 6 Unknown		Codes for P6, Highest Educational Attainment 0000 No Grade Completed 0100 Pre-school <table border="0"> <tr> <td colspan="2">ELEMENTARY</td> <td colspan="2">SECONDARY</td> <td colspan="2">COLLEGE</td> </tr> <tr> <td>1100</td> <td>Grade 1</td> <td>2100</td> <td>1st Year</td> <td>3100</td> <td>1st Year</td> </tr> <tr> <td>1200</td> <td>Grade 2</td> <td>2200</td> <td>2nd Year</td> <td>3200</td> <td>2nd Year</td> </tr> <tr> <td>1300</td> <td>Grade 3</td> <td>2300</td> <td>3rd Year</td> <td>3300</td> <td>3rd Year</td> </tr> <tr> <td>1400</td> <td>Grade 4</td> <td>2400</td> <td>4th Year</td> <td>3400</td> <td>4th Year</td> </tr> <tr> <td>1500</td> <td>Grade 5</td> <td>3000</td> <td>Undergraduate</td> <td>3500</td> <td>5th Year</td> </tr> <tr> <td>1600</td> <td>Grade 6 or 7</td> <td></td> <td>Post-Secondary</td> <td></td> <td></td> </tr> </table>							ELEMENTARY		SECONDARY		COLLEGE		1100	Grade 1	2100	1st Year	3100	1st Year	1200	Grade 2	2200	2nd Year	3200	2nd Year	1300	Grade 3	2300	3rd Year	3300	3rd Year	1400	Grade 4	2400	4th Year	3400	4th Year	1500	Grade 5	3000	Undergraduate	3500	5th Year	1600	Grade 6 or 7		Post-Secondary		
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