Minnesota Population Center

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

1990 Census of Population and Housing
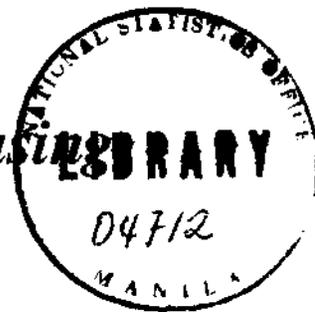
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ENUMERATOR'S
MANUAL

SENSONG PAMBAYAN, SANDIGAN NG KAUNLARAN · PILIPINAS ·

Republic of the Philippines
NATIONAL STATISTICS OFFICE
Manila

1990 Census of Population and Housing

ENUMERATOR'S MANUAL

REPUBLIC OF THE PHILIPPINES
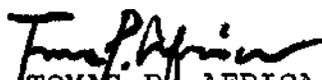**NATIONAL STATISTICS OFFICE**
MANILA
MAY, 1990

FOREWORD

The National Statistics Office is currently conducting the 1990 Census of Population and Housing to take an inventory of the total population and to take stock of the housing units 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 and housing.

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 various census forms and questionnaires are presented herein.

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.

TOMAS P. AFRICA
Administrator

Manila, Philippines
November 1989

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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.

Specific Objectives

a. To obtain comprehensive data on the size, composition and distribution of the population of the Philippines.

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 (see Appendix A), 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 (see Appendix B), 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).

1.5 FIELD ORGANIZATION

The conduct of a census of population and housing is such a massive operation that it requires a well-organized network of coordination among the various units of the government, not only at the national level, but also at the local level. The chart below illustrates the field organizational structure of the census operations.
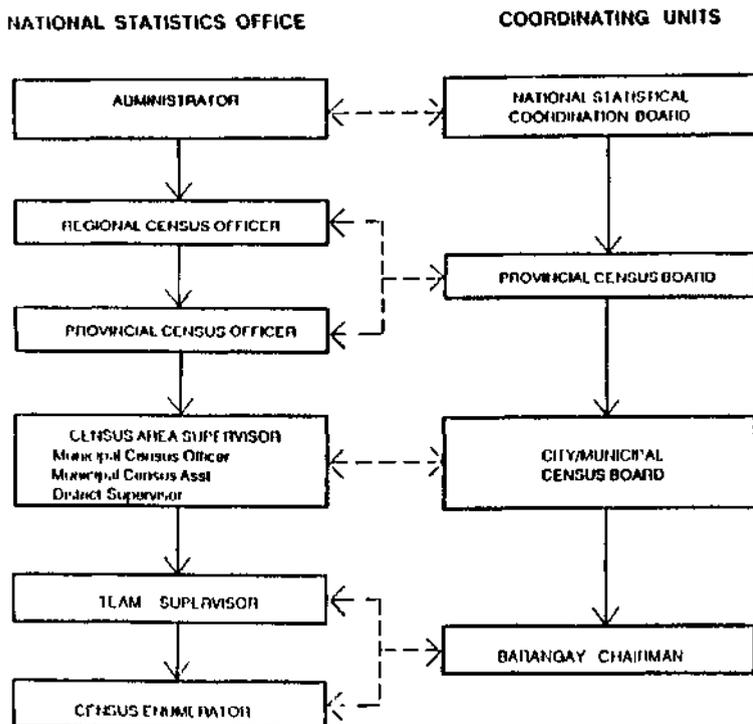
The National Statistics Office, headed by an Administrator, is the agency responsible for the formulation and execution of plans for undertaking a census of population and housing. In the actual conduct of the census, the entire field personnel of the NSO is mobilized to supervise the census enumerators who are hired for the purpose of census-taking and to see to it that the census is conducted according to the standards set at each phase of the operations.

Ad-hoc census boards are created pursuant to the provisions of Batas Pambansa Blg. 72. At the national level, there is the National Census Coordinating Board (NCCB) whose function has been impliedly transferred to the National Statistical Coordination Board (NSCB) with the issuance of Executive Order 121 which provides that the NSCB shall be the highest-policy and coordinating body on statistical matters. The NSCB shall issue rules and regulations that may be necessary for the successful undertaking and completion of the census. Under the supervision and control of the NSCB are the different provincial, city and municipal census boards. These boards shall assist the NSO with the facilities and assistance that it requires in the conduct of the Census of Population and Housing.

The composition of the census boards is as follows:

National Statistical Coordination Board:

Director-General of National
   Economic and Development Authority - Chairman

Undersecretary of Department of
   Budget and Management   - Vice Chairman

Undersecretaries of the following departments of the
   government:

   Agrarian Reform
   Agriculture
   Education, Culture and Sports
   Environment and Natural Resources
   Finance
   Foreign Affairs
   Justice
   Labor and Employment
   Local Government
   National Defense
   Public Works and Highways
   Social Welfare and Development
   Trade and Industry
   Transportation and Communications
   Tourism
   Science and Technology
   Health

Deputy Governor of Central Bank

Director of Statistical Research and
   Training Center

Private Sector Representative

Administrator of the National

   Statistics Office   -   Executive Officer

Provincial Census Board:

   Provincial Governor - Chairman
   Division Superintendent of Schools
   District Highway Engineer
   Provincial Commander of Philippine Constabulary
   Provincial Development Officer
   Provincial Assessor
   Provincial Agriculturist
   Provincial Census Officer, NSO as Executive Officer

City Census Board:

   City Mayor - Chairman
   City Superintendent of Schools
   City Engineer
   City Development Officer
   City Assessor
   Provincial Census Officer, NSO as Executive Officer

Municipal Census Board:

   Municipal Mayor - Chairman
   Municipal Supervisor
   Municipal Agriculturist
   Station Commander
   Municipal Treasurer
   Municipal Development Officer
   Municipal Census Officer, NSO as Executive Officer

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 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 and households. Dedication to your job is of prime importance.

2.1 CERTIFICATE OF APPOINTMENT

As an enumerator, you will be issued an appointment and identification card as proof of your authority. Whenever you are at work, you should always wear your identification card and bring your appointment with you because it may be necessary to show them to the respondent to obtain the needed information.

Your appointment as an enumerator will be effective officially at the start of training. As a condition for your appointment, you have to undergo training and to complete the enumeration work assigned to you. It is expected that enumeration will last for about twenty (20) days. However, you must be prepared to work for more than 20 days as some areas may take more than that to enumerate.

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 update the map of your enumeration area (EA) and to make block maps for congested areas found in your EA.

b. To list on the listing booklet all living quarters found in your EA.

c. To enumerate all households and housing units in your assigned EA and to accomplish correctly the required census forms.

d. To transmit all accomplished forms to your supervisor on the designated day(s).

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 population and housing census.

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 forms completely and accurately.

e. To check your work for completeness, reasonableness, consistency, legibility, etc. If you find any omission or inconsistency which cannot be corrected using other information within the census questionnaire, revisit the household to get the required information.

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

For a proper appreciation of your role as enumerator, you must also understand your relationship with your team supervisor (TS). In general, the TS is assigned to supervise about 5 census enumerators during the field operations. Some of the duties and responsibilities of the team supervisors are as follows:

a. Your TS is responsible for ensuring that you, and other enumerators under him, do the listing and 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 reasons 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. You must show and submit your work to him and 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. He will also reinterview some of the households you have interviewed to check whether the information you have obtained are valid. Such checking by the supervisor is a standard procedure in all censuses in order to collect high quality data.

e. The TS will receive the necessary field supplies such as questionnaires, instruction manuals, field reporting forms, EA maps and sketches, 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.

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.

The TS serves as a link between you and higher officials of the NSO. Just as he informs you of instructions from census 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 1   - Listing Booklet
    b. CPH Form 2   - Common Household Questionnaire
    c. CPH Form 3   - Sample Household Questionnaire
    d. CPH Form 4   - Institutional Population Questionnaire
    e. CPH Form 6   - Self-Administered Questionnaire
    f. CPH Form 7   - Notice of Listing/Enumeration
    g. CPH Form 8   - Appointment Slip
    h. CPH Form 12   - Enumerator's Summary Report
    i. Barangay/Enumeration Area Map
    j. Enumerator's Manual
    k. Identification Card
    l. CSC Form No. 48 - Daily Time Record
    m. General Form No. 5(A) - Disbursement Voucher
    n. General Form No. 3(A) - Reimbursement Expense Receipt
    o. Itinerary of Travel
    p. Enumerator's Kit containing the following supplies:
        1. pencil
        2. blue ballpen
        3. eraser
        4. pencil sharpener
        5. long bond paper
        6. clipboard

CHAPTER III

BASIC UNITS OF LISTING AND ENUMERATION

This chapter discusses the basic units of listing and enumeration in a census of population and housing, namely: buildings, housing units, institutional living quarters, households, and institutional population. Guidelines on how to identify them are also discussed in this chapter.

3.1 BUILDING

Definition of Building

A building is defined as any structure built, designed or intended for the enclosure, shelter or protection of any person, animal or property comprising of one or more rooms and/or other spaces, covered by a roof and usually enclosed within external walls or with common dividing walls with adjacent buildings, which usually extend from the foundation to the roof.

Buildings to be Listed

Each building within an enumeration area will be assigned a building serial number as it is being listed in the listing booklet.

For purposes of the census of population and housing, not all buildings, however, will be included in the listing. As a general rule, only those buildings which contain living quarters, whether occupied or vacant, are to be listed. Living quarters are structurally separate and independent places of abode. They may:

a. have been constructed, built, converted or arranged for human habitation, provided that they are not at the time of the census used wholly for other purposes; or

b. although not intended for habitation, actually be in use as such at the time of the census.

More specifically, **the buildings to be listed** are the following:

a. residential buildings which are presently occupied by a household;

Residential buildings are buildings which, by the way they have been designed or constructed, are intended for abode such as single houses, multi-unit residential buildings, etc.

b. vacant residential buildings <u>except</u> those which are open to the elements, that is, if the roof, walls, windows, and/or doors no longer protect the interior from wind and rain as a result of fire, deterioration or vandalism.

c. vacant deteriorated residential buildings which show some signs that deterioration is being prevented to some extent such as when windows and/or doors are covered by wood, metal, or other materials to keep them from being destroyed or to prevent entry into the building or secondary posts are added to prevent it from collapsing;

d. new residential buildings which are still not occupied or still under construction, if at the time of the visit, the roof and walls are already in place;

e. residential buildings which are presently not occupied by a household but are used for purposes other than as residence, provided they still have one or more vacant housing units;

   Example: an apartment building with 3 units, two of which are used as business offices, and the other one is vacant.

f. institutional living quarters which are in operation such as hotels, motels, dormitories, lodging houses, seminaries, mental hospitals, etc.;

g. non-residential buildings presently occupied by a household;

   <u>Non-residential buildings</u> are buildings which have been designed or constructed for purposes other than as abode. These include commercial, industrial, and agricultural buildings such as offices, rice mills, barns, etc.; and other non-residential buildings such as churches, etc.;

h. non-residential buildings which have one or more vacant housing units with complete facilities for cooking, dining and sleeping, with or without inner partitions; and

i. Other structures not intended for human habitation but are presently occupied by a household such as caves, old railroad cars, old buses, culverts, trailers, barges, boats, etc.

3.2 HOUSING UNIT

Definition of Housing Unit

A housing unit is a structurally separate and independent place of abode which, by the way it has been constructed, converted, or arranged, is intended for habitation by one household. Structures or parts of structures which are not intended for habitation, such as commercial, industrial, and agricultural buildings, or natural and man-made shelters such as caves, boats, abandoned trucks, culverts, etc., but which are used as living quarters by households, are also considered as housing units.

How to Identify Housing Units in a Building

A building usually comprises one housing unit being occupied by one household. However, in some cases, two or more households share the same building or the same housing unit as their place of habitation. The building may have more than one housing unit but from its physical layout, the different housing units may not be discernible.

Discussed below are the guidelines on how to identify and count the housing units in a building.

A portion of a building (a room or a group of rooms) qualifies as a separate housing unit if it meets <u>both</u> the following requirements:

1. <u>Separateness</u> - the portion of the building must have facilities for sleeping and preparing/taking meals and its occupants must be isolated from other persons in the building by means of walls or permanent partitions;

2. <u>Direct access</u> - the occupants must enter the portion of the building directly from the outside of the building (from the street, pathway, alley, callejon, road, yard, catwalk, etc.) or through a common hall, i.e., the occupants must enter the portion of the building without passing through anybody else's premises.

If the portion of the building is <u>vacant</u>, the above guidelines will apply to the <u>intended</u> occupants.
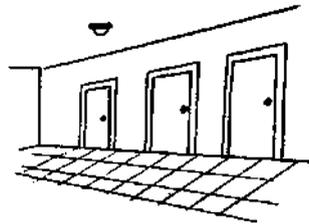
DIRECT ACCESS FROM A COMMON HALL
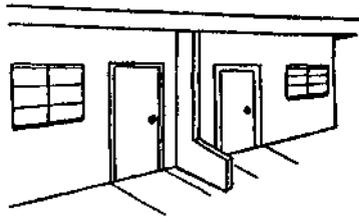
DIRECT ACCESS FROM THE OUTSIDE

Illustrations of housing units are given below for a better understanding of the guidelines on how to identify them in a building.

1. A single house has been modified, the structure of which is shown below. The modified structure has four rooms, a common hallway, a common toilet and bath and one main entrance from the outside. The individual rooms can be accessed from the common hallway. The occupants take their meals and sleep in their respective rooms. This building has four (4) housing units.
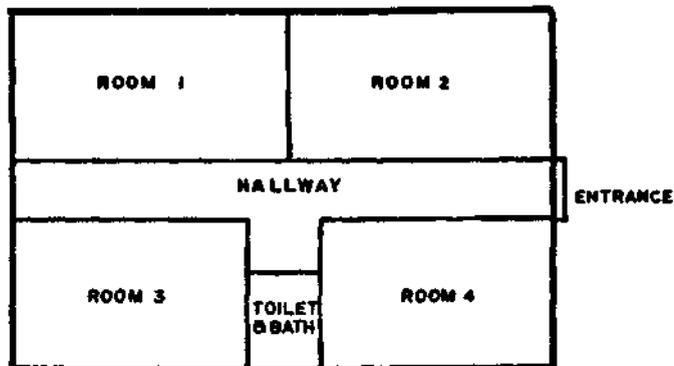
2.   A house has two rooms. The occupants of the rooms share
      all other areas in the house including the kitchen and
      dining area. Since the occupants of either rooms have
      no private area for dining and have to pass thru the
      common premises to reach their own room, this structure
      actually contains only a <u>single</u> housing unit.
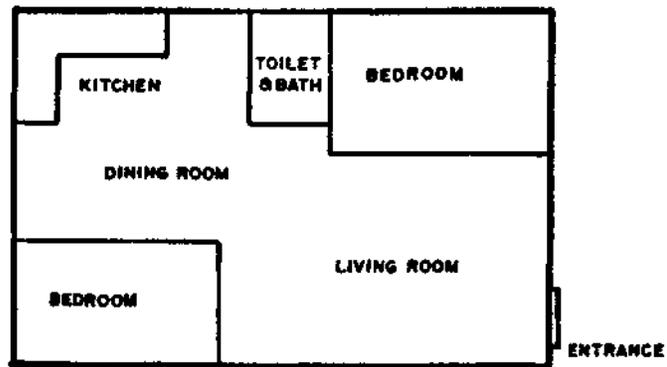
3.   A house has two storeys. The first floor of the house
      is subdivided into two units, each having a separate
      entrance from the outside. The access to the second
      floor is the stairs in the living room of one of the
      units on the first floor.

      This house has <u>two (2)</u> housing units; one is the
      unit on the ground floor covering only the area which
      has a bedroom, a kitchen and a toilet and bath, and
      the other one   is the unit covering the rest of the
      ground floor and the entire second floor.   Note that in
      this case, the second floor cannot be considered as a
      separate housing unit even though it has facilities for
      sleeping   and   preparing/taking   meals   because
      its access is only through the premises of the ground
      floor.

FIRST FLOOR   SECOND FLOOR

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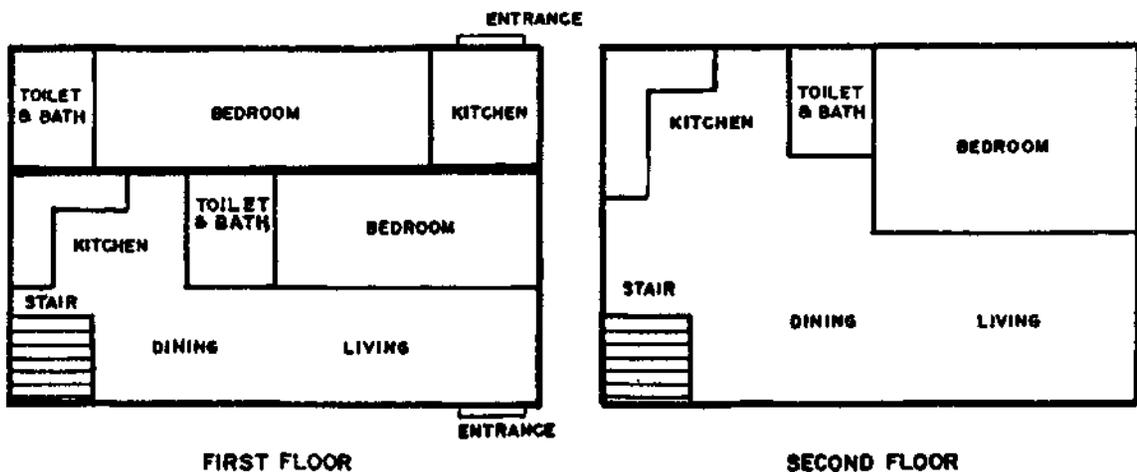
Housing Units to be Listed

The housing units within an enumeration area will likewise be identified and listed in the listing booklet.

Not all housing units, however, will be assigned housing unit serial number and listed. **To be included** in the listing are the following housing units:

a. occupied or vacant housing units in single residential houses

b. occupied or vacant housing units in multi-unit residential buildings such as duplex, accessoria or row houses, condominium, tenement house, townhouse, etc.;

c. occupied barong-barong or shanties;

d. vacant housing units in residential buildings used for purposes other than as residence;

e. housing units which are still under construction, but the roof and walls are already in place;

f. occupied housing units in institutional living quarters such as hotels, motels, dormitories, seminaries, etc.;

g. occupied housing units in non-residential buildings such as offices, barns, churches, etc;

h. vacant housing units with complete facilities for cooking, dining and sleeping in institutional living quarters and non-residential buildings;

i. occupied mobile housing units such as boats, trailers,etc;

j. occupied improvised housing units in structures such as culverts, abandoned trucks, caves, container vans, tents, railroad cars.

The following are **to be excluded** from the listing of housing units:

a. housing units which are still under construction with walls and roof not yet in place;

b. vacant housing units which are open to elements, that is, when the roof and the walls no longer provide protection from the wind and rain and there are no signs that deterioration is being prevented;

c. vacant housing units which are being demolished;

d.   vacant housing units without complete facilities for
         cooking, dining and sleeping in institutional living
         quarters and non-residential buildings;

    e.   vacant mobile housing units such as boats, trailers,
         etc; and

    f.   vacant improvised housing units in structures such as
         caves, culverts, railroad cars, container vans, carts,
         etc., even if they had been used as place of abode in
         the past.

     If a housing unit appears to be vacant because nobody
responds to your call, ascertain from neighbors whether or not it
is indeed vacant. Note that a housing unit used only during
vacation, weekends or only during certain times of the year is
considered vacant even though at the time of your visit,
somebody is occupying it. The persons using them should be
enumerated in their usual residence.

3.3   HOUSEHOLD

Definition of Household

     A household is a social unit consisting of a person living
alone or a group of persons who

    1.   sleep in the same housing unit; and
    2.   have a common arrangement for the preparation and
         consumption of food.

     In most cases, a household consists of persons who are
related by kinship ties, like parents and their children. In some
instances, several generations of familial ties are represented
in one household while, still in others, even more distant
relatives are members of the household.

     Household helpers, boarders, and non-relatives are
considered as members of the household provided **they sleep in the
same housing unit and have common arrangement for the preparation
and consumption of food** and do not usually go home to their
family at least once a week.

     A group of underlined individuals, as in the case of a
group of students or workers who decide to rent a place and make
common arrangements for the preparation and consumption of their
food, constitutes one household.

Usually, a household is the entire group of persons who customarily live in the same housing unit. However, there are cases when two or more distinct family groups or groups of unrelated persons maintain separate food arrangements even though they share one housing unit. Each of these two or more distinct groups constitutes a household.

A person who shares a housing unit with a household but separately cooks his meals or consumes his food elsewhere is not considered a member of the household he shares the housing unit with. That person should be listed as a separate household.

Furthermore, if two groups of individuals prepare and consume their meals together but sleep in separate housing units, then the two groups constitute two different households.

Household Membership

Include as members of the household, the following persons:

a. Those who are present and whose usual place of residence is the place where the household lives.

    Usual place of residence is the place where the person usually resides. This may be the same or different from the place where he was found at the time of the census. As a rule, it is the place where he usually sleeps.

b. Those whose usual place of residence is the place where the household lives but are temporarily away at the time of the census because they are:

    1. on vacation, business/pleasure trip or study/training somewhere in the Philippines and are expected to be back within six (6) months;

    2. on vacation, business/pleasure trip or study/training abroad and are expected to be back within a year;

    3. working or attending school in some other place but comes home at least once a week;

    4. confined in hospitals for a period of not more than six (6) months at the time of enumeration except when they are confined as inmates of such institutions as:

        - tuberculosis pavilions
        - mental hospitals
        - leprosaria or leper colonies
        - drug rehabilitation centers;

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5. detained in national/provincial/city/municipal jails or in military camps for a period of not more than six (6) months at the time of enumeration except when their sentence or detention is expected to exceed 6 months;

6. training for not more than 6 months with the Armed Forces of the Philippines;

7. on board coastal, inter-island or fishing vessels within Philippine territories; and

8. on board ocean-going vessels but are expected to come home at least once a year.

c. Boarders/lodgers of the household or employees of household-operated business who do not usually go to their respective homes weekly.

d. Citizens of foreign countries, excluding members of diplomatic missions and non-members of international organizations, but including Filipino Balikbayans who have resided or are expected to reside in the Philippines for more than a year from their arrival.

e. Persons temporarily staying with the household who have no usual place of residence or who are not certain to be enumerated elsewhere.

Take note of the following special cases:

a. Boarders are members of a household if they fall under rule #3 above. However, if there are 10 or more of such persons in the household, do not include them as members of the household with whom they board. These boarders will all be considered as institutional population and will be enumerated separately from the household.

b. A person who lodges with a household but makes arrangements for his own meals or takes his meals outside (e.g., bed-spacer) is not a member of that household. He constitutes a one-member household provided he does not usually go home to his family at least once a week.

c. Two or more families who share the same housing unit are considered one household if they have common arrangements for the preparation of food. They comprise different households if they prepare their food separately.

d. Two or more unrelated individuals who share the same housing unit also constitute one household if they have common arrangements for the preparation and consumption of food. If each of them takes care of his own meal, then each one is considered a one-member household.

e. Persons who take their meals with a household but sleep elsewhere are not considered members of that household.

f. Family members who are overseas workers and who are away at the time of the census are considered members of the household even though they are expected to be away for more than a year.

3.4   INSTITUTIONAL LIVING QUARTER

Definition of Institutional Living Quarter

Institutional living quarters are structurally separate and independent places of abode intended for habitation by large groups of individuals. Such quarters usually have certain common facilities such as kitchen and dining rooms, toilet and bath, and lounging areas which are shared by the occupants.

The occupants of institutional living quarters are usually subject to a common authority or management or are bound by either a common public objective or a common personal interest.

Institutional Living Quarters to be Listed

Institutional living quarters in operation at the time of the census are also to be listed in the listing booklet and to be assigned institutional living quarter serial numbers.

Among the common institutional living quarters are the following:

a. hotels, motels, inns, dormitories, pension and other lodging houses which provide lodging on a fee basis

b. hospitals, sanitaria, rehabilitation centers

c. orphanages, homes for the aged

d. seminaries, convents, boarding schools

e. penal colonies, prisons

    f.   military camps and barracks, refugee camps, and camps established for the temporary housing of workers in mining, agriculture, public works and other types of enterprises

Institutional living quarters which are in operation but at the time of the census have no residents that qualify for enumeration are also **to be listed.** An example is a dormitory whose residents all went home for vacation.

Do not list those previously used as institutional living quarter but are no longer used as such or are already abandoned at the time of the census.

3.5 INSTITUTIONAL POPULATION

Definition of Institutional Population

Institutional population comprises persons who are found living in institutional living quarters. They may have their own families or households elsewhere but at the time of the census, they are committed or confined in institutions.

Institutional Population Membership

Consider the following persons as members of the institutional population:

    a.   permanent lodgers in boarding houses

    b.   dormitory residents who do not go home at least once a week

    c.   hotel residents who have stayed 6 months or more at the time of the census

    d.   boarders in residential houses, provided that their number is ten (10) or more. (Note: If the number of boarders in a house is less than 10, they will be considered members of regular households, not institutional).

    e.   patients in hospitals who are confined for at least 6 months

    f.   wards in orphanages

    g.   inmates of penal colonies or prison cells

    h.   seminarians, nuns in convents

    i.   soldiers residing in military camps

j.   workers in mining and similar camps

It should be noted here that within the premises of institutional living quarters, there are <u>persons who are not members of the institutional population</u>. They should be included in the household where they are actually a member of.

Examples:

a.   military officials (and members of their households) who have housing units within military installations or camps

b.   the managers (and members of their households) of refugee camps, dormitories, hotels, hospitals, etc. who occupy and regularly use as their place of abode living quarters in the institutions that they manage

CHAPTER IV

FIELD ENUMERATION FORMS AND PROCEDURES

This chapter discusses the field enumeration procedures. It includes instructions on how to identify enumeration areas, how to determine whom to enumerate, how to conduct an enumeration, and how to handle enumeration problems. It also describes the basic census forms to be used during the field enumeration and gives a brief outline of the fieldwork procedures. Some of these topics are discussed with more details in the succeeding chapters.

4.1   BASIC CENSUS FORMS

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

a.   CPH Form 1 - Listing Booklet

This is a booklet of 10 listing pages wherein you will list the buildings, housing units, households and institutional living quarters within an enumeration area (EA). You will also record other information pertaining to the population of households and institutional living quarters.

b.   CPH Form 2 - Common Household Questionnaire

This is the basic census questionnaire which you will use for interview and for recording information about the common (non-sample) households. This questionnaire gathers information on the following demographic and social characteristics of the population: relationship to household head, date of birth, age, sex, marital status, religious affiliation, citizenship, disability, residence five years ago, literacy and highest educational attainment. This also gathers information on building and housing unit characteristics and household characteristics and amenities.

c.   CPH Form 3 - Sample Household Questionnaire

This is the basic census questionnaire which you will use for interview and for recording information about the sample households. This questionnaire contains the same questions as in CPH Form 2 and additional questions, namely: mother tongue, mother's usual residence, previous residence, duration, language,

school attendance, place of school, usual occupation, kind of industry, employment status, occupation and industry in the past week, place of work, availability of work, looking for work, reason for not looking for work, and some items on fertility. It also asks additional questions on household characteristics and amenities.

d.   CPH Form 4 - Institutional Population Questionnaire

This questionnaire records information about persons considered part of the institutional population. It contains questions on residence status, date of birth, age, sex, marital status, religious affiliation, citizenship and disability.

e.   CPH Form 7 - Notice of Listing/Enumeration

This is a sticker which you will post to all housing units and institutional living quarters which you have listed and enumerated within the enumeration area. You will post one sticker for every institutional living quarter   and as many stickers as there are housing units within the building. A space is provided for the household/institution serial number(s).

f.   CPH Form 8 - Appointment Slip Form

You will use this form to make an appointment with any responsible member of the household in case you fail to interview one during your first visit. You will indicate in this form the date and time of your next visit.

4.2   ENUMERATION AREA ASSIGNMENT

As an enumerator, you will be assigned one or more enumeration areas (EAs) depending on your workload and on the expected duration with which to cover the EAs. An EA usually consists of about 300 to 400 households. An EA may be part of a barangay or may be an entire barangay by itself.

If a barangay is divided into several parts, each part constitutes one EA. All EAs within a barangay will be serially numbered beginning with serial number 01. An entire barangay which is not split will be assigned an EA number of 00.

Example: If Barangay San Miguel with an estimated number of 550 households is divided into two (2) parts, then the enumeration areas will be identified as EA 01 and EA 02 of Barangay San Miguel.

The EA or EAs that will be assigned to you should already have a pre-assigned serial number. Make sure that you know what this or these numbers are.

4.3   WHOM TO ENUMERATE

Persons to be Included in the Enumeration

The persons whom you will enumerate during the census will be those who are alive as of <u>12:01 a.m.</u> <u>of</u> <u>May</u> <u>1</u>, <u>1990</u> and who are:

a.   Filipino nationals permanently residing in the Philippines;

b.   Filipino nationals who are temporarily at sea or are temporarily abroad as of census date;

c.   Filipino overseas workers as of census date, even though expected to be away for more than a year;

d.   Philippine government officials, both military and civilian, including Philippine diplomatic personnel and their families, assigned abroad; and

e.   Civilian citizens of foreign countries having their usual residence in the Philippines or foreign visitors who have stayed or are expected to stay for at least a year from the time of their arrival in this country.

Take note of the following cases:

a.   A person who died at exactly or after 12:01 A.M., May 1, 1990 should be <u>included</u> in the enumeration.

   Example:

   The enumerator interviewed the Reyes household on May 10, 1990, and he was told that Mario died on May 4, 1990. The enumerator should include Mario along with other members of the household because he was still alive on May 1, 1990, which is the reference day of the census.

b.   A person who died before 12:01 A.M., May 1, 1990 should be <u>excluded</u> from the enumeration.

   Example:

   Anselmo Gaspar died from a heart attack at midnight (12:00 P.M.) of April 30, 1990. The enumerator should

exclude Anselmo from the enumeration of the Gaspar household. He was no longer alive at 12:01 A.M., May 1, 1990 and therefore, he is not part of the population as of the census date.

c. A baby born before 12:01 A.M., May 1, 1990 should be <u>included</u> in the enumeration.

d. A baby born at exactly or after 12:01 A.M., May 1, 1990 should be <u>excluded</u> from the enumeration.

Persons to be Excluded from the Enumeration

You should exclude the following persons from enumeration although they happen to be within the territorial jurisdiction of the Philippines at the time of the census enumeration:

a. Foreign ambassadors, ministers, consuls or other diplomatic representatives, and members of their families (except Filipino and non-Filipino employees who have been residents of the Philippines prior to said employment);

b. Citizens of foreign countries living within the premises of an embassy, legation, chancellery or consulate;

c. Officers and enlisted men of U.S. Military or Naval Forces and non-Filipino members of their households, irrespective of residence; foreigners who are civilian employees in U.S. military or naval stations and members of their families living within the premises of said stations or reservation; (Note: for foreigners who are civilian employees of said stations living outside the station or reservation, see Item 5.);

d. Citizens of foreign countries who are chiefs or officials of international organizations like United Nations (UN), International Labor Organization (ILO), Asian Development Bank (ADB), Food and Agricultural Organization (FAO), the US Agency for International Development (USAID) who are subject to reassignment to other countries after their tour of duty in the Philippines, and members of their families;

e. Citizens of foreign countries together with non-Filipino members of their families, who are students or who are employed, or have business in the Philippines but who are expected to stay in the country for less than a year from arrival;

f. Citizens of foreign countries and Filipinos with usual place of residence in a foreign country who are visiting in the Philippines and who have stayed or are

expected to stay in the country for less than a year from arrival (e.g., a Balikbayan who will return to his usual place of residence abroad after a short vacation or visit in the Philippines);

g.   Citizens of foreign countries in refugee camps/vessels; and

h.   Residents of the Philippines on vacation, pleasure or business trip, study or training, etc. abroad who have been away or expected to be away from the Philippines for more than one year from departure.

Although the persons listed above are not to be enumerated, you should still visit their households. Persons working for them or living with them may be among those who should be included according to the rules of enumeration.

4.4   HOW TO CONDUCT AN ENUMERATION

Whom to Interview

Interview any responsible member who can provide accurate answers to the questions and who can give information for the household. The head of the household or his spouse would be the most qualified respondent. Household helpers or boarders usually cannot give accurate information.

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.

Be guided by the following interviewing techniques:
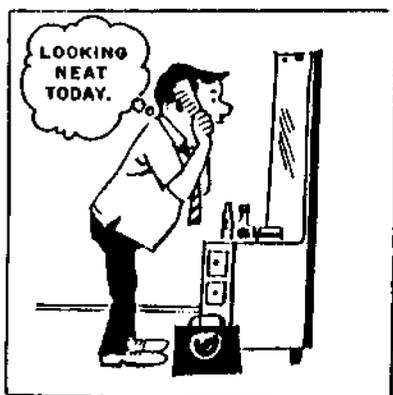
1.   Be presentable.

Make a good impression by dressing appropriately and neatly.

Some people judge others by what they wear and may not open the door for someone who appears messy or untidy.

2. Be polite.

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

Always try to smile.

Be prepared for all types of questions and give honest answers.

3. Introduce yourself and the Census.

Your introduction is important. As an introduction, you may say the following:

"GOOD MORNING/AFTERNOON. I AM (YOUR NAME), AN ENUMERATOR OF THE NATIONAL STATISTICS OFFICE. HERE IS MY IDENTIFICATION CARD. WE ARE CURRENTLY CONDUCTING THE 1990 CENSUS OF POPULATION AND HOUSING IN THE COUNTRY. I WOULD APPRECIATE VERY MUCH YOUR ANSWERING THE QUESTIONS IN THIS UNDERTAKING. PLEASE BE ASSURED THAT ALL YOUR ANSWERS WILL BE TREATED CONFIDENTIAL."

4. Explain the objective of the Census.

Sometimes it is necessary to explain the objective of the Census to gain cooperation from a person. Explain to him the objective of the Census as discussed in Chapter 1 of this manual.
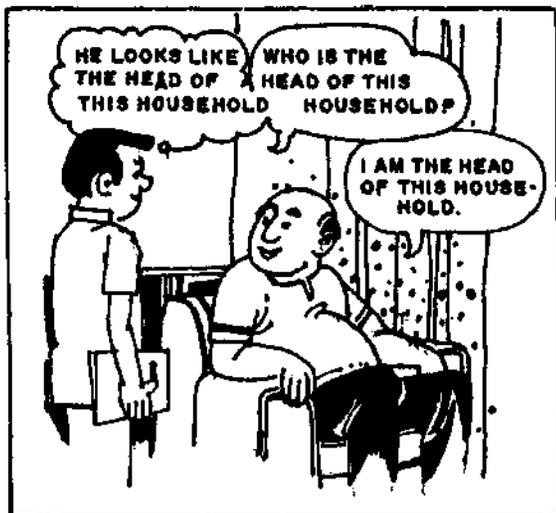
5. Ask all the questions.

Never assume answers. Ask a question even if you think you already know the answer to it. What you think may not be the right answer.
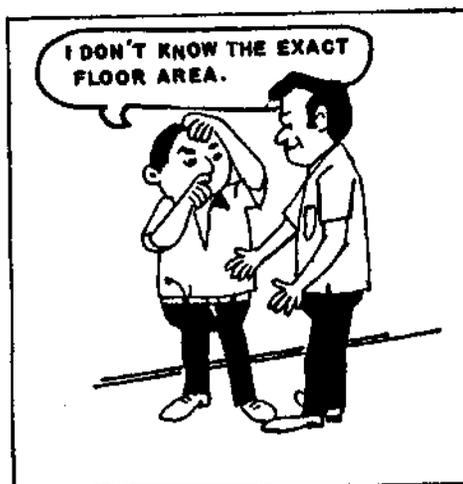
6. Do not settle for an unsatisfactory answer.

Occassionally a person's answer may be confusing or unclear. In that case, do not settle for his answer.
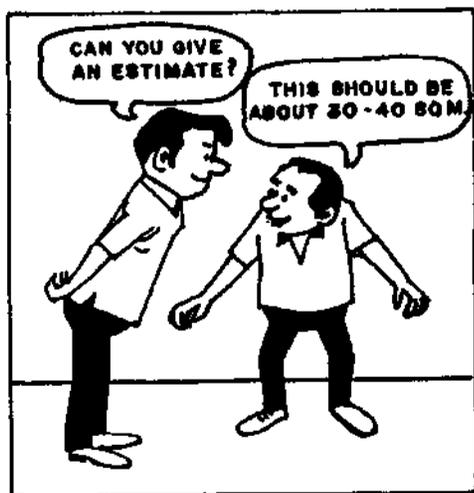
7. Probe if a person's answer isn't satisfactory.

If the person's answer is not satisfactory, you should *probe for more information. The most common types of probes are:

* repeating the question
* asking for more information
* asking for an estimate, if appropriate
* pausing to give the person time to think

8. Thank the person for cooperating.

Always try to leave the respondent with a good feeling toward the Census.

Express your appreciation for the person's cooperation.

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How to Ask Questions

In asking questions, observe the following rules:

a. Ask all questions <u>exactly as they are worded</u> in the questionnaire. Changing the wording can change the meaning of the question and, thereby, change the answer.

b. If the respondent cannot understand or is not comfortable with the English language, use the translation of questions.

c. Ask all questions in the order shown in the questionnaire. Follow "skip" instructions.

d. Never ask a leading question - one that suggests the answer desired by the interviewer. By asking a leading question, the respondent's mind is set into believing that the answer suggested by the question is the right one.

   Example of leading question:

   " Are you the head of this household?".

   The right question should be:

   " Who is the head of this household?".

e. Do not interrupt the respondent unless necessary.

f. Finish recording an answer before asking the next question.

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.

Example:

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., P27, P28, P29, etc.) referred to, while for the housing questions, precede the remark by the item identifier (e.g., B1, B2, B3, D1, etc.).

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.

How to Check the Completed Questionnaire

After each interview, review the listing booklet and questionnaire 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 household to make sure that no question is omitted. You may do the detailed check later. In case of major errors or discrepancies, revisit the household as soon as possible to verify and correct such errors.

4.5   HOW TO HANDLE ENUMERATION PROBLEMS

Some of the problems you may encounter during the enumeration are listed below. If you encounter difficulties not covered here or in any part of this manual, do not hesitate to contact your team supervisor for assistance.

a.   No possible respondent at home or entire household is away

If in your first visit you do not find any possible respondent at home or the entire household is away, you must make a callback at your earliest opportunity. A callback is a revisit to a household whose respondent has not been interviewed by the enumerator during the previous visit. It is an aim to contact the respondent and obtain information pertaining to the household.

Inquire from children, maids or neighbors the best day and time for a callback. Leave to any person in the house CPH Form 8 (Appointment Slip) indicating the date and time you will be back for an interview. Enter the same date and time in the "remarks[11] column of CPH Form 1.

However, in case the whole household is away, you may leave the form to any place where it *can* be easily seen or just leave it to a responsible neighbor. Be sure to give some instructions regarding the purpose of your visit.

Households you are unable to contact after three
visits

If during your third visit you are still not able to
contact any responsible member of the household despite
issuance of CPH Form 8, Appointment Slip Form, try to
obtain last resort information from a neighbor or other
sources of information about the household. Last resort
information is information about a housing unit and the
people who live there obtained from sources other than
those to whom the information pertains. After obtaining
last resort information , write LR and the source of
information in the "Remarks" column of CPH Form 1.

c.   Cases of refusal

Occasionally,   a   respondent   will   refuse   to
cooperate with you. In this case, stress to the
respondent that:

1.   the census data are strictly confidential

2.   this Census is a very important undertaking; the
      conduct of censuses by the NSO is undertaken under
      the authority of Commonwealth Act 591; Batas
      Pambansa Blg. 72 further accorded the NSO the
      authority to conduct censuses every ten years
      beginning in 1980;

3.   it covers all individual persons and living
      quarters throughout the country;

4.   the information collected   is needed by the
      government and private sectors; and

You may have an argumentative type of respondent who
asks questions about certain aspects of the census. You
will not gain much if you argue with him. It is better

not to say anything controversial and just let him air his views. Very often, after having his way, he will become cooperative.

If you still fail to obtain an interview, write refusal: for referral in the "remarks" column in CPH Form 1, and report the matter to your supervisor. If even higher authorities fail to convince the respondent of the household to cooperate, try to obtain last resort information. Write LR: from (source/s) in the "remarks" column of CPH Form 1.

4.6   LISTING AND ENUMERATION PROCEDURES

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

a. mapping - updating and verifying the boundaries and physical features of the EA map provided to you;

b. canvassing - door-to-door visit in the entire EA to look for enumeration units to list ensuring complete coverage of the area;

c. listing - simultaneous listing of buildings, housing units, institutional living quarters, households and institutional population using CPH Form 1; and

d. enumeration - interviewing and accomplishing CPH Form 2 for common households; CPH Form 3 for sample households;   and CPH Form 4 for institutional population.

You will do all the above activities simultaneously as you cover the entire enumeration 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 listing and enumeration, be sure to fill up the geographic items (province, city/municipality, barangay and enumeration area number), of CPH Forms 1, 2, 3 and 4.

Step 2. Using your EA map, acquaint yourself with the area by going around it and through it. Where necessary, correct its boundaries and landmarks to avoid overlapping of coverage with adjoining areas and to establish a check for completeness of coverage.

Step 3. Plan your canvassing route for listing and 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. Go to the first building.

Step 6. Ascertain if the building is to be listed.

Step 7. If the building is to be listed (as per the rules specified in Section 3.1 of Chapter III), proceed to Step 8. Otherwise, proceed to Step 20.

Step 8. Plot on the map the building symbol and serial number. If you find the CB building sticker on the building, copy the CB building serial number to column 2 of CPH Form 1. (Note: The CB building stickers are the green stickers which were posted on each building during the 1989 Census of Buildings. These stickers have the serial numbers assigned to each building in urban areas and selected rural areas of the country).

Step 9. As you enter the building for enumeration, watch out for basements, side and rear entrances of the building for they may lead to other living quarters. Look for two or more doorbells, electric meters, etc. which are signs of separate living quarters. Apply Steps 10 to 19 to each separate living quarter in the building.

Step 10. If living quarter is a housing unit, proceed to Step 13; if institutional, proceed to Step 11.

Step 11. Fill up columns 1 to 8 of CPH Form 1.

Step 12. If there are no residents in the institutional living quarter who qualify for the enumeration, fill up columns 9 to 10 of CPH Form 1 and the the geographic identification of CPH Form 4. Write on the remarks column of CPH Form 1 " c/o (your name)". Proceed to Step 19.

If the institutional living quarter is a hotel. dormitory or boarding house with 20 or less residents, accomplish columns 9 to 10 of CPH Form 1 and all items of CPH Form 4. Write on the remarks column of CPH Form 1 "c/o (your name)" to indicate that it is your task to fill up CPH Form 4 for this particular institutional unit. Review the questionnaire before leaving. Proceed to Step 19.

If the institutional living quarter is <u>not among those mentioned above</u>, accomplish columns 9 to 10 of CPH Form 1 and leave CPH Form 4 to the manager or head of the institution. Inform him that your team supervisor will collect the completed questionnaire a week after. Write on the remarks column of CPH Form 1 " c/o TS " to indicate that it is the task of your TS to collect the accomplished CPH Form 4. Proceed to Step 19.

Step 13. Ascertain if the housing unit is to be listed.

Step 14. If it is to be listed, proceed to Step 15. Otherwise, proceed to Step 20.

Step 15. Fill up columns 1 to 8 of CPH Form 1.

Step 16. If the housing unit is <u>vacant or used only as vacation or rest house, or if it is occupied by persons excluded from the enumeration</u>, proceed to Step 17; if the housing unit is <u>occupied by persons included in the enumeration</u>, proceed to Step 18.

Step 17. Accomplish the geographic items and items B1 to B5 and D1 of CPH Form 2 or 3. Proceed to Step 19.

Step 18. Interview each household in the housing unit. During each household interview, accomplish columns 9 to 10 of CPH Form 1. If the household is a common household, accomplish all items of CPH Form 2; if a sample household, accomplish all items of CPH Form 3.

Step 19. Post CPH Form 7 - Notice of Listing/Enumeration in a conspicuous part of the housing unit or institutional living quarter. If a household is meant to be revisited because you fail to interview an eligible respondent, do not place the sticker yet. You will place this sticker only after you are able to get information about the household.

Step 20. If the building is the last building in the EA, mark the point E on your map and proceed to Step 23. Otherwise, proceed to Step 21.

Step 21. Go to the next building.

Step 22. Go back to Step 6.

Step 23. Compute the column totals on each page of CPH Form
1.

Step 24. Edit accomplished CPH Forms 1, 2, 3, and 4.

Step 25. Submit   all   accomplished forms   to your team
supervisor.

CHAPTER V

MAPPING AND CANVASSING

This chapter describes the detailed instructions and procedures for the mapping and canvassing operation. It discusses the instructions on how to read and update 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.

5.1 Mapping

For purposes of the 1990 CPH, you will be provided with a sketch of the EA map. If your EA was covered during the 1989 Census of Buildings (CB) , you will also receive the map used by the GB enumerator. The CB map will be your reference in updating the sketch map which you will use in plotting the location and serial numbers of buildings.

How to Read a Map

Learn to read your map. In Appendix C, the standard geographic and cartographic symbols are presented for your reference in reading the barangay/EA map.

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 ———————

How to Update a Barangay/EA Map

Familiarize yourself with the standard cartographic symbols to be used in updating the map. Establish the exact EA boundaries before the enumeration. Consult the barangay chairman or other local officials for boundaries which are imaginary or doubtful and for the correct names of streets or roads, rivers, etc. In case of boundary dispute, consult your supervisor.

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. Enter the names of heads of households, stores, factories, etc., or other landmarks along or near imaginary boundary lines, including those outside the barangay. Be sure to indicate the proper symbol of the barangay boundary so that features indicated outside the barangay are properly identified as outside the barangay.

5. If the enumeration area has blocks, number the blocks in your map in a serpentine manner, starting from 1 and so on up to the last block to identify each block properly.

    A <u>block</u> is an area bounded on all sides by visible features such as streets, roads, railroad tracks/ rivers, etc., or by invisible features such as city/municipality or province limits.

6. Do not number entire blocks which contain no building such as vacant lot, park, basketball court, etc. Instead, write the description of the block such as "vacant lot", "park", "basketball court", etc. to serve as landmark on the map.

7. In highly congested areas, if it is not possible to plot all the buildings because of the limited space on the map, you must do block mapping (see next section).

    <u>Block mapping</u> is sketching/drawing the enlarged block of an area on a separate sheet of long bond paper. This will enable you to plot all the buildings listed.

If you think the barangay/EA map will suffice for plotting the buildings in your EA (especially if the area has few buildings) , you do not need to draw block maps.

8.   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.

How to Prepare Block Maps

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

1.   Print the name of the province, city/municipality, barangay, EA number and block number 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" X13"). 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 block must also be indicated.

How to Indicate the Location of Buildings on the Map

In the course of canvassing the EA, indicate on the map the approximate location of buildings. Use the proper symbols for each as shown in the illustrations below.

In CPH Form 1 - Listing Booklet, column 3 is for "Building Serial No." During the enumeration, list and assign a serial number to all buildings or shelters where households or institutional population are living, and to buildings with housing units which are all vacant. These buildings are to be indicated on the map using the following symbols:

SYMBOL   DESCRIPTION

◯   Residential buildings wherein one or more households are actually living

(v)   Residential buildings which are completely vacant

SYMBOL	DESCRIPTION

Commercial buildings or agricultural buildings with housing units wherein one or more households are actually living

Commercial buildings or agricultural buildings with housing units which are completely vacant

Purely institutional living quarters (hotels, motels, dormitories, etc.)

Institutional living quarters wherein one or more households are actually living

Institutional living quarters with one or more housing units which are all vacant

Other kinds of buildings where households are enumerated like schools, churches, public markets; etc.

Other kinds of structures where households are enumerated such as caves, boats, abandoned trucks, culverts, etc.

NOTE: Plot only important commercial, industrial or agricultural buildings without households or housing units to serve as landmarks. **However, they should not be listed in CPH Form 1 nor assigned building serial nos.**

How to Indicate Building Serial Nos. on the Map

In column 3 of CPH Form 1, assign a 3-digit serial number to the building starting from **001**. Indicate also these building serial numbers on the map, right below the building symbols. For each map, mark the location where you started listing the buildings by the letter **S** and where you ended by the letter E (see Illustration 5.2 How to Canvass an EA on page 46).

5.2   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 the map of the barangay/EA carefully and figure out the most methodical and convenient way of

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completely canvassing the EA. If necessary, consult with knowledgeable persons.

2. Cover every part of the EA. To ensure the complete coverage of your EA, do not fail to visit each house or building in your EA. If no one responds to your calls, inquire from neighbors.

3. In densely populated areas, especially in places where the buildings are close to each other, watch out for ground floors, and side and rear entrances of buildings for they may lead to living quarters. Watch out also for two or more front doors, doorbells, electric meters, etc., which are signs of separate living quarters.

4. Do not assume broken down buildings as abandoned. Make inquiries from people around if there are people residing there.

5. Check whether a building contains one or more housing units. Be sure that all housing units within the building are visited.

6. Be sure to cover thoroughly each floor of multi-storey residential buildings.

   Make an inquiry whether there are persons residing in offices, stores, restaurants, shops, factories, etc.,

7. For households living along or near imaginary boundaries of two barangays/EAs, ascertain whether or not their residence is part of the EA. Ask their address and if it is within or part of the barangay/EA, include it in the specified EA.

How to Canvass an EA with Blocks

If you are assigned to an EA composed of blocks, follow the following rules on how to canvass the area:

1. Canvass the area BLOCK BY BLOCK, beginning from the lowest numbered block. Then completely canvass each block in block number order. Example, Block 1, Block 2, Block 3 and so on up to the last block.

2. In each block, start at a corner and go around the block preferably in a clockwise direction **(KEEP RIGHT)**, along the inner side of the bounding streets until the starting point is reached.

3. When you are near the boundary of the EA, ascertain whether the block belongs to your area before

proceeding to canvass the said block.

4. Be observant at every point along the way for buildings at the back of the front-row buildings. If a short alley or path is seen, enumerate the building encountered as soon as you come to the alley or path; always try to finish one side of the pathway or alley first until you reach a dead-end, then proceed to the other side of the pathway/alley.

5. In enumerating along the street or road, never go from one side of the street or road to the other side. If you do, then you will no longer be canvassing block by block as earlier directed.

6. Encircle the block number on the map when you have finished canvassing the block so that you can keep track of your progress.

7. Of course, you need not travel blocks which entirely contain no building such as vacant lot, park, baseball field, basketball court, etc.

How to Canvass an EA Without Blocks

If your EA does not have blocks, canvass the area as systematically as possible. If a street or road cuts through the middle of the EA, you can canvass on one side of the street or road first, and later on the other side.

In a densely populated EA without blocks and the buildings are in disarray, begin from one outer part of the EA, and proceed to the next part and so on until all the densely populated areas are covered. Sometimes buildings are in clusters and the clusters are separated from each other by a path, alley, canal, water pipeline, fence, etc. In such a situation, proceed cluster by cluster. In any case, be sure to go thru alleys, paths, etc.

In rural areas, canvass from one end of an EA to the other end, as when buildings are along a road, river, shore or mountains. Or, from one outer sitio, village or locality to the next, and so on until the whole EA is covered. For buildings away from clusters of buildings, determine the routes to follow in order to canvass the whole area.

In an EA where the buildings are dispersed and far apart from each other, consult with barangay officials or other knowledgeable persons on the best way to cover it. If necessary, draw lightly with a pencil on your map the routes to take. In the course of your enumeration, always inquire about buildings in the vicinity that are hidden from view, the routes to follow and other helpful information.

How to Canvass Multi-storey Buildings

In a multi-storey building, canvass storey by storey, starting with the ground floor. Inquire about persons living in closed rooms and rooms apparently used as office.

In multi-storey residential buildings, watch out for separate entrances and stairways leading to individual housing units. Canvass the buildings by going from one entrance/stairway to another, including those on the ground floor.

In commercial and industrial buildings, inquire from offices or establishments on the ground floor or from other sources whether or not there are living quarters in any of the floors. Be sure to canvass the entire building.

Canvassing Illustration

For purposes of illustrating the above instructions, here is a case wherein an enumerator systematically canvasses his assigned EA.

An enumerator is assigned in Barangay La Paz in Makati. The Barangay is split into 5 EA's and he is assigned to enumerate EA 01 and EA 02.

Illustration 5.1 shows the sketched map of one of his assigned area, that is, EA 02. The area has 4 blocks, including a small block which contains only a basketball court. The enumerator numbers the blocks according to the manner by which he canvasses the entire EA systematically. He numbers as Block 1, the block bounded by Zobel Roxas, Mascardo, Sunnico, Onyx, Guam and Eureka; as Block 2, the block bounded by Eureka, Archimedes and Dumas; and as Block 3, the block bounded by Caton, Archimedes and Dumas. He no longer assigns a block number to the small block which contains only a basketball court since he does not canvass it. He simply prints on the block "basketball court".

The enumerator does block mapping since the area is highly congested. While enumerating, he finds out that there are alleys within Block 1. Illustration 5.2 shows how he goes about in canvassing and enumerating Block 1, the direction of which is indicated by arrows starting from the circle with **S** (meaning start) and ending with an **E** (meaning end). Take note on how he canvasses from one side of each alley (symbolized by _ _ _ _ _) to another.

Illustration 5.1

ENUMERATION AREA MAP

Illustration 5.2

HOW TO CANVASS AN EA

PROVINCE: 2nd DISTRICT, MANILA
CITY / MUNICIPALITY: MAKATI
BARANGAY: LA PAZ
EA NO.: 02
BLOCK NO.: 1

LEGEND

Ⓢ — START

Ⓔ — END

→ DIRECTION TO BE TAKEN

◯ — RESIDENTIAL BUILDING WHEREIN ONE OR MORE HOUSEHOLDS ARE ACTUALLY LIVING

Ⓥ — RESIDENTIAL BUILDING WHICH IS COMPLETELY VACANT

▭ — COMMERCIAL / INDUSTRIAL / AGRICULTURAL BUILDING WITH HOUSING UNITS WHEREIN ONE OR MORE HOUSEHOLDS ARE ACTUALLY LIVING

CHAPTER VI

HOW TO ACCOMPLISH CPH FORM 1 - LISTING BOOKLET

This chapter provides the detailed instructions on how to fill up the listing booklet.

CPH Form 1 - Listing Booklet is a booklet of 10 listing pages wherein buildings , housing units, households and institutional living quarters will be listed. It also gathers information on the population of the households and institutional living quarters.

6.1 INSTRUCTIONS ON HOW TO FILL UP CPH FORM 1

Geographic Area Identification

Secure from your team supervisor the geographic identification of your enumeration area which consists of both the names of the places and their corresponding codes.

Write the geographic identification of the EA in the cover page of the booklet to ensure that it can be readily identified as belonging to a specific area. Write the name of the province, city/municipality and barangay on the lines provided and enter the codes in the corresponding code boxes. The number of code boxes for each geographic item indicates the number of digits in the code for that area. Thus, the province has a 2-digit code; the city/municipality, a 2-digit code; the barangay, a 3-digit code; and the enumeration area number, a 2-digit code. The 2-digit enumeration area number (EA No.) indicates that part of the barangay which constitutes your area of assignment.

All items of the geographic identification, namely, province, city/municipality, barancray and enumeration area number. should be correctly and completely specified and coded.

However, if the city/municipality and/or barangay of your area of assignment is newly created, it is possible that the codes are not yet available. If this is so, simply leave the code boxes blank.

Write also the geographic names on the top portion of the right page of every spread to ensure that even if the pages are accidentally separated from the booklet later on, they could be easily identified.

NOTE: You should fill up the geographic identification before you go to the field for enumeration.

Highly urbanized and chartered cities are considered independent entities from the province. However, for our purpose, we will identify such cities along the provinces where "they are located. For example, we will consider Cebu City as part of the Cebu province and therefore, both these geographic names should appear on the cover.

Example:

```
┌─────────────────────────────────────────────────────────┐
│          GEOGRAPHIC   IDENTIFICATION                     │
│                                                          │
│  Province            CEBU              ┌──┬──┐            │
│                  _____      │ 2│ 2│            │
│                                        └──┴──┘            │
│  City/Municipality   CEBU  CITY        ┌──┬──┐            │
│                  _____      │ 1│ 7│            │
│                                        └──┴──┘            │
│  Barangay          GUADALUPE      ┌──┬──┬──┐             │
│                  _____ │ 0│ 2│ 9│             │
│                                   └──┴──┴──┘             │
│  Enumeration Area No. . . . . . . .    ┌──┬──┐           │
│                                        │ 0│ 0│           │
│                                        └──┴──┘           │
└─────────────────────────────────────────────────────────┘
```

2. In the National Capital Region, each of the seven districts corresponds to a province. Manila is one of the districts and therefore it should be reported as a province rather than as a city. In turn, the districts within it like Ermita, Sampaloc, Tondo, etc., will be the equivalent of city/municipality. The other districts of NCR will be treated in the same manner.

Example:

```
┌─────────────────────────────────────────────────────────┐
│          GEOGRAPHIC   IDENTIFICATION                     │
│                                                          │
│  Province          NCR 1 (MANILA)      ┌──┬──┐           │
│                  _____      │ 3│ 9│           │
│                                        └──┴──┘           │
│  City/Municipality   SAMPALOC          ┌──┬──┐           │
│                  _____      │ 0│ 6│           │
│                                        └──┴──┘           │
│  Barangay          BGY. 446       ┌──┬──┬──┐            │
│                  _____ │ 0│ 5│ 2│            │
│                                   └──┴──┴──┘            │
│  Enumeration Area No. . . . . . . .    ┌──┬──┐          │
│                                        │ 0│ 1│          │
│                                        └──┴──┘          │
└─────────────────────────────────────────────────────────┘
```

Note that the barangay number, which is used as the barangay name is not necessarily the same as the code for that barangay.

Random Start

Secure from your team supervisor the random start to be used in the selection of sample households in your EA and write it on the space provided. The random start is any number from 1 to 10 or from 1 to 5, as the case may be, depending on the sampling rate applicable in your EA assignment. In some areas, no sampling will be applied in which case, the space for random start will simply be left blank.

Col. 1 - **Date of Visit**

This column should be filled out for every first building listed in each day. Enter the date in terms of the month and the day, separated from each other by a slash. For example, May 6 should be written as 5/6. To indicate the date of visit of all other buildings listed in the same day, simply draw a downward arrow in column 1 that extends to the last building listed during the day.

Col. 2 - **CB Building Serial Number**

During the 1989 Census of Buildings operations, each of the building in the urban areas and in some selected rural areas has been assigned a unique building serial number indicated on a sticker and posted on a conspicuous part of the building. Thus, if you are assigned to enumerate in one of these areas, look for this sticker from each building that qualifies for inclusion in the listing. Copy the serial number assigned to the building into column 2 of the listing page. However, if you fail to find a CB sticker in the building, simply put a dash (-) in column 2.

1989 CB BUILDING STICKER

CB Form 2
Republic of the Philippines
NATIONAL STATISTICS OFFICE
Manila

1989 Census of Buildings

Building Serial Number

116

No. of Households   No. of Barangay Units

Do not deface nor remove this official notice until December 31, 1993.

Tomas P. Africa
Administrator

Col. 3 - Building Serial Number

As you come across a building, observe and determine whether it is one of those types of buildings that should be listed. If it is to be listed, assign to it a unique building serial number, which may be different from the CB building serial number. Never copy the CB building serial number.

Assign 3-digit building serial numbers consecutively, that is, assign Building Serial Number **001** to the first building listed, **002** to the second building, **003** to the third building, and so on up to the last building listed in your EA. Write the building serial number in column 3.

If a large institutional population occupies two or more buildings, assign a building serial number to each building. Enter the building serial numbers in only one line. Write the first and last serial numbers, separated by a hyphen.

If a garage or other small structure is structurally separated from the house and a household member may be sleeping in it, do not count as separate building. However, if another household resides in it, assign another building serial number to this structure.

If two or more households live in one building or there are two or more housing units in the building, enter the building serial number only in the line for the first household/housing unit. Enter a ditto mark (") for the other households/housing units in the same building.

Col. 4 – Housing Unit Serial No.

Assign Housing Unit Serial Number **001** to the first housing unit that you encounter, **002** to the second, **003** to the third, and so on up to the last housing unit.

Remember that a building may contain one or more housing units. Now, if the first few buildings that you encounter are single housing units, the building serial numbers and the housing unit serial numbers will be the same. They will start to differ only after you encounter a building that has two or more housing units.

If two or more households are living in the same housing unit, enter the housing unit serial number on the line for the first household in that unit only and write a ditto mark (") for the succeeding households.

Institutional living quarters will not be assigned housing unit serial numbers. Put a dash (-) in column 4 for such living quarters. However, if a household resides within the premises of the institutional living quarters, the place where the household lives must be identified as a housing unit and assigned a housing unit serial number in column 4.

For example, if in **a** hospital compound, there is a separate and independent house being occupied as residence of the hospital director and his family, such house should be counted as a housing unit.

In the same way, a room or a group of rooms in a hotel, which are used as private quarters by the hotel manager and his family, should be counted as a housing unit if it has complete living facilities and has direct access to the corridor or to the street.

In cases like those above, enter the housing unit serial number of the private quarters in one row of column 4 of the listing page, and enter a dash (-) under column 6. On the next line, enter a dash (-) in column 4 and write the institutional living quarters serial number in column 6.

Assign a housing unit serial number to housing units occupied by persons who are to be excluded from enumeration according to the rules specified in Chapter IV. Write **888** in column 5 (Household Serial No.) to indicate that the housing unit is occupied by persons who should be excluded from enumeration and then enter a dash (-) in columns 6, 9 and 10. In column 11, write the appropriate remark such as "Household of U.S. ambassador".

Also assign housing unit serial numbers to vacant housing units. Write **VHU** in column 7, and enter a dash in columns 6, 9 and 10. If all housing units in a building are vacant, write in this column the first and last housing unit serial numbers, separated by a hyphen and enter **VBLDG** in column 7. Enter a dash in columns 6, 9 and 10.

Also assign housing unit serial numbers to those housing units used only occassionally by their owners such as rest houses and vacation houses. In these cases, assign **889** as household serial number in column 5 to indicate that the occupants of these housing units have residence somewhere else and will be listed there.

Col. 5 - **Household Serial No.**

Assign a 3-digit number for the household serial numbers. The first household enumerated will be assigned household serial number **001;** the second, **002;** the third, **003** and so on.

As mentioned earlier, if you encounter a household whose members are excluded from the enumeration, such as foreign diplomats, assign the household serial number **888.** However, if there are persons living with the household (e.g., household helper) who is included in the enumeration and who is actually a member of that household, assign a unique household serial number to the household (the only member of which is the household helper).

If you come across a vacant housing unit, assign the household serial number **999** to that housing unit to indicate that no household occupies it. However, for housing units which are used only as vacation house or rest house, assign serial number **889** to indicate that the housing unit is being used as such.

The sample households will be identified through their household serial numbers. As you list a sample household, you should encircle its household serial number. However, in the areas where sampling will not be applied, i.e., all households in the EA will be enumerated using CPH Form 3, the household serial number should not be encircled.

Col. 6 – **Institutional Living Quarters Serial Number**

Assign a unique 3-digit serial number to every institutional living quarters. The first institutional living quarters will have serial number **001;** the second **002;** and so on.

If an institutional living quarters is in operation but at the time of the census, there are no residents that qualify for the enumeration, list and provide a serial number just the same. An example of this may be a dormitory without any resident during the census. Enter a dash (-) in columns 9 and 10 and enter the remark "no eligible resident" in column 11.

Col. 7 – **Name of Household Head or Name/Type of Institutional Living Quarters**

The head of the household is an adult person, male or female, who is responsible for the organization and care of the household or who is regarded as such by the members of the household.

Enter in column 7 the name of the head of the household being enumerated. Write the surname first, followed by a comma and then the first name and middle initial, if given. For an institutional living quarter, enter the name of the hotel, institution, etc. If the institution has no official name, enter the name of the person or the entity that manages it and the type of institution, as in the following examples:

- Alfredo Reyes' boarding house   - San Marcelino orphanage
- Cebu City jailhouse   - UP sorority house

For vacant housing unit and vacant building (with an entry of **999** or **889** in column 5), enter in column 7 the following notations:

VBLDG   –   for a building having housing unit(s) which are
                all vacant or used as vacation or rest house

VHU   –   for a vacant housing unit or housing unit used
                as vacation or rest house

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Col. 8 - Address

Enter the house number and the street name or area description in column 8. However, if there is no house number, enter only the street name or common name by which the area is known (e.g., sitio San Pascual). To indicate the same address for other households listed, simply draw a downward arrow in column 8 that extends to the last household with the same address.

Cols. 9 and 10 – Population Count

Ask from the respondent the total males and females in the household or in the institutional living quarters and enter in columns 9 and 10, respectively. If you have to leave CPH Form 4 to the manager or head of an institutional living quarter, ask for the total males and females. Encircle the entries in columns 9 and 10 for institutional living quarters.

These columns can also provide a check whether you have listed all the household members. If upon further probing it is established that there are more members of the household than what is listed, cancel the entry/ies in the listing page and enter the correct population count from the questionnaire. See to it that the entries in these columns of the listing page are consistent with those in the questionnaire (CPH Form 2, 3 or 4).

If a housing unit is vacant or if an institutional living quarters has no institutional population during the census, enter a dash (–) in columns 9 and 10. On the other hand, if all members of the household/institutional living quarters are females or males, enter 0 in column 9 or 10 , as the case may be.

NOTE: Draw a diagonal line after the last listing unit in the EA to indicate that all the listing units in the EA have been listed.

Col. 11 - Remarks

Enter in this column remarks on important matters which need explanation as cited in the preceding topic.

If you have distributed CPH Form 4 to the manager or head of an institutional living quarter, enter c/o TS in this column. However, if you have done the interview and accomplished CPH Form4 enter the remark c/o (your name).

Also use this column to indicate the date of your callback to the household, and such remarks as LR (last resort) in cases wherein the information for the household has been obtained from a neighbor or other sources.

Suppose you visit a household on May 5, 1990 and there is no responsible member to interview. Write in this column the date of callback you indicated in CPH Form 8 – Appointment Slip Form so you would remember your appoinment with the household. For example, if you indicated May 6 , 3:00 p.m. as the date and time of callback in CPH Form 8, you have to write 5/6 and 3:00 p.m. under column 11. If on May 6, you return to the household but still there is no responsible member, and the same thing happens on your third visit, gather last resort information and write LR: from (sources) in column 11.

Suppose again that you visit another household on May 5, 1990 and the household refuses to be interviewed, write refusal: for referral in this column of CPH Form 1. With the assistance of the barangay chairman, an interview of the same household is made on May 8. Enter 5/8: interview OK (bgy. chairman) in column 11. Always enter the date of callback when an interview has been made.

Use column 11 liberally and write as many remarks as you think are necessary to relay to your supervisor and other census officials.

Filling up of Column Totals

    1.   Buildings

       Total: Subtract the first Building Serial Number from the last Building Serial Number of the same page, PLUS ONE (1).

       Vacant: Count the number of entries marked "VBLDG" in column 7.

    2.   Housing Units

       Total: Subtract the first Housing Unit Serial Number from the last Housing Unit Serial Number of the same page, PLUS ONE (1).

       Vacant: Count the number of housing units with "VHU" and "VBLDG" in column 7 and make sure that multiple entries in one line under column 4 are considered in the count.

    3.   Total Households

       Subtract the first Household Serial Number from the last Household Serial Number of the same page, PLUS ONE (1).

4. Total Institutional Living Quarters

    Subtract the first Institutional Living Quarters Serial
    Number from the last Institutional Living Quarters
    Serial Number of the same page, PLUS ONE (1).

5. Population Count

    Total: Add all entries in column 9 downward and
                enter the total in the box for males; do the
                same for column 10 and enter the total in the
                box for female.

    Institutional: Add all encircled entries in columns
                9 & 10 downwards and place the totals in the
                boxes for males and females, respectively.

Page Total

     At the lower right corner of each listing page, there is a
big box provided for the page total. Enter in this box the sum
of all the column totals.

Number of Sample Households

     Below the geographic identification on the cover page, there
is code box for the number of sample households in the
enumeration area. You should fill this up only after you have
finished the enumeration of your EA.

     The number of sample households can be determined by
counting all the encircled household serial numbers in column 5
in the listing pages used for the entire EA. However, for areas
where   sampling has not been applied i.e., all households were
enumerated using CPH Form 3,   the number of sample households
should be equal to the total number of households enumerated in
the EA.

     The number of sample households for the entire EA is
approximately 10% or 20% of the total number of households in the
enumeration area, as the case may be.

     Example: Total number of households listed in the EA = 200
              Sampling Rate = 10%

              Number of sample households should be approximately
              equal to .10 x 200 which is equal to 20.

Total Listing Pages Used

A Listing Booklet (CPH Form 1) consists of 10 listing pages which can accommodate a total of about 250 households. As soon as you have completed the listing and enumeration of all households in your EA, write on this section the listing page number where the last household is entered.

In case your enumeration area exceeds 250 households, ask your team supervisor for additional loose spread sheets. Each spread sheet consists of 4 listing pages which can accommodate a total of about 100 households.

If loose spread sheets are used, always fill up the geographic identification (City/Mun., Barangay and EA No.) portion of the spread sheets to determine where the loose spread sheets belong. Simply write on the lower right corner of each listing page the corresponding page number: as for example, for the first loose spread sheet, the listing pages should be numbered Page <u>11</u>, Page <u>12</u>, Page <u>13</u> and Page <u>14.</u>

Insert the loose spread sheets securely to the last page of the listing booklet.

Indicate on the cover page, the total number of listing pages used for the entire EA.

Processing Record

At the lower portion of the cover page is the processing record. This is divided into 6 activities.

As an enumerator, you must provide the information opposite the first activity: Listing and Enumeration as follows:

<u>Date Started</u> - Indicate on this space the date you started the enumeration of the EA.

<u>Date Finished</u> - Indicate on this space the date you finished the enumeration of the EA.

<u>Signature</u> - Print your name and sign above it.

<u>Remarks</u> - Use this space for remarks on important matters regarding the enumeration, especially those which are related to the accomplishment of your work.

Illustration 6.1 shows the correct way of filling up the listing booklet.

Illustration 6.1

FILLING UP CPH FORM 1

City/Municipality **MAKATI**   Barangay **LA PAZ**   EA No. **02**

(1) DATE OF VISIT	(2) CB Building Serial No.	(3) Building Serial No.	(4) Housing Unit Serial No.	(5) Household Serial No.	(6) Institutional Living Quarter Serial No.	(7) NAME of Household Head or NAME/TYPE of Institutional Living Quarter (IF VACANT HOUSING UNIT, WRITE VHU; IF VACANT BUILDING, WRITE VBLDG.)	(8) Address (ENTER HOUSE NO. AND STREET NAME OR NAME OF SITIO)	(9) POPULATION COUNT Male	(10) POPULATION COUNT Female	(11) REMARKS
5/2	–	018	022	025	–	ARADA, GRACE	24 Z. ROXAS ST.	2	3	
	–	"	"	026	–	REYES, SHEILA	↓	5	1	
	020	019	023	027	–	SANTIAGO, ISMAEL	26 Z. ROXAS ST.	5	2	
	–	"	024	028	–	CONSTANTINO, EVA	↓	5	6	
	022	020	–	–	001	R.J. DORMITORY	28 Z. ROXAS ST.	(5)	(10)	C/O ROLLY
	–	021	025	888	–	MC KINLEY, LEIF	30 Z. ROXAS ST.	–	–	HU OCCUPIED BY US AMBASSADOR
	–	022	026	029	–	CUETO, ALLAN	32 Z. ROXAS ST.	4	3	
	025	023	027	999	–	VBLDG.	34 Z. ROXAS ST.	–	–	
	026	024 025	–	–	002	SANTOS MEDICAL CENTER	36 Z. ROXAS ST.	(10)	(14)	C/O TS
	–	027	028	030	–	DE JOYA, JULIO	38 Z. ROXAS ST.	3	1	
	030	028	029	031	–	ZARATE, SUSAN				

Callout boxes:

- ditto mark for several households in the same housing unit
- institutional living quarter occupying several buildings
- vacant building
- HU occupied by persons not eligible for enumeration
- Draw a downward arrow that extends to the last household with the same address.

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Illustration 6.1 (Con»t.)

FILLING UP CPH FORM 1

						10 E. ROXAS ST.	3	8		
031	029	030	032	–	SANTOS, JUAN	422 ROXAS ST.	7	2		
032	030	031	888	–	V BLDG.	2 MASCARDO ST.	–	–		
"	"	032	033	–	ROCES, MARIA	↓	3	7		
033	031	033	034	–	CORDOVA, LEO	4 MASCARDO ST	0	3		
"	"	–	–	003	GARCIA'S BOARDING HOUSE	↓	(14)	(0)	c/o ROLLY
–	032	034/037	999		V BLDG	6 MASCARDO ST.	–	–		
–	033	038	035	–	MONTALBO, JOB	12 MASCARDO ST.	1	1		
5/3	037	034	039	(036) –	MAGBOO, ALFRED	14 MASCARDO ST	2	5		
"	"	–	"	(037) –	ADEA, MARIO		3	2		
"	"	"	"	(038) –	ZAPANTA, MARISSA	↓	4	0		
038	035	040	(039) –	ABANILLA, LILIA	16 MASCARDO ST.	1	6		
039	036	041	(040) –	PANOPIO, ART	18 MASCARDO ST	3	6		
"	"	042	041	–	LANDICHO, JOJO		2	1		
"	"	043	999	–	VHU	↓	–	–		

TOTAL: 19 22 17 3
VACANT: 3 7 0
TOTAL: 82 78
INSTITUTIONAL LIVING QUARTER: 29 24
PAGE TOTAL: 284
No 2

Labels:
- housing unit used as vacation or rest house
- Draw a downward arrow that extends to the last building listed during the day.
- ditto mark for several housing units in the same building
- vacant housing unit
- Encircle household serial number of sample households.
- several housing units in a vacant building
- Encircle entries for institutional living quarters.
- Enter remarks.

6.2 HOW TO IDENTIFY AND SELECT THE SAMPLE HOUSEHOLDS

In the 1990 CPH, there are basically two types of questionnaires to be used for the enumeration of household members. These are CPH Form 2 or the Common Household Questionnaire and CPH Form 3 or the Sample Household Questionnaire. As mentioned earlier, CPH Form 3 contains more questions than CPH Form 2. There are procedures for selecting those households to whom CPH Form 3 will be administered. All enumerators are required to **strictly follow** these procedures.

The sampling rate, or the proportion of households to be selected as samples within each EA, varies from one EA to another. It can be either 100%, 20% or 10%. If the sampling rate applied to an EA is 100%, it means that all households in that EA will use CPH Form 3. If it is 20% or 10%, it means that one-fifth or one-tenth, respectively, of all households will use CPH Form 3 while the rest will use CPH Form 2.

Ascertain from your team supervisor, the appropriate sampling rate for the EA assigned to you. If it is either 20% or 10%, ask from him/her the random start number that you will use. The **random start** is a number from 1 to 5 (in the case of 20% sampling rate) or from 1 to 10 (in the case of 10% sampling rate) which is used to select the cluster where the first sample household in an EA, and subsequently the other sample households are included. Remember that the random start is pre-determined for each EA. You should **not** change the random start assigned to your EA.

The scheme for the selection of sample households is known as systematic sampling with clusters as the sampling units. Under this scheme, the households in an EA are grouped in clusters of size 5 . Clusters are formed by grouping together households that have been assigned consecutive serial numbers as they are listed in the listing booklet.

Listed below are the household serial numbers comprising the first 10 clusters in an EA.

Cluster Number	Households in the Cluster
1	001 to 005
2	006 to 010
3	011 to 015
4	016 to 020
5	021 to 025
6	026 to 030
7	031 to 035
8	036 to 040
9	041 to 045
10	046 to 050

How to Draw Sample Households Using a 20% Sampling Rate

Step 1.   Determining households in the first sample cluster

Your random start will be a number from 1 to 5. It corresponds to the first cluster to be included in the sample. To determine the households comprising the cluster, multiply the random start by 5 and subtract 4 from the product. The resulting number corresponds to the household serial number of the first household in the sample cluster. The next four households listed will complete the sample cluster.

Example 1. Your random start is 3.

(3 X 5) – 4 = 15 – 4 = 11

Therefore, the first sample household in the cluster is the 11th household in the list or household Oil, and households 012, 013, 014, and 015 complete your first set of sample households corresponding to the first sample cluster.

Hence, your first sample cluster is comprised by households 011, 012, 013, 014 and 015 in the Listing Booklet.

Example 2. Your random start is 4.

(4 x 5) – 4 = 20 – 4 = 16

Therefore, your cluster sample is number 4 and the first sample household in the cluster is the 16th household in the list, or household 016, and households 017, 018, 019 and 020 complete your first set of sample households corresponding to the first sample cluster.

Hence, your first sample cluster is comprised by households 016, 017, 018, 019 and 020 in the Listing Booklet.

Step 2.   Determining households in the next sample clusters

The next sample clusters are determined by just adding 5 to the cluster number of the immediately preceding sample cluster.

Example 1. Your random start is 3.

First sample cluster : 3
Second sample cluster: 3 + 5 = 8
Third sample cluster : 8 + 5 = 13
Fourth sample cluster: 13 + 5 = 18
etc.

Example 2.   Your random start is 4

                    First sample cluster :   4
                    Second sample cluster: 4 + 5 =   9
                    Third sample cluster :   9 + 5 – 1 4
                    Fourth sample cluster: 14 + 5 = 19
                              etc.

        Since the cluster identification number is not
actually indicated in the Listing Booklet, your concern
therefore is to locate the sample households in the
succeeding sample clusters as determined in the above
two examples.

        In order to determine the households comprising
the second and succeeding sample clusters, you only
need to determine the household no. of the first
household in the sample cluster. To do this, add 25 to
the household number of the first household in the
immediately preceding sample cluster.   The resulting
number corresponds to the household serial number of
the first household in the current sample cluster. The
next four households will complete the list of
households in the said sample cluster.

        Example 1.   Your random start is 3.

Sample   First Sample   Complete List of
Cluster   Household   Sample Households

        3   (3x5)–4 = 11   O11, 012, 013, 014, 015
    3+**5** = 8   11 + **25** = 36   036, 037, 038, 039, 040
    8+**5** =1 3   36 + **25** = 61   061, 062, 063, 064, 065
   13+**5** =1 8   61 + **25** = 86   086, 087, 088, 089, 090
   18+**5** =2 3   86 + **25** = 111   111, 112, 113, 114, 115
      etc.   etc.   etc.

        Example 2.   Your random start is 4.

Sample   First Sample   Complete List of
Cluster   Household   Sample Households

        4   (4x5)–4 = 16   016, 017, 018, 019, 020
    4+**5** = 9   16 + **25** = 41   041, 042, 043, 044, 045
    9+**5** =1 4   41 + **25** = 66   066, 067, 068, 069, 070
   14+**5** =1 9   66 + **25** = 91   091, 092, 093, 094, 095
   19+**5** =2 4   91 + **25** = 116   116, 117, 118, 119, 120
      etc.   etc.   etc.

NOTE: Since the total number of households in an EA may not be
       in multiples of 5, it is possible to have less than 5
       households in the last cluster. When this cluster is a
       sample cluster, the number of samples for the cluster may
       be less than 5.

```
Example 1.   Random Start = 2
             Total number of households = 132
             Total number of clusters  to be formed
             = 27


        Sample Cluster          Sample Households

             2              006, 007, 008, 009,  010
             7              031, 032, 033, 034,  035
            12              056, 057, 058, 059,  060
            17              081, 082, 083, 084,  085
            22              106, 107, 108, 109,  110
            27              131, 132


Example 2.   Random Start = 5
             Total number of households = 22
             Total number of clusters   = 5


        Sample Cluster       Sample Households

             5                  021, 022
```

How to Draw Sample Households Using a 10% Sampling Rate

Your random number will be a number from 1 to 10. It corresponds to the first cluster to be included in the sample. To determine the households comprising the cluster, multiply the random start by 5 and subtract 4 from the product. The resulting number corresponds to the household serial number of the first household in the sample cluster. The next four households listed will complete the sample cluster.

Take note that the procedure is the same as in Step 1 above. The only difference is the constant interval of 10 as shown below.

Example 1.   Your random start is 8 in an EA with at least 50 households.

Sample Cluster	First Sample Household	Complete List of Sample Households
random start=8	(8x5) – 4 = 36	036, 037, 038, 039, 040
8 + **10** = 18	36 + **50** = 86	086, 087, 088, 089, 090
18 + **10** = 28	86 + **50** = 136	136, 137, 138, 139, 140
28 + **10** = 38	136 + **50** = 186	186, 187, 188, 189, 190

Example 2.   Your random start is 8 in an EA with less than 50 households.

Sample Cluster	First Sample Household	Complete List of Samples Households
random start=8	(8x5) – 4 = 36	036, 037, 038, 039, 040

However, if the EA has only 32 households, you can form only 6 clusters of 5 households each and 1 cluster of 2 households.

With only 32 households, you can form 6 complete clusters of 5 households each and 1 cluster of 2 households. Since the random start is 8, then the 8th cluster should be the sample cluster. To complete the seventh cluster, the first three households listed for the EA will be considered as members of the cluster. The eighth cluster, which is the sample cluster, will be the next 5 households, i.e., household serial numbers 004, 005, 006, 007 and 008, as shown below.

Cluster No.	Household Serial Number
1	001, 002, 003, 004, 005
2	006, 007, 008, 009, 010
3	011, 012, 013, 014, 015
4	016, 017, 018, 019, 020
5	021, 022, 023, 024, 025
6	026, 027, 028, 029, 030
7	031, 032, 001, 002, 003
Your Sample - 8	004, 005, 006, 007, 008

If the random start is 10, continue forming the cluster using households already listed as illustrated below.

Cluster No.	Household Serial Number
9	009, 010, 011, 012, 013
10	014, 015, 016, 017, 018

Take note that you actually have to go back to the households earlier listed if the random start selected is beyond the number of clusters actually formed from the households already listed. This method is called the circular method of sample selection.

6.3 ENUMERATOR'S DAILY ACCOMPLISHMENT REPORT

As an enumerator you are required to accomplish every day the Enumerator's Daily Accomplishment Report which can be seen on page 12 of the listing booklet. Thru this report you and your Team Supervisor and other authorized census personnel will be able to see at a glance how the enumeration in your EA is progressing from day to day, and whether or not you are able to meet your daily expected output.

You should accomplish the Enumerator's Daily Accomplishment Report for each EA assigned to you.

Date

The lines in this column are pre-numbered according to the

Number of Households Enumerated

At the end of each day's work, enter in the second column the number of households enumerated. Your report in this column will be the total common and sample households, i.e, those enumerated using CPH Form 2 and CPH Form 3, respectively. This will be taken from column 5 of the listing booklet. Subtract the household serial number of the first household from the household serial number of the last household enumerated during the day, plus one (1).

In the third column, keep a daily cumulative total of the number of households enumerated.

To obtain the cumulative total for a day's work until your EA is completely enumerated, add the total for the day to the cumulative total of the previous day.

Once you are through with the enumeration of your EA assignment, compute for the total number of households in the second column. Check if the total is equal to the cumulative total entered in the third column on the last day of work. Correct if there is any discrepancy.

Be up-to-date and accurate in accomplishing this form, as your report will be the basis of the progress report of your Team Supervisor.

Remarks

Enter here any remark that has a bearing on your work, especially those that affect your output.

Illustration 6.2 on the next page shows the correct way of filling up the Enumerator's Daily Accomplishment Report.

Illustration 6.2 shows that the EA has been covered in a span of 15 days. It shows that during the first day of enumeration, May 1, 1990, 25 households are enumerated. On May 2, enumerated are 20 households, on May 3, 23, and so on.

As shown, on May 1, the cumulative total reported in the third column is the same as the daily total reported for the day. On May 2, the cumulative number of households is 45, which is equal to the sum of 25 and 20.

6.4   ENUMERATOR'S QUESTIONNAIRE TRANSMITTAL RECORD

You are also required to accomplish the Enumerator's Questionnaire Record which can also be seen on page 12 of the listing booklet. You have to fill up this form each time you transmit the accomplished questionnaires to your team supervisor.

Submitted to Team Supervisor

Indicate in their corresponding cells the specific number of CPH Forms 2, 3 and 4 that you have submitted to your team supervisor. Once you are through with the enumeration of your EA assignment, compute for the total number of CPH Forms 2, 3 and 4 that you have submitted to your TS. Enter the total of each form in the last row and encircle.

Returned by Team Supervisor

All columns under this heading will be filled up by your TS each time he returns back to you questionnaires which are not acceptable.

TS Signature and Remarks

Each time you submit/receive the accomplished/returned questionnaires, your TS will sign and write his remarks, if any, in this column.

Illustration 6.2

FILLING UP ENUMERATOR'S DAILY ACCOMPLISHMENT REPORT

DATE (May)	NUMBER OF HOUSEHOLDS ENUMERATED		REMARKS
	Daily	Cumulative Total	
1	25	25	
2	20	45	
3	23	68	
4	21	89	
5	21	110	
6	20	130	
7	24	154	
8	23	177	
9	22	199	
10	20	219	
11	21	240	
12	20	260	
13	19	279	
14	24	303	
15	22	325	
16			
17			
18			
19			
20			

CHAPTER VII

HOW TO ACCOMPLISH CPH FORM 2-
COMMON HOUSEHOLD QUESTIONNAIRE

This chapter discusses the detailed instructions on how to fill up CPH Form 2, the Common Household Questionnaire. This questionnaire which is a 4-page booklet, gathers information on the demographic and social characteristics of the population as well as the characteristics of the building and housing units. It also gathers information on household characteristics and amenities.

7.1 CONTENTS OF CPH FORM 2

CPH Form 2 is the form that you will use to enumerate all common (non-sample) households.

The cover page of the questionnaire contains the particulars about the geographic location of the household 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.

The contents of this form are divided into two parts, namely:

1. Population Census questions (P1 to P12, P17, P19 and P22) - gather data on the demographic and social characteristics of the population.

2. Housing Census questions (Bl to B5, Dl, H4, H5, Hll and H12) - gather data on the characteristics of the buildings and housing units. These also gather data on household characteristics and amenities.

NOTE: You should accomplish this form even for <u>vacant housing units and housing units used only as rest house, vacation house, etc.</u> in order to get complete information about all housing units in the country. Likewise, accomplish it for occupied housing units whose occupants are excluded from enumeration as in the case of the <u>housing units occupied by foreign diplomats</u>. In these instances, however, fill up only   the   geographic items (province, city/municipality, baranaav, enumeration area number and the serial numbers) and the housing items Bl to B5, and Dl. Cross out the rest of the questionnaire items.

7.2   IDENTIFICATION ITEMS

Booklet Number

A booklet of CPH Form 2 can accommodate only a total of 8 household members. Hence, if a particular household has more than 8 members, then another booklet will have to be filled up for this household.

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

If a household has 8 or less members, and hence, only 1 booklet is used, indicate this by:

                Booklet   <u>1</u>   of   <u>1</u>   Booklets

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

                Booklet   <u>1</u>   of   <u>n</u>   Booklets
                Booklet   <u>2</u>   of   <u>n</u>   Booklets

                        and so on
                         up to

                Booklet   <u>n</u>   of   <u>n</u>   Booklets,

                where <u>n</u> is the number of booklets used.

Geographic Identification

Copy   the   geographic   identification   (province, city/municipality, barangay and enumeration area number) from the cover page of the listing booklet - CPH Form 1. <u>You should do this before you go to the field for enumeration.</u>

During the actual visit of the household, transcribe the CB building serial number, building serial number, housing unit serial number and household serial number from the corresponding line of columns 2 to 5 of the listing page. If there is no CB serial number, leave the code boxes blank.

Line Number of Respondent

You should fill this up after you have listed in item P1 all the members of the household. It is in this way that you can determine the corresponding line number of the respondent. Enter in the code boxes the 2-digit code line number of the respondent. The <u>respondent</u> is the member of the household who provides information for the household. However, if the respondent is not a member of the household (e.g., neighbor), or if this item is

not applicable (i.e., housing unit is vacant or household members are not eligible for enumeration) enter **00** in the code boxes.

Name of Household Head

Transcribe the name of the household head from the corresponding line in column 7 of the listing page. If the housing unit is vacant, this item is not applicable. Simply leave it blank.

Address

Transcribe the address of the household from column 8 of the listing page.

Certification Portion

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

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 conduct the interview. Do not fill the portion for the supervisor.

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

7.3   INSTRUCTIONS ON THE POPULATION CENSUS QUESTIONS

In CPH Form 2, items P1 to P12 will be asked for all members of the households, and P17, P19 and P22 for all household members 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 eight (8) lines or rows. You will write in these lines the names of all the members of the household and their characteristics. Each line has a pre-coded number printed at the leftmost column. This is the <u>line number</u>. This number automatically identifies each member of the household. Thus the first member is entered on the first row with line number 01; the second member will be on the second row with line number 02, and so on.

Ask the respondent the question "How many persons are in this household?". If the respondent answers **6**, check line number **06**. This will guide you later in determining whether or not you have listed all the members of the household in PI. As you ask this question, be sure to explain to the respondent what we mean by household and household members.

If there are more than eight (8) members in the household, an additional CPH Form 2 is necessary to list all the members. In this case, you have to renumber the line numbers of the members listed in the additional booklet. Thus line number 01 in the second booklet will be line number 09; line number 02 will be 10; etc. When renumbering the subsequent line numbers, cross out the original line number and write the correct line number above it.

The shaded question "Are there more than 8 members in this household?" found at the bottom of the page of CPH Form 2 is not to be asked from the respondent. This question is meant for you, the enumerator. If there are more than 8 members in the household, encircle **1** - YES, and get another booklet for the household; otherwise, encircle **2** - No.

After listing the names of the household members, encircle the line number of the respondent. If there are two or more respondents, encircle only the line number of the one who answers most of the questions. If the respondent is not a member of the household, write a remark at the bottom of the page stating the identity of the respondent (e.g. neighbor) and the circumstances why he became the respondent.

Transcribe the encircled line number to the code box provided for the line number of the respondent at the cover page.

P1. – **Name, P2 - Identification of Overseas Worker,**
P3 - Relationship to Head

Data on the relationship to head of household identify the different types of family groups and their structures within a household. They provide an indication of the typical relationships among household members. Knowledge of changing family characteristics is needed for the development of social security and welfare programs.

Write the names of the members of the household in column P1 and the codes corresponding to their relationship to the head of the household in P3.

You begin to ascertain the members of the household by asking the respondent: "Who is the head of this household?". Write the name of this person on the first line.

You then proceed to ask the names of the other members of the household by asking, "Who are the persons usually residing

here as of May 1, 1990?". Inform the respondent that you want to list the members in the following order:

a.   Head
b.   Spouse of the head
c.   Never-married children of head/spouse from oldest to youngest, regardless of sex
d.   Ever-married children of head/spouse and their families from oldest to youngest (son or son-in-law first, followed by daughter-in-law/daughter and grandchildren)
e.   Parents, grandparents, brothers, sisters, parents-in-law and other relatives of the head or the spouse of the head
f.   Non-relatives of head (boarders, household helpers, friends, etc.)

Ask the respondent if there are members of the household who are overseas contract workers. You should also include them in the list of members.

Overseas contract workers are Filipino workers who are presently out of the country to fulfill an overseas work contract for a specific length of time or who are presently at home on vacation but still have an existing overseas work contract.

In writing the names of the members of the household, 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 member 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 the respondent mentions a name, immediately ask him the relationship of this person to the head of the household. Of course, each member of the household has a specific relationship to the head by virtue of his presence in the household. Such relationship may or may not be based on kinship.

Enter the appropriate code for the relationship of each household member to the head in P3. The code should be one of those listed at the bottom part of the questionnaire.

If the person is an overseas contract worker, enter **1** in P2, otherwise, enter **2**.

In the interpretation of relationship, "children" of the head are the sons/daughters of the head, regardless of age or marital status. A married son, who, together with the members of his family, is a member of his father's household, should be reported as "son " and his wife and children, "daughter-in-law" and "grandson"/"granddaughter" of the household head, respectively.

"Other relatives" includes such relatives as parents-in-law, cousins, grandparents, sisters/brothers-in-law, etc.

Members of the household who are related to the head by blood or affinity but who are boarders, or household helpers should be considered as "non-relatives".

Verify whether you have listed all the household members correctly. Read your list to the respondent and ask "Have I missed anyone?" Then ask: "Is there anyone who is usually a member of this household, but is presently away from home on business, on vacation, in school, etc.?" If another name is given, determine if the person is a member according to the rules on household membership. If he is, add his name to the list and correct the line number checked in the first column.

Draw a <u>diagonal line</u> after the name of the last member of the household.

As mentioned earlier, you have to use another booklet if the household has more than 8 members. In this case, list in the first line number of the second booklet (which you have to renumber to 09) the 9th member. Cancel the pre-printed code 01 in P3, relationship to household head and write above it the correct code for the relationship of this person to the household head.

P4 Date of Birth

The information to be asked for all persons in this column is the specific month and year when the person was born.

Ask the respondent the month and year of the date of birth of each person. Enter the month in word (abbreviate such as Oct., Nov., Dec.) and the year as 194 5, 1964, etc.

Example: A person born on March 7, 1947 will have an entry of: Mo. <u>March</u>
Yr. <u>1947</u>

P5 What is_____age as of his/her 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 topics are also needed for actuarial analysis of probability of survival and other related life-table functions.

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

Determine the age of each household member by asking the respondent   "What is_____'s age as of his/her last birthday?".

If during your visit, a member of the household 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.

Always ask the age of the person even if the date of birth is already given. Do not compute for the person's age from the. reported date of birth.

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, probe the answer for unreasonable inconsistencies of the ages among husband and wife and children.

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.

Age as of Last Birthday Conversion Table (Appendix D) will help you check the reported age of a person against his date of birth. Refer to this table when checking your entries on age for consistency.

P6 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 household member can usually be determined by his name or relationship to the head, hence, in most cases there would be no need to ask the respondent whether the person is male or female. However, some names such as Chito, Cielito, Loreto, Trinidad, Dakila, Resurreccion, Rosario, Joey, Regine, Gene (Jean), etc., could be those of male or female persons. When the name is common to both sexes, ask: "Is _____ male or

female?"

Encircle 1 for Male and 2 for Female.

P7 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   's 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. Disregard your personal knowledge about the person or your knowledge of any official record.

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.

P8 Religious Affiliation

Religious affiliation refers to a particular system of beliefs, attitudes, emotions and behaviors constituting man's relationship with the powers and principles of the universe. Data on this are required for the planning of religion-related and religion-sponsored activities. They may also be used for an examination of ethnic characteristics of the population.

Enter the code for the religious affiliation of each person as reported by the respondent.

If the reported religious affiliation is not among the pre-coded answers provided in the questionnaire, write the specific religious affiliation on the space provided.

An infant who is not yet baptized must carry the religious affiliation of his mother.

Take note that the "Protestant" religion has different denominations, and so with "other" religions. In case you are in doubt on how to classify a certain religious sect, write the specific religion on the space provided.

There are Roman Catholics, Protestants, etc. who joined some charismatic movements or fellowships and now claim themselves as "born-again" Christians or charismatics. In this case, verify where they are attending religious services.

Ascertain if his conversion as a "born-again" Christian/charismatic makes his religion different from Catholic, Protestant, etc. If this is so, write "born-again" or "charismatic" for other religion. However, if the person considers himself as a born-again Christian but is still attending mass in his respective church, then classify him according to the religion with which the church is associated.

P9 and P10 Citizenship

Citizenship is defined as the legal nationality of a person. A citizen is a legal national of the country at the time of census, while an alien is a non-national of the country. The collection of data on citizenship permits the classification of the population into (a) citizens and (b) aliens.

Data on citizenship are valuable in the study of problems relating to the legal status and civil rights of immigrants.

A person's citizenship depends on the country to which he owes legal allegiance or where he exercises the right of suffrage.

P9 - **Is ____ a citizen of the Philippines?**

Ask the question in P9, "Is _____ a citizen of the Philippines?" for all persons. This question determines who among the members of the household are citizens of the Philippines and who are not. If the household member is a citizen of the Philippines, encircle **1** for Yes in P9 and enter a dash (-) in P10. However, if the household member is not a citizen of the Philippines,, encircle **2** for No in P9 and ask the question in P10, "What country is _____ a citizen of?"

P10 - **What country is ____ a citizen of?**

Enter the appropriate code for the country of citizenship of household members who are not Filipinos. The codes are listed at the bottom of the questionnaire. For persons with dual citizenship, both aliens, inquire which one should be reported and enter the code for the preferred country of citizenship. However, for those with dual citizenship, Filipino and an alien citizenship, encircle **01** for Yes in P9. For persons whose citizenship is other than those provided with codes at the bottom of the questionnaire, write on the space provided the name of the country to which they owe legal allegiance to.

If the person being interviewed hesitates to answer this question, remind him that the information will be held strictly confidential and no reference to individual persons will be made.

Pll and P12 Disability

<u>Disability</u> refers to any restriction or lack (resulting from an <u>impairment</u>) of ability to perform an activity in the manner or within the range considered normal for a human being. Data on disability will enable planners to prepare plans for rehabilitation, education development and preventive programs.

Pll - **Does ____ have any physical and mental disability?**

Ask the question in Pll, "Does ____ have any physical or mental disability?" for all persons. If the answer is Yes, encircle **1** in Pll and ask the question in P12, "What type of disability does ____ have?". Otherwise, encircle **2** in Pll and enter a dash (-) in P12.

P12 - What type of disability does _____ have?

A person is considered physically or mentally disabled if he has any of the following impairments:

1. Blindness - if one eye or both eyes are reported totally blind and have no vision.

2. Deafness - if one ear or both ears are reported the incapable of hearing sounds or noises. A person can be completely deaf or partially deaf. Completely deaf persons do not hear sounds or noises at all. Partly deaf persons can hear or respond to loud noises only, but not to soft or low noises. Persons who are partly deaf hear a little when people speak to them.

3. Muteness - if the person is unable to speak or utter words.

4. Deafness and Muteness - if the person is reported to be both deaf and mute.

5. Speech Impairment - if the person can speak but not sufficiently clear to be understood. This also includes those people who can only make meaningless sounds.

6. Mental Illness - if the person suffers from schizophrenia, manic depressive illness, psychosis, or severe depression characterized by strange behavior.

7. Mental Retardation - if the person has disorders/damage of the brain resulting in mental retardation.

8. Orthopedic handicap - if the person suffers from bone deformities or has the following impairments:

   - absence or deformity of one or both hands or arms
   - absence or deformity of one or both feet or legs
   - fractures
   - severe scoliosis
     kyphosis
     third degree burns, etc.

9. Multiple Disability - if the person is reported to have a combination of two or more disabilities.

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| **0** | Others | - | if the answer does not fall in any of the pre-coded answers, write the answer as stated by the respondent on the space provided. Examples: cancer, leprosy, paralysis, cerebral palsy, cross-eyed, etc. |

NOTE: For persons below 5 years old in P3, end interview in P12. Questions P17 to P22 are not applicable for persons below 5 years old. Draw a straight line from P17 to P22.

P17 Residence 5 Years Ago

The question on residence 5 years ago pertains to the place where a person was residing 5 years ago. Data on this are vital for projects concerning housing and industrial development. Estimates of migration are needed for preparing population projections necessary for planning" and policy purposes. Distribution of internal migration at certain geographic level will be better judged as to its implications to social changes given a detailed analysis of the volume and trend of internal migration.

Enter code **8** in P17 if the person's residence 5 years ago is the same as his present residence. However, if his residence 5 years ago is in another city/municipality, write the name of the city/municipality and province on the space provided.

For those whose residence 5 years ago is in a foreign country, enter code **7** in the code box.

If the respondent does not know the residence of the members of the household 5 years ago, ask the person himself about his residence 5 years ago. However, if the person cannot recall the name of the city/municipality and province where he lived 5 years ago after exhaustive probing, enter code **9** for unknown in the code box.

P19 Literacy

Data on literacy provide an important indication of the capability of the nation for economic, social and cultural development. Such data serve as guide to planners concerned with the policies for the development of the educational system.

Literacy is the ability to read and write a simple message. A person is literate when he can both read and write a simple message in any language or dialect. A person who cannot both read and write a simple message is illiterate. Also consider a person illiterate if he is capable of reading and writing only his own name or numbers, as well as a person who can read but not write, or vice versa.

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A person who knows how to read and write but at the time of the census he/she can no longer read and/or write due to some physical defects or illness is considered literate. Example of this is an aged person who knows how to read and write but can no longer perform these activities due to poor eyesight.

Disabled persons who can read and write through any means such as braille are considered literate.

Ask the question in P19, "Is ____ able to read and write a simple message in any dialect/language?". Encircle code **1** , Yes, for those persons who are literate, and code **2**, No, for those persons who are illiterate.

P22   Highest Educational Attainment

Data on highest educational attainment furnish material for a comparison of the present educational equipment 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 P22, "What is the highest grade/year completed by   ____   ?" 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 P22 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.

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In order to determine whether the vocational/technical course reported by the respondent is under post secondary education (formal education) the following probing questions shoud be asked:

a. Is the course offered/taken in school, college/ university or NMYC? If in NMYC, the course is non-formal and therefore, will not be considered as post secondary education. If in school, college/university, the following question should be asked:

b. Is completion of high school course a requirement for admission? If yes, the course is considered formal.

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.

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).

Usually, it is difficult to differentiate certificate and diploma courses that are under post secondary education from post graduate courses. In order to determine whether the course reported by the respondent is a post secondary or post graduate course, the following question should be asked:

a. Is a baccalaureate or a college degree a requirement for admission to certificate or diploma course? If yes, the course is considered under post graduate course. Otherwise, it is classified as post secondary course.

Examples:

Certificate in Development
        Economics   –   post graduate course
Diploma in Population
        Communication   –   post graduate course
Diploma in Junior
        Secreatrial   –   post secondary
Certificate in Agri-Business – post secondary

If the person is a college undergraduate, i.e., he has not earned a degree, enter the code for the year of his completed education as **3100** for 1st year college, **3400** for 4th year college, etc. Note that code **3500** stands for 5th or higher year in college, without earning a bachelor's degree.

The acquisition of a college degree implies the successful completion of a course study. Information on degree received should be collected only for persons who have completed a course study at the third level of education. Such information should include the title of the highest degree received, and an indication of the field of study if the title does not make it clear.

For a college graduate, enter in the space provided the specific Bachelor's or higher degree obtained.

Examples:

        BS Commerce
        BS Chemical Engineering
        BS Math
        Doctor of Medicine

For law or medical students who have earned a degree, e.g.., BS Political Science, BS Zoology, BS Med Tech, etc. but are still in law or medical school, report the specific degree obtained. The same rule applies to graduate students who are still working for their master's degree. For students taking doctorate studies, report master's degree completed, if any.

For those who have pursued and completed two or more degrees of the same level and duration, report only one degree or whichever degree the person preferred to be reported.

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.

Illustration 7.1 shows the correct way of filling up the population questions of CPH Form 2.

Illustration 7.1

FILLING UP THE POPULATION QUESTIONS OF CPH FORM 2

The illustration below shows the household of Ismael Santiago aged 49 who lives with wife, Rodora who is 47 yrs. old, daughters Marissa, 22 yrs. old, and Karmela, 30 yrs. old and her husband Jose Reyes who is 31 yrs. old. Jose is a contract worker in Saudi Arabia. Karmela and Jose have two children, Carlito, who are 7 yrs. old, and Anna, who is only 6 months old.

LINE NUMBER	NAME (P1)	(P2)	Relationship to HH Head (P3)	Age (P4)	Sex (P6)	Marital Status (P7)	Religious Affiliation (P8)
01	Santiago, Ismael	2	01	Mo. Nov. / Yr. 1940 — 49	①M 2F	2	01
02	_____, Rodora	2	02	Mo. Jan. / Yr. 1943 — 47	1M ②F	2	01
03	_____, Marissa	2	04	Mo. Aug. / Yr. 1967 — 22	1M ②F	1	01
04	Reyes, Jose	1	07	Mo. Oct. / Yr. 1958 — 31	①M 2F	2	01
05	_____, Karmela	2	04	Mo. March / Yr. 1960 — 30	1M ②F	2	01
06	_____, Carlito	2	09	Mo. Dec. / Yr. 1982 — 07	①M 2F	1	01
07	_____, Anna	2	10	Mo. Oct. / Yr. 1989 — 00	1M ②F	1	01
08	Cruz, Alma	2	00	Mo. April / Yr. 1951 — 39	1M ②F	1	04

Codes for P3, Relationship to Household Head

01	Head	11	Father
02	Spouse	12	Mother
03	Son	13	Brother
04	Daughter	14	Sister
05	Stepson	15	Uncle
06	Stepdaughter	16	Aunt
07	Son in law	17	Nephew
08	Daughter-in-law	18	Niece
09	Grandson	19	Other Relative
10	Granddaughter	00	Non relative

Codes for P8, Religious Affiliation

00	None
01	Roman Catholic
02	Aglipay
03	Islam
04	Iglesia ni Cristo
05	United Churches of Christ in the Phil.
__	Others, specify _____

ARE THERE MORE THAN 8 MEMBERS IN THIS HOUSEHOLD?

1 Yes, USE ANOTHER BOOKLET

2 No

Illustration 7.1 (Con't.)

FILLING UP THE POPULATION QUESTIONS OF CPH FORM 2

Ismael is an architecture graduate, while her wife, Rodora is a nursing graduate. Karmela is a secretarial graduate while her husband Jose is an electronics engineering graduate. Their son, Carlito is only in Grade 1. Marissa, on the other hand, quit schooling after she lost her hearing in a car accident. She was then in the middle of her 3rd year in college. Another member of this household is a helper Alma Cruz, who is 39 yrs. old and single. She has not completed any grade at all but can read and write.

C E N S U S				Q U E S T I O N S			
P E R S O N S				**5 YEARS OLD AND OVER**			
Citizenship		Disability		Residence 5 Years Ago	Literacy	Highest Educational Attainment	
Is ___ a citizen of the Phil.? ENCIRCLE CODE 1 Yes, SKIP TO P.11. 2 No	What country is ___ a citizen of? ENTER APPROPRIATE CODE LISTED BELOW IF OTHERS, SPECIFY	Does ___ have any total and permanent physical or mental disability? ENCIRCLE CODE 1 Yes 2 No, SKIP TO P.17.	What type of disability does ___ have? ENTER APPROPRIATE CODE LISTED BELOW IF OTHERS, SPECIFY	In what city/municipality and province did ___ reside on May 1, 1985? 7 Foreign Country 8 Same City/Municipality 9 Unknown IF ANOTHER CITY/MUNICIPALITY, SPECIFY THE CITY/MUN. AND PROVINCE	Can ___ read & write a simple message in any language or dialect? ENCIRCLE CODE 1 Yes 2 No	What is the highest grade/year completed by ___? ENTER APPROPRIATE CODE LISTED BELOW. IF GRADUATE OF POST-SECONDARY OR COLLEGE COURSE, SPECIFY FIELD OF STUDY	L I N E N U M B E R
(P9)	(P10)	(P11)	(P12)	(P17)	(P19)	(P22)	
① Y / 2 N —		1 Y / ② N —		8	① Y / 2 N	B.S. Architecture	01
① Y / 2 N —		1 Y / ② N —		8	① Y / 2 N	B.S. Nursing	02
① Y / 2 N —		① Y / 2 N —	2	8	① Y / 2 N	3200	03
① Y / 2 N —		1 Y / ② N —		8	① Y / 2 N	Electronics Engineering	04
① Y / 2 N —		1 Y / ② N —		8	① Y / 2 N	B.S. Secretarial Science	05
① Y / 2 N —		1 Y / ② N —		8	① Y / 2 N	1100	06
① Y / 2 N —		1 Y / ② N —			1 Y / 2 N		07
① Y / 2 N —		1 Y / ② N —		Bauan, Batangas	1 Y / ② N	0000	08

Codes for P10, Country of Citizenship	Codes for P12, Disability	Codes for P22, Highest Educational Attainment		
01 People's Republic of China	1 Blindness	0000 No Grade Completed		
02 U.S.A.	2 Deafness	0100 Pre-school		
03 Indonesia	3 Muteness		HIGH SCHOOL	COLLEGE
04 India	4 Deafness/Muteness	ELEMENTARY	2100 1st Year	3100 1st Year
05 Japan	5 Speech Impairment	1100 Grade 1	2200 2nd Year	3200 2nd Year
06 Iran	6 Mental Illness	1200 Grade 2	2300 3rd Year	3300 3rd Year
07 Australia	7 Mental Retardation	1300 Grade 3	2400 4th Year	3400 4th Year
08 United Kingdom	8 Orthopedic Handicap	1400 Grade 4	3000 Undergraduate Post-	3500 5th Year
Others, specify ___	9 Multiple Disability	1500 Grade 5	Secondary	
	0 Others, specify ___	1600 Grade 6 or 7		

7.4 INSTRUCTIONS ON THE HOUSING CENSUS QUESTIONS

The housing portion consists of questions on building characteristics (Bl to B5), housing unit characteristic (Dl) and household characteristics and amenities (H4, H7, Hll and H12).

Generally, be guided by the following in filling up the housing questions:

1. For all housing questions, enter code in the box provided. **ONLY ONE CODE MUST BE ENTERED.**

2. Fill up Items B-l to B-4 (Type of Building/House, Construction Material of the Roof, Construction Material of the Outer Walls, and State of Repair) by observation. Even before you enter the building, you can already determine the answers to these questions. However, if doubtful, ask the respondent.

3. If you use two or more booklets (for households with more than 8 members), fill up only the housing portion of the **LAST BOOKLET** used. Cross out (X) the housing portion of the other booklets.

In cases where there are more than 1 housing unit in a building or there are more than 1 household in a housing unit, the following guidelines should be followed:

5. Ask question B-5 Year Built, only from the respondent of any household in the same building, preferably from the first household interviewed.

6. Transcribe the same entries for B-l to B-5 to the corresponding questionnaire items for other households living in the same building.

7. Ask Item D-l Floor Area from any household in the housing unit. If there are two or more households living in the same housing unit, ask this item from any of the households, preferably from the first household interviewed. Trancribe the same entries for D-l to the questionnaires of the other households residing in the same housing unit.

Bl Type of Building/House

The distribution of households by type of building supplies information about the available housing accommodation at the time of the census, patterns of living, and building trends. Such details are essential for planning future housing needs. For housing programmes, information is required on the number of households that need to be provided with housing. The number of households living in marginal housing units (commercial/-

industrial/agricultural buildings used as living quarters such as barns, warehouses, mills, offices, etc., and other housing units such as boats, caves, etc.) provides a first approximation of this element of housing needs.

Enter in the box provided the code applicable to the type of building occupied by the household. The types of building and their corresponding codes are as follows:

1   Single house - This is an independent structure intended for one household separated by open space or walls from all other structures. It includes the so-called "nipa hut" or a small house that is built as a more or less permanent housing unit or a "barong-barong" made of salvaged/makeshift/improvised materials.

2   Duplex - This is a structure intended for two house-holds, with complete living facilities for each. It is divided vertically or horizontally into two separate housing units which are usually identical.

3   Multi-unit residential (3 or more units) - This is a building intended for residential use only, consisting of 3 or more housing units. These houses may consist of one or more storeys in a row of three or more housing units, separated from each other by walls extending from the ground to the roof or a building having floors to accommodate three or more housing units.

Examples:

a.   Apartment Building - a structure usually of several stories, made up of three or more independent entrances from internal halls or courts. An apartment has one common entrance from the outside.

b.   Accesoria - a one or two-floor structure divided into three or more housing units, each housing unit having its own separate entrance from the outside. Another name for accesoria is row house.

c.   Residential Condominium - a high-rise building where the housing units are owned individually but the land and other areas and facilities are owned in common.

NOTE: A building that was originally constructed as a single house or duplex, but now partitioned into three or more rooms/groups of rooms (with separate entrance from a common hall or passage) without changing the outside structure or appearance, will be classified as a single house or a duplex, as the case may be.

4   Commercial/Industrial/Agricultural: office, factory, rice mill, barn, etc. - These buildings are not intended mainly for human habitation but used as living quarters of households at the time of the census.

A commercial building is a building built for transacting business or for rendering professional services, such as a store, office, warehouse, rice mill, etc.

An industrial building is a building built for processing, assembling, fabricating, finishing, manufacturing or packaging operations, such as a factory or a plant.

An agricultural building is any structure built for agricultural purposes, such as a barn, stable, poultry house, granary, etc.

5   Institutional living quarters: hotel, lodging house, dormitory, hospital, convent, school, penal institution, refugee camp, military camp, etc. - Hotels, motels, inns, boarding houses, dormitories, pensions and lodging houses fall within this category. This group comprises permanent structures which provide lodging and/or meals on fee basis. Institutional buildings are buildings intended for persons confined to receive medical, charitable or other care/treatment such as hospital and orphanages, for persons detained such as jails and penal colonies, and other buildings like convents, school dormitories, etc.

Also included in this category are camps which are defined sets of premises originally intended for the temporary accommodation of persons with common activities or interests like military camps, and other camps established for the housing of workers in mining, agriculture, public works or other types of enterprises.

6   Other housing units: natural shelter, boat, etc. - This refers to living quarters which are not intended for human habitation nor located in permanent buildings but which are nevertheless, used as living quarters at the time of the census. Caves, old railroad cars, other natural shelters and mobile housing units such as trailer, barge, cart, boat, etc., fall within this category.

NOTE: When a building is intended partly for residential purposes and partly for commercial or industrial purposes, REPORT AS RESIDENTIAL (CODE 1, 2, OR 3) IF HALF OR MORE OF THE BUILDING IS RESIDENTIAL. Thus, if the ground floor of a two-storey building is for business establishments and the second floor for housing, the building should be classified as residential. Likewise, if a one-storey building is divided into several units, and the front part of each unit is for business purposes and the back part is for living quarters, also report the building as residential.

See Illustration 7.2 for the types of buildings.

B2   Construction Material of the Roof

The construction material of the roof and walls provides information on the construction, replacement and improvement of housing units.

This indicator provides data in evaluating construction statistics, programme implementation, and for estimating the investment, past and future, in housing construction. It also determines how many of the households are housed in structurally acceptable housing units. Structural acceptability of housing units implies that these be built of durable construction materials that will safeguard the household occupants from adverse climatic effects and provide protection and privacy.

Enter in the box provided, the code corresponding to the kind of material used in the construction of the roof. This item can be filled up through observation but if you are in doubt, ask the respondent.

The kinds of materials used and their codes are as follows:

1   Galvanized Iron/Aluminum
2   Tile/Concrete/Clay Tile
3   Half Galvanized Iron and Half Concrete
4   Wood

Illustration 7.2

TYPES OF BUILDINGS
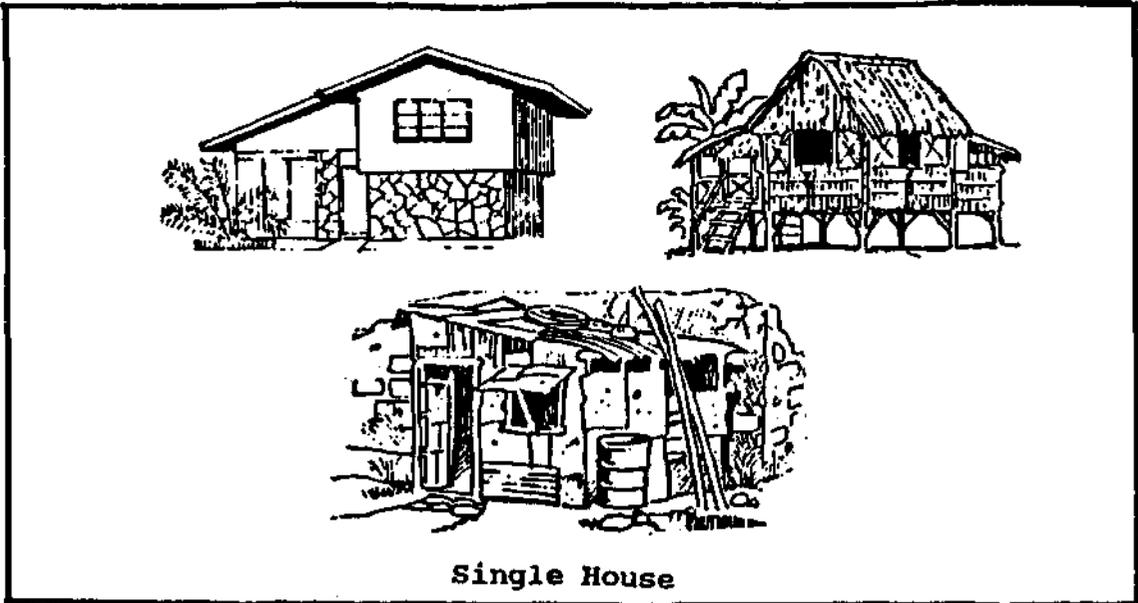
Single House
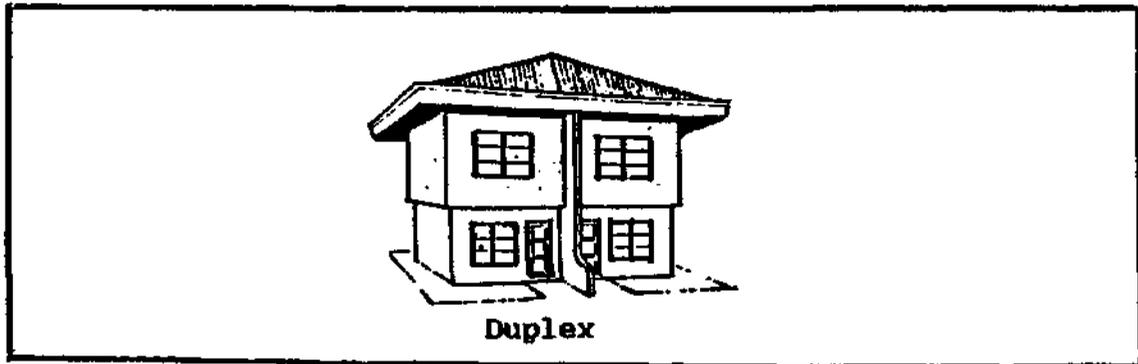
Duplex

Multi-unit Residential

Illustration 7.2 (Con't.)

TYPES OF BUILDINGS
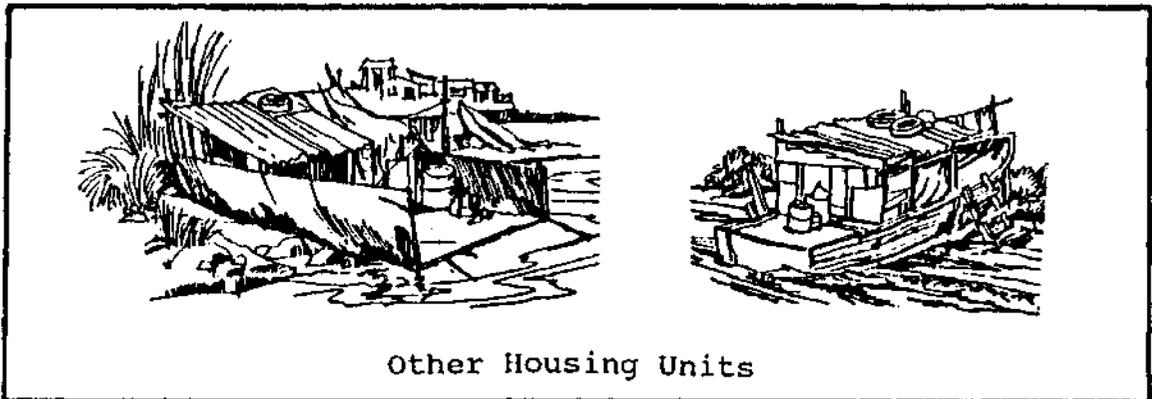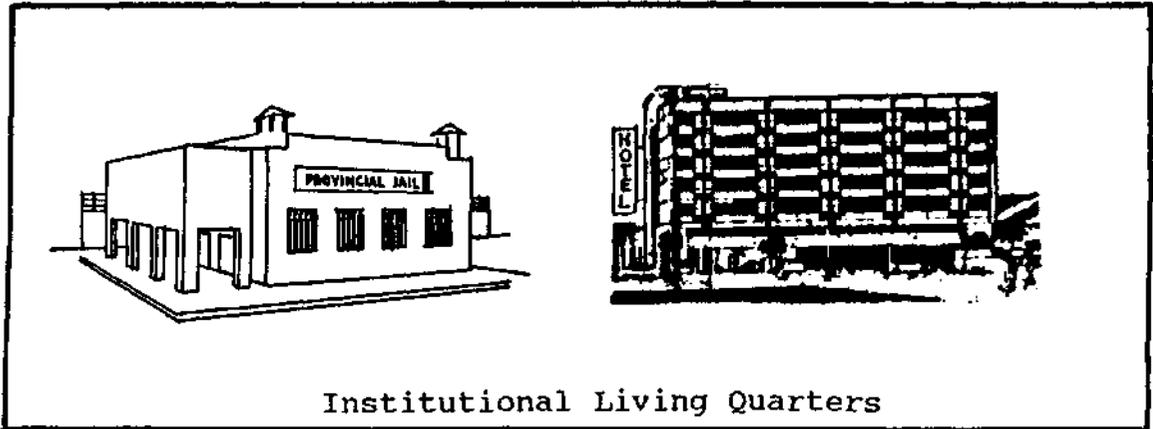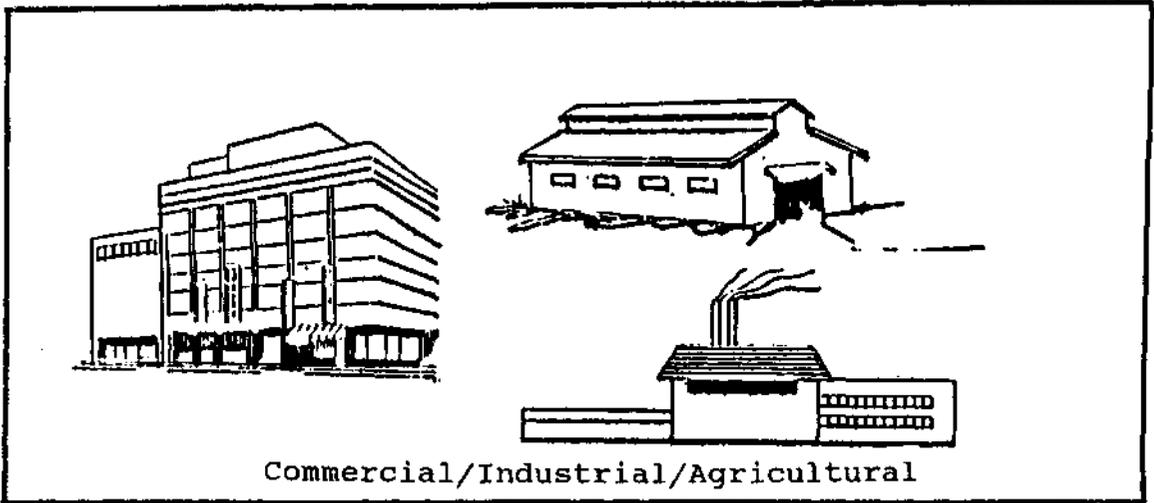
Commercial/Industrial/Agricultural

Institutional Living Quarters

Other Housing Units

5   Cogon/Nipa/Anahaw
6   Asbestos
7   Makeshift/Salvaged/Improvised Materials
8   Others, specify _____

If two or more kinds of materials are used, report the material most used. Thus, for a house with different kinds of roofs, report the material used in the main portion (usually containing the living room/sala and bedrooms). Specify the kind of construction material used for the roof if it is not one of those described in codes **1** to **7**.

Bamboo used as roofing is included in code **4** Wood.

Housing units in structures such as culverts, bridges, etc. should have an entry of code **7** Makeshift/Salvaged/ Improvised Materials in this item.

B3   Construction Material of the Outer Walls

Enter in the box the code applicable to the kind of materials used in the construction of the outer walls. Fill up this item only through observation but if in doubt, ask the respondent for the material mainly used for the outer walls.

The kinds of materials used and their codes are as follows:

01   Concrete/Brick/Stone
02   Wood
03   Half Concrete/Brick/Stone and Half Wood
04   Galvanized Iron/Aluminum
05   Bamboo/Sawali/Cogon/Nipa
0 6   Asbestos
07   Glass
08   Makeshift/Salvaged/Improvised Materials
09   Others, specify _____
10   No Walls

For a house or building in which half of the storeys is walled with concrete/brick/stone and the other half, with wood, enter code **03**. Enter also code **03** for one-storey buildings wherein the walls are made of about half of each of the two groups of materials.

For a two-storey house especially in rural areas wherein the ground floor is used for poultry, storage of grains, farm implements, etc., report the material used in walling the second floor, unless the walls can be classified under code **03**. In other cases wherein the walls are made of different materials, report the material dominantly used.

Housing units in non-building structures such as culverts, bridges,   etc. should have an entry of code **08** Makeshift/Salvaged/Improvised Materials in this item.

Specify the kind of material used for the outer walls if it is not one of those described in codes **01** to **08.**

B4   State of Repair

This provides information on the current status of the building which is of special significance to housing programmes. It is also useful for housing priorities and for the identification of groups in need of housing repair.

Determine the current state of repair of the building/house and enter in this frame the appropriate code.

1   Needs no repair/needs minor repair - This building is usually new or has a good building maintenance, i.e., no deterioration is apparent from the outside.

2   Needs major repair - The building cannot fully protect the occupants from the elements (rain, wind, temperature) . It may have cracks in the interior walls, leaking roof, holes on the floors, broken windows, etc. which can only be mended by major repair.

3   Dilapidated/condemned -   This building is beyond repair. Dilapidated parts are found on pillars, roofs and outer walls needing renovation. Condemned buildings, wherein substandard materials/procedures were used in the construction or which are structurally defective, are also included here.

4   Under renovation/being repaired - This is a building which was fully constructed and finished but is now being repaired for some deterioration or damages. This also includes buildings being renovated to make additional structures or to modify/repair existing structures.

5   Under construction - The construction work has started but not yet completed and the construction is still going on.

Construction means all on-site work done from site preparation, excavation, foundation, assembly of all components and installation of utilities and equipment of buildings/structures.

6   Unfinished construction - This is a partly constructed building but at the time of visit, construction is temporarily or permanently

stopped. That is, no construction activity is going on for quite sometime.

B5   Year Building/House was Built

This provides the basis for appraising the building/house inventory in terms of durability, the expected rate of replacement, the estimate of the annual rate of building/house construction during the inter-censal period or the preceding 10 years. It also provides the estimate for maintenance costs and an insight into the housing patterns of the population.

The year the building was built refers to the year when the construction was completed and when ready for occupancy and not when contruction began. Generally, building construction commenced and finished within the same year, although there are cases when the period of construction extends to several years. Report the year when the building was finished.

If the building is being constructed and vacant , enter **98** to signify that the question is not applicable to the building. If the building is being constructed but already occupied, enter the year when it was occupied.

Enter the appropriate code as per coding scheme below:

01   1990
02   1989
03   1988
04   1987
05   1986
06   1981 – 1985
07   1971 – 1980
08   1961 – 1970
09   1951 – 1960
10   1950 or earlier
98   Not Applicable
99   Don't know

If the respondent finds difficulty in giving the year the building/house was ready for occupancy, help approximate the year by mentioning some historical/national events. The respondent himself may mention an event that occurred when the building was built.

Examples:

a. 1950 or earlier

Prior to 1945 - President was either Osmena,
Laurel, or Quezon
1945 - Liberation
1946 - Independence Day

1948 - Death of President Roxas
                1948 - 1953 - President was Elpidio Quirino

        b. 1951 - 1960

                1954 - President Magsaysay was elected
                        president
                1957 - Death of President Magsaysay in a plane
                        crash
                1957 - 1960 - President was Carlos Garcia

        c. 1961 - 1970

                1961 - Diosdado Macapagal was elected president
                1965 - Ferdinand Marcos was elected president
                1968 - Ruby Towers was ruined by an earthquake
                1969 - Ferdinand Marcos was re-elected (Sergio
                        Osmena, Jr. was the presidential candidate
                        by the other party then)

        d. 1971 - 1980

                1972 - President Marcos declared Martial Law
                1978 - Elections for Interim National Assembly
                        (Ninoy Aquino was a candidate)

        e. 1981 - 1985

                1981 - Pope John Paul II came to the Philippines
                1983 - Former Senator Benigno Aquino was
                        assassinated

        f. 1986

                President Corazon Aquino was proclaimed president
                via People's Power/February Revolution

Dl   Floor Area of this Housing Unit

        Density of occupancy in terms of floor area per person is a
measure of the adequacy of housing. In line with the aim of
housing policy to provide adequate housing space to a level
consistent with the maintenance of health of the occupants, it is
important in planning to adopt housing standards.

        The data on floor area will provide planners information on
the current status of the density of occupancy of existing
housing units in the country.

        Enter in the box the code applicable to the estimated floor
area of the housing unit.

	Square Meters	Square Feet
01	less than 10	less than 108
02	10 - 19	108 - 209
03	20 - 29	210 - 317
04	30 - 49	318 - 532
05	50 - 69	533 - 748
06	7 0 - 8 9	749 - 963
07	90 - 119	964 - 1286
08	120 - 149	1287 - 1609
09	150 - 199	1610 - 2147
10	200 and over	2148 and over

Floor area refers to the space enclosed by the exterior walls of the housing unit. In case of several floors, get the area of each floor in square meters or square feet and add together to get the total floor area of the housing unit.

There are many ways in approximating the total floor area. You may use any method which is more convenient to you. You may use a meter stick, visual approximation (using your eyes only) or your pace factor (see Appendix E). In case the respondent does not know the floor area of the housing unit, you can approximate the floor area using any of the above mentioned methods. Familiarize yourself with the length of a meter so that you can do visual approximation.

An example of getting the estimate of floor area is shown in Illustration 7.3. In this illustration, it is assumed that the width and length of the floor spaces are already determined using one of the methods discussed above.

H4   Tenure Status of the Housing Unit

The extent to which households own or rent the living quarter which they occupy is of special significance to housing programmes. This is useful for housing priorities and policies, also in promotion of house ownership and identification of groups in need of housing assistance.

Ask the respondent the question, "Is this housing unit (read the categories to him) by this household?".

Enter the code corresponding to the tenure status of the housing unit by the household.

Illustration 7.3

ESTIMATING FLOOR AREA

GROUND FLOOR
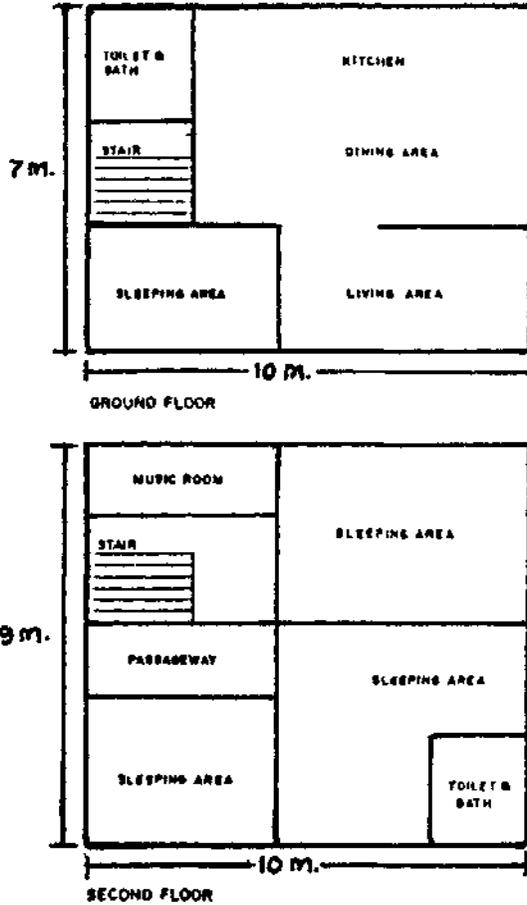
SECOND FLOOR

To get the estimated floor area of the ground floor,

    ESTIMATED FLOOR AREA = 10 meters X 7 meters = 70 sq.m.

Using the same procedure for the second floor,

    ESTIMATED FLOOR AREA = 10 meters X 9 meters = 90 sq.m.

To get the TOTAL ESTIMATED FLOOR AREA of the housing unit:

    70 sq.m. + 90 sq.m. = 160 sq.m.

For this example, code 09 should be entered for D1.

The tenure status of the housing unit and their corresponding codes are as follows:

1   Owned/being amortized - The household is the owner and has legal possession of the housing unit or the household claims to own it. Include also the housing units which are being amortized or on mortgage.

2   Rented - The occupant actually pays rent either in cash or in kind.

3   Being occupied for free with consent of owner - The household occupies the housing unit with the permission of the owner and without paying any rent in cash or in kind to the owner, tenant/lessee or subtenant/sublessee. Included here are the households of farm tenants/lessees who occupy rent-free houses belonging to the owner of the lands they farm; also those employees given free housing as part of fringe benefits (they are made to vacate the housing unit upon separation from work).

4   Being occupied for free without consent of owner - The household occupies the housing unit without the consent or knowledge of the owner. Examples are squatters who are occupying public and private buildings.

If the household owns the housing unit, go to H7, otherwise, skip to H8.

H7   Tenure Status of the Lot

Ask the respondent the question, "Is this lot (read the categories to him) by this household?".

Enter in the box the code corresponding to the tenure status of the lot on which the housing unit is built.

The tenure status of the lot and their corresponding codes are as follows:

1   Owned/being amortized - Ownership of land includes mere occupancy of any public land in rural areas. This also includes house owners paying the land on installment basis or holders of certificate of land under the Land Reform Program or house/lot awardees of housing loan from PAGIBIG, SSS, GSIS or commercial banks.

2   Rented - There is a fixed amount paid by the occupant in cash or in kind.

3   Being occupied for free with consent of owner - The household occupies the lot with the permission of the owner and without paying any rent in cash or in kind to the owner, tenant/lessee or subtenant/sublessee.

4   Being occupied for free without consent of owner - The household occupies the lot without the consent or knowledge of the owner.

H11 Presence of Household Conveniences

This provides information on selected household conveniences, the presence of which in the household is considered important in connection with programmes of public information or education to know by what means of communication the population can be most easily reached. It is also important in assessing the impact of new radio and TV stations. This also provides a basis for leisure statistics. The presence of motor vehicles in the household provides data about access to private transport. It can also provide information for the construction of roads and solution to traffic problems.

If the household has a radio/radio cassette (including transistor or radiophono), enter **1** for Yes. If none, enter **2** for No. Do the same for television (TV), for refrigerator/freezer, for telephone and for motor vehicle.

Motor vehicles include motorcycles, cars, jeeps, tricycles, etc.

Exclude here radios, televisions, telephones, refrigerators/freezers or motor vehicles that have not been in working condition for six months or longer (although intended to be repaired). Also exclude those motor vehicles which are used exclusively for business purposes.

H12 Land Ownership

If a household owns residential land(s) other than what is being occupied by the housing unit, enter **1** for Yes, otherwise, enter **2** for No. Do the same for agricultural land(s) and other land(s).

Other lands include commercial and industrial lands.

Illustration 7.4 shows the correct way of filling up the housing questions of CPH Form 2.

Illustration 7.4

FILLING UP THE HOUSING QUESTIONS OF CPH FORM 2

HOUSING CENSUS QUESTIONS

B1 TO B4 ARE TO BE ANSWERED BY MERE OBSERVATION. IF DOUBTFUL, ASK THE RESPONDENT.

B1   TYPE OF BUILDING/HOUSE

1 Single House
2 Duplex
3 Multi-unit residential (3 units or more)
4 Commercial/Industrial/Agricultural (office,factory,etc.)
5 Institutional living quarters (hotel, hospital, etc.)
6 Other housing unit (boat, cave, etc.)

ENTER CODE   `1`

B2   CONSTRUCTION MATERIAL OF THE ROOF

1 Galvanized iron/Aluminum
2 Tile/Concrete/Clay tile
3 Half galvanized iron and half concrete
4 Wood
5 Cogon/Nipa/Anahaw
6 Asbestos
7 Makeshift/Salvaged/Improvised materials
8 Others, specify _____

ENTER CODE   `2`

B3   CONSTRUCTION MATERIAL OF THE OUTER WALLS

01 Concrete/Brick/Stone
02 Wood
03 Half concrete/brick/stone and half wood
04 Galvanized iron/Aluminum
05 Bamboo/Sawali/Cogon/Nipa
06 Asbestos
07 Glass
08 Makeshift/Salvaged/Improvised materials
09 Others, specify _____
10 No walls

ENTER CODE   `01`

B4   STATE OF REPAIR

Determine the current condition of the building/house.

1 Needs no repair/needs minor repair
2 Needs major repair
3 Dilapidated/condemned
4 Under renovation/being repaired
5 Under construction
6 Unfinished construction

ENTER CODE   `1`

B5 IS TO BE ASKED FROM ANY HOUSEHOLD IN THE BUILDING/HOUSE.

B5   YEAR BUILDING/HOUSE WAS BUILT

When was this building/house built?

01	1990	07	1971 - 1980
02	1989	08	1961 - 1970
03	1988	09	1951 - 1960
04	1987	10	1950 or earlier
05	1986	98	Not applicable
06	1981 - 1985	99	Don't know

ENTER CODE   `04`

D1 IS TO BE ASKED FROM ANY HOUSEHOLD IN THIS HOUSING UNIT.

D1   FLOOR AREA OF THIS HOUSING UNIT

What is the estimated floor area of this housing unit ?

	SQUARE METERS	SQUARE FEET
01	less than 10	less than 108
02	10 - 19	108 - 209
03	20 - 29	210 - 317
04	30 - 49	318 - 534
05	50 - 69	535 - 748
06	70 - 89	749 - 962
07	90 - 119	963 - 1287
08	120 - 149	1288 - 1608
09	150 - 199	1609 - 2149
10	200 & over	2150 & over

ENTER CODE   `07`

H4, H7, H11 AND H12 ARE TO BE ANSWERED BY ALL HOUSEHOLDS.

H4   TENURE STATUS OF THE HOUSING UNIT

What is the tenure status of this housing unit ?

1 Owned/being amortized
2 Rented
3 Being occupied for free with consent of owner
4 Being occupied for free without consent of owner

ENTER CODE   `1`

H7   TENURE STATUS OF THE LOT

What is the tenure status of the lot ?

1 Owned/being amortized
2 Rented
3 Being occupied for free with consent of owner
4 Being occupied for free without consent of owner

ENTER CODE   `1`

H11   PRESENCE OF HOUSEHOLD CONVENIENCES

Does this household have the following household conveniences in working condition?   ENTER CODE

A. Radio/Radio cassette	1 Yes	2 No	`1`
B. Television	1 Yes	2 No	`1`
C. Refrigerator/Freezer	1 Yes	2 No	`1`
D. Telephone	1 Yes	2 No	`1`
E. Motor vehicle	1 Yes	2 No	`2`

H12   LAND OWNERSHIP

Does any member of this household own the following?   ENTER CODE

A. Other residential land(s)	1 Yes	2 No	`2`
B. Agricultural land(s)	1 Yes	2 No	`2`
C. Other land(s)	1 Yes	2 No	`2`

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CHAPTER VIII

HOW TO ACCOMPLISH CPH FORM 3 - SAMPLE HOUSEHOLD QUESTIONNAIRE

This chapter provides the detailed instructions on how to fill up CPH Form 3, the Sample Household Questionnaire. This 7-page questionnaire booklet, like CPH Form 2, gathers information on the demographic and socio-economic characteristics of the population as well as the characteristics of the buildings and housing units. It also gathers information on household characteristics and amenities.

8.1   CONTENTS OF CPH FORM 3

CPH Form 3 is the form that you will use to enumerate all sample households.

Like CPH Form 2, CPH Form 3 contains questions on population and housing. However, the population portion of CPH Form 3, which contains questions P1 to P35, aims to gather not only data on the demographic and social chacteristics of the population but also on their economic characteristics.

The housing portion contains questions on building characteristics (Bl to B5); housing unit characteristics (Dl); and household characteristics and amenities (H1 to H13).

NOTE: You should accomplish this form even for <u>vacant housing units and housing units used only as rest house, vacation house, etc.</u> in order to get complete information about all housing units in the country. Likewise, accomplish it for occupied housing units whose occupants are excluded from enumeration as in the case of the <u>housing units occupied by foreign diplomats.</u> In these instances, however, fill up <u>only the geographic items (province, city/municipality, barangay, enumeration area number, and the serial numbers) and the housing items Bl to B5; and Dl</u>. Cross out the rest of the questionnaire items.

8.2   IDENTIFICATION ITEMS

Refer to Sec. 7.2 (p. 67) for the instructions in filling up these items.

8.3 INSTRUCTIONS ON THE POPULATION CENSUS QUESTIONS

In accomplishing the population portion of CPH Form 3, take note that P1 to P14 will be filled up for all persons; P15 to P22, for persons 5 years old and over; P23 to P31, for persons 10 years old and over; and P32 to P35, only for females 15 to 49 years old.

During the interview, you must always refer to the age of the person in P5 since it is an indicator whether a certain question is still applicable to the person.

Encircle or enter the codes, as the case may be, for the answer of the respondent. The pre-coded answers are found at the bottom of the questionnaire. If the answer of the respondent is not among the pre-coded answers, write the answer on the space provided in each cell.

Line Number

Refer to Section 7.3 (p. 68) for the instructions in filling this up.

P1 to P12 Name of Household Members to Disability

Follow the instructions and concepts in Section 7.3. (p. 69) in filling up the same items in CPH Form 2.

Refer to Illustration 7.1 (p. 81) for the correct way of filling up items P1 to P12.

P13 Mother Tongue

Mother tongue refers to the language/dialect spoken by a person at his earliest childhood or the language/dialect that a person first learned to speak.

Data on this are used primarily in the analysis of the ethnic origin of a person long after assimilation to the other customs of the majority population has taken place. Mother tongue serves as a sensitive index of ethnic origin.

Ask the respondent the question in P13 , "What was_____'s dialect or language spoken at earliest childhood?" for all *members of the household. The languages/dialects and their corresponding codes are printed at the bottom of the questionnaire. If it is not among the pre-coded answers, write the language/dialect on the space provided.

Note that "Visaya" is not a specific dialect. There are different types of Visayan dialects such as Hiligaynon (Ilongo), Cebuano, Waray, etc.

For a child too young to be able to talk or for a person who is mute, the code for this particular question should be the same as that of his brothers and sisters. In case he has no brothers or sisters, follow that of his mother.

P14 Mother's Usual Residence at Person's Birth

Data on mother's usual residence at person's birth are used as an indicator of the ethnic origin of the population. It can also be used to provide a measure of life-time migration.

All persons must have an entry in this column. If at the time of the person's birth his mother was usually residing in the same municipality or city where the person is enumerated, enter code **8** in the code box. However, if the mother was usually residing in another city/municipality, enter the name of the city/municipality and province of which she was a usual resident at the time of the person's birth on the space provided.

If the mother's usual residence at the time of birth was in a foreign country/ enter code **7** in the code box.

In case a child is an adopted child, report here the usual residence of his/her real mother, if known. However, if the respondent does not know the usual residence of the real mother at the time of the child's birth, enter code **9** for unknown.

In case a municipality/province was divided into two separate and independent municipalities/provinces, the PRESENT geographic location of the place of mother's usual residence at person's birth will prevail.

Examples:

   a. Juan Hernandez and his mother are enumerated in Sara, Iloilo. His mother has lived in this municipality and province since her marriage to Juan's father. Therefore, when Juan was born his mother was usually residing in Sara, Iloilo. Hence, you should enter code **8** in P14.

   b. Evelyn Rodriguez, together with her parents and sisters, is enumerated in Calape, Bohol where she now resides. At the time of her birth, her mother was usually residing in Clarin, Bohol.

   When Evelyn was born, her mother was residing in a municipality (Clarin) different from the municipality where Evelyn is enumerated (Calape). Therefore, the entry in P14 should be **Clarin, Bohol**.

c. Julio Iglesias and his family are enumerated in Agno, Pangasinan where they reside. Before Julio's birth his mother went and stayed temporarily in Dagupan City, Pangasinan to deliver Julio, and a few weeks thereafter, returned home. In this case code **8** will be entered because Julio Iglesias is enumerated in Agno, Pangasinan and his mother's usual place of residence when he was born was also Agno, Pangasinan (not Dagupan City).

d. Luisa Sarmiento and her mother are enumerated in Plaridel, Quezon. Luisa's mother was a usual resident of this place when Luisa was born. But during Luisa's birth, Plaridel was only a barrio of Atimonan, Quezon. The code for Luisa should be **8** (same municipality) because the usual residence of Luisa's mother during her birth and their present residence did not change.

NOTE: For persons under 5 years old in P5, end interview in P14. Draw a straight line from P15 to P35; these questions are no longer applicable to those who are less than 5 years old.

P15 and P16   Previous Residence

Data on previous residence are vital for projects concerning housing and industrial development. Estimates of migration are needed for preparing population projections necessary for planning and policy purposes. Distribution of internal migration at certain geographic level will be better judged as to its implications to social changes given a detailed analysis of the volume and trend of internal migration.

The questions on previous residence pertain to the place where a person has lived before his present residence and when he moved to his present residence.

Ask the question in P15, "I n what city/municipality did _____ live before moving to this place?" for all persons 5 years old and over. Enter code **8** in P15 if the person's previous residence is the same as his present residence. However, if his previous residence is in another city/municipality, write the name of the city/municipality and province on the space provided.

For those whose previous residence is in a foreign country, enter code **7** in the code box provided in P15.

If the respondent does not know the previous residence of the members of the household, ask the person himself about his previous residence. However, if the person does not recall or know the name of the city/municipality where he lived before his present residence after exhaustive probing, enter code **9** for unknown in the code boxes.

Ask the respondent the question in P16, "When did _____ move   to this city/municipality?"   for all members of the household who are 5 years old and over. Specify the month and year where each person moved to the city/municipality (present residence).

For example:

        Mo. JAN.
        Yr. 1978

If the person has lived in his present residence since birth, enter **0** (zero) in the code box.

P17 Residence 5 Years Ago

Follow the instructions and concepts in Section 7.3 (p. 77) in filling up this item.

P18   Language

Knowledge on the ability of the population to speak a language or dialect is important in a country like the Philippines since more than one dialect/language are used as teaching media in schools. Moreover, such data serve as input to studies on communication and education of linguistic minorities.

Filipino is the national language of the Philippines based on Tagalog, and is taught in schools and colleges throughout the country. On the other hand, Tagalog is the language generally spoken in Tagalog provinces such as Batangas, Bulacan, Cavite, Laguna, Quezon, Rizal and Manila.

Ask the question in P18, "Is_____able to speak Tagalog/Filipino?" for all persons 5 years old and over. Encircle code **1** for Yes and code **2** for No. A person is said to be able to speak Filipino if he understands the language and can communicate in Tagalog even with a very limited vocabulary. A person who understands Tagalog/Filipino but cannot communicate in Tagalog/Filipino at all is considered not able to speak Tagalog/Filipino.

Persons having difficulty in speaking due to physical defects or illness but can communicate in Tagalog/Filipino through sign language, braille, etc. are considered able to speak the said language.

P19 Literacy

Follow the instructions in filling up this item in Section 7.3 (p. 77).

P20 School Attendance

Data on school attendance provide a description of the school-age population actually in school. The proportion of the school-age population which is able to take advantage of the educational system is necessary in the assessment of the adequacy of the educational system of the country.

Ask the respondent the question in P20, "Did_____attend school at any time from June 1989 to March 1990?" for all persons 5 years old and over. If the answer is Yes, encircle code **1** ; if No, encircle code **2** .

School Attendance means attendance at any educational institution, public or private, for formal academic education at the elementary, high school, college or university level at any time during the school year June 1989 to March 1990.

Attendance in these schools leads to a higher grade and ultimately, to an academic title/degree. It includes attendance in night classes.

Include school attendance that is leading to a high school diploma in vocational high schools such as schools of arts and trades or technical high schools, and rural or agricultural high schools. Also include attendance in post secondary vocational/technical schools which are within the regular system of education such as universities and colleges.

Examples:

a. Eulogio "Amang" Rodriguez Institute of Science and Technology (EARIST)

b. San Carlos Rural High School

Exclude, however, attendance in vocational schools outside the regular system of education, in such short courses as dressmaking, beauty culture, hair science, auto mechanic, motor vehicle driving, typing, stenography, bookkeeping, etc. Also exclude day care centers which teach children the alphabet just to pass away their time.

Examples:

a. A-l Driving School

b. CWL Vocational Center

c. Twinkle Twinkle Little Star Day Care Center

Also exclude training received by mail from correspondence schools like ICS (International Correspondence School). However, if the correspondence courses are given by a regular school such as a university, and they are considered toward promotion in the regular school system, such schooling should be included. Also exclude school attendance in review classes for bar or board or other examination for the practice of a profession or trade.

If a person was enrolled at the beginning of the school year or on the second semester but subsequently dropped out from school, also encircle code 1 for him.

If an answer of Yes is given for a person who is old enough to have graduated from college (25 years old and over), verify the answer, especially in barangays far from colleges and universities, before you encircle code **1.**

P21   Place of School

The purpose of this question is to determine the number of students who study in places outside the city or municipality where they are usually residing. Such data are vital in transport planning i.e., in the analysis of trip patterns, forecasting public transportation patronage and projecting fuel usage and the number of non-resident students in the receiving municipality/city.

For every person 5 years old and over and whose answer in P20 is code **1** (Yes), ask the question "In what city/municipality did _____ attend school?".

For a person whose place of school is the same as his present residence, that is, the school is located within the city/municipality where he resides, enter code 8 in the code box. However, if the place of school is in another city/municipality, specify on the space provided the city/municipality and province where he attends school.

Enter code **7** for those whose place of school is in a foreign country.

P22 Highest Educational Attainment

Refer to Section 7.3 (p. 78) in filling up this item.

On the next page is the correct way of filling up items P13 to P22.

Illustration 8.1

FILLING UP ITEMS P13 TO P22 OF CPH FORM 3

The illustration below shows the same household of Ismael Santiago.

Among the household members, only Carlito attended school from June 1989 to March 1990. He attended in a private school in their city.

QUESTIONS

LINE NUMBER	NAME (P1)	(P2)	Mother Tongue (P13)	Mother's Usual Residence (P14)	In what city/municipality did live before moving to this place? (P15)	Previous Residence (P16)	Residence 5 Years Ago (P17)	Language (P18)	Literacy (P19)	School Attendance (P20)	Place of School (P21)	Highest Educational Attainment (P22)
01	Santiago, Ismael	2	01	San Pablo Laguna	San Pablo Laguna	Mo. Feb. Yr. 1960	8	①Y 2N	①Y 2N	1 Y ②N	—	B.S. Architecture
02	_____, Rodora	2	01	8	8	Mo. ___ O Yr. ___	8	①Y 2N	①Y 2N	1 Y ②N	—	B.S. Nursing
03	_____, Marissa	2	01	8	8	Mo. ___ O Yr. ___	8	①Y 2N	①Y 2N	1 Y ②N	—	3200
04	Reyes, Jose	1	01	8	8	Mo. ___ O Yr. ___	8	①Y 2N	①Y 2N	1 Y ②N	—	Electronics Engineering
05	_____, Karmela	2	01	8	8	Mo. ___ O Yr. ___	8	①Y 2N	①Y 2N	1 Y ②N	—	B.S. Secretarial Science
06	_____, Carlito	2	01	8	8	Mo. ___ O Yr. ___	8	①Y 2N	①Y 2N	①Y 2N	Lipa, Batangas	1100
07		2	01	8								

NOTE: For persons below 10 years old in P5, end interview in P22. Draw a straight line from P23 to P35. P23 to P35 are no longer applicable for persons below 10 years old.

P23 Usual Activity/Occupation

Data on occupation are essential for analyzing the growth, composition and distribution of the work force. They provide information on socio-economic status of the population which is essential in planning the necessary training programs aimed at full and effective utilization of the country's human resources.

Ask the question in P23, "What was_____'s usual activity/occupation during the past twelve months?" for all persons 10 years old and over.

Through this question we can determine whether a person is a gainful worker or is a non-gainful worker.

The term usual activity/occupation refers to the kind of job or business which a person was engaged in most of the time during the last twelve months preceding the interview. In other words, usual activity/occupation is the person's principal means of earning a living like a palay farmer, carpenter, retail merchant, elementary school teacher, telephone operator, etc. during the past twelve months.

For persons who did not work during the past 12 months, their usual activity/occupation relates to the non-gainful activities they usually do most of the year or to their status. They will be reported in either of the following:

1. Housekeeper, own home
2. Student
3. Pensioner (quite old to work and receiving monthly pension or annuity. Report under "Disabled" if disabled but still young.)
4. Retired (quite old to work and not receiving monthly pension or annuity, including those retired from the government service or private employment who can still work but do not care to work anymore)
5. Disabled (suffering from permanent illness or permanent disability)
6. Dependent (other than above), etc.

For purposes of this census, a person is considered as gainful worker or usually working most of the time during the past 12 months if he works for at least 10 hours a week for 6 months (26 weeks) or longer, including vacation or sick leave, in one or more of these classes of work:

1. work for pay (wage, salary, commission, tips,etc.);
2. work for profit in own farm, business, private practice of a profession or trade, and;
3. work without pay on own family farm or business.

For persons whose activities varied during the preceding 12 months, report as his usual activity/occupation that which he was engaged in for more than six months. However, if none of these activities lasted for more than six months, report that which had the longest duration.

For persons working at two permanent jobs, the job at which they work longer hours should be reported. If they spend the same number of hours on both jobs, report the job from which they earn greater income.

Take note of the following cases:

1. If a person worked most of the time during the past 12 months but actually devoted more time to studying or housekeeping most of the year, report the <u>gainful occupation</u> he did and not student or housekeeper.

2. If a person doing housekeeping at home or studying most of the time happens, to be working on census day at a temporary job lasting for less than six months, she should still be reported as housekeeper or student, as the case may be. For instance, a farmer's wife or daughter who is housekeeping most of the year and helps occasionally on the farm should be reported as housekeeper. On the other hand, if a person who used to do housekeeping at home is already employed on census day in a permanent job or job lasting for six months or longer (at least 10 hours a week) e.g., as a saleswoman, then she should be reported as saleswoman and not as housekeeper.

3. If for several years a person had been a school teacher but on May 1, 1990 has already quit his teaching job and is operating a palay farm, his usual occupation is palay farmer and no longer elementary school teacher.

4. During the census, a person may be working in a job other than his usual occupation. For instance, an elementary school teacher works during the long school vacation as a merchant or a palay farmer or fisherman works temporarily as a carpenter. In these cases, the report should be "Elementary school teacher", "Palay farmer", or "Fisherman", respectively, and not the temporary jobs they are presently doing.

Always describe the specific job or occupation performed by the person in the establishment, office, farm, etc., such as radio technician, records clerk, typist, stenographer, lawyer, farm manager, elementary school teacher, bill collector, carpenter, hospital attendant, etc.

Answers such as agent, engineer, mechanic, employee, etc., do not describe adequately the work performed. Ask the respondent additional questions like "Does this person work for a life insurance company, advertising agency, etc.?" or "What kind of engineer/mechanic is he?"

If the respondent gives a long description of the actual duties of work of the person, report the occupation that fits the description.

Avoid such ambiguous descriptions as owner, partner, businessman, etc. They do not adequately describe the occupation of the person. They simply indicate the proprietary relationship of the person to the business and some owners do not do any work in connection with their business.

If a person is the owner of an enterprise and he manages it or participates in its management, report "Manager" as his occupation. However, in such enterprises as wholesale or retail trade, hotel, dormitory, restaurant, cafeteria or other lodging or eating place, said owner managing or participating in the management of the enterprise should be reported as "wholesale merchant", "retailer", or "working proprietor". Note however, that a partner in a business who is paid by the partnership to manage the business should be reported as "manager" and not "working proprietor".

Jobs/Occupations which need special care in reporting

Below are examples of jobs or occupations which need special care in reporting:

Unacceptable Entries   **Acceptable Entries**

Agent   Insurance agent, real estate agent, etc. Note that a PC agent should be reported as "enlisted man", "PC lieutenant", etc. Report a police agent as "detective".

Apprentice   An entry should include both occupation and the word "apprentice". The correct entry should be apprentice plumber, apprentice printer, etc.

Unacceptable Entries	Acceptable Entries
Assemblers	Specify type of machinery or products being assembled, e.g., mechanical machinery assembler, electrical machinery assembler, wood and related materials product assembler, etc.
Attendant	Bar attendant, hospital attendant, etc.
Businessman	Wholesale merchant, retailer, manager, etc.
Clerk	Accounting clerk, filing clerk, records clerk, etc.
Collector	Bill collector, garbage collector, market collector, toll collector, etc.
Contractor	A contractor is engaged principally in obtaining building and/or other contracts and supervising the work. He should be reported as "building contractor", "road contractor", etc.
Craftsmen or skilled worker	Specify type of skill such as miner, quarry worker, bricklayer, stone mason, concrete finisher, carpenter, roofer, plumber, pipe fitter, spray painter, metalmoulder, sheet metal worker, black-smith, toolmaker, metal worker, metal grinder, metal polisher, motor vehicle mechanic and fitter, radio and TV servicer, telephone installer, electrical line installer, glass engraver, printing engraver, basket weaver, wood treater, cabinet maker, etc.
Driver	Tricycle driver, taxi driver, jeepney driver, heavy equipment driver, calesa driver, light van driver, bus driver, tram driver, heavy truck driver, heavy van driver, etc.
Employee	Specify whether the employee is a statistician, receptionist, typist, etc.
Engineer	Civil engineer, mining engineer, marine engineer, etc.
Factory Worker	Weaver, knitter, sewer, tinsmith, etc.

Unacceptable Entries	Acceptable Entries
Farmer	Rice farmer, corn farmer, sugarcane farmer, coconut farmer, etc.
Farm worker	Skilled rice farm worker, skilled corn farm worker, etc.; farmhand, farm laborer, etc.
Fireman	Locomotive fireman, city fireman (for city fire department), fire fighter (as in airfields), etc.
Fisherman	Fisherman in deep-sea, fishpen, fishpond, coastal, inland, etc.; fishpond operator, prawn grower, prawn farm machinery operator, etc.
Foreman	Foreman-carpenter, foreman-electrician, etc.
Government official	Specify position such as: mayor, congressman, senator, cabinet secretary, asst. cabinet secretary, commissioner, justice, councilor, barangay chairman barangay councilman, etc.
Helper	Store helper, bakery helper, etc.
Inspector	Meat inspector, market inspector, etc.
Manager	Board Director, specialized company manager such as: production and operations manager, finance and administration manager, personnel and industrial relations manager, sales and marketing manager, advertising and public relations manager, supply and distribution manager, computing services manager, research and development manager, small firm manager, etc.
Mechanic	Auto mechanic, airplane mechanic, radio mechanic, etc. Do not confuse mechanic with machinist who is a skilled craftsman and who constructs and repairs all kinds of metal parts, tools, and machines through the use of blueprints, machine and hand tools, and precision measuring instruments.
Midwife	Differentiate the "licensed midwife" from the "practical midwife", "hilot", etc.

Unacceptable Entries	Acceptable Entries

Nurse   Registered nurse, practical nurse, nurse's aide, etc.

Operator   Bulldozer operator, elevator operator, telephone operator, mining plant operator, mineral ore and stone treating plant operator, well driller and borer, ore smelting operator, metal melter, caster and rolling-mill operator, metal heat-treating plant operator, metal drawer and extruder, glass and ceramics kiln operator, papermaking plant operator, chemical processing plant operator, power-generating plant operator, steam turbine operator, automated assembly-line operator, machine tool operator, chemical products machine operator, rubber and plastics products machine operator, wood products machine operator, printing machine operator, binding machine operator, paper and paperboard products machine operator, spinning and winding machine operator, weaving and knitting machine operator, sewing and embroidering machine operator, textile bleaching, dyeing and cleaning machine operator, meat and fish processing machine operator, dairy products machine operator, grain and spice milling machine operator, fruit, vegetable and nut processing machine operator, sugar processing and refining machine operator, tea, coffee, cocoa and chocolate preparing and producing machine operator, tobacco products processing machine operator, brewer and wine and other beverage machine operator, etc.

Police   Police officer, detective, patrolman, traffic police, etc. Note that in municipalities with a small police force an entry of policeman may be satisfactory.

Secretary   The title "secretary" should be used for persons doing secretarial work in an office. The secretary who is an elected or appointed officer of a corporation, firm or other organization, should be reported as "executive secretary".

Skilled Laborer   Carpenter, driver, electrician, watch repairer, goldsmith, blacksmith, etc.

Unacceptable Entries	Acceptable Entries

Supervisor

Principal, superintendent, sales supervisor, teacher-supervisor, transport supervisor, housekeeping supervisor, farm overseer, etc.

Teacher

Elementary school teacher, high school teacher, professor, instructor, substitute teacher or teaching assistant (elementary, high school or college), private tutor, university instructor, vocational-technical skill instructor, specialized trainor such as sales trainor, management trainor, instructor-trainor, etc.

Technician

Civil engineering technician, quantity surveyor, surveyor's technician, mining technician, electrical engineering technician, electronics engineering technician, telecommunications technician, mechanical engineering technician, aeronautical engineering technician, automotive engineering technician, chemical engineering technician, metallurgical technician, mining engineering technicians; production engineering technician draftsman, etc. Note that an engineering graduate or a licensed engineer is an engineer by qualification but may be hired as a technician and performing technician jobs. Report him as a technician, specifying his field.

Unskilled Laborer

Whenever possible specify the unskilled laborer as "street sweeper", "janitor", "stevedore", etc.

P24 Kind of Business or Industry

This refers to the nature or character of the business or enterprise or the place wherein the person works. Data on this provide information on the level and trend of industrialization and on important aspects of the country's potential for economic development.

For persons 10 years old and over with report of gainful usual activity/occupation in P23, ask the question in P24 "In what kind of business or industry did ____ work during the past twelve months?". However, for persons 10 years old and over who

are non-gainful workers (housewife, students, retiree, disabled, etc.) and for those below 10 years old, enter a dash in P24.

The entries in this column and in P23 should be consistent with each other. The business or industry should describe specifically and adequately the character and nature of business or industry or the place where the work is being performed in connection with the job or occupation, such as palay farm, sari-sari store, gold mine, leather shoe factory, rice mill, etc. Do not be satisfied with answers like firm names such as Soriano & Co., LM Enterprise, etc., since they do not necessarily describe the business or activity. Probe and try to elicit from the respondent information about the **kind of product** (if manufacturing firm) or the **kind of service** that the company is engaged in.

Moreover, if work is pursued in a big company that is engaged in several types of activities, report the nature of the particular activity of that company in which the person is working.

If work is for government office or institution, the name of the office, bureau, public school, etc. may be accepted. If work is for the executive branch of a local government, indicate whether provincial, city or municipal government. Moreover, when the government office engages in services other than administrative such as education, communication, health, transportation, construction, etc., persons working in such office must be reported in their corresponding activity, such as railroad, airport, insurance, high school, highway construction, etc.

Below are examples of how some officials and employees of the government should be reported:

Usual Occupation	Business or Industry
Accounting Clerk	Central Bank
Registered Nurse	Puericulture Center
Market Collector	Municipal Government
Bill Collector	Waterworks (MWSS)
Bulldozer Operator	Road Construction (DPWH)
Stenographer	Provincial Government

Distinction should be made between manufacturing and retailing in cases where an establishment engages in both activities. The entry in this column should be according to the part of the establishment in which the person works. Likewise, manufacturing should be differentiated from wholesaling.

Example:

> A travelling salesman working for a distributor of softdrinks will have an entry of "soft drink distribution" for industry. A travelling salesman for a softdrink factory itself will have "soft drink factory" for industry.

You must distinguish between two kinds of business specializing in selling. A wholesale store sells primarily to retailers, while a retail store sells directly to consumers.

For a person conducting his business in his own house, report his business just as you are reporting a regular establishment, such as dressmaking or tailoring shop, radio repair shop, law office, dental clinic, etc.

If a person does not have a permanent job and usually pursues his usual occupation by working for several employers engaged in different kinds of business or industry like many farm and manual laborers, report the kind of business or industry in which he usually works longest during the past 12 months.

Industries which need special care in classification

In certain industries, the common titles are inadequate. Enter the specific kind of business or industry. Below are examples of industries for which special care must be taken:

Unacceptable Entries	Acceptable Entries
Agency	Real estate agency, travel agency, etc.
Assembly Plant	Motor vehicle assembly plant, motor/bicycle assembly plant, etc.
Box Factory	Paper box factory, wooden box factory, etc.
Business	Wholesale/retail of fish, dry goods/textiles retail, etc.
Buying and Selling	Egg wholesale, vegetable retail, etc.
Canning Factory	Fruit canning factory, fish canning factory, etc.

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Unacceptable Entries	Acceptable Entries
Factory	Candy factory, soap factory, etc.
Farm	Corn farm, sugar cane farm, etc.
Fishing	Fishpond, lake or river fishing, deep sea fishing, etc.
Manufacturing	Manufacture of household appliances, garments, toys, etc.
Mill	Rice or corn mill, flour mill, sugar mill, knitting mill, etc.
Mining	Coal mine, gold mine, copper mine, etc.
Office	Law office, life insurance company, savings or commercial bank, etc.
Plant	Ice plant, electric power plant, etc.
Private Firm	Specify kind of business engaged in by firm
Public Utility	Bus or taxicab company, gas company, telephone company, waterworks, etc.
Repair Shop	Shoe repair shop, radio repair shop, auto repair shop, welding shop, etc.
Shoe Factory	Leather shoe factory, rubber shoe factory, wooden shoe factory, etc.
Shop	Dress shop, beauty parlor, barber shop, etc.
Store	Wholesale dry goods store, sari-sari store, etc.
Textile	Knitting, weaving or spinning mill, etc.

PAY SPECIAL ATTENTION TO THE PRECEDING INSTRUCTIONS BECAUSE AMBIGUOUS REPORTING OF THE KIND OF BUSINESS OR INDUSTRY WILL RESULT IN INAPPROPRIATE OR WRONG CODES AND CONSEQUENTLY AFFECT THE DATA ON ECONOMIC CHARACTERISTICS OF THE POPULATION.

P25 Employment Status

The job or business in this item refers to any work or job that a person does for pay, in cash or in kind, in an establishment, office, farm, private home or for profit or without pay on family farm or enterprise.

The question in P25 "Did ____ have a job or business during the past seven days?" aims to gather data on how many of the population have ever worked or engaged in any economic activity for the past seven days. Past seven (7) days refer to the last seven calendar days, prior to the day of visit.

A person is considered as having a job/business if he was engaged in any gainful activity during the past 7 days. Encircle code **1** for a person who was engaged in a gainful activity during the past 7 days. However, for persons who are not engaged in any gainful activities (i.e., housewife, student, etc.) during the past 7 days, encircle code **2** for No and enter a dash (-) from P26 to P28.

Some persons might not have worked at all during the past 7 days but might actually have jobs or businesses which they are temporarily not reporting to, as in the following cases:

- An employee on strike

- A person temporarily laid off due to non-economic reasons like machine breakdown for not more than 30 days

- A person with a new job to begin within 2 weeks from the date of interview

- Regular and temporary teachers, excluding substitutes, during summer vacation who still receive pay and who expect to go back the next school year

- A person who is a farmer or a fisherman by usual occupation is considered employed throughout the year. Hence, a farmer who at the time of the enumeration reported that he did not do any work at all for the past 7 days because there was no work to be done at the farm since the planting season was over or he was waiting for harvesting time, should be reported as "having a job", although not at work. Similarly, a fisherman who was not working for the past 7 days

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because of inclement weather or because the period is off-season for fishing, should be reported as "having a job".

- A farmer's son who usually works without pay on family farm but did not work at all during the past 7 days because of illness, although there was work to do on the farm is considered as with a job.

These persons are considered as with jobs or businesses. They should have an answer of code **1** in P25.

P26 Occupation in Past Week

Ask the question in P26, " What was _____'s activity/occupation during the past seven days?" for all persons 10 years old and over and whose entry in P25 is code **1**.

Occupation refers to the type of work performed, and/or trade or profession being pursued by the person during the past seven days such as farm helper, fruit picker, truck driver, typist, beauty parlor operator, etc. If he is not at work but with a job, occupation refers to the kind of job he was doing or will be doing if merely waiting for a new job to begin within two weeks from the date of interview.

If a person has two or more jobs, consider the one where he works more hours as his occupation. If, however, he works in equal hours for the two jobs, consider the one where he derives more income.

P27 Industry in Past Week

Conceptually, industry here refers to the activity of the firm where the person works.

The question in P27, "In what kind of business or industry did ____ work during the past seven days?" should be asked only for persons who are 10 years old and over and whose answer in P25, "Did ____ have a job or business during the past seven days?", is code **1** Yes.

Ask the respondent to give a description of the economic activity where the employed person works during the past seven days such as rice farming, deep sea fishing, sari-sari store, bus company, coal mine, automobile repair shop, private household (household helper).

P28 Place of Work

This question aims to determine the number of workers who commute to places outside the city/municipality where they are usually residing for the purpose of working.

Ask the question in P28, "In what city/municipality did ____ work during the past seven days?" for every person 10 years old and over and whose answer in P25 is **1** - Yes, had a job or business during the past seven days.

For persons whose place of work is the same as his present residence, that is, the establishment or office where he works is located within the city/municipality where he resides, enter code **8** in P28. However, if the place of work is in another city/municipality, specify on the space provided the city/municipality and province where he works.

For persons whose place of work is in foreign country as in the case of overseas workers, enter code **7** in the code box.

For travelling salesmen and their helpers, drivers and conductors of public utilities, officers and crew of interisland vessels or of commercial fishing vessels, report the location of establishment or its. branch office from which their trip originated and to which they report on their return. If there are two or more of these branches, including the main office, report the location of the branch where they usually collect their salaries or wages.

Always bear in mind that the name of the city/municipality alone is not sufficient; neither is the name of the province alone. The entry in this column must always be complete to include both city or municipality and province.

P29 Availability for Work

This question aims to determine how many from the those who had no job are available for work. This is one of the concepts used in determining the unemployed.

For a person to be available for work, he must have the time to work during the past seven days. He must not have any reason at all for refusing a job, if offered, during the past seven days except for minor illness.

Ask the question in P29, "Was ____ available for work during the past seven days?" for those whose answer in P25 is No, code **2**. Encircle **1** - Yes for those who are available for work during the past seven days. Otherwise, encircle **2** for No and enter a dash (-) both in P30 and P31.

P30 Looking for Work

Ask the question in P30, "Did ____ look for work during the past seven days?" for those whose answer in P29 is **1** .

This question is asked to determine who among those who are available for work during the past seven days had really done something to look for work. A person is said to have looked for work during the reference week if he had taken specific steps to seek paid employment or self-employment. In other words, he must have tried to secure a job or to establish a business or practice of a trade during the past seven days. Looking for work includes doing any of the following during the past seven days:

1.   Registering at a public or private employment agency.

2.   Contacting prospective employers or persons who might have been able to secure a job for the person.

3.   Placing or answering advertisements.

4.   Writing letters of application.

5.   Securing letters of recommendation.

6.   Participating in competitive examination especially given for a particular job.

Encircle **1** for a Yes answer and **2** for a No answer. If the answer is **1**, enter a dash in P31.

P31   Reason for Not Looking for Work

This question seeks to determine the main reason why a person did not look for work. Ask this question only if the answer in P30 is **2**.

Use the code indicated at the bottom of the questionnaire to record the reason for not looking for work. If the reason is other than those provided with codes, specify the given reason.

1   Believe no work available - if a person did not look for work because he believed that there was lack of job opening to suit his skills in his locality so that looking for work was deemed futile.

2   Awaiting results of previous job applications - if a person did not look for work during the past week because he was expecting to be considered for interview in the establishment where he had an application for a job. The person might have filed his application before the reference week but during the past seven days he did not do anything because he was awaiting a reply to this application.

3   Temporary illness - if the reason for not looking for work by a person who did not have a job/business was that he was suffering from a temporary illness or temporary disability.

4   Bad weather - if a person did not look for work during the past seven days because of bad weather conditions like flood, heavy rain, etc.

5   Waiting for rehire/job recall - if a person was temporarily laid off from his job due to economic reasons like retrenchment, lack of raw materials, transfer of management, etc., and he did not look for work during the past seven days because he was expecting his former employer to hire him again.

6   Too young, too old or retired, permanent disability if a person felt that he was too young or too old to work or that he had worked enough, that he would want to rest or if the person is suffering from permanent disability.

7   Housekeeping - applies to persons who did not look for work because they were doing household chores in their own home most of the time during the past seven days.

8   Schooling - applies to person who did not look for work because he was still attending school or was expected to attend school within the next three months.

9   Others - if the answer does not fall in any of the pre-coded answers, write on the space provided the reason for not looking for work.

Shown on next page is an illustration on the correct way of filling-up items P23 to P31.

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Illustration 8.2

FILLING UP ITEMS P23 TO P31 OF CPH FORM 3

Ismael Santiago works as an architect in a private enterprise in the same municipality dealing with building constructions. His wife, Rodora served as a nurse for 20 years at the Philippine General Hospital, Manila. However, only last April, 1990, she decided to quit working and be a plain housewife. Karmela is a secretary in the same enterprise where his father is working. Her husband, Jose is working as an electrical engineer in Saudi Arabia.

Line No.	NAME (P1)	Usual Activity/ Occupation (P23)	Kind of Business (P24)	Employment Status (P25)	Occupation in Past Week (P26)	Industry in Past Week (P27)	Place of Work (P28)	Availability for Work (P29)	Looking for Work (P30)	Reason for not Looking for Work (P31)
01	Santiago, Ismael	Architect	Building Construction	① Y 2 N	Architect	Building Construction	8	1 Y 2 N	1 Y 2 N	
02	_____, Rodora	Nurse	Public Hospital	1 Y ② N				① Y 2 N	1 Y ② N	7
03	_____, Marissa	Housekeeper	___	1 Y ② N				② N 1 Y	1 Y 2 N	
04	Reyes, Jose	Electrical Engineer	Steel Manufacturing	① Y 2 N	Electrical Engineer	Steel Manufacturing	7	1 Y 2 N	1 Y 2 N	
05	_____, Karmela	Secretary	Building Construction	① Y 2 N	Secretary	Building Construction	8	1 Y 2 N	1 Y 2 N	
06	_____, Carlito			1 Y 2 N				1 Y 2 N	1 Y 2 N	
07	_____, Anna			1 Y 2 N				1 Y 2 N	1 Y 2 N	
08	Cruz, Alma	Household Helper	Private Household	① Y 2 N	Household Helper	Private Household	8	1 Y 2 N	1 Y 2 N	

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NOTE: Questions P32 to P35 are different fertility indicators and should be asked for all females 15-49 years old. These fertility indicators are indispensable bases for studying the prospects of population growth, the probable development of the population's age structure and its possible effects on economic and social changes.

P32   Number of Children Born Alive

Data on the number of children ever born alive to a particular woman is an aggregate measure of her lifetime fertility experience up to the moment the data are collected. Cross tabulation with other variables will enable computation of principal measures such as gross fertility ratio, the average number of children born alive to women who have reached the end of child-bearing period, the proportion of women who are childless by the end of their reproductive life, etc.

Information on the number of children born alive should be asked for all females 15 to 49 years old only. Number of children born alive should include all children born alive during the lifetime of the woman up to the census date. Exclude fetal deaths or stillbirths.

Born alive children should comprise all live-born children to the woman, whether legitimate or illegitimate, born of present or of previous marriages, and regardless of whether her children are living or dead, or might be living elsewhere at the time of the interview. Exclude fetal deaths or stillbirths; also adopted children and stepchildren.

The following definitions may help you in filling up this column:

1.   Stillbirth - a birth in which the infant never showed any sign of life at the time of birth.

2.   Adopted - a child or ward who is considered part of the family although may not be related by blood to the guardian.

3.   Stepchild - a child of a woman's husband by a previous marriage.

Entry for this column should consist of 2 digits; thus, for women with 1 to 9 live-born children, prefix **0** .

Examples: **01**, **02**, **03**, **04**, **05**, etc.

In the case of a woman who has not given birth to a live baby, enter **00** in this column.

P33 Number of Children Still Alive

Data on the number of children still living serve as an indicator of the mortality of live-born children.

The entry in this column refers to the live-born children reported in P33. Ask the question in P33, "How many of these are still living?".

Enter in this column the number of children who are still alive as of census date, **12:01 A.M. of May 1, 1990** whether such children are presently living with the household or not. Prefix **0** to entries less than 10.

In no case should the number in P34 exceed that in P33. If it does, verify from the respondent. It is possible that the respondent got mixed-up in reporting the number of children.

Thus, if a woman has an entry of 03 in P33, the same number should be reported in P34 if all' 3 children are still living as of census date.

If the entry in P33 is **00,** enter also **00** in P34.

P34 Number of Children Born Alive from May 1, 1989 to April 30, 1990

Data on the number of births in the last twelve months can be used in estimating the current fertility of women. These also serve as bases for studying the prospects of population growth, the probable development of the population's age structure and its possible effects on the economy and society.

The question in P34, "How many children were born alive to ____ from May 1, 1989 to April 30, 1990?" is applicable to every woman aged 15-49 years old including the widowed, separated or divorced. However, you need not ask the question for those with **00** entries in P33.

The question refers to the number of children born alive to a woman during the last 12 months, from May 1, 1989 to April 30, 1990. Probe further if the respondent gives an answer of 2 or more children born alive to a woman (which is unusual but possible). It is possible that a respondent will erroneously include a stillbirth or miscarriage, or a child born before or after the reference period of 12 months.

An answer of two or more children born alive to a woman is acceptable in cases of twins, triplets, etc., or if there was rather a short interval between two live-births, say one was born in May 1989 and the other in April 1990.

Enter the actual number of children born alive in the past twelve months like **1** for one child born alive, **2** for two children, and **3** for three live-born children and so on. If no child was born alive to the woman, enter **0** .

P35 Age at First Marriage

Age at first marriage when tabulated with number of children ever born provides information on the fertility patterns of women on their first marriage.

Ask the question "What was ____'s age at first marriage?" only for females aged 15 years old to 49 years old and with entries of either of codes **2**, **3**, **4** ,**5** or **6** in P7 (Marital Status).

Marriage here may either be a legal or consensual union (where the man and woman decide to live together without the benefit of clergy or civil ceremony).

Enter in this column the age when the woman first entered married life or a consensual union, even if she was married more than once. Normally in legal marriages, it is the age when the marriage was solemnized. In cases wherein the spouses lived together before legal marriage, the age to be reported would be the age when the spouses began to live together. However, if inspite of their living apart, they had intimate relations (and this fact is volunteered by the respondent) , then the age of the woman to be reported should be her age when she had her first intimate relations after the marriage. In a consensual marriage, it is the age of the woman when she and the man began to live together as husband and wife.

See the illustration on the next page for the correct way of filling up the fertility items (P32 to P35).

Illustration 8.3

FILLING UP THE FERTILITY ITEMS OF CPH FORM 3

Rodora got married to Ismael at the age 21. She had three children, but her only son died a few days after he was born. Her daughter, Karmela got married to Jose at the age of 22. Karmela had two children, both still alive. Anna, her youngest, was born only last October, 1989.

LINE NUMBER	NAME (P1)	(P2)	(P3)		How many children have been born alive (P32)	How many are still living? (P33)	How many children were born alive to (P34)	What was age at first marriage? (P35)	LINE NUMBER
01	Santiago, Ismael	2	01						01
02	____ , Rodora	2	02		03	02	0	21	02
03	____ , Marissa	2	04		00				03
04	Reyes, Jose	1	07						04
05	____ , Karmela	2	04		02	02	1	22	05
06	____ , Carlito	2	09						06
07	____ , Anna	2	10						07
08	Cruz , Alma	2	00		00				08

Codes for P3, Relationship to Household Head

01	Head	11	Father
02	Spouse	12	Mother
03	Son	13	Brother
04	Daughter	14	Sister
05	Stepson	15	Uncle
06	Stepdaughter	16	Aunt
07	Son in law	17	Nephew
08	Daughter in law	18	Niece
09	Grandson	19	Other Relative
10	Granddaughter	00	Non relative

ARE THERE MORE THAN 8 MEMBERS IN THIS HOUSEHOLD?
1 Yes, USE ANOTHER BOOKLET
2 No

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8.4   INSTRUCTIONS ON THE HOUSING CENSUS QUESTIONS

The general instructions that can guide you in filling up the housing portion are in Section 7.4 (p. 83).

Bl to B5   Type of Building the Year Building/House was Built and Dl   Floor Area of This Housing Unit

Refer to Section 7.4 (p. 83) for filling up the same items in CPH Form 2.

H1   Fuel for Lighting

The proportion of households with access to electricity can provide planners useful indication of areas where community lighting needs to be extended. Data on types of fuel can be analyzed to forecast future demands for various sources of energy and hence plan for power installations.

Enter in the box provided, the code which corresponds to the fuel used by the household for its lighting facility. If the household is using electricity, enter **1** even if it is not used most of the time. If two or more types of lighting are used, except electricity, e.g., kerosene and oil, oil and candles, etc., report the type of lighting which is used most of the time. Enter, therefore, the code corresponding to the type of lighting used more often than the other.

The types of fuel for lighting and their codes are as follows:

1   Electricity
2   Kerosene (gaas)
3   Liquefied Petroleum Gas (LPG)
4   Oil (vegetable, animal, etc.)
5   Others, specify _____

If the household uses a generator, report the fuel being used to run the generator.

Refer to Illustration 8.4 for the different types of fuel for lighting.

Illustration 8.4

FUEL FOR LIGHTING

Electricity

Kerosene

LPG

Oil

Others
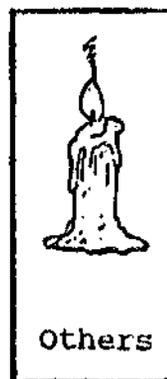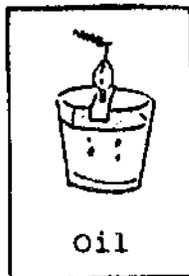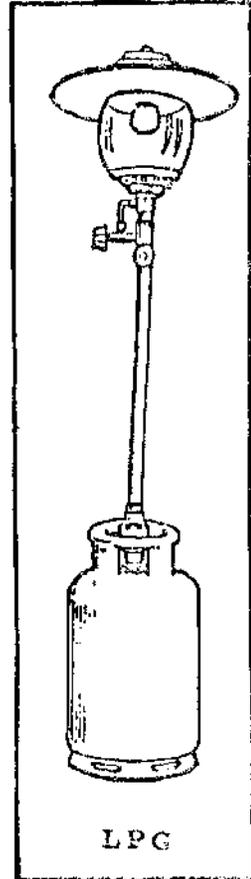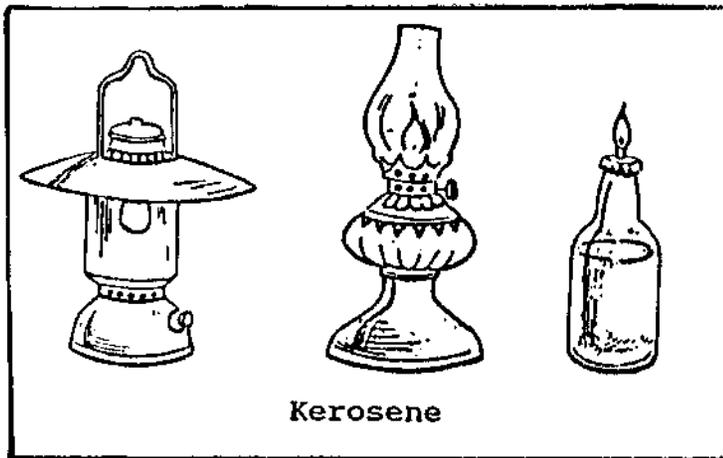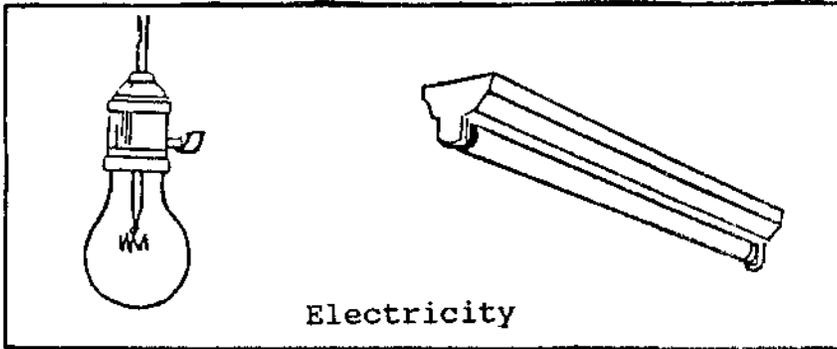
H2 Fuel for Cooking

The information on fuel for cooking is relevant in assessing energy planning decisions, energy conservation programs and in developing marketing strategies. It also serves as a benchmark for the study of changes in household energy used and user patterns over time. It is also useful in monitoring supply and demand requirements for alternative fuels.

The question in H2 asks for the kind of fuel the household uses most of the time for cooking. Enter in the box the code for the appropriate item. If two or more kinds of cooking fuel are used, e.g., electricity and LPG; LPG and wood; kerosene and charcoal; etc., report the fuel which is used most of the time for cooking.

     1   Electricity
     2   Kerosene (gaas)
     3   Liquefied Petroleum Gas (LPG)
     4   Charcoal
     5   Wood
     6   Others, specify _____
     7   None

For power from generators, report the fuel used to run the generator.

See Illustration 8.5 for the different kinds of fuel for cooking.

H3 Main Source of Drinking Water

The information on main source of drinking water provides the number of households with ready access to a potable water supply, as well as the availability of piped water for each housing unit. The provision of a piped water installation for every housing unit should be one of the primary objectives of housing policy as well as of public health policy.

Enter in the box the appropriate code for the household's main source of drinking water. If there are two or more sources of water for drinking, report the source used most of the time during the past twelve months.

The different sources of drinking water and their codes are as follows:

     1   Own use, faucet, community water system - The household gets its water supply from a faucet inside the house/yard directly connected to a water pipeline from the community water system such as the Metropolitan Waterworks and Sewerage System (MWSS) or the local water network

Illustration 8.5

FUEL FOR COOKING

Electricity

Liquefied Petroleum Gas

Kerosene

Charcoal

Wood
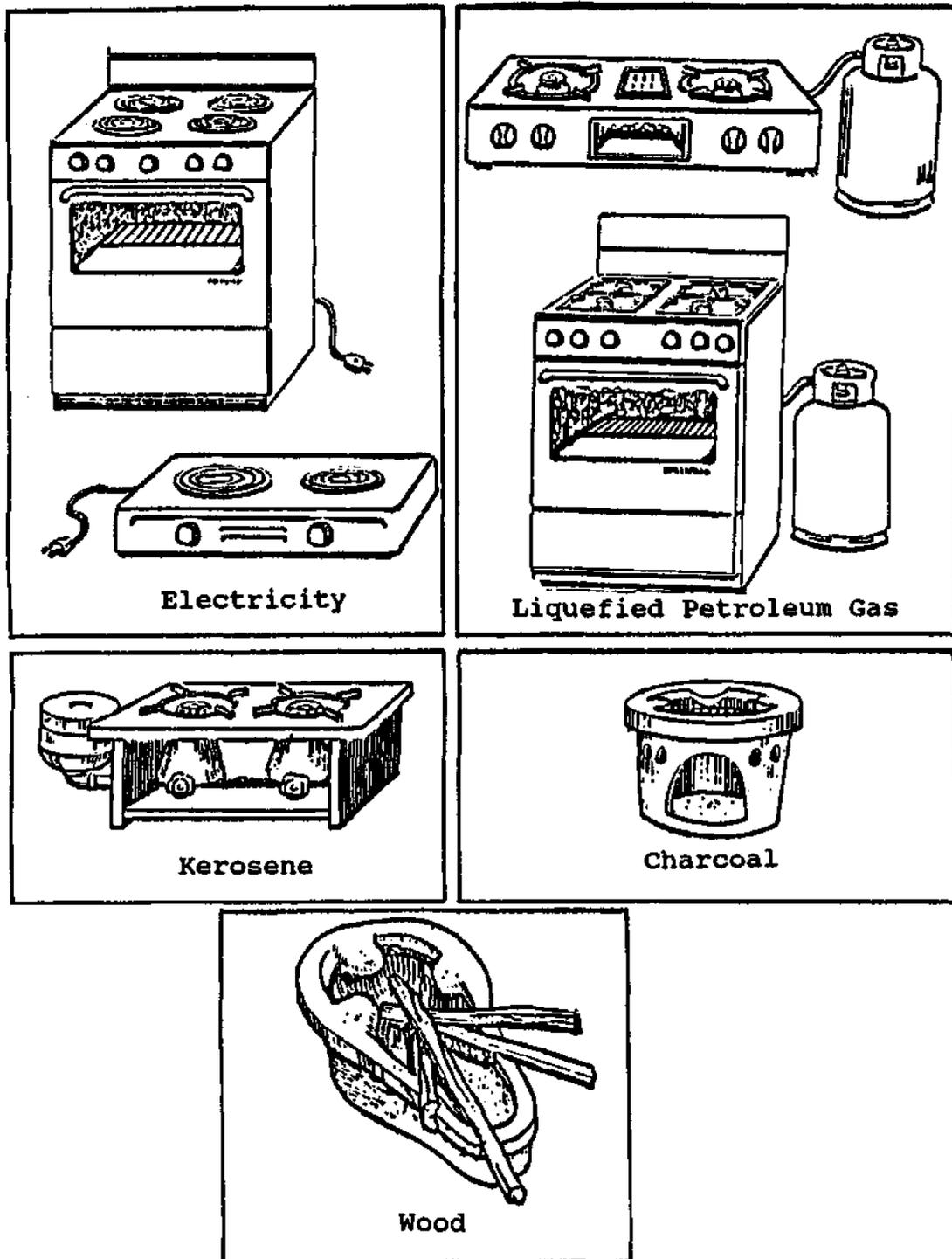
system. The method on how they purify the water or the <u>real</u> source of water is irrelevant. Thus, for water systems which have deep well as their source of water, report under this category as long as they subscribe to community water system.

2 Shared, faucet, community water system - The household gets its water supply from the faucet of another household, establishment, or office, which is connected to the community water system.

3 Own use, tubed/piped deep well - Water is taken from a tubed/piped well which is at least 100 feet (5 pcs. of 20 ft. pipes) or 30 meters deep and for private use of the household or households in the same building or compound.

4 Shared, tubed/piped deep well - Water is taken from a deep well, which is at least 100 ft. or 30 meters deep of another household, establishment, or office or from a deep well which was constructed for public use.

5 Tubed/ piped shallow well - Water is taken from a tubed/piped well which is less than 100 feet deep.

6 Dug well - The household gets its water supply from a well which may be provided with a protective device against contamination or pollution. A shallow well (dug and with water depository) which is provided with a pump and cover and is free from seepage from the side, and an ordinary dug well ("balon") also belong to this type.

7 Spring, lake, river, rain, etc.- The household gets its water supply from natural bodies of water, or water is accumulated from rainfall.

8 Peddler - The household does not directly get its water supply from any of the sources mentioned above. Included in this item are bottled water like mineral water, water bought in drums, pails, etc. (peddler). These are the usual sources of water supply of households in low water pressure areas with no community water system.

Refer to Illustration 8.6 for the different sources of drinking water.

Illustration 8.6

SOURCES OF DRINKING WATER

Faucet

Tubed/piped Shallow Well

Tubed/piped Deep Well

Dug Well

Spring, Lake, River, Rain, etc.
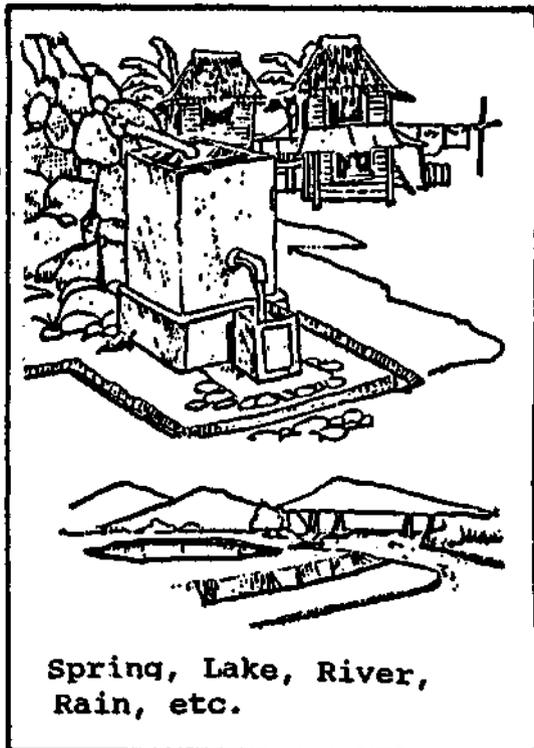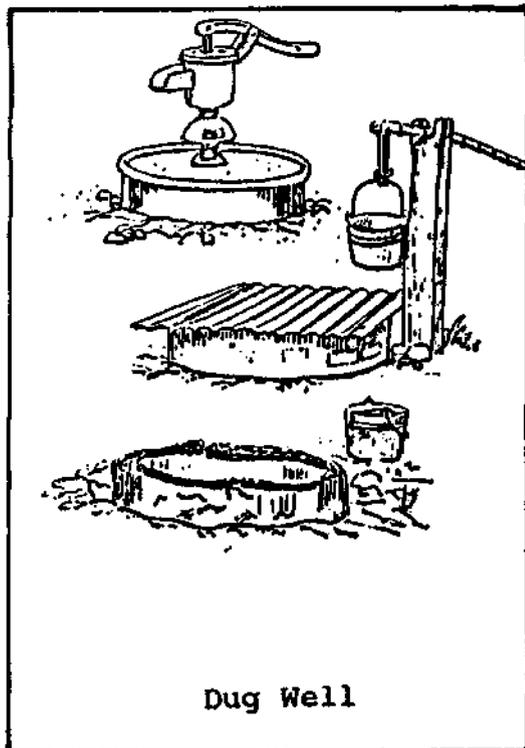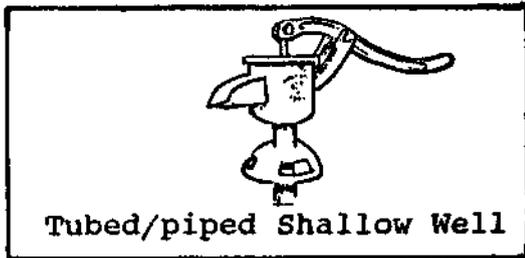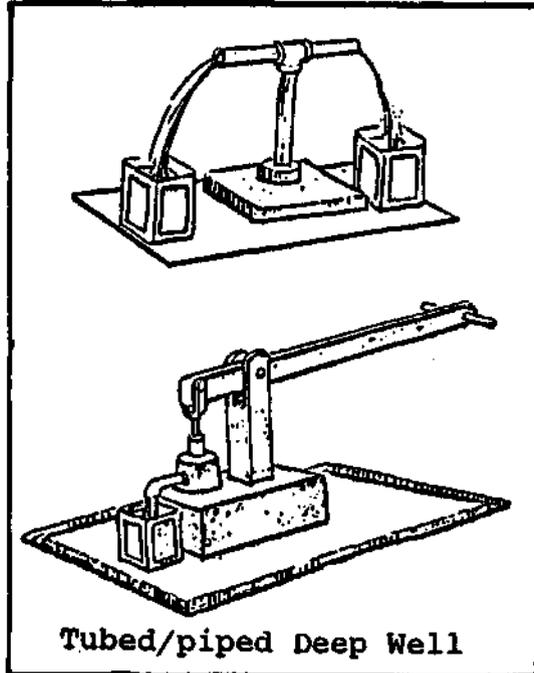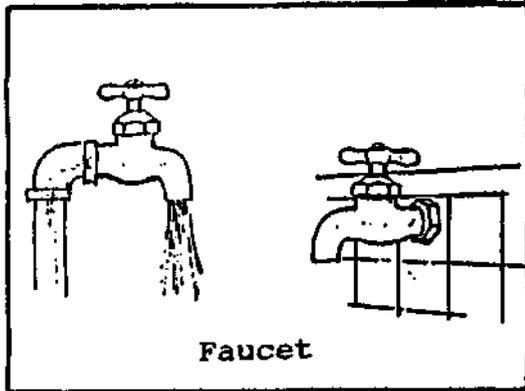
H4   Tenure Status of the Housing Unit

Refer to Section 7.4 (p. 93) for the instructions in filling up this item.

Like in CPH Form 2, this item has a "skip instruction" in CPH Form 3.

Specifically:

1.   If the answer in H4 is code **2**, go to H8.

2.   If the answer in H4 is code **3** or **4**, go to H9.

3. If the answer in H4 is code **1**, proceed to the next question.

H5   Acquisition of Housing Unit

Ask the question in H5, "How did you acquire this housing unit?" only if the entry in H4 is code **1** (owned/being amortized). Enter the code which describes how the household acquired the housing unit.

The different categories for this item are:

1   Purchased
2   Constructed by the owner/occupants with or
          without the help of friends/relatives

3   Constructed by hired/skilled workers - The owner of the
          housing unit took charge of purchasing
          construction materials and hiring
          construction workers and directly supervised
          the construction of the housing unit.

4   Constructed by an organized contractor - The owner
          entered into a contract with a general
          contractor for the latter to supply either
          labor only or both labor and materials.
5   Inherited
6   Others (lottery, gift)

If the answer in this item is code **5** or **6,** go to H7.

H6   Sources of Financing

The data on source(s) of financing give information on the extent to which housing assistance is provided by the government. Specifically, these will monitor government participation in terms of financing or administering the construction of new residential units.

Ask the question in H6 only if entry in H5 is code **1**, **2**, **3**, or **4.**

The different sources of financing are:

a.   Own resources/interest-free loans from relatives/friends
b.   Government assistance: PAG-IBIG, SSS, GSIS, DBP, etc.
c.   Private banks/foundations/cooperatives
d.   Employer assistance
e.   Private persons
f.   Others, specify _____

For each of these sources of financing, enter either code **1** for Yes or code **2** for No.

If the household has availed of a source of financing not included on those listed, enter code **1** on "Others" and specify the source of financing, otherwise, enter code **2.**

H7   Tenure Status of the Lot

Refer to Section 7.4 (p. 95) for the instructions in filling up this item. This item also has "skip instructions" in CPH Form 3.

If the answer in this item is code **1**, **3** or **4**, go to H9; if code **2**, proceed to the next question.

H8   Monthly Rental of Housing Unit and/or Lot

The information on monthly rental of housing unit and/or lot is used in reviews of government housing policy, and in considering matters such as the need for rent controls. It enables analysis of income level to rental level for particular groups.

Ask the question in H8, " How much does this household pay monthly for rental?" only if entry in H4 and/or H7 is code 2 (rented).

The total monthly rental of the housing unit <u>should exclude rental for furnishings and payment for electricity and water.</u> Rental for the housing unit which includes furnishings and/or payment for electricity and water, can be estimated by subtracting the estimated rental for furnishings and/or amount for the consumption of water and electricity from the total monthly rental.

Report the monthly rental even if the rent is still unpaid or paid by someone who is not a household member.

Enter the code corresponding to the monthly rental of housing unit and/or lot.

01	Below P50
02	50 – 99
03	100 – 149
04	150 – 199
05	200 – 299
06	300 – 499
07	500 – 699
08	700 – 999
09	1000 – 1499
10	1500 – 1999
11	2000 – 4999
12	5000 and over

H9 Kind of Toilet Facility

The data on kind of toilet facility provide the minimum data required for the evaluation of facilities available to the housing units. The proportion of households with access to sanitary toilet facilities is an indicator of health and sanitation status of households.

Enter the code corresponding to the type of toilet facility used by the household.

The different types of toilet facilities commonly used in buildings and houses throughout the country and their corresponding codes are:

1   Water-sealed, sewer/septic tank, used exclusively by the household

2   Water-sealed, sewer/septic tank, shared with other households

3   Water-sealed, other depository, used exclusively by the household

4   Water-sealed, other depository, shared with other households

Water-sealed – as the name implies, is the type of toilet where after water is flushed or poured into the bowl, a small amount of water is left in the bowl and seals the bottom of the bowl from the pipe leading to the depository.

Sewer/septic tank – a tank in which the solid matter or sewage is accumulated to be disintegrated by bacteria. This is commonly called "Poso Negro".

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Other depository - if the depository is other than a sewer/septic tank.

5   Closed pit - it is a type of toilet without a water-sealed bowl and the depository is constructed usually of large circular tubes made of concrete or clay covered on top and has a small opening. It may or may not have a box for sitting or squatting over the opening. Example: antipolo, etc.

6   Open pit - it is the same as closed pit but without covering.

7   Other (pail system, etc.) - classify here a toilet wherein fecal matter is accumulated in a pail to be picked up for disposal from time to time or any kind of toilet facility not belonging to the preceding types.

8   None - for households using no toilet facility.

Refer to Illustration 8.7 for the different types of toilet facilities.

H10   Usual Manner of Garbage Disposal

The proportion of households with access to sanitary manner of garbage disposal provides knowledge of the environmental living conditions and is therefore essential for health planners in the formulation of plans and programs to improve general health conditions.

Inquire from the respondent the manner by which the household disposes its kitchen garbage such as left-over food, peelings of fruits and vegetables, fish and chicken entrails, etc. If the household has various ways of disposing its kitchen garbage, ask for the manner used most of the time.

Described below are some of the more common methods of disposal used in the country. Determine which of these methods best describes the practice of the household. Enter in the box the code of the response.

1   Picked up by service garbage truck - when the local government or a private contractor manages the systematic collection of garbage in the community through the use of garbage trucks/carts.

2   Dumping in individual pit (not burned) - when garbage is simply thrown in pits whether inside the yard or vacant lots and left to decay.

Illustration 8.7

TYPES OF TOILET FACILITIES

Water-sealed

Closed pit
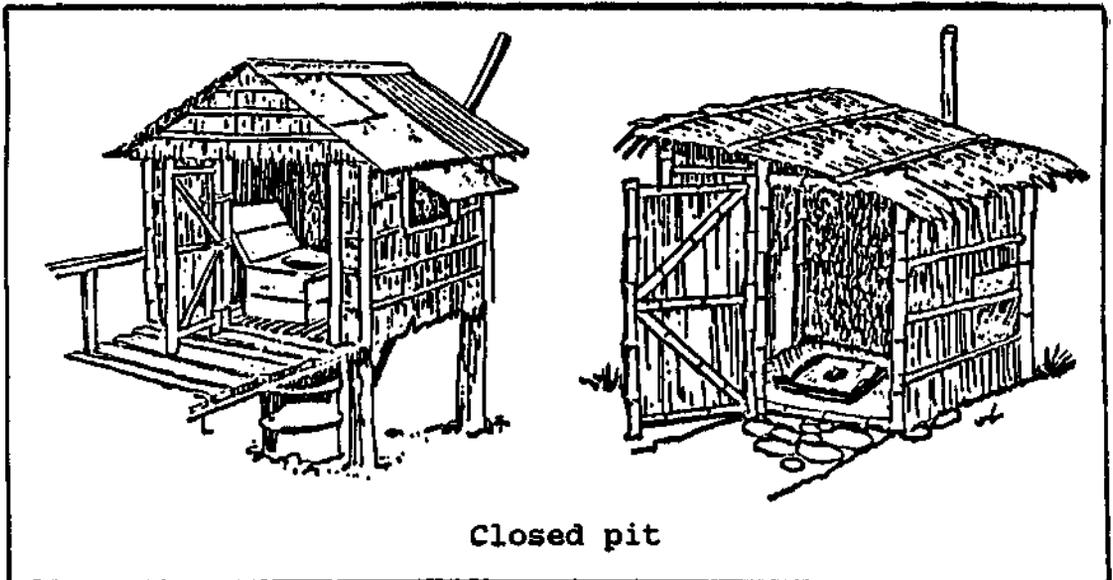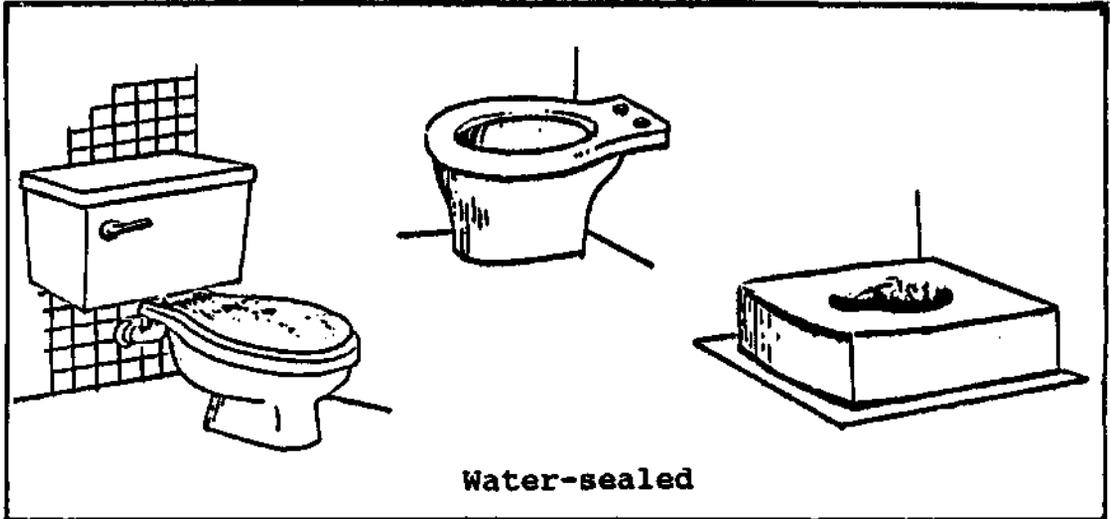
3   Burning - when the household dumps its garbage in an
open space or pit and burns it.

4   Composting -   when garbage is composted, that is,
allowed to decay under controlled conditions
and the composted materials are collected
later for use as soil conditioner or
fertilizer.

5   Burying   -   when   the   garbage   is   thrown   in
pit and then covered with soil.

6   Feeding to animals - when the garbage is given to
animals as feed.

7   Others - if the household you are interviewing
disposes its kitchen garbage in a manner
different from those mentioned above (thrown
in esteros, vacant lots, rivers, etc.)

H11   Presence of Household Conveniences

Refer to the instructions in Section 7.4 (p. 96) in filling
up this item.

H12   Land Ownership

Follow the instruction in Section 7.4 (p. 96) in filling up
this item.

H13   Language/Dialect Generally Spoken

Language/dialect generally spoken at home provides a measure
of the linguistic homogeneity or difference in the population. It
can also be used to measure the extent of actual use of the
language/dialect within a household.

Ask the question in H13, "What is the language/dialect
generally spoken at home by members of this household?".

The languages/dialects and their corresponding codes are
printed in the frame. If it is not among the pre-coded answers,
write the language/dialect on the space provided.

If two or more languages/dialects are spoken in the
household, enter the code for the language/dialect which is
commonly spoken by majority of the household members.

Note that "Visaya" is not a dialect. Inquire if it is
Hiligaynon (Ilonggo), Cebuano, Waray, etc.,

Illustration 8.8 on the next two pages shows an example of
the correct way of filling up the housing census questions.

Illustration 8.8

FILLING UP THE HOUSING QUESTIONS OF CPH FORM 3

HOUSING CENSUS QUESTIONS

B1 TO B4 ARE TO BE ANSWERED BY MERE OBSERVATION. IF DOUBTFUL, ASK THE RESPONDENT.

B1 TYPE OF BUILDING/HOUSE

1 Single House
2 Duplex
3 Multi-unit residential (3 units or more)
4 Commercial/Industrial/Agricultural (office, factory, ricemill, etc.)
5 Institutional living quarters (hotel, hospital, etc.)
6 Other housing unit (boat, cave, etc.)

ENTER CODE **3**

B2 CONSTRUCTION MATERIAL OF THE ROOF

1 Galvanized iron/Aluminum
2 Tile/Concrete/Clay tile
3 Half galvanized iron and half concrete
4 Wood
5 Cogon/Nipa/Anahaw
6 Asbestos
7 Makeshift/Salvaged/improvised materials
8 Others, specify _____

ENTER CODE **2**

B3 CONSTRUCTION MATERIAL OF THE OUTER WALLS

01 Concrete/Brick/Stone
02 Wood
03 Half concrete/brick/stone and half wood
04 Galvanized iron/Aluminum
05 Bamboo/Sawali/Cogon/Nipa
06 Asbestos
07 Glass
08 Makeshift/Salvaged/improvised materials
09 Others, specify _____
10 No walls

ENTER CODE **01**

B4 STATE OF REPAIR

Determine the current condition of the building/house.

1 Needs no repair/needs minor repair
2 Needs major repair
3 Dilapidated/Condemned
4 Under renovation/being repaired
5 Under construction
6 Unfinished construction

ENTER CODE **1**

B5 IS TO BE ASKED FROM ANY HOUSEHOLD IN THE BUILDING.

B5 YEAR BUILDING/HOUSE WAS BUILT

When was this building/house built?

01 1990   07 1971-1980
02 1989   08 1961-1970
03 1988   09 1951-1960
04 1987   10 1950 or earlier
05 1986   98 Not applicable
06 1981-1985   99 Don't know

ENTER CODE **06**

D1 IS TO BE ASKED FROM ANY HOUSEHOLD IN THIS HOUSING UNIT.

D1 FLOOR AREA OF THE HOUSING UNIT

What is the estimated floor area of this housing unit?

	SQUARE METERS	SQUARE FEET
01	Less than 10	Less than 108
02	10 - 19	108 - 209
03	20 - 29	210 - 317
04	30 - 49	318 - 534
05	50 - 69	535 - 748
06	70 - 89	749 - 962
07	90 - 119	963 - 1287
08	120 - 149	1288 - 1608
09	150 - 199	1609 - 2149
10	200 and over	2150 and over

ENTER CODE **06**

H1 TO H3 ARE TO BE ANSWERED BY ALL HOUSEHOLDS.

H1 FUEL FOR LIGHTING

What kind of fuel does this household use for lighting?

1 Electricity
2 Kerosene (gaas)
3 Liquefied petroleum gas (LPG)
4 Oil (vegetable, animal, etc.)
5 Others, specify _____

ENTER CODE **1**

H2 FUEL FOR COOKING

What fuel does this household use most of the time for cooking?

1 Electricity
2 Kerosene (gaas)
3 Liquefied petroleum gas (LPG)
4 Charcoal
5 Wood
6 Others, specify _____
7 None

ENTER CODE **1**

H3 MAIN SOURCE OF DRINKING WATER

What is this household's main source of drinking water?

1 Own use, faucet, community water system
2 Shared, faucet, community water system
3 Own use, tubed/piped deep well
  (at least 100 feet or 30 meters deep)
4 Shared, tubed/piped deep well
  (at least 100 feet or 30 meters deep)
5 Tubed/piped shallow well
6 Dug well
7 Spring, lake, river, rain, etc.
8 Peddler

ENTER CODE **1**

Illustration 8.8 (Con't.)

FILLING UP THE HOUSING QUESTIONS OF CPH FORM 3

HOUSING CENSUS QUESTIONS

H4 TO H13 ARE TO BE ANSWERED BY ALL HOUSEHOLDS.

H4 TENURE STATUS OF THE HOUSING UNIT

What is the tenure status of this housing unit?

1 Owned/Being amortized
2 Rented   → (ENTER CODE, GO TO H8)
3 Being occupied for free with consent of owner
4 Being occupied for free without consent of owner → (ENTER CODE, GO TO H9)

ENTER CODE | I |

H5 ACQUISITION OF HOUSING UNIT

How did you acquire this housing unit?

1 Purchased
2 Constructed by the owner/occupants with or without help of friends/relatives
3 Constructed by hired/skilled workers
4 Constructed by an organized contractor
5 Inherited
6 Others (lottery, gift) → (ENTER CODE, GO TO H7)

ENTER CODE | I |

H6 SOURCES OF FINANCING

Did you avail of the following sources of financing in the construction/purchase of this housing unit?

			ENTER CODE
A. Own resources/interest-free loans from relatives/friends	1 Yes	2 No	I
B. Government assistance: PAG-IBIG, GSIS, SSS, DBP, etc.	1 Yes	2 No	2
C. Private banks/foundations/cooperatives	1 Yes	2 No	I
D. Employer assistance	1 Yes	2 No	2
E. Private persons	1 Yes	2 No	2
F. Others, specify _____	1 Yes	2 No	2

H7 TENURE STATUS OF LOT

What is the tenure status of the lot?

1 Owned/Being amortized
2 Rented
3 Being occupied for free with consent of owner → (ENTER CODE, GO TO H9)
4 Being occupied for free without consent of owner

ENTER CODE | I |

H8 MONTHLY RENTAL OF HOUSING UNIT AND/OR LOT

How much is the monthly rental?

01	Below P 50	07	500 - 699
02	50 - 99	08	700 - 999
03	100 - 149	09	1000 - 1499
04	150 - 199	10	1500 - 1999
05	200 - 299	11	2000 - 4999
06	300 - 499	12	5000 and over

ENTER CODE | — |

H9 KIND OF TOILET FACILITY

What type of toilet facility does this household use?

1 Water-sealed, sewer/septic tank, used exclusively by the household
2 Water-sealed, sewer/septic tank, shared with other households
3 Water-sealed, other depository, used exclusively by the household
4 Water-sealed, other depository, shared with other households
5 Closed pit (without a water-sealed bowl and the depository is constructed usually of large circular tubes made of concrete or clay covered on top and has a small opening: antipolo, etc.)
6 Open pit (same as closed pit but without covering)
7 Others (pail system, etc.)
8 None

ENTER CODE | I |

Water-sealed bowls are those where after water is flushed or poured into the bowl, a small amount of water is left and seals the bottom of the bowl from the pipe leading to the depository.

H10 USUAL MANNER OF GARBAGE DISPOSAL

How does this household usually dispose of its kitchen garbage such as left-over food, peelings of fruits and vegetables, fish and chicken entrails, etc.?

1 Picked up by garbage truck
2 Dumping in individual pit (not burned)
3 Burned
4 Composting (later used as fertilizer)
5 Burying
6 Feeding to animals
7 Others, specify _____

ENTER CODE | I |

H11 PRESENCE OF HOUSEHOLD CONVENIENCES

Does this household have the following household conveniences in working conditions?

			ENTER CODE
A. Radio/Radio cassette	1 Yes	2 No	I
B. Television	1 Yes	2 No	I
C. Refrigerator/Freezer	1 Yes	2 No	I
D. Telephone	1 Yes	2 No	I
E. Motor Vehicle	1 Yes	2 No	I

H12 LAND OWNERSHIP

Does any member of this household own the following?

			ENTER CODE
A. Other residential land(s)	1 Yes	2 No	I
B. Agricultural land(s)	1 Yes	2 No	2
C. Other land(s)	1 Yes	2 No	2

H13 LANGUAGE/DIALECT GENERALLY SPOKEN

What is the language/dialect generally spoken at home by members of this household?

01	Tagalog	08	Waray
02	Cebuano	09	Bicol
03	Hiligaynon	10	Maguindanao
04	Ilocano	11	Maranao
05	Ibanag	12	Tausug
06	Pampango	—	Others, specify _____
07	Pangasinan		

ENTER CODE | 02 |

CHAPTER IX

ENUMERATION OF INSTITUTIONAL POPULATION

This chapter discusses the detailed instructions on how to accomplish CPH Form 4 - the Institutional Population Questionaire. This questionnaire which is a 4-page booklet gathers information about persons considered part of the institutional population.

9.1   WHO WILL ENUMERATE THE INSTITUTIONAL POPULATION

As an enumerator, you will be responsible for the distribution of CPH Form 4 to the manager/head/person-in-charge of the institutional living quarters found in your assigned enumeration area. However, for institutional living quarters, namely, hotels, dormitories, lodging houses and boarding houses, which have 20 or less residents, it is your responsibility to enumerate and accomplish CPH Form 4.

If you will have to leave a CPH Form 4 to an institutional living quarter, contact first the manager/head/person-in-charge. Ask him to supply the required information about the residents or inmates. Suggest that it would be easier and more expeditious if anyone from his staff members accomplishes CPH Form 4 with the aid of their records. In such a case, it is necessary that you explain to the staff member as to whom to enumerate and exclude. Remind the staff member that the instructions on whom to list are printed at the back of the form.

Before you leave CPH Form 4 to the manager/head/person-in-charge, ask him the total number of female and male population in the institutional living quarter and enter in columns 9 and 10, respectively of CPH Form 1. The total number of institutional population will help you determine the number of CPH Form 4 which you have to leave to the manager/head/person-in-charge. Inform him that the accomplished form(s) will be collected by your team supervisor exactly a week after. Do not forget to write in the remarks column of CPH Form 1 "c/o TS".

For hotels, dormitories, lodging houses and boarding houses, ask the total number of residents from the manager/head/person-in-charge. If the number of residents is more than 20, distribute CPH Form 4 following the procedures discussed above. However, if the number of residents is 20 or less, accomplish CPH Form 4 following the instructions in Section 9.3. Do not forget to write in the remarks column of CPH Form 1 "c/o (your name)" for all institutional living quarters which you have interviewed.

For institutional living quarters wherein <u>nobody is eligible for enumeration</u>, still assign CPH Form 4. However, you have to fill up only the <u>geographic identification</u> (province, city/municipality, barangay, enumeration area number, the serial numbers, type of institutional living quarters and address). Write on the remarks column of CPH Form 1 "c/o (your name)".

9.2 PERSONS TO BE ENUMERATED AS MEMBERS OF THE INSTITUTIONAL POPULATION

The following are to be included as members of institution for each type of institutional living quarters:

a. Hotels, lodging houses, dormitories, etc.

   1. Proprietor, manager and employees living in the establishment, except those living therein with their own families and those who usually go home to their respective - families at least once a week.

   2. Permanent lodgers/boarders (those who have stayed or are expected to stay for one year or longer) and those temporary lodgers/boarders who have stayed for six months or longer as of May 1, 1990, or have been away from their own families for the same period. However, exclude those who usually go home at least once a week.

   3. Lodgers/boarders who are not residents of the Philippines and who have been in the Philippines for one year or longer as of May 1, 1990, or are expected to stay in the Philippines for one year or longer. However, exclude those who have a temporary place of residence elsewhere in the Philippines to where they usually go home. Exclude also diplomatic representatives or UN, ILO, USAID officials who, like diplomatic representatives, are subject to reassignment to other countries after their tour of duty in the Philippines, and members of their families.

b. Hospitals and Nurses' Home

   1. All patients, including those confined, in mental hospitals, leprosaria or leper colonies, pavilions of tuberculosis sanitaria where patients stay more or less permanently, and rehabilitation centers for drug addicts.

   2. Patients who have been confined for six months or longer as of May 1, 1990 in other kinds of

hospitals and in wards for temporary confinement in tuberculosis sanitaria.

3. Nurses in nurses' homes who do not usually go home at least once a week.

4. Staff members and employees living in hospitals/nurses' homes, except those living therein with their families and those who usually go home at least once a week.

c. Welfare Institutions (Home for the aged and Infirm, Orphanage, Boys' Town, etc.)

1. All inmates or wards, including those who have just been confined.

2. Staff members and employees living in the institutions, except those living therein with their families and those who usually go home at least once a week.

d. Corrective and Penal Institutions

1. All prisoners in national prisons and reformatories (Welfareville).

2. Prisoners and detainees in provincial or city/municipal jails who have been continuously confined for six months or longer, including confinement in another jail elsewhere, as of May 1, 1990, or those whose sentence is for six months or longer even if the sentence is on appeal.

3. Staff members and employees living in these institutions except those living therein with their own families and those who usually go home at least once a week.

e. Convents, Nunneries, Seminaries, and Boarding Schools

1. Monks, priests, ministers, nuns, seminarians, etc. However, priests or ministers of sects other than the Roman Catholic Church who live in the convent or house close to church or chapel with their own families are to be considered as members of households.

2. Students in boarding schools (schools where students are required to stay in the school campus).

3.   Staff members, employees and helpers living in the premises, except those living therein with their own families and those who usually go home at least once a week.

f.   Military Camps, Stations (PC, Army, Air Force and Navy) and   Philippine Military Academy   (PMA)

1.   Officers   and   enlisted men/draftees, except those who live in the premises with their own families and those who usually sleep most nights with households or in hotels, lodging places or dormitories. Include those belonging to the unit in the camp or station but who are ,away on military operation or mission or aboard naval vessels, except those whose families are living in the camp or station (their own families will report them).

2.   PMA cadets and trainees whose training will last for six months or longer.

3.   Detainees who have been continuously confined for six months or longer, including confinement in another camp or station elsewhere, as of May 1, 1990.

4.   Civilian employees living in the camp or station, except those living therein with their own families and those who usually go home at least once a week.

g.   Logging, Mining and Construction/Public Works Camps; Plantations and Agricultural/Fisheries Experimental or Breeding Stations, etc.

1.   Proprietor, manager, contractor and employees who do not live with their own families in the camp/station premises and are supplied with lodging (beddings, etc.) and/or meals by the company, firm contractor or agency, except those who usually go home at least once a week.

h.   Ocean-going and   Interisland/Coastal Vessels or Deep-sea Fishing Vessels

1.   Filipino crew members of ocean-going vessels (whose own families live in the Philippines) at port as of 12:01 A.M. May 1, 1990, except those who usually go home to their own families in the Philippines at least once every six months.

2.   Any crew member of interisland/coastal vessel or deep-sea fishing vessel at port on any day during

the enumeration, if the crew member has no home other than the vessel.

    i. Refugee Camps

       1. Filipino citizens working and living inside the camps except those living therein with their own families and those who usually go home to their respective families at least once a week.

9.3   HOW TO ACCOMPLISH CPH FORM 4 - INSTITUTIONAL POPULATION QUESTIONNAIRE

One booklet of CPH Form 4 may contain information for twenty (20) persons (10 on the left side and 10 on the right side).

The cover page of the questionnaire contains the geographic identification and the certification portion while the inside pages consist of items P1 to P11 to be gathered from the institutional population.

Booklet Number

Refer to the instructions in Section 7.2 (p. 67).

Geographic Identification

Transcribe the province, city/municipality, barangay, enumeration area and their corresponding codes from CPH Form 1. Copy the CB building number (if any), building serial number and institutional living quarters serial numbers from columns 2, 3 and 6, respectively, of the listing page.

Type of Institutional Living Quarters

Identify the institutional living quarter as to its type and enter the code in accordance with the following coding scheme.

1   Hotels, Lodging Houses, Dormitories, etc. - These are establishments that provide lodging and meals and various personal services for the public.

2   Hospitals and Nurses' Home - These are institutions where the needy, aged, young or where the sick or injured are given medical or surgical care.

3   Welfare Institutions - These are institutions intended for seeing or improving the welfare of disadvantaged social groups.

4   Corrective and Penal Institutions -These are living
         quarters intended for housing the prisoners
         and detainees.

5   Convents, Nunneries, Seminaries, and Boarding Schools -
         These are institutional living quarters
         intended for the housing of nuns, seminarians
         and other religious entities, and students.

6   Military Camps and Stations -These are camps
         established for the temporary accommodations
         of military men.

7   Logging, Mining and Construction/Public Works Camps -
         These are camps established for the housing
         of workers in mining, agriculture, public
         works or other types of enterprises.

8   Ocean-going and Interisland/Coastal Vessels - These
         are vessels that are used as living quarters
         of the crew members.

9   Refugee Camps - These are camps established for the
         housing of refugees.

0   Others - These are institutional living quarters not
         mentioned above.

Note: The codes for types of institutional living quarters are
         found in the lower left side of page 2 of the
         questionnaire.

Address

     Enter here the number and name of the street where the
institutional living quarters is located.

Line Number

     Every questionnaire is provided with 20 lines or rows (10
on each side) wherein to write all names of the members of the
institutional living quarter and their characteristics. Each
line has a preceded number printed at the leftmost column. This
is the line number. This number automatically identifies each
member of the institutional living quarter. Thus, the first
member is entered on the first row with line number 01; the
second member will be on the second row with line number 02; and
so on.

     Ask the respondent the question "How many persons are
residing in this institutional living quarters as of May 1,
1990?" If the respondent answers 8, check line number 08. This
will guide you later in determining whether or not you have

listed all the members of the institutional living quarters in
P1. As you ask this question, be sure to explain to the
respondent on whom to include.

The shaded question "Are the members of this institution
more than 20?" found at the bottom of page 3 of CPH Form 4 is
not to be asked from the respondent. This question is meant only
for you. Since you, as enumerator, are not tasked to enumerate
institutional living quarters with more than 20 members, you
will always have to encircle **2** - No, which means there are 20 or
less members in the institution and that you will use only one
booklet. Be sure to indicate this in the "Booklet ___ of ___
booklets" located at the upper righthand corner of the cover
page.

P1 Name

Write the names of the members, family name first, followed
by the given name.   List the names of the members of the
intitutional population in the order as listed in the coding
scheme in P2. However, if a mistake is committed in the order of
entering the names, let the list stand as is.

P2 Residence Status

Identify the residence status of the member by entering the
code in accordance with the following coding scheme.

1   Manager, director, in-charge
2   Staff member/employee, including physicians and
              nurses
3   Officer or enlisted man, trainee
4   Officer or crew member in merchant vessel
5   Priest/seminarian/nun
6   Lodger/boarder
7   Patient (Hospital, sanitarium, etc.)
8   Inmate/ward (Home for the aged, orphanage, etc.)
9   Prisoner/detainee
0   Others

Note that in a particular type of institutional living
quarters, only one or two or a few of the codes are applicable.
For instance, the proprietor (manager) of a hotel and his
employees who do not live with their own families in the hotel
and do not usually go home at least once a week will be coded
respectively, **1** - manager, director, in-charge and **2** - staff
member, employee, etc.

P3 to P11 Age to Disability

For items P3 to P11, follow the instructions given for the
same items in CPH Form 2. Refer to Sec. 7.3 (p. 71) of this
manual. However, take note of the discrepancy in the numbering of
items such as P3 Date of Birth in CPH Form 4 is P4 in CPH Form 2.

Refer to Illustration 9.1 for the correct way of filling up the institutional population questionnaire.

If you encounter an institutional living quarter in your EA and you do not have CPH Form 4, proceed to enumerate the members of that institutional living quarter using CPH Form 2 as an improvised CPH Form 4. The information will be transcribed to the appropriate form by your team supervisor at a later date.

In this case, be sure to:

1.   Fill up only columns P3 to P12 of CPH Form 2 to record the characteristics of the residents of the institutional living quarter.

2.   Record residence status of the members in column P3 instead of relationship to household head.

3.   Write in big bold letters the word INSTITUTIONAL on the cover page of CPH Form 2.

4.   Bundle these improvised forms separately from CPH Form 2 when submitting all the accomplished forms to your team supervisor.

Illustration 9.1

FILLING UP CPH FORM 4

LINE NUMBER	NAME (P1) Who are the persons residing in this institutional living quarters as of May 1, 1990? LIST THE NAMES (FAMILY NAME FIRST) OF ALL MEMBERS OF THE INSTITUTIONAL LIVING QUARTERS IN THE ORDER LISTED BELOW.	Residence Status (P2) What is ___'s position or status? ENTER APPROPRIATE CODE LISTED BELOW.	Age — Date of Birth (P3) ENTER MONTH AND YEAR	Age (P4) What is ___'s age as of his/her last birthday? IF AGE IS LESS THAN ONE YEAR, ENTER "00"	Sex (P5) 1 MALE 2 FEMALE ENCIRCLE CODE	Marital Status (P6) What is ___'s marital status? FOR PERSONS BELOW 10 YEARS OLD, ENTER "1". ENTER APPROPRIATE CODE LISTED BELOW	Religious Affiliation (P7) What is ___'s religious affiliation? ENTER APPROPRIATE CODE LISTED BELOW. IF OTHERS, SPECIFY	Citizenship (P8) Is ___ a citizen of the Philippines? ENCIRCLE CODE 1 Yes, SKIP TO P10. 2 No	Citizenship (P9) What country is ___ a citizen of? ENTER APPROPRIATE CODE LISTED BELOW. IF OTHERS, SPECIFY	Disability (P10) Does ___ have any total and permanent physical or mental disability? 1 Yes 2 No, GO TO NEXT MEMBER	Disability (P11) What type of disability does ___ have? ENTER APPROPRIATE CODE LISTED BELOW. IF OTHERS, SPECIFY
01	Cruz, Gigi	6	Mo. Sept. / Yr. 1957	32	1 M / ②F	1	1	① Y / 2 N	01	1 Y / ② N	—
02	Samson, Susan	6	Mo. Dec. / Yr. 1968	21	1 M / ②F	1	1	① Y / 2 N	01	1 Y / ② N	—
03	Abanilla, Ana	6	Mo. March / Yr. 1971	19	1 M / ②F	1	2	① Y / 2 N	01	1 Y / ② N	—
04	Velarde, Fe	6	Mo. July / Yr. 1965	24	1 M / ②F	2	4	① Y / 2 N	01	1 Y / ② N	—
05	Sevilla, Ting	6	Mo. Aug. / Yr. 1969	20	1 M / ②F	1	1	① Y / 2 N	01	1 Y / ② N	—
06	Alcantara, Judith	6	Mo. Aug. / Yr. 1971	18	1 M / ②F	1	1	① Y / 2 N	01	1 Y / ② N	—
07	Fernandez, Belen	6	Mo. Feb. / Yr. 1957	33	1 M / ②F	2	1	① Y / 2 N	01	1 Y / ② N	—
08	Domingo, Perla	6	Mo. Jan. / Yr. 1963	27	1 M / ②F	1	1	① Y / 2 N	01	1 Y / ② N	—
09	Conde, Teresa	6	Mo. June / Yr. 1959	30	1 M / ②F	2	1	① Y / 2 N	01	1 Y / ② N	—
10	Tamano, Rebecca	6	Mo. Nov. / Yr. 1967	22	1 M / ②F	1	4	① Y / 2 N	01	1 Y / ② N	—

Codes for Types of Institutional Living Quarters
1 Hotels, Lodging Houses, Dormitories, etc.
2 Hospitals and Nurses' Home
3 Welfare Institutions
4 Corrective and Penal Institutions
5 Convents, Nunneries, Seminaries, and Boarding Schools
6 Military Camps and Stations
7 Logging, Mining and Construction/Public Work Camps
8 Ocean-going and Interisland/Coastal Vessels
9 Refugee Camps
0 Others

Codes for P2, Residence Status
1 Manager, director, in-charge
2 Staff member/employee including physicians and nurses
3 Officer/enlisted men, trainee
4 Officer/crew member in merchant vessel
5 Priest, seminarian, nun
6 Lodger or boarder
7 Patient (Hospital, sanitarium, etc.)
8 Inmate, ward (Home for the Aged, Orphanage, etc.)
9 Prisoner, detainee
0 Others

Codes for P6, Marital Status
1 Single
2 Married
3 Widowed
4 Separated/Divorced
5 Others
6 Unknown

Illustration 9.1 (Con't.)

FILLING UP CPH FORM 4

	NAME	Residence Status	Age		Sex	Marital Status	Religious Affiliation	Citizenship		Disability	
										ALL PERSONS	
L I N E N U M B E R	Who are the persons residing in this institutional living quarters as of May 1, 1990? LIST THE NAMES (FAMILY NAME FIRST) OF ALL MEMBERS OF THE INSTITUTIONAL LIVING QUARTERS IN THE ORDER LISTED IN THE CODES FOR P 2 BELOW.	What is ___'s position or status? ENTER APPROPRIATE CODE LISTED BELOW.	Date of Birth ENTER MONTH AND YEAR	What is ___'s age as of his/her last birthday? IF AGE IS LESS THAN ONE YEAR, ENTER '00'	1 MALE 2 FEMALE EN-CIRCLE CODE	What is ___'s marital status? FOR PERSONS BELOW 10 YEARS OLD, ENTER '1'. ENTER APPROPRIATE CODE LISTED BELOW	What is ___'s religious affiliation? ENTER APPROPRIATE CODE LISTED BELOW. IF OTHERS, SPECIFY	Is ___ a citizen of the Philippines? EN-CIRCLE CODE 1 Yes, SKIP TO P10. 2 No	What country is ___ a citizen of? ENTER APPROPRIATE CODE LISTED BELOW. IF OTHERS, SPECIFY	Does ___ have any total and permanent physical or mental disability? 1 Yes 2 No, GOTO NEXT MEMBER	What type of disability does ___ have? ENTER APPROPRIATE CODE LISTED BELOW. IF OTHERS, SPECIFY
	(P1)	(P2)	(P3)	(P4)	(P5)	(P6)	(P7)	(P8)	(P9)	(P10)	(P11)
11	Abante, Cornelia	6	Mo. July Yr. 1955	34	1 M ②F	1	1	1 Y 2 N	O1	1 Y ②N	—
12	Camacho, Ellen	6	Mo. Jan. Yr. 1961	29	1 M ②F	1	1	1 Y 2 N	O1	1 Y ②N	—
13	Cordova, Grace	6	Mo. Nov. Yr. 1958	31	1 M ②F	2	4	1 Y 2 N	C1	1 Y ②N	—
14	Constantino, Sheila	6	Mo. April Yr. 1968	22	1 M ②F	1	1	1 Y 2 N	O1	1 Y ②N	—
15	Reyes, Evelyn	6	Mo. Feb Yr. 1965	25	1 M ②F	1	1	1 Y 2 N	O1	1 Y ②N	—
16			Mo. Yr.		1 M 2 F			1 Y 2 N		1 Y 2 N	
17			Mo. Yr.		1 M 2 F			1 Y 2 N		1 Y 2 N	
18			Mo. Yr.		1 M 2 F			1 Y 2 N		1 Y 2 N	
19			Mo. Yr.		1 M 2 F			1 Y 2 N		1 Y 2 N	
20			Mo. Yr.		1 M 2 F			1 Y 2 N		1 Y 2 N	

ARE THERE MORE THAN 20 MEMBERS IN THIS INSTITUTIONAL LIVING QUARTERS?	Codes for P7, Religious Affiliation	Codes for P9, Country of Citizenship	Codes for P11, Disability
1 Yes, USE ANOTHER BOOKLET 2 No	00 None 01 Roman Catholic 02 Aglipay 03 Islam 04 Iglesia ni Cristo 05 United Churches of Christ in the Phil. — Others, specify____	01 People's Republic of China 02 U.S.A. 03 Indonesia 04 India 05 Japan 06 Iran 07 Australia 08 United Kingdom — Others, specify____	1 Blindness 6 Mental Illness 2 Deafness 7 Mental Retardation 3 Muteness 8 Orthopedic Handicap 4 Deafness/Muteness 9 Multiple Disability 5 Speech Impairment 0 Others, specify____

CHAPTER X

HOW TO ACCOMPLISH CPH FORMS 7, 8 AND 12

This chapter contains detailed instructions on when to use and how to fill up CPH Forms 7, 8 and 12.

10.1 CPH FORM 7 - NOTICE OF LISTING/ENUMERATION

This form, which comes in the form of a sticker, is used for control purposes. Its presence indicates that a particular housing unit or institutional living quarter has been enumerated. As enumerator, you should post this form to each housing unit or institutional living quarter that you have interviewed. Attach also this form to institutional living quarter wherein you have distributed CPH Form 4.

Before you post CPH Form 7 to the housing unit, line out the word "institution" and print on the space provided the household serial number. If two or more households occupy the same housing unit, indicate all serial numbers of households covered under one notice form by writing the first household serial number and the last household serial number, separated by a hyphen. Thus, for a housing unit having three households with serial numbers 025, 026 and 027, simply write on the space provided the household serial numbers **025** – **027.** Indicate also the date you have completely enumerated the housing unit/institutional living quarter.

For institutional living quarters, line out the word "household" and print on the space provided the institutional living quarter serial number.

Attach as many stickers as there are housing units in a building. For an institutional living quarter with housing unit, attach separate CPH Form 7, one for the institutional living quarters and another for the housing unit.

Place the sticker on a convenient and conspicuous part of the main entrance to the housing unit or institutional living quarters. If a household is meant to be revisited because you failed to interview an eligible respondent during your first visit, DO NOT place the sticker yet. You will place the sticker only <u>after you are able to get information about that household.</u>

Below are Illustrations of the correct way of filling up CPH Form 7.

Illustration 10.1

FILLING UP CPH FORM 7

10.2 CPH FORM 8 - APPOINTMENT SLIP FORM

You will need this form if during the first visit, there is no responsible respondent in the household to provide information and you need to call back at some later date. This will serve as your appointment slip with a responsible member of the household.

Try to ascertain the availability of the person whom you wish to interview and consider this in making the appointment. Inquire from children, maids or neighbors the best day and time for a callback. State on CPH Form 8 the time and date you will revisit the household, and affix your signature. Make sure that you also indicate the same time and date on the remarks column of CPH Form 1. You have to maintain a record of your appointments so that you can keep track of your scheduled visits properly.

Leave CPH Form 8 to any member of the household (such as the maid, a son/daughter of the household young enough to be a respondent) that you want to revisit to make the household aware of your future visit. If nobody can receive the notice, simply slip it under the door, or put it in the mail box.

Illustration 10.2

CPH FORM 8 - APPOINMENT SLIP FORM

May 5, 1990
(Date)

Sir/Madam:

The National Statistics Office is currently conducting the 1990 Census of Population and Housing to take an inventory of the total population and to take stock of the housing units 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.

I am the Census Enumerator assigned to cover this area. Since you were out when I dropped by this address today, please allow me to meet with you or any responsible member of your household on:

May ___6___, 1990 at ___3:00___ am/pm.

Rest assured that all data

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10.3 CPH FORM 12 - ENUMERATOR'S SUMMARY REPORT

This form is designed to provide preliminary population counts after the enumeration at the earliest possible time.

Accomplish CPH Form 12 after you have finished the enumeration of your area. Prepare 3 copies of this form, one copy each for the Central Office, PCO and CAS.

The data in this form are to be taken from the bottom portion of the listing pages of CPH Form 1 - Listing Booklet.

Sheet Number

Indicate the total number of sheets used for a particular EA by filling up the portion which says "Sheet ___ of ___ Sheets".

A sheet of CPH Form 12 has a total of only 15 lines. Hence, if a particular EA has used more than 15 listing pages, then extra sheet(s) of CPH Form 12 will be filled up for this EA.

If one sheet is used for an EA, indicate this by:

       Sheet _1_ of _1_ Sheets

  ı

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

       Sheet _1_ of _2_ Sheets

       Sheet _2_ of _2_ Sheets

Geographic Identification

Refer to the instructions on how to fill up the geographic information given in Chapter VI (p. 47) under the same heading.

Col. 1 - **Listing Page Number**

Every CPH Form 12 is provided with fifteen (15) lines or rows. The listing page numbers are pre-numbered corresponding to each used page of the listing booklet. However, if the listing pages used exceed 15 pages, renumber the page number in the additional sheet of CPH Form 12. Thus, cross out page number 1 and write 16 above it; cross out page number 2 and write 17 above it; etc.

Col. 2 - Number of Households

Transcribe the total number of households from column 5 of the listing pages of CPH Form 1.

Col. 4 - Number of Males in the Households

Subtract the number of males in institutional living quarters from the total male population (column 9 of the listing pages of CPH Form 1).

Col. 5 - Number of Females in the Households

Subtract the number of females in institutional living quarters from the total female population (column 10 of the listing pages of CPH Form 1).

Col. 3 - Total Population in the Households

Add the entries in columns 4 and 5 of CPH Form 12.

Col. 6 - Number of Institutions

Transcribe the total number of institutional living quarters from column 6 of the listing pages of CPH Form 1.

Col. 8 - Number of Males in Institutional Living Quarters

Transcribe the total number of males in institutional living quarters from column 9 of the listing pages of CPH Form 1.

Col. 9 - Number of Females in Institutional Living Quarters

Transcribe the total number of females in institutional living quarters from column 10 of the listing pages of CPH Form 1.

Col. 7 - Total Population in Institutional Living Quarters

Add the entries in columns 8 and 9 of CPH Form 12.

Col. 10 - Total Population (Households and Institutional)

Add the entries in columns 11 and 12 of CPH Form 12.

Col. 11 - Total Male Population

Add the entries in columns 4 and 8 of CPH Form 12.

Col. 12 - Total Female Population

Add the entries in, columns 5 and 9 of CPH Form 12.

Filling up the Page Totals

In each column, add all entries downward and enter the total in the box provided at the bottom for every sheet of CPH Form 12 used.

Signature

After completing all the entries in this form, print your name and affix your signature above it on the space provided at the bottom of this form. Also, indicate the date you accomplished this form.

Below is an illustration of the correct way of filling up CPH Form 12. The illustration shows how to transcribe the column totals from the listing page to the columns of CPH Form 12.

Illustration 10.3

FILLING UP CPH FORM 12

Listing Sheet Page Number	Number of Households	Household Population			Number of Institutions	Institutional Population			Total Population (Households & Institutional)		
		Both Sexes	Male	Female		Both Sexes	Male	Female	Both Sexes	Male	Female
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)
1	20	93	51	42	0	0	0	0	93	51	42
2	17	107	53	54	3	53	29	24	160	82	78
3	16	100	47	53	1	25	18	7	125	65	60
4	19	98	42	56	0	0	0	0	98	42	56
5	21	115	61	54	0	0	0	0	115	61	54
6	23	123	73	50	2	74	33	41	197	106	91
7	16	92	55	37	0	0	0	0	92	55	37
8	22	102	63	39	3	106	57	49	208	120	88
9	18	82	54	28	0	0	0	0	82	54	28
10	17	95	22	73	2	57	20	37	152	42	110
11											
12											
13											
14											
15											
Totals	189	1007	521	486	11	315	157	158	1322	678	644

82 - 29 = 53

78 - 24 = 54

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CHAPTER XI

ADMINISTRATIVE AND FINANCIAL MATTERS

This chapter includes recording and reporting progress; review of your completed work; submission of work; the method of payment; accomplishment of administrative forms; and other administrative matters.

11.1   REPORTING TO YOUR TEAM SUPERVISOR

You must report to your team supervisor every week to discuss the progress of your work and problems encountered in the field, if any. During these meetings, always bring with you the map, listing booklet (CPH Form 1) and the accomplished questionnaires.

11.2   SUBMITTING COMPLETED WORK

You will submit your completed work each time you meet your team supervisor (daily or every-other-day). Before you submit your work, be sure you have edited the questionnaires thoroughly.

Materials to be Included During Submission

Submit accomplished CPH Forms 2, 3 and 4 to your team supervisor. Fill up the "Enumerator's Questionnaire Transmittal Record" at the back of the listing booklet each time you submit your work.

Upon completion of one enumeration area, submit the following to your team supervisor:

1.   Map of the   barangay/EA received   from your

supervisor and the block maps you have drawn/sketched

2.   CPH Form 1 - Listing Booklet(s)

3.   All remaining accomplished questionnaires

a.   CPH Form 2/3
b.   CPH Form 4
c.   CPH Form 12

Upon completion of all your assigned areas, submit the following:

1.   Enumerator's Manual

2.   Census Identification Card

3.   All unused forms and materials

Preparing Questionnaires for Submission

Edit each questionnaire before submitting to your team supervisor. Verify so that each questionnaire contains all required information, and that the entries are clear and legible.

If a questionnaire fails your edit, that is, required information is inadvertently missing, entries are not legible or clear, page(s) is(are) torn or soiled, and so forth, you must correct the situation before you submit the questionnaire to your team supervisor. If necessary, contact the respondent again to obtain missing information.

11.3   REVIEW OF YOUR COMPLETED WORK BY THE TEAM SUPERVISOR

Your team supervisor will review your work each time he meets with you. The details of these reviews will depend on the quality of your work and how well you follow the procedures in this manual.

Each review consists of the following:

1.   A detailed check of the map for the EA to determine if buildings and landmarks are properly plotted.

2.   A detailed check of CPH Form 1 - Listing Booklet to see that required entries have been made and that all the households listed have corresponding questionnaire and the number of males and females in the household or institutional living quarters listed in the listing booklet conform with that in the queastionnaire.

3.   A detailed check of the questionnaires to see that all applicable questions/items are filled up and that the questionnaires are not torn, soiled and so forth.

11.4 DAILY OUTPUT AND PAY RATE

Daily Output

The average daily output expected of you varies depending on the sampling rate of the municipality. Below is a table which shows the average daily output which you have to complete:

Sampling Rate	Urban Area	Rural Area
100%	9 households	6 households
20%	20 households	15 households
10%	22 households	17 households

You are obliged to conform with the quota or average daily output because you will be compensated strictly based on your daily output.

Pay Rate

Teacher enumerators will be paid an honorarium commensurate to the actual number of days worked, including training days, but not to exceed P 1,000. They shall be given service credits for actual services rendered including training.

On the other hand, non-teacher (reserve) enumerators will be paid as stipulated in their respective service contracts.

In addition to your daily rate, transportation expenses incurred in connection with census work shall be paid by NSO.

It is important for you to know that NSO reserves the right to withhold payment and certification of number of days rendered under the following circumstances:

1. unfinished work, that is, when a part of your area of assignment is not covered;

2. unsatisfactory performance, that is, when errors in your work are observed and not rectified; and

3. incomplete submission of accomplished and unused listing booklets, questionnaires, administrative forms or financial forms

You may submit your claims through your supervisor who, in turn will submit them to the Provincial Office for processing. Actual payment of your money claims will be effected by the Disbursing Officer of the NSO Provincial Office. More detailed guidelines on the payment of honorarium and other money claims shall be explained by the trainer.

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11.5 ISSUANCE OF CERTIFICATION

As soon as you have finished the enumeration of all households in your EA, submit all accomplished forms and other unused census materials to your Team Supervisor.

After you have been cleared of all responsibilities and accountabilities, you will be issued by the Provincial Census Officer a Certificate of Completion of Work (CPH Form 16), Certificate of Services Rendered (CPH Form 17), and Certificate of Appearance (CPH Form 18) which will be the basis for payment of wages/honorarium or other financial claims in connection with the discharge of your duties as enumerator. You will not be paid your wages/honorarium or claims for travelling expenses without these certificates.

11.6 FINANCIAL FORMS

Claims for payment should be accomplished using the Disbursement Voucher (General Form 5A). It should be accompanied by the acceptable supporting papers such as Daily Time Record(CSC Form 48), Reimbursement Expense Receipt (General Form 3A), Itinerary of Travel, Certificate of Completion of Work, Certificate of Services Rendered, Certificate of Appearance, bus tickets, etc.

Disbursement Voucher (General Form No. 5A)

This form is used in claiming per diems and transportation expenses/allowance. This voucher can either be prepared for you by the office secretary or you can prepare it yourself.

Reimbursement Expense Receipt (General Form No. 3A)

Reimbursement Expense Receipt (RER) shall be used by those who are authorized to claim for expenses on meals, rentals of transportation like calesa, tricycle, pedicab, jeepney, taxi, etc.

Write on the form the name of city/municipality, province and the date on which the expense was incurred. Write your name and your designation legibly on the appropriate lines, then the amount you are reimbursing in words and in figures. Write what you have paid for like meal expenses, transportation expenses, etc. For transportation expenses, write the place where started and the destination and purpose of travel for which the vehicle was rented.

Then, let the person receiving the payment sign his name on the line for the signature of the payee, his address, and residence tax number.

The witness part is optional; that is, it may or may not be filled-up.

Daily Time Record (CSC Form No. 48)

This form is to be used to monitor your attendance in going to work in a month's time. Print your name on the designated line and the current month and the year. This form should be filled up everytime you report to work.

This form consists of 7 columns and 31 rows (for 31 days of a month).

Fill up the Daily Time Record (DTR) each day you have worked as an enumerator. The "ARRIVAL" column corresponds to the time you have begun enumerating the first household/institutional living quarters for the day and the "DEPARTURE" column, the time you have finished enumerating the last household/institutional living quarter for the day.

When your supervisor tells you to submit the form to him, be sure that you have signed your name on the designated line.

Be diligent and honest in reporting your working hours.

Itinerary of Travel (CPH Form 27)

The itinerary of travel must be filled up everytime you make a financial claim. Print the required information on the form: your name, position(EN/MCO/MCA, etc.), official station (office address),and the purpose of travel(listing, enumeration of EA, etc.).

Write the date(s), the place or the area visited, the time you departed/arrived from/to the place, the mode of transportation, the allowable expenses incurred and the total expenses incurred (add up the transportation expenses incurred, per diem and allowance).

Sign below the line which is denoted by 'Prepared by:'

Print also the name of the Approving Officer (the PCO) on the designated line. Have your supervisor initial below the PCO's name if your supervisor is not the PCO.

Note that the Itinerary of Travel, DTR, and RER are supporting papers for your voucher.

COMMONWEALTH ACT NO. 591

AN ACT CREATING A BUREAU OF THE CENSUS AND STATISTICS, TO CONSOLIDATE STATISTICAL ACTIVITIES OF THE GOVERNMENT THEREIN.

Be it enacted by the National Assembly of the Philippines:

SECTION 1. Bureau of the Census and Statistics is created.

SECTION 2. The powers, functions, and duties of the Bureau of the Census and Statistics shall be as follows:

(a) To collect by enumeration, sampling or other methods, statistics and other information concerning population, agricultural conditions, the area and production of crops, the number of livestock, the production of livestock products, exports, imports, commerce, industrial and commercial enterprises, prices, employment, wages, stocks of commodities, agricultural and other properties, social and economic institutions, and such other statistics as the President of the Philippines by executive order may direct;
(b) To compile and classify all such statistical data and information and to publish the same for the use of the Government and the people;
(c) To prepare for and undertake all censuses of population, agriculture, industry and commerce;
(d) To conduct, for statistical purposes, investigatons and studies of social and economic problems and conditions;
(e) To compile and classify statistical and other data for other branches and dependencies of the Government, upon the approval of the President of the Philippines;
(f) To carry out and administer the provisions of Act Numbered Thirty-seven Hundred and Fifty-three, entitled "An Act to Establish a Civil Register";
(g) To make and publish , from time to time, estimates of population, agricultural production, income and number of livestock.

SECTION 3. The collection of data and information prescribed in section two may be secured by the mailing or delivery of the necessary questionnaire or form and explanatory matter to the persons best qualified to furnish such data or information and in which case, the proprietor official, government official or employee, partner, director or legal representative, to whom such questionnaire or form is marked or delivered, shall be required to accomplish such questionnaire or form personally or cause the same to be accomplished by his duly authorized agent or representative. Any person who fails or refuses to accomplish, mail or deliver such questionnaire or form received by him to the Bureau of Census and Statistics within thirty days of its receipt

by him; or any person who, in accomplishing any such questionnaire or form knowingly gives data or information which shall prove to be materially untrue in any particular; or any person who signs such questionnaire or form after it has been accomplished in the knowledge that it is untrue in any particular shall, upon conviction, be punished by a fine of not more than six hundred pesos or by imprisonment for not more than six months, or by both.

SECTION 4. Data furnished the Bureau of the Census and Statistics by an individual, corporation, partnership, institution or business enterprise shall not be used as evidence in any court or any public office either as evidence for or against the individual, corporation, association, partnership, instituion or business enterprise from whom such data emanate; nor shall such data or information be divulged to any person except authorized employees of the Bureau of the Census and Statistics, acting in the performance of their duties; nor shall such data be published, except in the form of summaries or statistical tables in which no reference to an individual, corporation, association, partneship, institution or business entterprise shall appear. Any person violating the provisions of this section shall , upon conviction, be punished by a fine of not more than six hundred pesos or by imprisonment for not more than six months, or both.

SECTION 5. The Bureau of the Census and Statistics shall be under the executive direction and supervision of the President of the Philippines, such personnel as may be necessary for the proper and efficient performance of the duties prescribed by this Act shall be appointed by the President of the Philippines, - upon recommendation of the Director of the Bureau of the Census and Statistics, at such rates of salaries as may be fixed in accordance with Commonwealth Act Numbered Four Hundred and Two, entitled "An Act to provide for classification of civilian positions and standardization of salaries in the Government".

At anytime after its organization, the President of the Philippines is authorized to place the Bureau of the Census and Statistics under the direct supervision and control of the executive departments.

SECTION 6. The Bureau of the Census and Statistics shall have one assistant chief, who shall be known respectively, as the Director and Assistant Director of the Bureau of the Census and Statistics. The Director of the Bureau of the Census and Statistics shall receive the same compensation as that received by the directors of bureaus mentioned in sub-paragraph (4) , sub-section (a) of section five of Commonwealth Act Numbered Four Hundred and Two, and the Assistant Director of the Bureau of the Census and Statistics, the same compensation as that received by assistant directors of bureaus mentioned in sub-paragraph (5) of said sub-section (a) of section five of the same Act. The

Director and Assistant Director of the Bureau of the Census and Statistics, shall be appointed by the President of the Philippines, with the consent of the Commission on appointments of the National Assembly.

SECTION 7. The powers, functions, and duties of the Division of Statistics of the Department of Agriculture and Commerce, those of the Director of the National Library under the provisions of Act Numbered Thirty-seven Hundred Fifty-three, and those of the Statistics Division of the Bureau of Customs, are transferred to the Bureau of the Census and Statistics.

SECTION 8. The President of the Philippines is authorized to transfer personnel, equipment, unexpended appropriations, if any, records, documents, supplies and other property from the Commission of the Census created by Commonwealth Act Numbered One Hundred and Seventy to the Bureau of Census and Statistics, upon or prior to the completion of the census taken pursuant to the provisions of Commonwealth Act Numbered One Hundred and Seventy.

SECTION 9. The President of the Philippines is authorized until June Thirty, Nineteenn Hundred and Forty-one, the provisions of existing laws to the contrary notwithstanding, to transfer by executive order the functions, appropriations, equipment, property, records, and personnel of any bureau, office or part thereof, engaged in the collection, compilation, and publication of statistics can be accomplished thereby.
Any action taken by the President pursuant to this authority shall be reported by him to the National Assembly at the next regular session thereof and shall be valid and subsisting until the National Assembly shall provide otherwise.

SECTION 10. This Act shall take effect upon its approval.

Approved, August 19, 1940.

APPENDIX B

BATASAN PAMBANSA BLG. 72

Batas Pambansa Blg. 72 (An Act Providing for the Taking of an Integrated Census Every Ten Years Beginning in the Year Nineteen Hundred and Seventy Two, and for Other Purposes)

REPUBLIC OF THE PHILIPPINES
Batasang Pambansa
Second Regular Session

Begun and held in Quezon City, Metropolitan Manila, on Monday, the twenty-third day of July, nineteen hundred and seventy-nine.

(BATAS PAMBANSA BLG. 72)

AN ACT PROVIDING FOR THE TAKING OF AN INTEGRATED CENSUS EVERY TEN YEARS BEGINNING IN THE YEAR NINETEEN HUNDRED AND EIGHTY, AND FOR OTHER PURPOSES.

Be it enacted by the Batasang Pambansa in session assembled:

SECTION 1. A national census of population and other related data shall be taken every decade beginning in 1980, in accordance with plans prepared by the national Census and Statistics Office, 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.

SECTION 2. There is hereby created the National Census Coordinating Board to be composed of the Minister of Economic Planning, as Chairman, the Minister of Human Settlements, the Minister of Budget, the Minister of the Justice, the Minister of National Defense, the Minister of Labor, the Minister of Public Works, the Minister of Transportation and Communications, the Minister of Public Highways, the Minister of Agriculture, the Minister of Natural Resources, the Minister of Public Information, and the Minister of Local Government and Community Development, as members, with the Executive Director of the National Census and Statistics Office as Executive Officer of the Board.

The censuses shall under the supervision and coordination of the National Census Coordinating Board which shall issue such rules and regulations as may be necessary for the successful undertaking and completion of the censuses provided in this Act.

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SECTION 3. There shall be established a provincial, city and municipal census board in each province, city and municipality, as the case may be, which shall provide such facilities and assistance as may be required by the National Census Coordinating Board. The boards shall be under the supervision and control of the National Census Coordinating Board.

SECTION 4. The Provincial Census Board shall be composed of the Provincial Governor, as Chairman, and the Division Superintendent of Schools, or in case of provinces with more than one school division, the Division Superintendent designated by the National Census Coordinating Board, as Vice Chairman, the District Highway Engineer, or in the case of provinces which have two or more highway engineering districts, the one that may be designated by the National Coordinating Board, the Provincial Development Officer, the Provincial Assesor, and the Provincial Agriculturist, as members, with the Provincial Census Officer as the Executive Officer.

The City Census Board shall be composed of the City mayor, as Chairman, and the City Superintendent of Schools, as Vice Chairman, the City Engineer, the City Development Officer, and the City Assesor, as members, with the City Census Officer as the Executive Officer.

The Municipal Census Board shall be composed of the Municipal Mayor , as Chairman, and the District Supervisor, the Municipal Agriculturist, the Station Commander, the Municipal Treasurer, and the Municipal Development Officer, as members, with the Municipal Census Officer/Census Supervisor as the Executive Officer.

SECTION 5. The National Census Coordinating Board and the local census boards may call upon any ministry, bureau, office, agency or instrumentality of the Government for any assistance in the performance of their duties.

SECTION 6. The first day of May of every regular census year is hereby designated as the reference date for the census. The collection of data will be by enumeration and the respondent shall be the head or any responsible member of the household.

SECTION 7. Public school teachers shall be employed for enumeration work and for such service shall be paid an honorarium as may be determined by the National Census Coordinating Board but in no case not less than two hundred-fifty pesos and shall receive service credits equivalent to the number of days rendered in census work. Other government employees whose services are engaged for census work shall be entitled to such allowances as shall be prescribed by the National Census Coordinating Board payable from census funds. The census herein taken at the barangay level shall be certified to by the corresponding barangay captain.

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SECTION 8. Before the end of the year 1980 and of every census year thereafter, a count of the population by province, city, municipality and barangay shall be published by the National Statistics Office. The final population count as determined from the processed census returns shall be considered official for all purposes upon proclamation by the President (Prime Minister).

SECTION 9. Data gathered pursuant to this Act shall not be used as evidence in any court or public office or public office for or against any person, except in a criminal case for violation of Section 10 of this Act, nor shall such data be divulged to any person except to authorized employees of the National Census and Statistics Office, acting in the performance of their duties; nor shall such data be published except in the form of summaries or statistical tables in which no reference to an individual shall appear. Any person violating any provision of this Section shall be punished by a fine of not more than five hundred pesos or by imprisonment of not more than six months, or both.

SECTION 10. Any respondent as provided for in Section 6 who unjustifiably refuses to furnish the information called for in the census questionnaire, or knowingly certifies or gives data or information which shall be prove to be materially untrue in any particular, shall be guilty of an offense under this Act and shall, upon conviction, be funished by a fine of not more than five hundred pesos or by imprisonment of not more than three months, or both.

SECTION 11. The amount necessary for the holding of censuses shall be charged to the appropriations available for the purpose in the corresponding Appropriate Act.

SECTION 12. This Act shall take effect upon its approval.

Approved, June 11, 1980

APPENDIX C

GEOGRAPHIC AND CARTOGRAPHIC SYMBOLS

Orientation . . . .
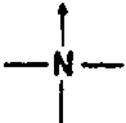
Provincial boundary . . . .

Municipal boundary . . . .

Enumeration area . . . .

Barangay boundary . . . .

Road/street (indicate name) . . . .

Proposed road . . . .

Trail/alley . . . .

Railroad . . . .

Bridge . . . .

River/creek (indicate name) . . . .

Shore (indicate name of body of water) . . . .

School (enter name) . . . .

Church or chapel/mosque . . . .

Municipal/city hall or prov. capitol . . . .

Market . . . .

Airport . . . .

Pier/wharf . . . .

Cemetery . . . .

Ricefield* . . . .

Cornfield* . . . .

Fishpond* . . . .

Forest . . . .

GEOGRAPHIC AND CARTOGRAPHIC SYMBOLS

Mountain/hill . . . .

Swamp/marsh . . . .

Residential buildings wherein one or more
households are actually living. . . . .

Residential buildings which are completely
vacant . . . .

Commercial buildings or agricultural
buildings with housing units wherein one or
more households are actually living. . . . .

Commercial buildings or agricultural
buildings with housing units which are
completely vacant . . . .

Purely institutional living quarters
(hotels, motels, dormitories, etc.) . . . .

Institutional living quarters wherein one
or more households are actually living. . . . .

Institutional living quarters with one or
more housing units which are all vacant. . . . .

Other kinds of buildings where households
are enumerated like schools, churches,
public markets; etc . . . .

Other kinds of structures where households
are enumerated such as caves, boats,
abandoned trucks, culverts, etc . . . .

*if the ricefield, cornfield or fishpond occupies a large
portion of the map, you may write instead "RICEFIELD
"CORNFIELD "FISHPOND" across the said portion devoted to
the product. Do the same for coconut, abaca, coffee, etc.,
plantations.

APPENDIX D

AGE AS OF LAST BIRTHDAY CONVERSION TABLE

Year of Birth	Age if birthday occurs		Year of Birth	Age if birthday occurs		Year of Birth	Age if birthday occurs	
	Before May 1	On or after May 1		Before May 1	On or after May 1		Before May 1	On or after May 1
1990	0	...	1955	35	34	1921	69	68
1989	1	0	1954	36	35	1920	70	69
1988	2	1	1953	37	36	1919	71	70
1987	3	2	1952	38	37	1918	72	71
1986	4	3	1951	39	38	1917	73	72
1985	5	4	1950	40	39	1916	74	73
1984	6	5	1949	41	40	1915	75	74
1983	7	6	1948	42	41	1914	76	75
1982	8	7	1947	43	42	1913	77	76
1981	9	8	1946	44	43	1912	78	77
1980	10	9	1945	45	44	1911	79	78
1979	11	10	1944	46	45	1910	80	79
1978	12	11	1943	47	46	1909	81	80
1977	13	12	1942	48	47	1908	82	81
1976	14	13	1941	49	48	1907	83	82
1975	15	14	1940	50	49	1906	84	83
1974	16	15	1939	51	50	1905	85	84
1973	17	16	1938	52	51	1904	86	85
1972	18	17	1937	53	52	1903	87	86
1971	19	18	1936	54	53	1902	88	87
1970	20	19	1935	55	54	1901	89	88
1969	21	20	1934	56	55	1900	90	89
1968	22	21	1933	57	56	1899	91	90
1967	23	22	1932	58	57	1898	92	91
1966	24	23	1931	59	58	1897	93	92
1965	25	24	1930	60	59	1896	94	93
1964	26	25	1929	61	60	1895	95	94
1963	27	26	1928	62	61	1894	96	95
1962	28	27	1927	63	62	1893	97	96
1961	29	28	1926	64	63	1892	98	97
1960	30	29	1925	65	64	1891	99	98
1959	31	30	1924	66	65	1890	100	99
1958	32	31	1923	67	66	Before 1890 – Compute		
1957	33	32	1922	68	67			
1956	34	33						

APPENDIX E

APPROXIMATING THE FLOOR AREA USING PACE FACTOR

Pacing refers to the normal steps that a person does in walking. Distances can be measured on foot but a simple and careful pacing procedure is required. Distance is calculated by counting the number of steps between two points and multiplying by the average length of pace called your pace factor.

To determine your average length of pace, proceed as follows:

1)   With a measuring tape or any similar device, measure the distance between two points — about 10 meters.

2)   Walk the distance at least 3 times in each direction (a total of 6 times) . Walk normally; that is, your step must not be unusually long or unusually short. Count the number of steps taken each time.

3)   Compute the average number of paces for the six trips. For example, the counts of steps taken on the six trips are 12, 13, 11, 12, 14, and 13, add up the six counts and divide by 6 (75 / 6) to get the average pace which is 12.5.

4)   Divide the distance that was laid to get the average length of pace by the average number of pace. In this example, 10 meters is divided by 12.5 (10 / 12.5) to get an average of 0.8.

Given your pace factor, you can now approximate the length and width of the housing unit to get its floor area.

For example, you counted 20 paces from one end of the wall of the housing unit to the opposite end of the wall and you counted another 15 paces from another distance just perpendicular to the first distance you paced. The length of the housing unit would be 16 (20 X 0.8) and the width would be 12 (15 X 0.8). Therefore, the estimated floor area of the housing unit is 192 sq. meters.

ADMINISTRATIVE FORM: A form (generally without questions) that is used to keep records, control flow of materials, or report progress. Far example, CPH Form 16 - Certification of Completed, CPH Form 18 - Certificate of Appearance.

BARANGAY: The smallest political subdivision of the country.

BLOCK: Areas that are bounded on all sides by visible features such as streets, roads, railroad tracks, rivers, etc., or by invisible features such as city/municipality or province limits.

BLOCK MAPPING: Sketching/drawing the enlarged block of an area on a separate sheet of long bond paper.

BOUNDARY: A line, either physical or invisible, that defines an area of land (for example, block, enumeration area). Physical boundaries include bodies of water, roads, streets, highways, railroad tracks, etc. Invisible boundaries include provincial boundaries (for example, city limits, county lines, etc.), property boundaries, nonexistent roads, etc.

BUILDING: Any independent free-standing structure comprising of one or more rooms or other spaces, covered by a roof and enclosed within external walls or dividing walls that extend from the foundation to the roof.

BUILDING SERIAL NUMBER: A three-digit identification number assigned to each building in the enumeration area.

CALLBACK: A r.evisit to the household to obtain desired information.

CANVASSING: A door-to-door visit in the entire EA to look for enumeration units to list ensuring complete coverage of the area.

CENSUS DAY: The reference date of the census. For the 1990 Census, the Census day is May 1, 1990.

GLOSSARY

DIRECT ACCESS: An entrance to a living quarters directly from the outside of the building or through a common hall.

ENUMERATION: Interviewing persons to obtain census information, then recording the information on questionnaires and other census forms.

ENUMERATION AREA: A delineated geographic area which usually consists of about 300 to 400 households.

HOUSEHOLD: A social unit consisting of a person living alone or a group of persons who sleep in the same housing unit and have common arrangements for the preparation and consumption of food.

HOUSEHOLD HEAD: The person responsible for the organization and support of the household or the person acknowledged as such' by the other members of the household.

HOUSEHOLD SERIAL NUMBER: A three-digit identification number assigned to each household in all housing units in the enumeration area.

HOUSING CENSUS QUESTIONS: The questions which apply to the building, housing unit and household. It is necessary to obtain information for both occupied and vacant housing units.

HOUSING UNIT: A structurally separate and independent place of abode which, by the way it has been constructed, converted, or arranged is intended for habitation by one household.

HOUSING UNIT SERIAL NUMBER: A three-digit identification number assigned to each housing unit in the enumeration area.

INSTITUTIONAL LIVING QUARTER: A structurally separate and independent place of abode intended for habitation by large groups of individuals.

LAST RESORT INFORMATION: The minimum amount of information required for a housing unit and the people who live there. Last resort should be obtained only after two callbacks.

LISTING: The process of simultaneously listing the units in the enumeration area.

LIVING QUARTER: A structurally separate and independent place of abode. They may (a) have been contructed> built, converted or arranged for human habitation, provided that they are not at the time of the census used wholly for other purposes or (b) although not intended for habitation, actually be in use as such at the time of the census.

MAPPING: The process of updating and verifying the boundaries and physical features of the EA map.

MULTI-UNIT STRUCTURE: A structure containing three or more housing units.

NON-RESIDENTIAL BUILDINGS: Buildings which, by the way they have been designed or constructed, are intended for purposes other than as abode.

OCCUPIED HOUSING UNIT: A housing unit wherein a household lives at the time of the census.

POPULATION CENSUS QUESTIONS: The questions which apply to the individual persons.

QUESTIONNAIRE: A form on which a respondent's answers to census questions is recorded.

RESIDENTIAL BUILDINGS: Buildings which, by the way they have been designed or constructed, are intended for abode.

RESPONDENT: Any responsible member of the household who provides answers to questions and gives information for the household.

GLOSSARY

ROOM: A space in the building enclosed by walls reaching from the floor to the ceiling or roof covering, or at least to a height of 1.8 meters which are of a permanent or semi-permanent structure, of a size large enough to hold a bed for an adult or at least has an area of 3 square meters.

"SKIP" INSTRUCTIONS: Instructions on the questionnaire indicating whether specific question(s) should be answered or left blank.

USUAL PLACE OF RESIDENCE: The place where the person usually resides. This may be the same as or different from the place where he was found at the time of the census. As a rule, it is the place where he usually sleeps.

VACANT HOUSING UNIT: A housing unit wherein no household lives at the time of the census enumeration. A unit from which the occupants are only temporarily absent is NOT considered vacant.