

# Minnesota Population Center

## Enumerator's Manual Census of Population: 1995 Republic of the Philippines

# ENUMERATOR'S MANUAL

*1995 Census of Population*



Republic of the Philippines  
National Statistics Office  
Manila

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## FOREWORD

The National Statistics Office is currently conducting the 1995 Census of Population to take an inventory of the total population in the Philippines. The data that will be obtained from this undertaking will provide new basis for the internal revenue allocation (IRA) to local government units and for the creation of new regions, provinces, municipalities, and barangays or the conversion of a municipality into a city. This 1995 Census of Population will be done earlier than the usual decennial schedule to monitor the population count before the year 2000.

As an Enumerator in the 1995 Census of Population, your participation is of prime importance for upon you rests the responsibility of collecting accurate and reliable data on population.

This manual was prepared primarily for your use 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 and effectively.

  
TOMAS P. AFRICA  
Administrator

May 1995

Manila, Philippines

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## **CHAPTER 1**

### **INTRODUCTION**

This chapter introduces the 1995 Census of Population or POPCEN and explains its objectives. It also discusses the various uses of census data and some other important facts about the census undertaking.

#### **1.1 CENSUS OF POPULATION**

A census of population refers to the entire process of collecting, compiling, evaluating, analyzing, and publishing data about the population of a country. It entails the listing and recording of the characteristics of each individual person as of a specified time. It is the source of information on the size and distribution of the population as well as its demographic, social, economic and cultural characteristics. These information are vital for making rational plans and programs for national and local development.

In September 1995, a national census of population will be conducted in the Philippines. It will be the 10th census of population during this century since the first census was undertaken in 1903. The 1995 Census of Population or POPCEN will collect basic demographic information and data on disability, ethnicity, trade skills, and economic activity.

#### **1.2 OBJECTIVES OF THE 1995 CENSUS OF POPULATION**

##### **General Objective**

The POPCEN aims primarily to provide new basis for the internal revenue allocation (IRA) to local government units through an updated population count. This information will also serve as the basis for the creation of new local government units such as provinces, municipalities, and barangays or the conversion of a unit such as a municipality into a city.

### Specific Objectives

Specifically, the 1995 POPCEN aims to:

1. obtain an inventory or an updated count of the population by age and sex;
2. classify the population according to ethnic origin and determine their geographic distribution;
3. gather data on trade skills of the population which the government could use as basis in preparing manpower development programs; and
4. provide basis for the conduct of a survey of economic activities in the informal sector.

### 1.3 USES OF CENSUS DATA

Data collected by the POPCEN will be compiled, evaluated, analyzed, and published for the use of government, business and industry, social scientists and other researchers, and the general public. 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:*

- ✓ preparing feasibility studies for establishing business offices and factories
- ✓ determining consumer demand 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 demographic trends and population dynamics

#### **1.4 CENSUS DATE AND TIME REFERENCE**

September 1, 1995 has been designated as Census Day for the POPCEN. More specifically, a person is included in the population count if he is alive at 12:01 a.m. of September 1, 1995.

#### **1.5 AUTHORITY FOR THE 1995 CENSUS OF POPULATION**

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

*Batas Pambansa Blg. 72* which was passed on June 11, 1980 further accorded the 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 issued 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).

On May 30, 1993, the NSCB Board approved the conduct of a mid-decade population census through NSCB Resolution 6-93.

## 1.6 POPCEN FIELD ORGANIZATION

The NSO is the agency mandated to formulate and execute plans to undertake the 1995 POPCEN. In doing so, it is under the overall supervision of the NSCB. The NSCB membership consists of representatives (undersecretary level) of the various executive departments, including the Administrator of the NSO. With respect to the POPCEN, the NSO Administrator is the *Executive Officer* of the NSCB.

During the conduct of the census, the Household Statistics Department-Census Project Staff is the Central Office unit that will serve as the monitoring, communications, and action center for the POPCEN.

In the field, the NSO Regional Administrator (RA) will act as the regional census coordinator for his region and will be responsible for the operations in the region.

The Provincial Statistics Officer (PSO) will act as the provincial census executive officer for his province and will be responsible for the field operations in the province.

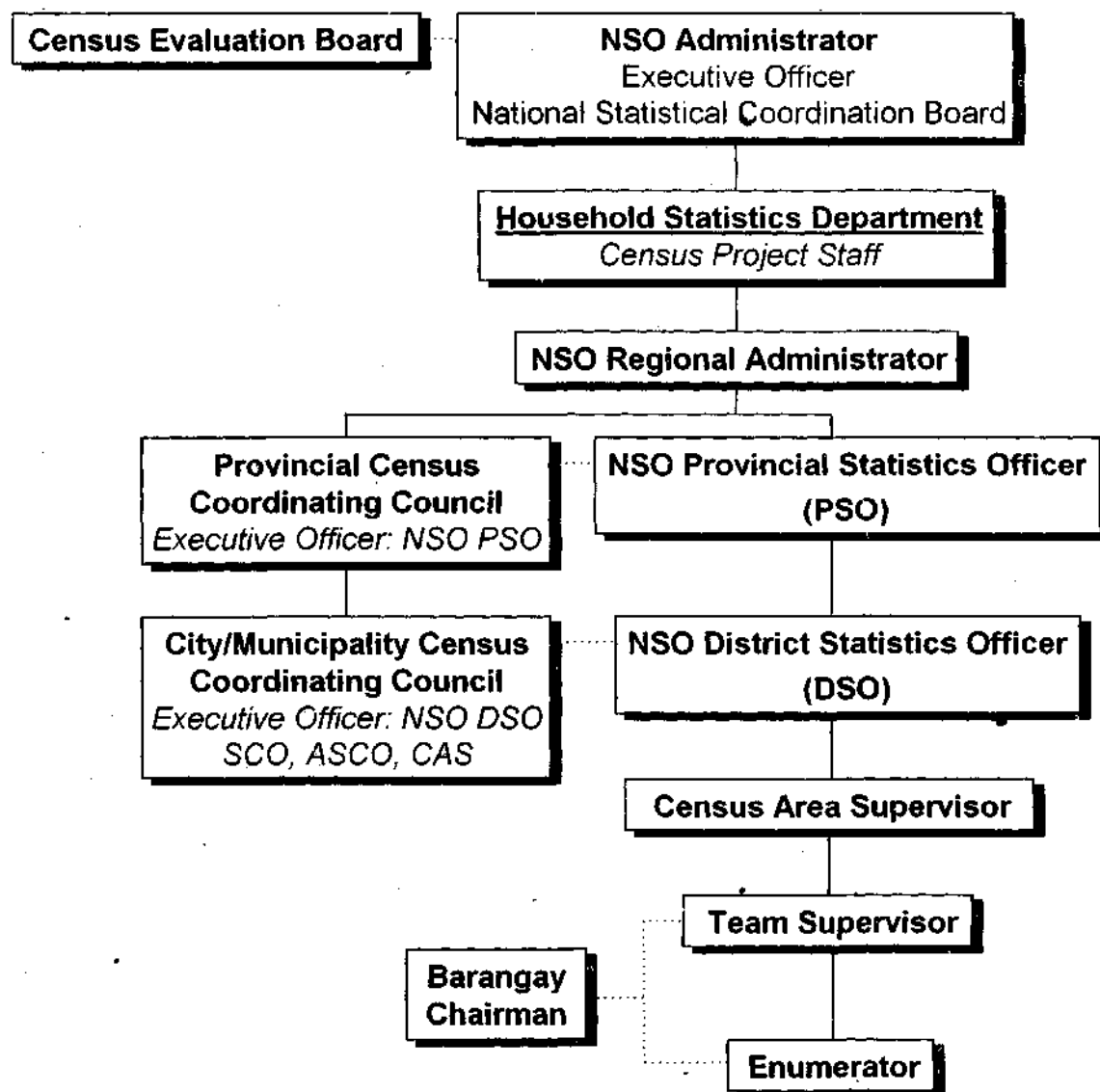
The NSO District Statistics Officer (DSO) will be the executive officer for the census for municipalities within the NSO District Office. He will be assisted by NSO Statistical Coordination Officers (SCO), Assistant Statistical Coordination Officers (ASCO) and hired Census Area Supervisors (CAS).

Outside the NSO, special bodies have been created *to* make possible the needed interagency cooperation and involvement in carrying out the task of census taking. Census coordinating councils (CCC) have been organized in each province and city/municipality. These councils serve as the local counterpart of the NSCB and are tasked with assisting the NSO in the conduct of the POPCEN.

A Census Evaluation Board (CEB) has been created as an apolitical and objective mechanism for evaluating any questionable result brought before it either because of an alleged undercount or a "statistically improbable" increase of the population in an area.

Figure 1 shows the field organizational structure of the 1995 POPCEN.

Figure 1. POPCEN field organization



## 1.7 CONFIDENTIALITY OF INFORMATION

All those who are involved in the POPCEN are required to maintain in STRICT CONFIDENCE any information pertaining to any particular household or person that is obtained in the conduct of the POPCEN. Section 4 of *Commonwealth Act 591* states very specifically that information obtained from census respondents shall be held strictly confidential and should not be divulged to any person except authorized NSO personnel acting in the performance of their duties.

The individual information collected cannot be used for purposes of taxation, investigation or law enforcement. 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.

If you are found guilty of violating this confidentiality provision, your services as enumerator will be terminated immediately and you will be prosecuted under this law.



## **CHAPTER 2**

### **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 requires a commitment from you to ensure that all information you collect are correct and complete and are obtained strictly in accordance with the instructions explained in this manual and discussed during the training for enumerators.

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

This chapter details your role in the POPCEN and your specific duties and responsibilities as a POPCEN enumerator.

#### **2.1 DESIGNATION OF ENUMERATORS**

All POPCEN enumerators will execute a contract of services with the NSO. Your designation as an enumerator begins at the start of the training for enumerators. Your contract requires that you undergo training and that you complete the enumeration work assigned to you. It is expected that enumeration will last for about 25 days. However, you must be prepared to work for additional days as some areas may take more than that to enumerate.

As an enumerator, you will be issued an identification card as proof of your authority in relation to the conduct of the census. Whenever you are at work for the POPCEN, you should always wear your identification card. You may have to show this to the respondent as proof of identification or to convince him/her to be interviewed.

## 2.2 DUTIES AND RESPONSIBILITIES OF AN ENUMERATOR

As an enumerator (EN), you are expected to do your job to the best of your ability. You must gather correct and precise information according to the instructions discussed in this manual. You should view data collection as involving the following important tasks:

1. **Asking** the questions **correctly** as discussed in this manual;
2. **Recording/noting** down **accurately** the responses given to you; and
3. **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 as POPCEN enumerator are as follows:

1. To update the map of the enumeration area (EA) and to make block maps for congested areas found in the EA;
2. To list all housing units and households found in the EA using CP Form 1 and submit accomplished forms to TS;
3. To plot on the EA/block maps the relative location of buildings and households listed;
4. To enumerate correctly all households listed using CP Form 2 and submit to TS;
5. To accomplish the Enumerator's Accomplishment Record (CP Form 7) at the end of each day;
6. To prepare EN's Quick Count Report (CP Form 8) accurately;
7. To submit a Barangay Chairman's Certification (CP Form 15) to your TS; and
8. To submit Certification of Barangay/EA Population (CP Form 25) at the end of enumeration of each EA to Barangay Chairman and TS.

Detailed instructions on these tasks are given in the succeeding chapters of this manual.

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

1. Attend the training for enumerators to gain understanding of the concepts, definitions and instructions regarding the conduct of the POPCEN.
2. Use this Enumerator's Manual as reference and guide in your job.
3. Plan your travel route in advance to reduce unnecessary loss of time and callbacks.
4. Fill out the census forms completely and accurately.
5. 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.
6. Complete your enumeration assignment within the specified period.
7. Keep all information collected strictly confidential by not showing the accomplished forms to persons other than your supervisors and authorized NSO personnel.
8. Prepare, accomplish and submit as scheduled all pertinent documents, reports and forms to your duly designated supervisor.

### **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, a TS is assigned to supervise about 5 enumerators during the field operations. The major duties and responsibilities of a team supervisor in relation to your work as enumerator are the following:

1. Your TS is responsible for ensuring that all the ENs under him/her, do the listing and enumeration work satisfactorily. He/she plans and organizes the work in his/her area of supervision and sees to it that everything is conducted efficiently and completely within the prescribed time.

2. If an EN assigned to your team supervisor is unable to enumerate or to complete the enumeration in his/her respective areas of assignment on time, he/she may assign you to cover this area 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.
3. 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/her and report to him/her the progress of your work as required. You must correct any error he/she points out in your work and avoid committing the same error again.
4. As part of his/her supervisory functions, your TS will visit the EA assigned to you to check that you have completely covered your area. He/she will also reinterview some of the households you have interviewed to check whether the information you have obtained are valid.
5. The TS will provide to you all the necessary field supplies such as questionnaires, field reporting forms, EA maps and sketches, etc. As soon as you complete the enumeration, you must return all unused supplies and materials to him/her. Otherwise, you will not be given clearance to collect your final service fee payment at the end of your work.
6. 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/her.
7. The TS serves as a link between you and higher officials of the NSO. Just as he/she informs you of instructions from census officials, you must inform him/her of any problem or difficulty that you experience. Seek his/her advice on how to deal with problems in the field as often as needed.

## 2.4 SUPPLIES AND MATERIALS

After training and prior to the start of enumeration, your TS will provide you with census forms, administrative forms and supplies that you will need in the course of your work. As soon as you receive them, check that the materials allocated to you are correct.

The checklist below describes the POPCEN enumeration forms and supplies. You will learn about how they will be used and/or completed in the chapters that follow.

1. CP Form 1 — Listing Sheet
2. CP Form 2 — Household Questionnaire
3. CP Form 2A — Codes Sheet
4. CP Form 3 — Institutional Population Questionnaire
5. CP Form 3A — CP Form 3 Instructions
6. CP Form 4 — Self-Administered Questionnaire Instructions
7. CP Form 5 — Appointment Slip
8. CP Form 6 — Notice of Listing/Enumeration
9. CP Form 7 — EN's Accomplishment Record
10. CP Form 8 — EN's Quick Count Report
11. CP Form 15 — Barangay Chairman's Certification
12. CP Form 25 — Certification of Barangay/EA Population
13. Barangay/Enumeration Area Map
14. Enumerator's Manual
15. Identification Card
16. CSC Form No. 48 — Daily Time Record
17. Enumerator's Kit containing the following supplies: *pencil, eraser, pencil sharpener, long bond paper, clip and hardcover folder or clipboard, pentel pen*

You are supposed to return the EN manual, your ID and all unused forms upon completion of your assigned work.



## CHAPTER 3

### CENSUS CONCEPTS

The POPCEN involves the listing of buildings, housing units or institutional living quarters and households and the enumeration of household and institutional populations. This chapter describes the basic units of listing and enumeration in the POPCEN. It also provides guidelines on how to identify these units during the field enumeration of the census.

This chapter also discusses the concepts pertaining to the data items included in the POPCEN, particularly those on *disability*, *highest grade completed*, *trade skills*, and *economic activity*.

You should refer to this chapter as often as may be necessary for you to fully understand the concepts, terms used and data requirements for the census.

#### 3.1 BASIC CONCEPTS

##### **Household**

A ***household*** is a social unit consisting of a person living alone or a group of persons who *sleep in the same housing unit and have a common arrangement in 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 unrelated 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 with whom he shares the housing unit. That person should be listed as a separate household.

As a rule, 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. An exception is that of children who are still economically dependent on their parents but live in separate but adjacent housing units for convenience; they are considered member of their parents' household. However, if the children are economically independent, they should be listed as a separate household.

### **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 a household.

Structures or part of structures which are not intended for habitation such as commercial, industrial, and agricultural buildings, or 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.

The place of abode of an institutional population is not called a housing unit; it is referred to as *institutional living quarters*.

### **Building**

A *building* is defined as any structure built, designed or intended for the enclosure, shelter or protection of any person, animal or property. It consists 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.

**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.

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

### **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, or they live in institutional living quarters and are usually subject to a common authority or management, or are bound by either a common public objective or a common personal interest.

The following are considered as **institutional living quarters**

1. Hotels, Lodging Houses, Dormitories
2. Hospitals and Nurses' Homes
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 Works Camps
8. Ocean-going and Interisland/Coastal Vessels
9. Refugee Camps

### 3.2 LISTING UNITS

#### **Buildings to be Listed**

For purposes of POPCEN, only those buildings which contain *living quarters*, whether occupied or vacant, are to be listed and assigned a building serial number.

*Living quarters* are structurally separate and independent places of abode. They may:

1. have been constructed, built, converted or arranged for human habitation, provided that they are not at the time of the POPCEN used wholly for other purposes; or
2. actually being used at the time of POPCEN, although not intended for habitation.

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

1. Residential buildings which are presently occupied by a household.
2. Vacant residential buildings except those which are open to elements; that is, the roof, walls, windows, and/or doors no longer protect the interior from wind and rain as a result of fire, deterioration or vandalism.
3. 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 with 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.
4. 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.
5. 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.

6. Institutional living quarters in operation such as hotels, motels, dormitories, lodging houses, seminaries, mental hospitals, etc.
7. Non-residential buildings presently occupied by a household.
8. Non-residential buildings which have one or more vacant housing units with complete facilities for cooking, dining, sleeping, with or without inner partitions.
9. 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.

### How to Identify Housing Units

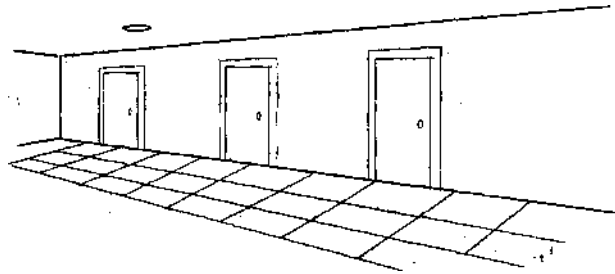
Normally, a housing unit is intended for habitation by one household. However, in some cases, two or more households share the same housing unit as their place of habitation. The building may have more than one housing unit, but from its physical layout the other housing units may not be discernible.

A portion of a building (a room or a group of rooms) qualifies as a separate housing unit if it meets two criteria, namely:

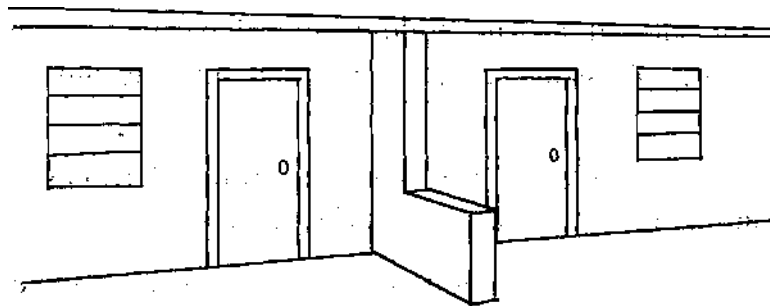
1. **Separateness** — the portion of the building must have facilities for sleeping, preparing and taking meals, and its occupants must be isolated from other households in the building by means of walls or permanent partitions; and
2. **Direct access** — the portion of the building can be accessed directly from the outside of the building (the occupants enter from the street, pathway, alley, callejon, road, yard, catwalk, etc.) or through a common hall; i.e., one can enter the portion of the building without passing through anybody else's premises.

Figure 2 shows two examples of the direct access criterion.

Figure 2. Illustrations of *direct access*



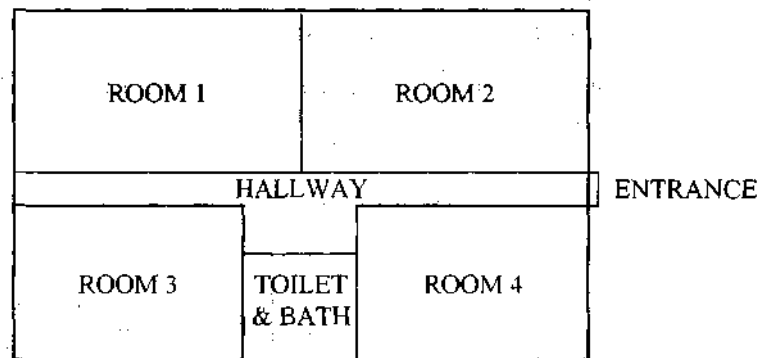
DIRECT ACCESS FROM A COMMON HALL



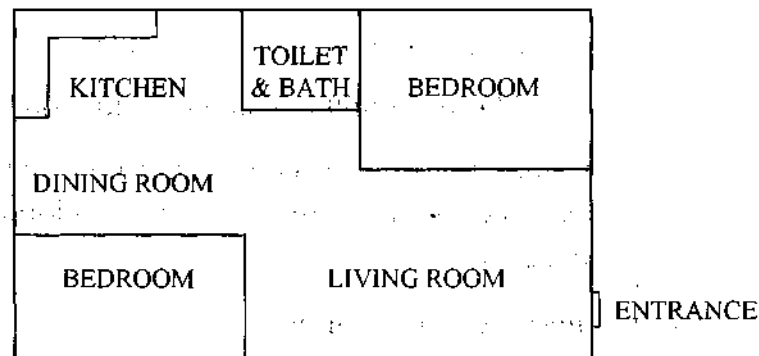
DIRECT ACCESS FROM THE OUTSIDE

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.



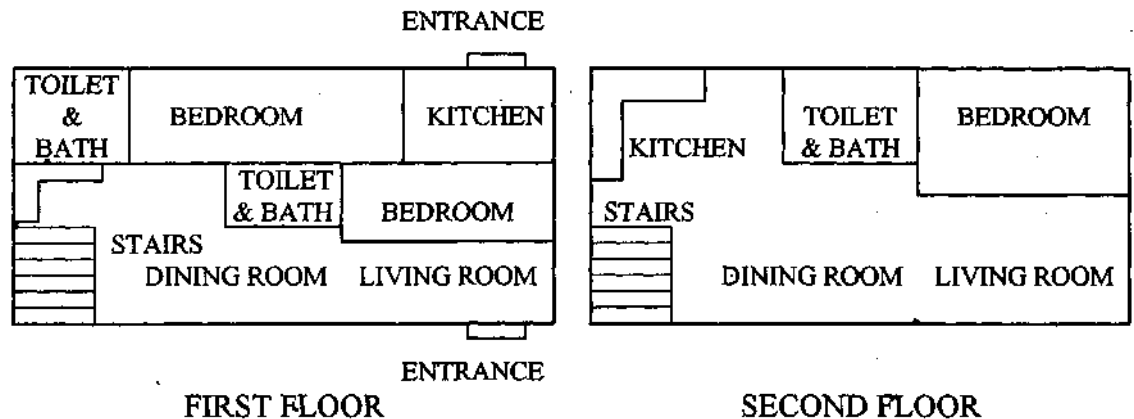
A house has two rooms. The occupants of the rooms share all other areas in the house including the kitchen and dining area. Since the occupants of either rooms have no private area for dining and have to pass through the common premises to reach their own room, this structure actually contains only a single 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 two (2) 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.



### Housing Units to be Listed

The POPCEN will list the following housing units:

1. Occupied or vacant housing units in single residential houses.
2. Occupied or vacant housing units in multi-unit residential buildings such as duplex, accessoria, row houses, condominiums, tenement houses, townhouses, etc.
3. Occupied barong-barong or shanties.
4. Vacant housing units in residential buildings used for purposes other than residential.
5. Housing units which are still under construction, but the roof and walls are already in place.
6. Occupied housing units in institutional living quarters such as hotels, motels, dormitories, lodging houses, seminaries, mental hospitals, etc.
7. Occupied housing units in non-residential buildings such as offices, rice mills, barns, churches, etc.
8. Vacant housing units with complete facilities for cooking, dining, and sleeping, in institutional living quarters and non-residential buildings.

9. Occupied mobile housing units such as boats, trailers, carts, etc.
10. 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 POPCEN listing of housing units:

1. Housing units which are still under construction with walls and roof not yet in place.
2. 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.
3. Vacant housing units which are being demolished.
4. Vacant housing units in institutional living quarters and non-residential buildings without complete facilities for cooking, dining and sleeping.
5. Vacant mobile housing units such as boats, trailers.
6. Structures such as culverts, abandoned trucks, caves, container vans, tents, railroad cars, etc. which had been used as improvised housing unit or place of abode in the past but are vacant at the time of visit.

### Household Membership

In delineating household membership, a basic criterion is the ***usual place of residence*** or the place where the person usually resides. This may be the same or different from the place where he is found at the time of the census. As a rule, it is the place where he usually sleeps.

The following individuals are to be **included** as members of a household:

1. Those whose usual place of residence is the housing unit where the household lives.
2. Family members who are overseas workers and who are away at the time of the census are considered members of the household.

3. Those whose usual place of residence is the place where the household lives but are temporarily away at the time of the census for any of the following reasons:
  - a) on vacation, business/pleasure trip or study/training somewhere in the Philippines and are expected to be back within six (6) months from time of departure;
  - b) on vacation, business/pleasure trip or study/training abroad and are expected to be back within a year from time of departure;
  - e) working or attending school in some other place but comes home at least once a Week;'
  - d) 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 mental hospitals, leprosaria or leper colonies, drug rehabilitation centers, etc.;
  - e) 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;
  - f) training with the Armed Forces of the Philippines if training is not more than 6 months;
  - g) on board coastal, inter-island or fishing vessels within Philippine territories; or
  - h) on board ocean-going vessels but are expected to come home.
4. Boarders/lodgers of the household or employees of household-operated businesses who do not usually go to their respective homes weekly.
5. Citizens of foreign countries, *excluding* members of diplomatic missions and non-Filipino members of international organizations, but *including* Filipino Bahkbayans who have resided or are expected to reside in the Philippines for more than a year from their arrival.
6. Persons temporarily staying with the household who have no usual place of residence or who are not certain to be enumerated elsewhere.



### **Membership of Institutional Population**

The following persons are considered members of the institutional population:

1. Permanent lodgers in boarding houses
2. Dormitory residents who do not go home at least once a week
3. Hotel residents who have stayed more than 6 months at the time of the census
4. Boarders in residential houses, provided that their number is ten (10) or more. (*Note: If the number of boarders in a household is less than 10, they will be considered members of that household and not of an institutional population.*)
5. Patients in hospitals who are confined for more than 6 months
6. Wards in orphanages
7. Inmates of penal colonies or prison cells
8. Priests and seminarians in seminaries, nuns in convents
9. Soldiers residing in military camps
10. Workers in mining and similar camps

The following persons are **not** considered as members of the institutional population and should be included in the households to which they belong:

1. Military officials and members of their households who have housing units within military camps.
2. 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.
3. Priests who, together with their relatives and/or household help, occupy and regularly use as their place of abode a living quarter in the church or seminary.

### 3.3 WHOM TO ENUMERATE-

#### **Persons to be Included in the Enumeration**

The POPCEN will enumerate all living persons as of 12:01 a.m. September 1, 1995 and who are:

1. Filipino nationals permanently residing in the Philippines;
2. Filipino nationals who are on board coastal, interisland, fishing or ocean-going vessels or are temporarily abroad as of census date;
3. Filipino overseas workers as of census date;
4. Philippine government officials, both military and civilian, including Philippine diplomatic personnel and their families, assigned abroad; and
5. 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.

Boundary cases should be treated as follows:

1. A person who died after 12:01 a.m. September 1, 1995 should be *included* in the enumeration.

*Example:*

The enumerator interviewed the Reyes household on September 10, 1995 and he was told that Mario died on September 4, 1995. The enumerator should include Mario along with other members of the household because he was still alive on September 1, 1995, which is the reference day of the census.

2. A person who died before or at exactly 12:01 A.M. on September 1, 1995, should be *excluded* from the enumeration.

*Example:*

Anselmo Gaspar died from a heart attack at midnight (12:00 P.M.) of August 31, 1995. The enumerator should not include Anselmo as a household member of the Gaspar household. He was no longer

alive at 12:01 A.M., September 1, 1995 and therefore, he is not part of the population as of census date.

3. A baby born before or at exactly 12:01 A.M. of September 1, 1995 should be *included* in the enumeration.
4. A baby born after 12:01 A.M., September 1, 1995 should be *excluded* from the enumeration.

### **Persons to be Excluded from the Enumeration**

The following persons are excluded from enumeration even though they happen to be within the territorial jurisdiction of the Philippines at the time of the POPCEN enumeration:

1. 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);
2. Citizens of foreign countries living within the premises of an embassy, legation, chancellery or consulate;
3. 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;
4. Citizens of foreign countries together with non-Filipino members of their households, 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;
5. Citizens of foreign countries and Filipinos with usual place of residence in a foreign country who are visiting the Philippines and who have stayed or are expected to stay in the country for less than a year from arrival;

6. Citizens of foreign countries in refugee camps/vessels; and
7. Residents of the Philippines on vacation, pleasure or business trip, study or training, etc. abroad who have been away or are expected to be away from the Philippines for more than a year from departure.

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**IMPORTANT NOTE** Although the persons listed above are not to be enumerated, persons working for them or living with them may be among those who should be included according to the rules of enumeration. Watch out for such cases and be sure to enumerate them.

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### 3.4 DEFINITION OF TERMS

#### **Relationship to Household Head**

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.

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. 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 and should be reported as "son" and his wife and children, "daughter-in-law", and "grandson/granddaughter" of the household head, respectively. "Other relatives" include 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 boarders or domestic helpers, as the case may be.

#### **Disability**

*Disability* refers to any restriction or lack of ability (resulting from an impairment) to perform an activity in the manner or within the range considered normal for a human being.

Impairments associated with disabilities may be physical, mental or sensory motor impairment such as partial or total blindness and deafness, muteness, speech defect, orthopedic handicaps, and mental retardation.

### **Ethnicity**

In the POPCEN, *ethnicity* of an individual is synonymous to the mother tongue or the language/dialect spoken at home at earliest childhood.

### **Highest Grade Completed**

*Highest grade completed* refers to the highest grade or year completed in school, college or university as of September 1, 1995. Data on highest grade completed furnish material for a comparison of the present educational levels of the adult population with the present and anticipated future requirements of manpower for various types of economic activities.

A person's highest grade completed may be:

- ✓ None - did not undergo formal schooling
- ✓ Elementary - grade 1 to grade 7
- ✓ High School - 1 st year to 4th year
- ✓ High School Graduate
- ✓ Postsecondary - 1 or 2 years
- ✓ College Undergraduate - 1st year to 6th year
- ✓ College Graduate
- ✓ Post-baccalaureate

### **Trade Skills**

A *trade skill* refers to an acquired and practical ability to competently carry out a task or job, usually manual in nature, in any industrial craft or artisan occupation which is officially and traditionally recognized as requiring special qualifications which can only be acquired through lengthy experience, practical and/or theoretical instructions.

## Economic Activity

One of the major objectives of the POPCEN is to gather information that can serve as a basis for constructing a statistical frame for the conduct of data collection activities regarding the informal sector. Towards this end, data on economic activity by industry classification and class of worker are obtained.

*Economic activity* refers to the production of goods and provision of services primarily to generate income or as a means of livelihood. A person is said to be economically active if he/she is engaged in the following:

1. production of goods and services normally intended for sale on the market at a price that is designed to cover their costs of production;
2. production of goods and services which are not normally sold at a price intended to cover their cost of production such as government service, private non-profit services to households, domestic services rendered by one household to another; and
3. types of production for own consumption and fixed capital formation for own use including:
  - production of primary products (from agriculture, forestry, fishing, mining & quarrying) for own consumption
  - processing of primary commodities by their/producers to make goods for their own use
  - production for own consumption provided they are also produced for the market
  - own-account construction of dwelling units, buildings, and similar works and fabrication of tools, instruments, containers which have an expected life of use of at least one year (fixed assets)

A person who works for pay either in cash or in kind, for pay or profit in own business, farm or enterprise or without pay on own family farm or business is said to be economically active. For the POPCEN, he/she is said to be engaged in an economic activity if he/she worked for *at least one hour* in any week in the past twelve months.

## Class of Worker

An individual engaged in an economic activity can be classified according to employer-employee relationships or for whom or where he/she works, as follows:

1. ***Worked for private household (domestic services).*** If a person works in a private household for pay in cash or in kind.
2. ***Worked for private business/enterprise/farm.*** If a person works in a private business/enterprise/farm for pay, in cash or in kind. This class includes not only persons working for a private firm but also those working for a religious group, missionary, unions, and non-profit organizations.
3. ***Worked for government/government corporation.*** If a person works for the government or a government corporation or any of its instrumentalities.
4. ***Self-employed without any paid employee.*** If a person works for profit or fees in own business, farm, profession *or* trade without any paid employee. This includes workers who work purely on commission basis and who may not have regular working hours.
5. ***Employer in own farm or business.*** If a person, working in his own business, farm, profession or trade has one or more regular paid employees, including paid family members. Domestic helpers, family drivers and other household helpers who assist in the family operated business, regardless of time spent in this activity, are NOT hired employees in the enterprises/business; hence a farm or business proprietor who is assisted purely by such domestic help is not considered an employer and would be classified in category 4 above.
6. ***Worked with pay on own family-operated farm or business.*** If a person works in family-operated farm or business and receives cash or a fixed share of the produce as payments for his service.
7. ***Worked without any pay on own family operated farm or business.*** If a member of the family works without pay in a farm or business operated by another member living in the same household. The room

and board and any cash allowance given as incentives are not counted as compensation for these family workers.

**Industry**

**Industry** refers to the nature or character of the business or enterprise or the place wherein the person works.

The industry classifications utilized in the POPCEN are consistent with those defined in the *Philippine Standard Industry Classification of all Economic Activities (PSIC)*. Examples of industries are *palay farming, poultry raising, metallic ore mining, food and beverage manufacturing, wholesale and retail trade, government services, and domestic services*.



## **CHAPTER 4**

### **CENSUS FORMS AND PROCEDURES**

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

#### **4.1 MAJOR CENSUS FORMS**

Listed below are the census forms that you will use during the field enumeration. Specimen forms are shown in Appendices 1 to 6 and copies of actual forms are included in your training kit.

**CP Form 1 —  
Listing Sheet**

This is a sheet 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 on this sheet.

**CP Form 2 —  
Household Questionnaire**

This is the basic census questionnaire which you will use for interviewing and recording information about a household. This questionnaire gathers information on the following demographic and social characteristics of the population: relationship to household head, date of birth, age, sex, civil status, disability, ethnicity, highest grade completed, trade skills and economic activity

**CP Form 2A —  
Codes Sheet**

This form contains the codes to be used in recording answers in CP Forms 2 and 3.

**CP Form 3 —  
Institutional Population  
Questionnaire**

This questionnaire records information about persons considered part of the institutional population. It includes most of the questions in CP Form 2, but in CP Form 3 a question on residence status is asked instead of relationship to household head.

**CP Form 3A —  
Institutional Population  
Questionnaire  
Instructions**

This form describes the instructions on how to accomplish CP Form 3 — Institutional Population Questionnaire. It also contains a codes sheet to be used in recording answers in CP Form 3.

**CP Form 4 —  
Self-Administered  
Questionnaire  
Instructions**

This form contains the detailed instructions on how to fill up/answer CP Form 2. It will accompany CP Form 2 to be distributed to households who will answer the form themselves, such as those in designated SAQ areas or those where 3 visits have been made.

**CP Form 5 —  
Appointment Slip Form**

This form will be used to set an appointment with the household head or any responsible member of the household in case you were unable to interview any one during your first visit or second visit. You will indicate in this form the date and time of your next visit.

**CPForm6 —  
Notice of  
Listing/Enumeration**

This is a sticker you will have to post in a very conspicuous place, preferably in front of the house or gate of the building after listing and interviewing. This sticker indicates that the Building/Housing Unit/Household has already been enumerated.

## 4.2 ENUMERATION AREA ASSIGNMENT

You will be assigned to cover one or more enumeration areas (EAs) depending on the work load and on the expected duration within which to cover the EA. An EA normally consists of about 500 households. An EA may be an entire barangay by itself. Several EAs may also be defined by dividing a large barangay 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 950 households is divided into two (2) parts, then the enumeration areas will be identified as EA 01 and EA 02 of Barangay San Miguel.

You will be given the geographic codes of the province, city/municipality, barangay and EA or EAs that will be assigned to you. Make sure that you know what these numbers are.

## 4.3 LISTING AND ENUMERATION PROCEDURES

Field data collection for the POPCEN consists of the following major activities:

1. **Mapping** — updating and verifying the boundaries and physical features of the EA map. (Discussed in detail in Chapter 5.)
2. **Canvassing** — door-to-door visit in the entire EA to look for enumeration units to list to ensure complete coverage of the area. (Discussed in detail in Chapter 5.)
3. **Listing** — listing households and institutional populations using CP Form 1. (Discussed in detail in Chapter 6.)
4. **Plotting** — indicating listed buildings and households on EA map using specified symbols. (Discussed in detail in Chapter 5.)
5. **Enumeration** — interviewing and accomplishing of CP Form 2 for households and CP Form 3 for institutional population. (Discussed in detail in Chapters 7 and 8, respectively.)

You must conduct all the above activities as you cover the entire EA assigned to you. The sequence of steps that you should follow in covering your area of assignment during the census field operations are described below:

- Step 1. Prior to the start of enumeration, visit the Barangay Chairman, or any barangay officer if the Barangay Chairman is not around, to explain to him/her about the census and solicit his/her advise as to how the area will be covered and his assistance in locating hidden structures, etc.
- Step 2. Using the 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 means of checking for completeness of coverage.
- Step 3. Plan the most efficient route for listing and enumeration to cover the entire EA. Indicate this route on the EA map.
- Step 4. Locate a place where you can conveniently start listing and mark this point S on your map.
- Step 5. From the starting point and following your planned route, list each qualified building, housing unit and household systematically, using GP Form 1 and plot these on your EA/block map.
- Step 6. When a household is located and listed, interview a responsible member of the household using CP Form 2, or CP Form 3 if enumerating an institutional population.
- Step 7. Post CP Form 6 — Notice of Listing/Enumeration in a conspicuous part of the housing unit or institutional living quarter. However, if the household is to be revisited because you failed to interview an eligible respondent, do not place the sticker yet. Place the sticker only after you are able to get the information about the household.
- Step 8. Repeat steps 5 - 7 until the entire EA is covered. Before starting the listing and enumeration for the day, fill up the geographic identification items of the CP Forms 1,2 and 3 you expect to use.

- Step 9. When a page of CP Form 1 is completely filled up, compute the page totals at the bottom portion of the form and accomplish your CP Form 7 — EN's Accomplishment Record and CP Form 8 — EN's Quick Count Report.
- Step 10. At the end of each day, edit all accomplished CP Forms 2 and 3.
- Step 11. When your team supervisor meets with you according to an agreed upon schedule, submit all accomplished CP Forms 2 and 3 to him/her, together with the corresponding CP Form 8 — EN's Quick Count Report.
- Step 12. When the enumeration of an EA has been completed, fill out CP Form 15 — Barangay Chairman's Certification and request the Barangay Chairman to sign the form. Accomplish CP Form 25 — Certification of Barangay/EA Population and give a copy to the Barangay Chairman for his information. Before you leave the EA, thank the Barangay Chairman for his cooperation and support.

#### **4.4 HOW TO ENUMERAJE FOR THE POPCEN**

##### **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 the spouse would be the most qualified respondent. Household helpers or boarders usually can not 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 and untidy.
2. ***Be polite.*** Different 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 POPCEN. 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 1995 CENSUS OF POPULATION IN THE COUNTRY. I WOULD APPRECIATE IT VERY MUCH YOUR ANSWERING THE QUESTIONS IN THIS UNDERTAKING. PLEASE BE ASSURED THAT ALL YOUR ANSWERS WILL BE TREATED CONFIDENTIAL."**

4. ***Explain the importance and objectives of the POPCEN.*** Sometimes it is necessary to explain the objectives of the census to gain cooperation from a person. Explain to him/her the objectives of the census as discussed in Chapter 1 of this manual. An example of how you may be able to explain the POPCEN objectives would be as follows:

**"THE DATA THAT WILL BE OBTAINED FROM THIS UNDERTAKING WILL JUSTIFY THE CREATION OF A NEW REGION, PROVINCE, MUNICIPALITY OR BARANGAY, OR THE CONVERSION OF A MUNICIPALITY INTO A CITY."**

5. ***Ask all the questions in the questionnaire.*** Ask a question even if you think you already know the answer to it. What you think may not be the right answer.

*For example,* if the ethnicity of the father and mother is reported as "Tagalog", do not assume that their children will have the same ethnicity. You have to ask the question on ethnicity for all household members.

6. ***Do not settle for an unsatisfactory answer.*** Occasionally a person's answer may be confusing or unclear. In that case, do not settle for his/her answer. 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 the question several times sometimes helps the respondent in providing information which he/she needs to recall from memory.
  - ✓ *Asking for more information.* Asking the respondent to explain more clearly his/her answers.
  - ✓ *Asking for an estimate if appropriate.* If the respondent cannot recall, for example the birthday and age of his/her mother try to ask for an estimate. Help him/her calculate.
  - ✓ *Pausing to give person time to think.* Do not hurry the respondent — give him/her time to think of the answers.
7. ***Thank the person for cooperating.*** Always try to leave the respondent with a good feeling toward the census. Thus, after an interview express your appreciation for the person's cooperation. *For example, say:*

**"THANK YOU VERY MUCH FOR YOUR TIME IN ANSWERING THE QUESTIONS."**

## **How to Ask Questions**

In asking questions, observe the following rules:

1. Ask all questions exactly as they are worded in the questionnaire. Changing the wording can change the meaning of the question and, thereby, change the answer.
2. If the respondent cannot understand or is not comfortable with the English language, translate the questions into the vernacular. Use the translation guide provided for this purpose and discussed during the training.
3. Ask all questions in the order shown in the questionnaire. Follow "skip" instructions.

Example:

P14 - If NO, go to next HH member.

This means that if the answer in PI4 is NO, questions in columns PI5 and PI6 should no longer be asked for the current household member. Instead, you should ask the question in PI4 for the next household member on the list.

4. Never ask a *leading question*. A leading question is 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? "*

5. Do not interrupt the respondent while he/she is answering a question or asking for an explanation.
6. Finish recording an answer before asking the next question.

## **How to Record Answers**

Observe the following rules in recording answers to the questionnaires:

1. Use a pencil to record information. Do not use ballpen/pen or marker.
2. Write legibly.
3. You must fill up the questionnaire during the actual interview. You must not write the answers *op.* a separate piece of paper with the intention of transcribing the answers to the questionnaire at a later time.
4. 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.



*Example:*

Economic Activity	
For whom or where did _____	work?
ENTER CODE. (SEE CODES SHEET)	
(P15)	
2	

5. Other items require write-in entries. Enter the specific answer to the question. Be concise but clear.

*Example:*

Ethnicity	
What is _____'s citizenship?	
IF NOT FILIPINO, ENTER "97"	
IF FILIPINO, ASK: WHAT WAS _____'S DIALECT/LANGUAGE SPOKEN AT HOME AT EARLIEST CHILDHOOD?	
(P10)	
6 8	
Tagalog	

6. If you make an error in encircling a code, erase the wrong entry and encircle/write the correct code. Also, if you make an error in writing the entry, erase the wrong entry and write the correct one.

7. If an answer needs further explanation, write this down in the "Remarks" column of Form 1 or at the back of Form 2. Precede the remark with the line number of the person and the item identifier.

*Example:* Line 01 - P10.

### **How to Check the Completed Questionnaire**

After each interview, review the listing sheet 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 which are doubtful. Even after probing you still find the answer doubtful, accept the answer but write remarks/ explanations to guide your supervisor in reviewing the questionnaire.

#### **4.5 SAQ PROCEDURES**

There are two instances when self-administered questionnaires (SAQ) are used:

**Case 1.** To enumerate special areas such as exclusive subdivisions/ villages, condominiums, etc. where personal interview is not convenient or appropriate; and

**Case 2.** For households not contacted after 3 visits.

For Case 1 situations, your supervisor has been furnished the list of the special areas in the municipality or city. Prior arrangements with the management (President of homeowners' association or villages or the building administrator) of special areas have been made by the provincial staff, with regard to the manner the questionnaires have to be administered, distributed and collected. You may be assigned to cover these special areas.

Be guided by the following procedures and considerations in administering SAQ:

1. Estimate the number of questionnaires you need to bring based on the estimated number of households provided by the CAS/TS. In some cases, the number has not been provided by the management and you

would need to estimate this based on your personal knowledge of the area.

2. Fill up the Geographic Identification portion of all CP Form 2 to be distributed before you visit the area.
3. Contact the President of the homeowners' association or village or the building administrator. Depending on the prior arrangements made, distribute the CP Form 2 and CP Form 4 — SAQ Instructions, to the households or leave them with the management.
4. In each CP Form 4 which you are to distribute or leave with the management, enter the time and date when you will come back to collect the questionnaires. In case you will leave the forms with the management, fill up a CP Form 13 — Transmittal/ Receipt Forms and in the remarks portion, enter the date and time when you will pick up the questionnaires.

Record the number of questionnaires you distributed and ask management to acknowledge receipt of the forms by affixing his signature in CP Form 13.

5. In case you have to distribute to each household the CP Form 2 and SAQ Instructions, fill up the geographic identification and exact address (including house number). Copy the exact address in CP Form 1 before you leave the CP Form 2 with the household.
6. Cover all the special areas assigned to you, following steps 1 to 5.
7. Return to the special areas on the appointed time and date to collect the forms which you distributed.
8. Households will be responsible for mailing back the questionnaires not returned after the appointed time and date. Leave one self-addressed envelope for each household which has not returned the CP Form 2
9. Before you leave the area, review all CP Form 2 questionnaires for completeness, consistency and accuracy. Either you return any questionnaire not properly filled out and set another appointment for collection or ask if the household can be interviewed. Post a sticker (CP Form 6) for each household with acceptable questionnaire.

For Case 2 situations, that is, households not contacted by ENs after 3 visits, you should fill up the Geographic Identification Portion of CP Form 2. Leave the CP Form 2, together with a CP Form 4 in the mail box or in a conspicuous place in the building or with the nearest neighbor. In CP Form 4, enter the time and date when you will collect the CP Form 2. Post a sticker (CP Form 6) if you are able to collect the questionnaire upon your return to the household.

#### **4.6 How TO HANDLE ENUMERATION PROBLEMS**

Some of the problems that 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.

##### **1. 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. You must try to contact the respondent and obtain information pertaining to the household. A callback is a revisit to a household whose respondent has not been interviewed by the enumerator during the previous visit. Any unsuccessful visit done on the same day as the previous visit will not be counted as callbacks.

Inquire from children, maids or neighbors, about the best day and time for a callback. Leave to any person in the house CP Form 5 (Appointment Slip) indicating the date and time you will be back for an interview. Enter the same date and time in the "Remarks" portion of CP Form 1 and in the Interview Record of CP Form 2.

However, in case the whole household is away, you may leave the form in a place where it can be easily seen or just leave it with a responsible neighbor.

##### **2. Households that 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 CP Form 5, Appointment Slip Form, leave CP Forms 2 and 4 for the household to accomplish.

### 3. Cases of refusal.

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

- ✓ The census data are held strictly confidential.
- ✓ This census is a very important undertaking.
- ✓ It covers all individual persons and living quarters throughout the country.
- ✓ The information collected is needed by the government and private sectors.

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/her. It is better not to say anything controversial and just let him/her air his/her 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" portion in CP Form 1, and report the matter to your supervisor.

### 4. Household in resettlement/evacuation centers for *lahar*-affected families.

Enumerate the households where they are found at the time of the census but ask for their complete address in the lahar areas (barangay, municipality and province) and write it at the bottom of CP Form 2. This will serve as reference in case there will be a need to match them with those enumerated in lahar areas.

### 5. Critical areas.

The CAS has a list of critical areas in the municipality, if there are any. In the course of enumeration, if your assigned EA is affected by peace and order problem, inform your TS and CAS. For areas affected by insurgency problem and military-restricted areas, discuss with TS and CAS what is the best strategy to adopt.

**6. Calamity-affected areas.**

Your TS and CAS will help you in mapping out the best method of enumeration.

**7. Political intervention.**

If the barangay chairman or any local officials insists that the census returns/accomplished census forms be shown to them, politely explain to them that as enumerator, you are prohibited by law to divulge the information you gathered and that the forms were already collected by supervisors from the provincial office. If the official still insists, refer the problem immediately to your TS and CAS who will help you handle the situation.

## CHAPTER 5

### MAPPING AND CANVASSING

This chapter describes the detailed instructions and procedures for POPCEN mapping and canvassing operations. It discusses the instructions on how to read and update an enumeration area (EA) map. You will also learn 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 of listing and enumeration units.

#### 5.1 MAPPING

For purposes of the POPCEN, you will be provided with a sketch map of each EA you will enumerate. This will be your reference for plotting the location of buildings and serial numbers of households that you will list in CP Form 1. During the listing and enumeration procedures, you will have to plot each listed building on the map.

##### **How to Read a Map**

In general, maps are oriented to the North as indicated on the map sheet by an arrow pointing upwards. In the absence of this arrow it is presumed that the North is towards the top of the paper. However, the sketch map given to you may have the wrong orientation. Thus, you should check the orientation and if incorrect, correct or indicate the proper orientation.

Another important feature to know is the general location of the barangay and EA boundaries. On the sketch map, a barangay boundary is represented by:

————— · · ————— · · —————

while an EA boundary is represented by:

————— X ————— X —————

The standard geographic and cartographic symbols are presented in Illustration 5.1. Use them as a guide in reading the map.

Illustration 5.1  
GEOGRAPHIC AND CARTOGRAPHIC SYMBOLS

Orientation.....	
Provincial boundary.....	
Municipal boundary.....	
Enumeration area boundary.....	
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 provincial capitol.....	
Market.....	
Airport.....	
Pier/wharf.....	
Cemetery.....	
Ricefield*.....	
Cornfield*.....	
Fishpond*.....	
Forest.....	
Mountain.....	
Swamp/marsh.....	

\* If the ricefield, cornfield or fishpond occupies a large portion of the map, you may write instead "RICEFIELD", "CORNFIELD", or "FISHPOND" respectively, across the said portion devoted to the product. Do the same for coconut, abaca, coffee, etc., plantations.



### How to Update a Barangay/EA Map

Before the enumeration, you should establish the exact EA boundaries. 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 disputes, consult your supervisor.

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

1. Check if the orientation of the map is to the north. Do this by facing north and hold the map such that the "north" arrow drawn on the map is pointing in the north direction. The relative positions of the landmarks on the maps should be correct. If not, reorient the map by drawing the North arrow correctly.
2. Verify whether the natural features like rivers, streams, creeks, mountains etc., are found in their proper places on the map. Check that 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. If not, correct accordingly by lining out the wrong name and writing the correct one.
4. Enter the names of heads of households, stores, factories, 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 EA map shows or delineates 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 **block** 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 blocks which have no buildings such as vacant lots, parks, 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, usually urban, it may not be possible to plot all the buildings because of the limited space on the map. If this is the case, you must do **block mapping** (see next section).

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. In areas without blocks, take note of natural or man-made features of the area and the relative distance of these features to the buildings. Plot the buildings in the sketch map as correctly as possible.
9. 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 mapping* is sketching/drawing an enlarged map of each block of an area on a separate sheet of long bond paper. This will enable you to plot all the buildings listed in dense areas.

Do block mapping, as follows:

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 drawing an arrow symbol pointing north.
2. Draw the general shape or contour of each block on a sheet of long bond paper (size 8.5" x 13"). Indicate all its outer limits or boundaries (streets, rivers, etc.).
3. Paths, alleys or trails found in the block must also be indicated.
4. If an area is divided into sitios, prepare block maps by sitio if possible.




### 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 below:

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



Structures such as carts, booth, mobile stores or places such as underpass where a household is enumerated.

To indicate that households were enumerated in a cemetery, draw in your EA map the symbol  for cemetery. Below the symbol, write the serial number of the first and the last household residing in the cemetery, separated by a dash. Then sketch a separate map for that part of the cemetery which is located in your EA. Plot all residential structures occupied by households using the symbol  and other structures such as niches using the symbol  and write the corresponding household serial numbers.

---

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

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### How to Indicate Household Serial Numbers on the Map

During enumeration, each household listed will be assigned a household serial number (HSN), as explained further in Chapter 6. Write the 3-digit HSN right below the building symbol as illustrated below:



008

represents a residential building with one household residing and assigned HSN 008



021-023

represents a residential building with three households residing and assigned HSN 021-023



030

represents a commercial building with one household actually living and assigned HSN 030



041

represents institutional living quarter with one household and assigned an HSN 041.



009-015

represents a cemetery with households assigned HSN 009-015.

## 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 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 about the possible whereabouts of the members of the household.
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 that run-down buildings are abandoned. Make inquiries from people around if there are people residing there.
5. Check whether the 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.

7. For non-residential buildings, such as offices, stores, restaurants, shops, factories, etc., inquire as to whether there are persons residing in them.
8. 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 include it in the specified EA.
9. In areas with imaginary/disputed barangay boundaries confer with the EN assigned to the adjacent boundary as to how you will cover these. Inform your team supervisor(s) accordingly.

### **How to Canvass an EA with Blocks**

If you are assigned to an EA composed of blocks, use the following canvassing procedures:

1. Canvass the area **BLOCK BY BLOCK**, beginning from the lowest numbered block. Then completely canvass one block at a time, in the order of the block number. That is, 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. In enumerating along the street or road, never go from one side of the street or road to the other side.
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. Encircle the block number on the map when you have finished canvassing the block so that you can keep track of your progress.

6. Of course, you need not travel blocks which are entirely empty of buildings 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 where the buildings are not systematically laid out, 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, canvassing should proceed cluster by cluster. In any case, be sure to go through 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 or sea 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 maps the routes to take. In the course of your enumeration, always inquire about possible 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 possible persons living in closed 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 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.

### **An Illustration of Systematic Canvassing**

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 02.

Illustration 5.2 shows the sketch map of one of his assigned areas, 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 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 5.3 shows how he goes about canvassing and enumerating Block. The direction 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.

Illustrations 5.4 and 5.5 show an EA map without blocks and how to canvass an EA without blocks.



Illustration 5.2  
ENUMERATION AREA MAP WITH BLOCKS

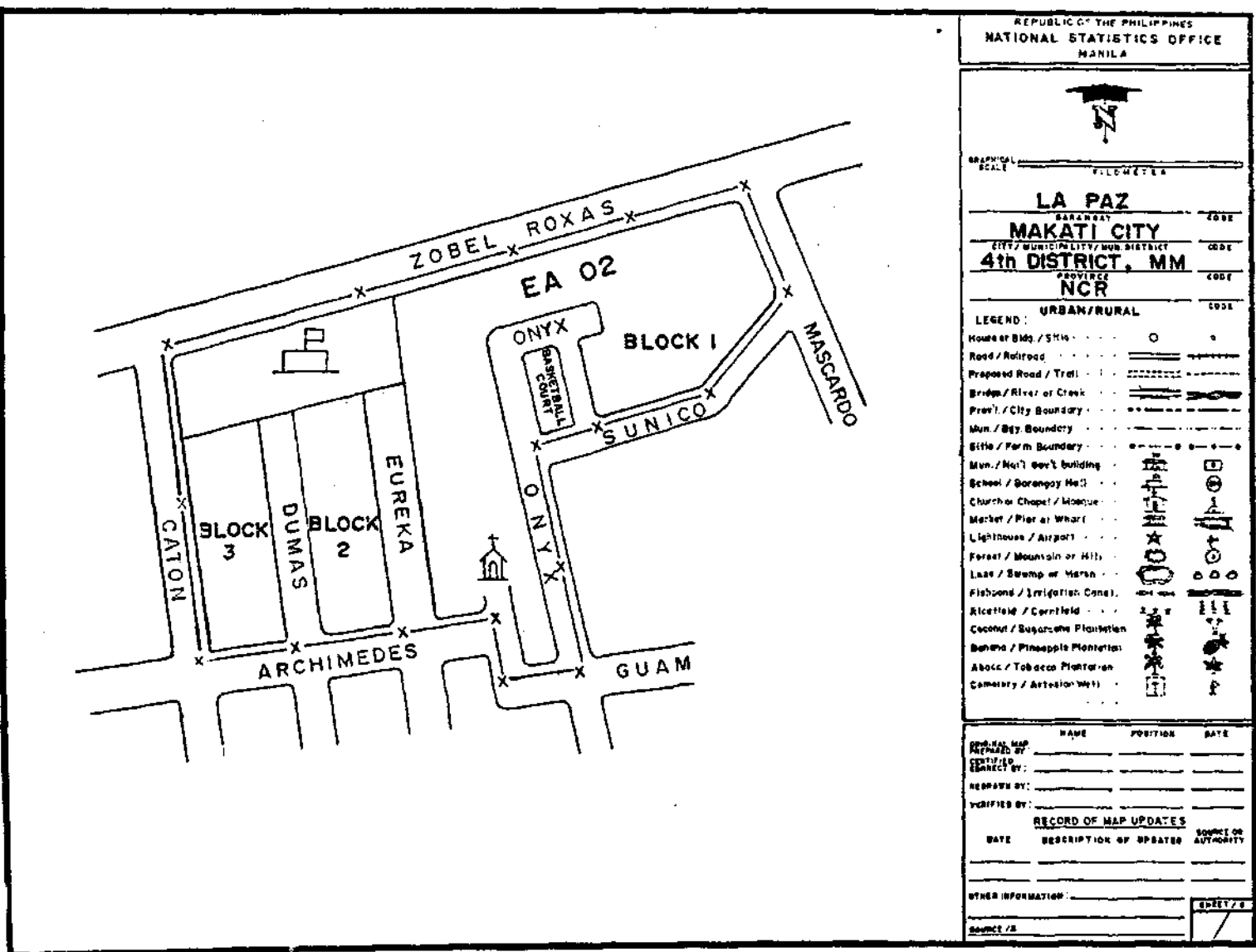


Illustration 5.3

How to Canvass an EA with Blocks

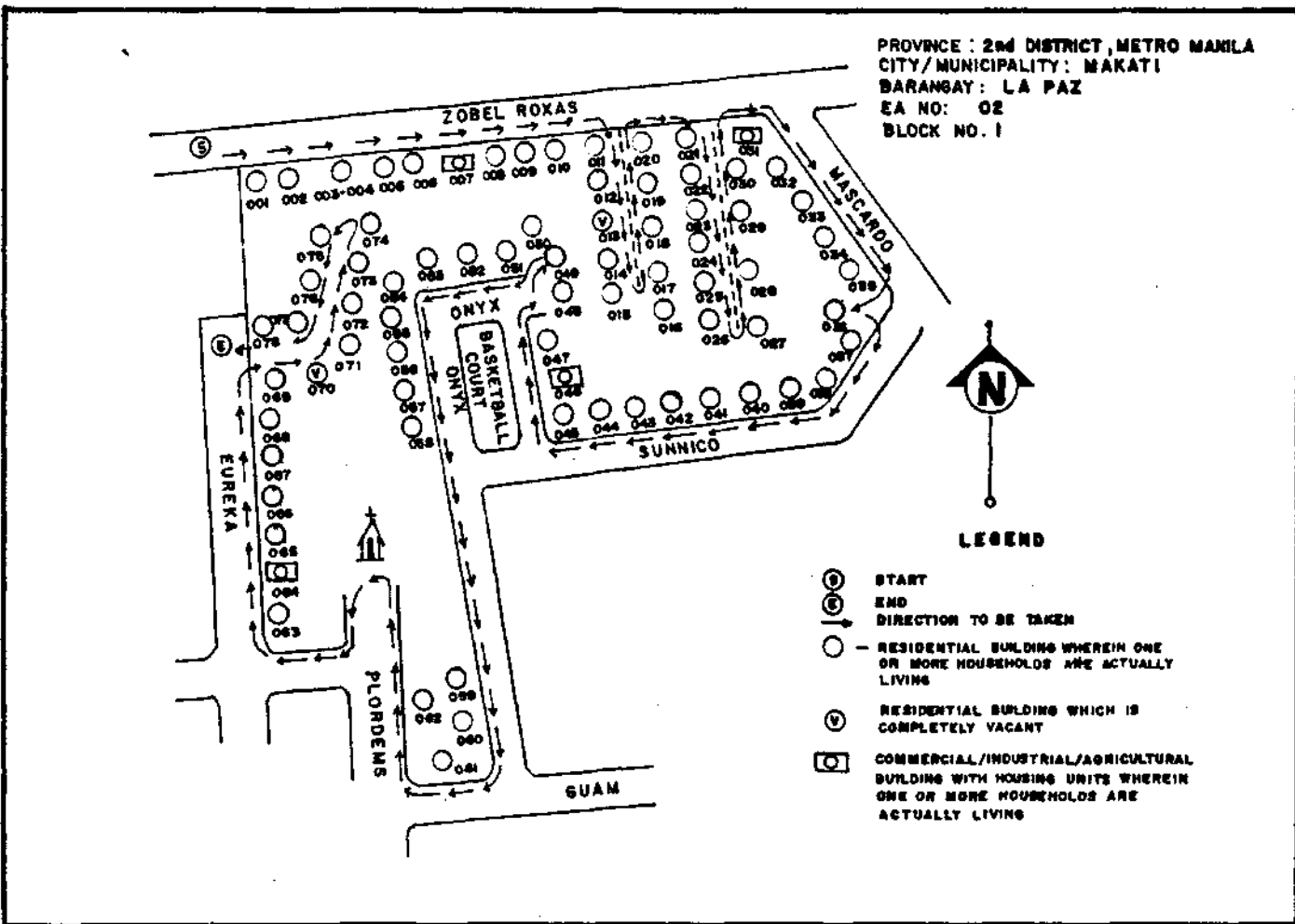


Illustration 5.4

ENUMERATION AREA MAP WITHOUT BLOCKS

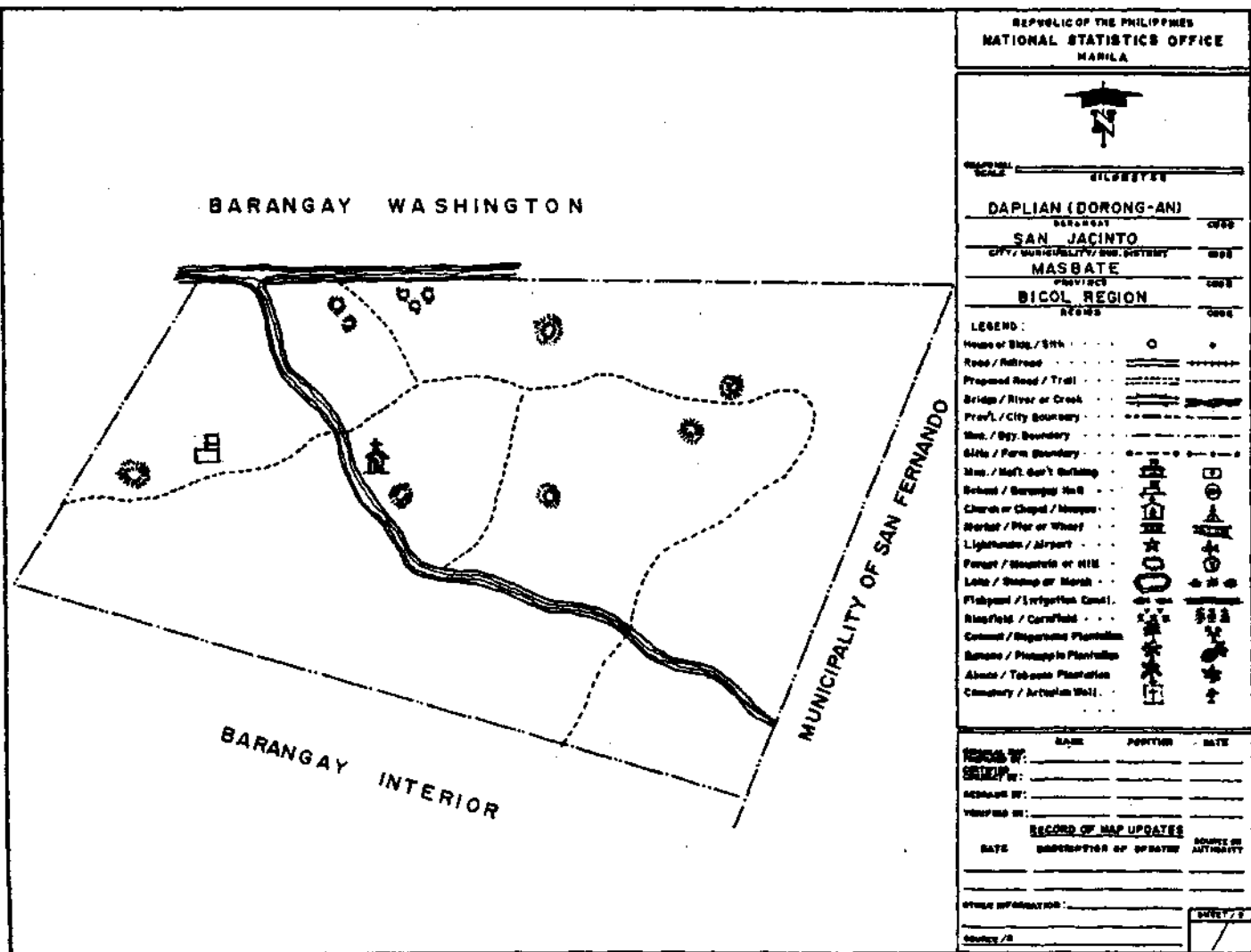
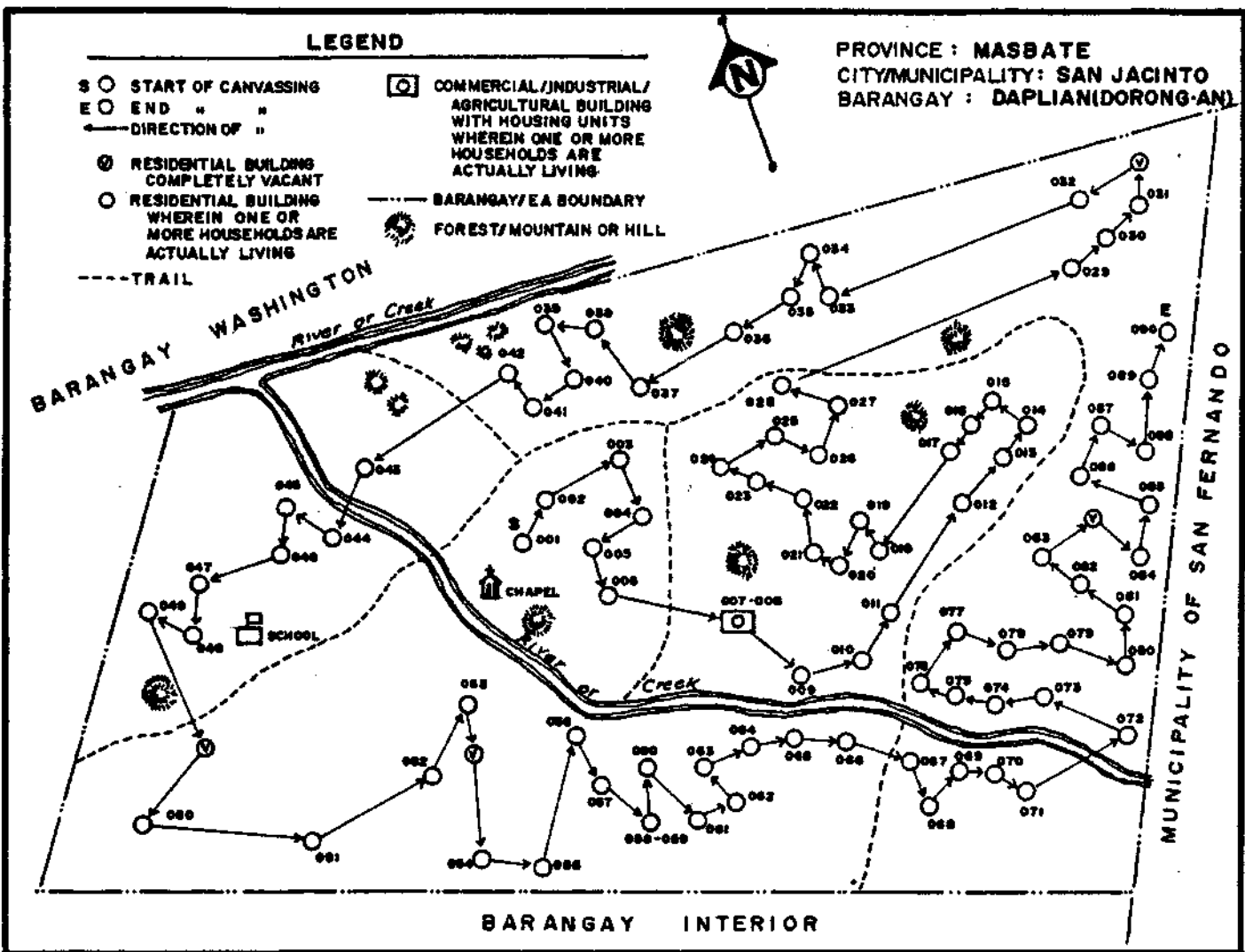


Illustration 5.5  
How TO CANVASS AN EA WITHOUT BLOCKS



## **CHAPTER 6**

### **How TO ACCOMPLISH CP FORM 1 — LISTING SHEET**

This chapter provides the detailed instructions on how to fill up the POPCEN listing sheet or CP Form 1.

During the listing and enumeration, you will use CP Form 1 to systematically list buildings, housing units, households and institutional populations in your assigned EA.

#### **6.1 OVERVIEW OF CP FORM 1**

Each sheet of CP Form 1 contains 4 horizontal panels, namely:

1. ***Title***, where the serial number and the number of pages of CP Form 1 used in the listing of an EA are found.
2. ***Identification***, where the Geographic Identification, Confidentiality and Certification portions are found.
3. ***Listing***, where you will record the characteristics of listing units in your EA.
4. ***Page Totals***, where you will record the total number of households and the total male and female population in households and institutions listed on the page.

#### **6.2 TITLE PANEL**

##### **Serial Number**

This portion found on the upper right hand corner shows the serial number of each form. This number is unique and is used to control and account for each sheet of CP Form 1.

In listing the households in an EA use consecutively numbered sheets. Do not lose any sheet of CP Form 1 since all unused forms will have to be returned to the NSO through your supervisor.

**No. of pages: Page \_\_\_\_ of \_\_\_\_ pages**

This portion is also found on the upper right hand corner. It will indicate the order of listing and how many listing sheets have been used for the EA. If you have used 5 sheets for an EA, the sheets should be numbered as follows:

Page 1 of 5 pages,  
 Page 2 of 5 pages, for the second sheet  
 ⋮  
 Page 5 of 5 pages, for the last sheet.

**6.3 IDENTIFICATION PANEL****Geographic Area Identification**

Your TS will provide you with the geographic identification of your enumeration area. This consists of both the names of the places and their corresponding codes. Fill up the geographic identification correctly and completely before you go to the field for enumeration.

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.

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**NOTE:** If the barangay name is also a number (e.g., Barangay 237), do not use the number as the barangay code. Use the code given by your TS.

---

The 2-digit enumeration area number (EA No.) indicates that part of the barangay that is assigned to you. If the barangay is not split, the EA No. is '00'. When in the course of enumeration, you find out that the EA assigned to you is too large to be covered in 25 days, you should refer the matter to your TS. The TS should then decide whether there is a need to split the EA and if so, the new EA should be numbered following the sequential EA No. in that particular barangay. *For example*, suppose there are three EAs in Bgy.

Poblacion, namely '01', '02' and '03'. If it becomes necessary to split EA 01, the new EA will be numbered '04' since there are already 3 EAs.

Take note of the following special cases:

1. If the city/municipality and/or barangay assigned to you is newly created, it is possible that the codes are not yet available. You will be informed if this is so. Leave the code boxes blank in such cases.
2. Highly urbanized and chartered cities are considered independent entities from the province. However, for our purpose, we will identify such cities along with the provinces where they are located. For example, we will consider Cebu City as part of 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

3. For coding purposes, the National Capital Region is divided into four districts and each of the districts corresponds to a province.

The NCR areas will be coded as follows:

**39 First District (Manila)**

**74 Second District**  
**01** Mandaluyong City  
**02** Marikina  
**03** Pasig City  
**04** Quezon City  
**05** San Juan

**75 Third District**  
**01** Kalookan City  
**02** Malabon  
**03** Navotas  
**04** Valenzuela

**76 Fourth District**  
**01** Las Piñas  
**02** Makati City  
**03** Muntinlupa  
**04** Paranaque  
**05** Pasay City  
**06** Pateros  
**07** Taguig

Manila is the 1st district 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)	39
City/Municipality	SAMPALOC	06
Barangay	BGY. 446	052
Enumeration Area No: .....		01

### Certification

Fill this up after the last unit has been listed on the page. Print your name clearly on the space provided and sign over it. Your signature certifies that what you have listed in the sheet is complete and accurate. You should sign each sheet that you used in covering the EA.

### 6.4 LISTING ITEMS

#### Col. 1 — Line Number

There are 25 lines in CP Form 1 and each line is pre-numbered in this column.

#### Col. 2 — Date of Visit

This column should be filled in for every first building listed in each day. Enter only the month and the day of visit. Use 1 for January, 2 for February and so on, separating month and day by a slash. For example, September 6, 1995 should be written as 9/6. To indicate the date, of visit of all other households listed on the same day, draw a downward arrow in column 2 that extends to the last household listed during the day.



**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 (See Section 3.1). If it is to be listed, assign to it a unique 3-digit building serial number.

Assign building serial numbers consecutively; that is, assign building serial number 001 to the first building you list, 002 to the second building, 003 to the third building, and so on up to the last building you list in your EA. Write the building serial number in col. 3.

Take note of the following cases and corresponding action to be taken:

CASE		ACTION TO BE TAKEN
1	A large institutional population occupies two or more buildings.	Enter the building serial numbers in one line only. Write the first and last serial numbers, separated by a hyphen.
2	Garage or other small structure is structurally separated from the house and a household member may be sleeping in it.	Do not count it as a separate building.
3	Another household resides in a garage or other small structure that is structurally separated from the house.	Assign another building serial number to this structure.
4	Two or more households live in one building or there are two or more housing units in the building.	Enter the building serial number in the line for the first household/housing unit. Enter a ditto mark ("") for the other household/housing units in the same building.

CASE	ACTION TO BE TAKEN
5 A household occupies two buildings each with complete facilities.	Assign another building serial no. to the second building but enter the building serial numbers in one line only, separated by a hyphen.

#### **Col. 4 — Housing Unit Serial Number (HUSN)**

For each housing unit you locate, assign a unique 3-digit housing unit serial number (HUSN). Assign 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 the building may contain one or more housing units. 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.

**Institutional Living Quarters will not be assigned HUSNs. Put a dash (—) in column 4 for such living quarters.**

Take note of the following cases and the corresponding action to be taken:

CASE	ACTION TO BE TAKEN
1 Two or more households are living in the same housing unit.	Enter the HUSN on the line for the first household in the unit; write a ditto mark (") only for the succeeding households residing in the same housing unit.

CASE		ACTION TO BE TAKEN
2	Household resides within the premises of the institutional living quarters.	Enter a dash (—) in column 4 and write the institutional living quarters serial number in column 6 to indicate that institutional population was enumerated in those buildings. On the next line, the place where the household resides must be identified as a housing unit and assigned a HUSN in column 4. Enter a dash (—) under column 6.
3	For housing units occupied by persons who are to be excluded from enumeration according to the rules specified in Chapter 3.	Enter the corresponding Housing Unit Serial No. and write "888" in Column 5 (Household Serial Number) to indicate that the housing unit is occupied by persons who should be excluded from enumeration. Write a remark in the remarks column: e.g. "Household of US Ambassador".
4	For vacant housing units.	Assign an HUSN and write VHU in column 7.
5	All housing units in a building are vacant.	Write the first and the last HUSN separated by a dash (—) in one line only and enter VBLDG in column 7.
6	A household occupies two buildings, each with complete facilities.	Assign one HUSN only.

CASE	ACTION TO BE TAKEN
7 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 occupants should be enumerated in their usual residence and not at this housing unit.	Assign HUSNs and assign 889 as household serial number in column 5 to indicate that the occupants of these housing units have residence elsewhere and will be listed there.

### **Col. 5 — Household Serial Number (HSN)**

Assign a unique 3-digit household serial number (HSN) for each household you list. The first household enumerated will be assigned HSN 001, the second 002, the third 003, and so on.

Take note of the following cases and the corresponding action to be taken:

CASE	ACTION TO BE TAKEN
1 A household whose members are excluded from the enumeration, such as foreign diplomats.	Assign HSN "888".
2 In the household of the foreign diplomat there are members who constitute a separate household in this census; e.g. household help.	Assign a HSN to this household which is composed of household help only.
3 For vacant housing unit.	Assign HSN "999" to indicate that no household occupies it.

CASE	ACTION TO BE TAKEN
4 For housing units which are used only as vacation house or rest house.	Assign HSN "889".
5 Household Serial No. has already been assigned to a callback and in revisit it was found that the housing unit has 2 households.	List the callback household on the line following the last household listed. Copy the information/ assigned serial number during the previous visit. List the 2nd household after the callback household. Use the same building serial no. as the first visit but the HSN will follow the sequential HSN of the households listed in that particular day of visit.

### Col. 6 — Institutional Serial Number

Assign a unique 3-digit serial number to each institutional living quarter. The first institutional living quarter will have serial number 001, the second 002, and so on.

If an institutional living quarter is in operation but at the time of census, there are no residents that qualify for the enumeration, list and provide a serial number just the same. Fill out a CP Form 3 for this institutional population by filling-up the geographic ID and write appropriate remarks at the bottom of the form. An example of this may be a dormitory without any resident during the census.

### Col. 7 — Name of Household Head or Name/Type of Institution

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 the middle initial, if given. For an institutional population, 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.

Take note of the following notations:

CASE	ACTION TO BE TAKEN
1 For a building having housing unit(s) which are all vacant or used as vacation or rest house.	Write <b>VBLDG.</b>
2 For a vacant housing unit or housing unit used as vacation or rest house.	Write <b>VHU.</b>

### **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). If several households listed have the same address draw a downward arrow in column 8 that extends to the last household with the same address.

### **Cols. 9, 10 and 11 — Population Count**

These columns should be filled-in only after a household or institutional population has been successfully enumerated. The total population is the same as the line number of the last member in the questionnaire (CP Form 2 or 3). Count the number of males (members with Code 1 under column for Sex) and the number of females (members with Code 2 under column for Sex). Check that the sum of males and females in Cols. 10 and 11 is equal to the total population in Col. 9. Take extra care in accomplishing these columns as these will be the bases for reporting the Preliminary Population Count.

For institutional population, encircle the entries in columns 9, 10 and 11, to differentiate them from the household population, as shown below:

Population Count		
ENCIRCLE ENTRIES IN COLS. 9, 10 & 11 FOR INSTITUTIONAL POPULATION		
Total	Male	Female
(9)	(10)	(11)
5	2	3

### Col. 12 — Remarks Portion

Enter remarks on important matters which need explanation in this column.

*Examples:*

1. If you have distributed CP Form 3 to the manager or head of an institutional living quarter, enter c/o TS. However, if you have done the interview and accomplished CP Form 3, write the Institutional Population Count and enter the remark c/o (your name).
2. Also use this portion to indicate the date and time of your appointment for callback to the household, and any remarks which may be useful for your supervisors.

*Example:*

Suppose you visit a household on September 16, 1995 and there is no responsible member to interview. Write in Col. 12 -Remarks - the date and time of callback you indicated in CP Form 5 Appointment Slip Form so you would remember your appointment with the household.

For example, if the date and time of callback in CP Form 5 is 9/16, 3:00 p.m., you have to write "Appt. 9/16 and 3:00 p.m." under column 12. If upon your return to the household there is still no responsible member, schedule another appointment and record this in the remarks. If you are still unsuccessful on your third visit, write **"For referral to CAS"**

Suppose again, that you visit another household on September 17, 1995 and the household refuses to be interviewed, write **"Refusal: for referral"**. With the assistance of the barangay chairman, an interview of the same household is made on September 18. Enter **"C-9/18: interview OK (brgy. chairman)"**.

For successful callbacks, enter the date interview was completed, preceded by a C to differentiate it from the appointment date. For example C-9/18 means that the callback was successfully done on September 18.

Use the back of the listing sheet if you need more space and write as many remarks as you think are necessary to refer to your supervisor and other census officials. Precede your remark with the HSN for easy reference. For example, HSN 007 - interviewed by TS, with assistance of brgy. chairman and mayor.

## 6.5 PAGE TOTALS PANEL

### Filling up of Column Totals

This portion should be filled up only after all lines on the page have been filled up, except when it is the last page being used for the EA. Ignore the lines for households scheduled for callback since the information has to be transcribed later as discussed earlier.

<i>Total Households:</i>	Count the number of households listed on the page and enter the number on the appropriate box at the bottom of Col. 5.
<i>Total Institutions:</i>	Count the number of institutions and enter the number in the box at the bottom of Col. 6.
<i>Total Population:</i>	Add all entries in cols. 9, 10 and 11 downward and enter the totals in their respective boxes.
<i>Institutional Population:</i>	Add all encircled entries in cols. 9, 10 and 11 downwards and place the totals in their respective boxes.



*Household Population:* Subtract entry in institutional population from total population

## **6.6 PROCEDURE FOR SUCCESSFUL CALLBACKS**

When a callback household has been successfully interviewed:

1. Copy the information from Cols. 3 through 8 from the original entries *to the line number following the last household listed so far.*
2. Line out the original entries in Cols. 3 through 8 for that household.
3. After completing the interview using CP Form 2 or 3, enter the total population count and the number of males and females in Cols. 9, 10 and 11 respectively.

## **6.7. ILLUSTRATION OF CORRECTLY ACCOMPLISHED CP FORM 1**

In the next three pages, you will find illustrations of correct execution of the instructions discussed in this chapter.

CP Form 1 1995 NSCB Approval No. A0477-R161-PN Expires On May 8, 1996		Republic of the Philippines <b>NATIONAL STATISTICS OFFICE</b> Manila  <b>1995 Census of Population</b>  <b>LISTING SHEET</b>		Serial Number  Page <u>2</u> of <u>5</u> pages							
<b>GEOGRAPHIC IDENTIFICATION</b> Province <u>NCR 4th District</u> <span style="border: 1px solid black; padding: 0 5px;">76</span> City/Municipality <u>Malabon</u> <span style="border: 1px solid black; padding: 0 5px;">02</span> Barangay <u>Guadalupe Nuevo</u> <span style="border: 1px solid black; padding: 0 5px;">009</span> EA No. <span style="border: 1px solid black; padding: 0 5px;">000</span>			<b>CONFIDENTIALITY</b> This census is authorized by Commonwealth Act No. 591 and Executive Order 121. All information is held strictly CONFIDENTIAL.								
<b>CERTIFICATION</b> I hereby certify that the listing of households specified below was completed and the data set forth were obtained by me personally in accordance with the instructions.  <div style="display: flex; justify-content: space-between;"> <div> <i>Laura M. Romero</i>  <b>LAURA M. ROMERO</b>            Signature over printed name of EN         </div> <div> <u>Sep 5, 1995</u>            Date signed         </div> </div>											
Line No.	Date of Visit	Building Serial Number	Housing Unit Serial Number	Household Serial Number	Institutional Serial Number	Name of Household Head or Name/Type of Institution	Address	Population Count			Remarks
							INCREASE ENTRIES IN COLS. 9, 10 & 11 FOR INSTITUTIONAL POPULATION				
							Total	Male	Female		
7	8	9	10	11	12	13	14	15	16	17	
01	9/4	010	015	020	-	Angut, Manuel	9432 Retiro St	6	4	2	
02		"	016	021	-	Santos, Juan	→	4	2	2	
03		"	"	022	-	Santos, Allan	↓	5	1	4	
04		011	017	023	-	Angeles, Dante	9434 Retiro St				APP 9/5 ←
05		012	-	-	002	Boarding House	9436 Retiro St	12	6	6	
06		013	018	024	-	Santiago, Ismael	9438 Retiro St	8	3	5	
07		014	019	025	-	Reyes, Aida	9440 Retiro St	3	1	2	
08		015	020	333	-	VBLDG	9442 Retiro St				
09		016	021	026	-	Baltazar, Paul	9444 Retiro St	8	4	4	
10					-	Tan, Mario					

cancel household for callback upon completion

vacant building

ditto mark for several housing units in the same building

ditto mark for another household in the same housing unit

a downward arrow that extends to the last household with the same address

encircle entries for institutional population

enter remarks

	017	022	023	024	025	026	027	028	029	030	031	032	033	034	035	036	037	038	039	040	041	042	043	044	045	046	047	048	049	050	051	052	053	054	055	056	057	058	059	060	061	062	063	064	065	066	067	068	069	070	071	072	073	074	075	076	077	078	079	080	081	082	083	084	085	086	087	088	089	090	091	092	093	094	095	096	097	098	099	100	101	102	103	104	105	106	107	108	109	110	111	112	113	114	115	116	117	118	119	120	121	122	123	124	125	126	127	128	129	130	131	132	133	134	135	136	137	138	139	140	141	142	143	144	145	146	147	148	149	150	151	152	153	154	155	156	157	158	159	160	161	162	163	164	165	166	167	168	169	170	171	172	173	174	175	176	177	178	179	180	181	182	183	184	185	186	187	188	189	190	191	192	193	194	195	196	197	198	199	200	201	202	203	204	205	206	207	208	209	210	211	212	213	214	215	216	217	218	219	220	221	222	223	224	225	226	227	228	229	230	231	232	233	234	235	236	237	238	239	240	241	242	243	244	245	246	247	248	249	250	251	252	253	254	255	256	257	258	259	260	261	262	263	264	265	266	267	268	269	270	271	272	273	274	275	276	277	278	279	280	281	282	283	284	285	286	287	288	289	290	291	292	293	294	295	296	297	298	299	300	301	302	303	304	305	306	307	308	309	310	311	312	313	314	315	316	317	318	319	320	321	322	323	324	325	326	327	328	329	330	331	332	333	334	335	336	337	338	339	340	341	342	343	344	345	346	347	348	349	350	351	352	353	354	355	356	357	358	359	360	361	362	363	364	365	366	367	368	369	370	371	372	373	374	375	376	377	378	379	380	381	382	383	384	385	386	387	388	389	390	391	392	393	394	395	396	397	398	399	400	401	402	403	404	405	406	407	408	409	410	411	412	413	414	415	416	417	418	419	420	421	422	423	424	425	426	427	428	429	430	431	432	433	434	435	436	437	438	439	440	441	442	443	444	445	446	447	448	449	450	451	452	453	454	455	456	457	458	459	460	461	462	463	464	465	466	467	468	469	470	471	472	473	474	475	476	477	478	479	480	481	482	483	484	485	486	487	488	489	490	491	492	493	494	495	496	497	498	499	500	501	502	503	504	505	506	507	508	509	510	511	512	513	514	515	516	517	518	519	520	521	522	523	524	525	526	527	528	529	530	531	532	533	534	535	536	537	538	539	540	541	542	543	544	545	546	547	548	549	550	551	552	553	554	555	556	557	558	559	560	561	562	563	564	565	566	567	568	569	570	571	572	573	574	575	576	577	578	579	580	581	582	583	584	585	586	587	588	589	590	591	592	593	594	595	596	597	598	599	600	601	602	603	604	605	606	607	608	609	610	611	612	613	614	615	616	617	618	619	620	621	622	623	624	625	626	627	628	629	630	631	632	633	634	635	636	637	638	639	640	641	642	643	644	645	646	647	648	649	650	651	652	653	654	655	656	657	658	659	660	661	662	663	664	665	666	667	668	669	670	671	672	673	674	675	676	677	678	679	680	681	682	683	684	685	686	687	688	689	690	691	692	693	694	695	696	697	698	699	700	701	702	703	704	705	706	707	708	709	710	711	712	713	714	715	716	717	718	719	720	721	722	723	724	725	726	727	728	729	730	731	732	733	734	735	736	737	738	739	740	741	742	743	744	745	746	747	748	749	750	751	752	753	754	755	756	757	758	759	760	761	762	763	764	765	766	767	768	769	770	771	772	773	774	775	776	777	778	779	780	781	782	783	784	785	786	787	788	789	790	791	792	793	794	795	796	797	798	799	800	801	802	803	804	805	806	807	808	809	810	811	812	813	814	815	816	817	818	819	820	821	822	823	824	825	826	827	828	829	830	831	832	833	834	835	836	837	838	839	840	841	842	843	844	845	846	847	848	849	850	851	852	853	854	855	856	857	858	859	860	861	862	863	864	865	866	867	868	869	870	871	872	873	874	875	876	877	878	879	880	881	882	883	884	885	886	887	888	889	890	891	892	893	894	895	896	897	898	899	900	901	902	903	904	905	906	907	908	909	910	911	912	913	914	915	916	917	918	919	920	921	922	923	924	925	926	927	928	929	930	931	932	933	934	935	936	937	938	939	940	941	942	943	944	945	946	947	948	949	950	951	952	953	954	955	956	957	958	959	960	961	962	963	964	965	966	967	968	969	970	971	972	973	974	975	976	977	978	979	980	981	982	983	984	985	986	987	988	989	990	991	992	993	994	995	996	997	998	999	1000
11				017	022	023	024	025	026	027	028	029	030	031	032	033	034	035	036	037	038	039	040	041	042	043	044	045	046	047	048	049	050	051	052	053	054	055	056	057	058	059	060	061	062	063	064	065	066	067	068	069	070	071	072	073	074	075	076	077	078	079	080	081	082	083	084	085	086	087	088	089	090	091	092	093	094	095	096	097	098	099	100	101	102	103	104	105	106	107	108	109	110	111	112	113	114	115	116	117	118	119	120	121	122	123	124	125	126	127	128	129	130	131	132	133	134	135	136	137	138	139	140	141	142	143	144	145	146	147	148	149	150	151	152	153	154	155	156	157	158	159	160	161	162	163	164	165	166	167	168	169	170	171	172	173	174	175	176	177	178	179	180	181	182	183	184	185	186	187	188	189	190	191	192	193	194	195	196	197	198	199	200	201	202	203	204	205	206	207	208	209	210	211	212	213	214	215	216	217	218	219	220	221	222	223	224	225	226	227	228	229	230	231	232	233	234	235	236	237	238	239	240	241	242	243	244	245	246	247	248	249	250	251	252	253	254	255	256	257	258	259	260	261	262	263	264	265	266	267	268	269	270	271	272	273	274	275	276	277	278	279	280	281	282	283	284	285	286	287	288	289	290	291	292	293	294	295	296	297	298	299	300	301	302	303	304	305	306	307	308	309	310	311	312	313	314	315	316	317	318	319	320	321	322	323	324	325	326	327	328	329	330	331	332	333	334	335	336	337	338	339	340	341	342	343	344	345	346	347	348	349	350	351	352	353	354	355	356	357	358	359	360	361	362	363	364	365	366	367	368	369	370	371	372	373	374	375	376	377	378	379	380	381	382	383	384	385	386	387	388	389	390	391	392	393	394	395	396	397	398	399	400	401																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																				

CP Form 1 1995		Republic of the Philippines NATIONAL STATISTICS OFFICE Munich		Serial Number								
NSCB Approval No. A0477-R161-PN		1995 Census of Population		Page 2 of 5 pages								
Expires on May 8, 1996		LISTING SHEET										
GEOGRAPHIC IDENTIFICATION			CONFIDENTIALITY		CERTIFICATION							
Province	NEC 4th District	76	This census is authorized by Commonwealth Act No. 591 and Executive Order 121. All information is held strictly CONFIDENTIAL.		I hereby certify that the listing of households specified below was completed and the data set forth were obtained by me personally in accordance with the instructions.							
City/Municipality	Makati	02										
Borough	Guadalupe Nuevo	009										
EA No.		00										
			Signature over printed name of EN		Signature Date signed							
			Laura M. Romero		Sept. 5, 1995							
Line No.	Date of Visit	Building Serial Number	Household Serial Number	Institutional Serial Number	Name of household Head or Name/Type of Institution	Address	Population Count			Remarks		
							Total	Male	Female			
01	9/4	010	015	020	-	Angat, Manuel	9432 Retiro St.	6	4	2		
02	"	"	016	021	-	Santos, Juan	"	4	2	2		
03	"	"	"	022	-	Santos, Allan	"	5	1	4		
04	"	011	017	023	-	Angeles, Dante	9434 Retiro St.				APPT 7/5	
05	"	012	-	-	002	Boarding House	9436 Retiro St.	12	6	6		
06	"	013	018	024	-	Santiago, Gsmuel	9438 Retiro St.	8	3	5		
07	"	014	019	025	-	Reyes, Aida	9440 Retiro St.	3	1	2		
08	"	015	020	999	-	VBLDG	9442 Retiro St.					
09	"	016	021	026	-	Baltazar, Ruel	9444 Retiro St.	8	4	4		
10	"	017	022	027	-	Tan, Mario	9446 Retiro St.	5	2	3		
11	"	"	023	028	-	Jacinto, Melo	"	2	1	1		
12	"	"	"	029	-	Manuel, Alex	"	4	2	2		
13	"	"	024	999	-	VHU	"					
14	"	018	025	030	-	Anes, Robin	9448 Retiro St.	6	3	3		
15	"	019	026	889	-	VBLDG	9450 Retiro St.					
16	"	020-024	-	-	003	Santos Medical Ctr	9452 Retiro St.	22	10	12	4/0 TS	
17	"	"	027	031	-	Santos, Rodrigo	"	5	3	2		
18	"	025	028	032	-	Biazon, Willy	9454 Retiro St.	2	1	1		
19	"	026	029	033	-	Apolonia, Jesus	9456 Retiro St.	7	4	3		
20	9/5	011	017	023	-	Angeles, Dante	9434 Retiro St.	9	5	4	2-9/5	
21	"	"	"	034	-	Montalbo, Fe	"	3	1	2	Another Hh in BNSW 017	
22	"	027	030	035	-	De Leon, Abel	9458 Retiro St.	4	2	2		
23	"	028	031	888	-	McDonnell, Joe	9461 Retiro St.	-	-	-	Foreign Ambassador	
24	"	029	032	036	-	Reyes, Naomi	9463 Retiro St.	6	3	3		
25	"	"	"	037	-	Landicho, Art	"	3	1	2		
Total No				18	02	Total Household Population				90	43	47
						Total Institutional Population				94	16	18

## CHAPTER 7

### How TO ACCOMPLISH CP FORM 2 — HOUSEHOLD QUESTIONNAIRE

The questions that you will ask about each member of a qualified household during POPCEN enumeration are contained in CP Form 2 or the *Household Questionnaire*. This questionnaire is a one-page sheet on which you will also record the answers given to you regarding each household member.

In this chapter, you will learn how to accomplish CP Form 2 as you go about the task of interviewing POPCEN respondents.

#### 7.1 CONTENTS OF CP FORM 2

CP Form 2 is a one-page questionnaire which, when completed, will serve as the record of household population and characteristics of each household member. It has three main parts or horizontal panels, namely:

1. *Title Panel* where the number of pages of CP Form 2 used for each household is found.
2. *Identification and Control Panel* which comprises the top panel of the page, and
3. *Questionnaire Items Panel* which consists of 16 columns and 8 lines or rows and appears right below the top panel.

#### No. of Pages Used

The *Questionnaire Items Panel* of GP Form 2 consists of 8 lines or rows. This means that you will be able to list only a maximum of 8 household members on each sheet. Therefore, if a household has more than 8 members, you will have to use more than one sheet of CP Form 2. In order to properly account for all the CP Form 2s that you used for a single household, you must fill in the blanks in the "**Page \_\_\_\_ of \_\_\_\_ pages**" found on the upper right-hand side of the top panel.

*Fill out this item as soon as you finish interviewing a household.*

*Examples:*

1. If a household has no more than 8 members then you will use only one sheet of CP Form 2. Then, the correct entry should be:

**Page 1 of 1 pages**

2. If you used two sheets for a household, then you should fill in the blanks for the first sheet as follows:

**Page 1 of 2 pages**

The second sheet should have the following entry:

**Page 2 of 2 pages**

The *Identification and Control Panel* contains the form label or title at the top center and the NSCB Approval Number on the left-hand side. In addition, it contains three identification and control items which you will learn to fill out in section 7.3. These are:

- ✓ Geographic Identification
- ✓ Interview Record
- ✓ Certification

The 16 columns of the *Questionnaire Items Panel* correspond to the 16 questions to be asked about each household member. Each line or row will refer to a specific household member so that a sheet can be used to list a maximum of 8 household members. In this panel, line numbers are pre-printed on the left-most column as well as on the right-most column. You will learn how to obtain the answers to the questions and how to fill-out the rows and columns in this panel in section 7.4.

## 7.2 GENERAL INSTRUCTIONS

During the listing and enumeration of your EA, you should bring with you sufficient number of CP Form 2 for the day's use. Before starting out, you should already fill-in the information on province, city/municipality,

barangay and enumeration area no. in the *Geographic Identification* portion of the form.

You should fill out pertinent items in the *Interview Record* portion after each visit to the household. The *Certification* portion, should be completed after the final visit to the household.

In asking the questions in the *Questionnaire Items Panel*, you must complete items PI to P3 first. Ask the succeeding questions P4 to P10 one at a time for all members. However, related questions on age (P4 and P5), disability (P8 and P9), trade skills (PI2 and PI3), and economic activity (PI4 to PI6) should be asked together. This means that you first ask date of birth (P4) and then age (P5) for all members of the household. Then ask sex for all members and continue until item 10. Ask P11 for each member 5 years old and over and complete P12 to P13 and P14 to PI6 sequentially for each member 5 years old and over. *Ask the questions as stated in CP Form 2 or using translations discussed during the training.*

If you have reason to doubt an answer given by your respondent, make a note on it through a remark or explanation written at the back of the questionnaire.

### **7.3 IDENTIFICATION AND CONTROL PANEL**

#### **Geographic Identification**

The *Geographic Identification* portion consists of six (6) items, namely:

1. Province
2. City/Municipality
3. Barangay
4. Enumeration Area No.
5. Household Serial No.
6. Address

You should complete items 1 to 4 for all CP Form 2s that you expect to use in your EA even before going out to interview. The names and codes for items 1 to 4 should of course be the same as what appears in CP Form 1 for your EA.

Items 5 (Household Serial Number) and 6 (Address) should be copied from the corresponding entries for the household in columns 5 and 8, respectively, of CP Form 1.

### **Interview Record**

Use the *Interview Record* portion to record the result of each visit or attempt to interview the household. A visit may result in any one of the following situations, depending on the availability and cooperation of the household:

1. ***Completed.*** The interview is successfully finished.
2. ***Partly completed.*** The interview was started but could not be completed.
3. ***Refused.*** The household refused to be interviewed at the time of visit and could not be convinced to set an appointment for an interview in the future or to accept an SAQ for completion.
4. ***Postponed.*** The household could not be interviewed at the time of visit but has set an appointment to be interviewed later.
5. ***SAQ.*** SAQ was left with the household for completion.
6. ***Household not around/No respondent around.*** The household is not at home at the time of visit or there was no responsible member of the household present at the time of visit.
7. ***Others.*** The household could not be interviewed for reasons other than those given above.

If the interview is not successfully completed at the first visit for whatever reason, you must make arrangements for a *callback* or return visit by setting an appointment using the Appointment Slip Form (CP Form 5). For POPCEN enumeration, you can make a maximum of two (2) callbacks. If you



are still unsuccessful after the second callback, you should leave an SAQ with the household.

*For each visit*, you should record the following regarding the interview:

- ✓ Date of visit
- ✓ Time began
- ✓ Time ended
- ✓ Result of visit

If a callback is needed, you should also record the date and time of the appointment you set for the purpose on the space provided.

After the final visit record the following:

- ✓ Total number of visits to the household
- ✓ Final result of visit
- ✓ Line no. of respondent

If the respondent is not a household member, enter 00 for the line number of respondent.

Also record the following if you were able to obtain the information:

- ✓ Total HH members
- ✓ Total males
- ✓ Total females
- ✓ Total number of children below 15 years old

### **Certification Portion**

You should sign the certification portion of CP Form 2 when you have successfully completed the interview and edited the questionnaire of the household or when you have done all you can to conduct the interview but still you did not succeed. When you sign this portion, you are certifying that you religiously followed POPCEN enumeration procedures as stated in this manual.

Print your name clearly on the space provided for the enumerator and sign your name over it. Enter also the date you accomplished the questionnaire. All the questionnaires that you have accomplished should bear your name and your signature.

Your team supervisor will also sign this certification after he/she has reviewed your work.

#### 7.4 QUESTIONNAIRE ITEMS PANEL

POPCEN will gather data on basic socio-demographic and economic characteristics of household members. The list of questions comprising the POPCEN *Household Questionnaire* and the columns in which they appear are summarized below:

##### TO BE ASKED OF ALL PERSONS

<b>P1</b>	<b>NAME</b>	Who is the head of this household? Who are the persons usually residing here as of September 1, 1995?
<b>P2</b>	<b>RELATIONSHIP TO HH HEAD</b>	What is _____'s relationship to the household head?
<b>P3</b>	<b>OVERSEAS WORKER</b>	Is _____ an overseas worker?
<b>P4</b>	<b>DATE OF BIRTH</b>	What was ____'s date of birth?
<b>P5</b>	<b>AGE</b>	What is __'s age as of his/her last birthday? Was _____'s birth registered with the LCR?
<b>P6</b>	<b>SEX</b>	Is _____ male or female?
<b>P7</b>	<b>CIVIL STATUS</b>	What is _____'s civil status?
<b>P8</b>	<b>DISABILITY</b>	Does _____ have any problem with his/her eyes, ear, speech, communication, legs, arms, or any combination of these impairments?
<b>P9</b>	<b>DISABILITY</b>	What type of disability does _____ have?
<b>P10</b>	<b>ETHNICITY</b>	What is _____'s citizenship? What was _____'s dialect or language spoken at home at earliest childhood? (For Filipino citizen only.)

**FOR 5 YEARS OLD AND OVER**

- |            |   |   |
|------------|---|---|
| <b>P11</b> | <b>HIGHEST GRADE<br/>COMPLETED</b>      | What is the highest grade completed by_____?  |
| <b>P12</b> | <b>SPECIFIC TRADE<br/>SKILL</b>         | What trade skill does_____possess?  |
| <b>P13</b> | <b>MANNER<br/>ACQUIRED</b>              | How was the trade skill acquired?   |
| <b>P14</b> | <b>ECONOMIC<br/>ACTIVITY</b>            | Is/Was_____engaged in any economic activity<br>currently/at any time in the past twelve months? |
| <b>P15</b> | <b>CLASS OF WORKER</b>                  | For whom or where does/did_____work?  |
| <b>P16</b> | <b>KIND OF BUSINESS<br/>OR INDUSTRY</b> | In what kind of business or industry is/was<br>_____’s current/last employer engaged in?        |

**How to Record Answers to CP Form 2 Questions**

Answers to all questionnaire items are precoded except for the name of the household members (P1), date of birth (P4) and age (P5). The codes are either preprinted on the questionnaire or on a Codes Sheet (CP Form 2A) which will be provided to you. Always bring the Codes Sheet with you for your ready reference.

Be guided by the instructions that follow each question or item in CP Form 2 in recording the answer for each household member. These are illustrated below.

1. For items P3, P8 and P14, *encircle appropriate code.*

*Example:*

Overseas Worker	
Is _____ an overseas worker?	
ENCIRCLE CODE.	
1	YES
2	NO
(P3)	
①	Y
2	N

if the response is YES

2. For items P6 and P13, *enter appropriate code provided right below the question.*

*Example:*

Sex	
Is _____ male or female?	
ENTER CODE.	
1	MALE
2	FEMALE
(P6)	
1	

if the household member is a MALE

3. For items P3, P7, P11 and P15, refer to the Codes Sheet and enter appropriate code.

*Example:*

<b>Civil Status</b>
What is _____'s civil status?
ENTER CODE. (SEE CODES SHEET)
(P7)
2

if the household member is **MARRIED**

4. For item P4, enter month and year following the instruction for P4 — Date of Birth.
5. For item P5, enter age in completed years on the first line. If the answer to the second question is **yes**, check the second line. If the birth is not registered, put an **X**-mark on the second line.

*Example:*

<b>Age</b>
What is _____'s age as of his/her last birthday?
Was _____'s birth registered with the LCR? IF YES, CHECK LINE.
(P5)
08
Reg. ? <input checked="" type="checkbox"/>

Member is 8 years old

Member's birth was registered with the local civil registrar

6. For items P9, P10, P12 and P16, write the information and enter code in code boxes.

*Example:*

Disability	
What type of disability does _____ have?	
(P9)	
For Blind	<input type="radio"/> 0 <input checked="" type="radio"/> 1

member is totally blind or cannot see with both eyes

### Line Number

Encircle the line number of the respondent. If there are two or more respondents, encircle the line number of the person who provided most of the answers you entered in the questionnaire. There may be instances when an interview of a household was partly completed in the first visit but was later completed during your callback visit and the respondents in your first visit and callback visit are not the same. Encircle the line number of the one who provided the most number of acceptable answers and write the necessary remarks.

### Name (P1), Relationship to HH Head (P2) and Overseas Worker (P3)

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.

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. Be guided by the following:

1. Begin by asking the respondent: "Who is the head of this household?". Write the name of this person on the first line.
2. Next, ask the names of the other members of the household by asking, "*Who are the persons usually residing here as of September 1, 1995?*". Inform the respondent that you want to list the members in the

order shown below. This list shows the possible *relationships to the household head*.

- ✓ Head
- ✓ Spouse of the head
- ✓ Never-married children of present marriage from oldest to youngest, regardless of sex
- ✓ Never-married children of head from previous marriage (if any) from oldest to youngest, regardless of sex
- ✓ Never-married children of spouse from previous marriage (if any) from oldest to youngest, regardless of sex
- ✓ 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
- ✓ Parents, grandparents, brothers, sisters, parents-in-law and other relatives of the head or the spouse of the head
- ✓ Boarders (including relatives who are mere boarders)
- ✓ Domestic helpers (including relatives who are employed as domestic helpers)
- ✓ Non-relatives of head

If the head has more than one spouse living in the same household, list down the name of the first spouse and their children, followed by the second spouse and their children and so on, keeping the nuclear family together, if possible.

Write down the names of all household members in the order mentioned above.

Also inform the respondent that you need to list all household members who are *overseas workers*. An *overseas worker* is a household member who is currently out of the country due to overseas employment. He or she may or may not have a specific work contract or may be presently at home on vacation but has an existing overseas

employment to return to. "TNT" workers are included if the household still considers them as members and if they mention their names when you ask about the names of household members. However, immigrants are excluded.

Take note that boarders are members of a household if they do not usually go to their respective homes weekly. However, if there are 10 or more 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.

You may sometimes encounter respondents who will insist that you include as member of the household a person who does not qualify as per our census concepts. To avoid antagonizing your respondent, include the person but write the necessary remarks. However, when you leave the household, line out the entries for that person and correct the line numbers. Example of persons whom your respondent would likely insist to be included in their household are students who attend school in Manila or another province or municipality and go home only at least once a month and therefore should be enumerated in the place where he/she is boarding and not in their parents' household.

When you are in doubt as to whether to include a person as member of a household or not, INCLUDE but enter the necessary remarks/explanation at the back of the questionnaire.

3. 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/her, 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.



*Example:*

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

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

4. As the respondent names the household members, ask the member's relationship to the household head and if the member is an overseas worker.

Write down the appropriate code for *Relationship to HH Head* in column P2. The code should be one of the 22 codes listed in the Codes Sheet.

If the member is an overseas worker, encircle "1" in column P3. Otherwise, encircle "2".

5. If a household has more than eight (8) members, you will need to use additional sheets of CP Form 2. To cue you on this, the shaded question **"ARE THERE MORE THAN 8 MEMBERS IN THIS HOUSEHOLD?"** found at the bottom of the page of CP Form 2 is addressed to you and should not to be asked of the respondent. If there are more than 8 members in the household, encircle 1 — YES, and get another sheet for the household; otherwise, encircle 2 — No. If two sheets of CP Form 2 are used, line-out the pre-printed line numbers on the second sheet and write on top the new line numbers. Thus, for the second sheet replace line number "01" with "09", "02" with "10" and so on until you list the last member in the household.
6. After listing all members of the household in P1, ask the shaded question **"Are there any other persons such as small children or infants that we have not listed?"** Check appropriate box. If the answer is yes, add his name on the list. If 2 sheets of questionnaires are being used, check the appropriate box on the second sheet only. Verify further by asking **"Are 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.

7. Draw a horizontal line across P1 after the name of the last household member and affix your initials above this line; afterwards draw an X-mark down to line number 8.

*Example:*

	(P1)	(P2)	(P3)
01	de la Cruz, Juana	01	1 Y 2 N
02	_____, Juan	02	1 Y 2 N
03	_____, Juanito	03	1 Y 2 N
04	<del>_____</del>		1 Y 2 N
05			1 Y 2 N
06			1 Y 2 N
07			1 Y 2 N
08			1 Y 2 N

### Date of birth (P4)

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 for the month and year of birth of each person. Code the month using two-digit numerals, as shown below, and write the codes in the boxes provided for that purpose.

January — 01	July — 07
February — 02	August — 08
March — 03	September — 09
April — 04	October — 10
May — 05	November — 11
June — 06	December — 12

Record the year of birth by using only the last two digits of the year and enter this in the boxes provided for the purpose. For example, 1954 will be encoded as "54".

After exhaustive probing and the respondent still does not know the month and/or year of birth, write DK for Don't Know outside the code boxes. For persons born before 1900, code the year of birth as follows:

1890 and earlier —	X0	1895 —	X5
1891 —	X1	1896 —	X6
1892 —	X2	1897 —	X7
1893 —	X3	1898 —	X8
1894 —	X4	1899 —	X9

*Example:*

A person born on March 7, 1947 will have the following entry in P4.

Mo.	<div style="border: 1px solid black; padding: 2px; display: inline-block; width: 20px; text-align: center;">0</div>	<div style="border: 1px solid black; padding: 2px; display: inline-block; width: 20px; text-align: center;">3</div>
Yr.	<div style="border: 1px solid black; padding: 2px; display: inline-block; width: 20px; text-align: center;">4</div>	<div style="border: 1px solid black; padding: 2px; display: inline-block; width: 20px; text-align: center;">7</div>

### Age as of Last Birthday and Birth Registration (P5)

Age, sex and marital status are essential for inclusion in a census for purposes of analyzing factors of population changes and preparing population estimates and forecasts. For the POPCEN, **age as of last birthday** refers to the interval of time between the date of birth and before September 1, 1995, expressed in completed year. Thus, ages are recorded as whole numbers, counting the whole years completed **on or prior to September 1, 1995**.

Determine the age of each household member by asking the respondent ***"What is \_'s age as of his/her last birthday?"***. 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. Enter the age on the first line provided.

After recording the person's age, ask if his/her birth was registered with the Local Civil Registrar (LCR). If the answer is **yes**, enter a check on the line provided. If the birth was not registered or the respondent does not know, put an **X** mark on the second line.

Here are some basic guidelines for your reference:

100	—Y0	105 — Y 5
101 — Y1		106 — Y 6
102 — Y 2		107 — Y 7
103 — Y 3		108 — Y 8
104 — Y 4	109 and over—	Y9

4. Do not record ages such as 71/2, 5 years and 2 months, etc. Record the age according to the **last birthday prior to September 1, 1995**.
5. Check for **inconsistencies** in the ages of husband, wife and children. The respondent may have given incorrect information for one reason or another. Probe and verify further, as needed. An example is when the mother is only 15 years older than the eldest child.
6. If the exact age is not known, ask for **an estimate**. 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.
7. **There must be a report of age in P5 for every household member.**

*Age as of Last Birthday Conversion Table* (Appendix 9) 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.

### **Sex (P6)**

Gender-disaggregated data is of prime importance in demographic and socio-economic studies. Separate data for males and females are important 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/her 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 Chita, Cielito, Loreto, Trinidad, Dakila, Ressureccion, 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?"

The sex of each household member can usually be determined by his/her 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, Ressureccion, 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?"

Enter code " 1 " for male and "2" for female.

### Civil Status (P7)

Civil status refers to the personal status of each individual in reference to the marriage laws or customs of the country. In the POPCEN, the person's civil status shall be *as of the date of visit*.

For persons below 10 years old, enter " 1 " (Single) without asking the question. For persons 10 years old and over ask: "***What is \_\_\_\_\_'s civil status?***" Record the appropriate numerical code for the person's civil status reported by the respondent as defined below. These codes are also reproduced in the Codes Sheet.

- |                                |  |
|--------------------------------|--|
| <b>1    Single</b>             | a person who has never been married  |
| <b>2    Legally married</b>    | a person married in a civil or religious ceremony, either living together with spouse at the time of the POPCEN visit or temporarily living apart because the spouse is employed elsewhere or is in the armed forces, etc. |
| <b>3    Widowed</b>            | a married person whose spouse has died and who has not remarried up to the time of the POPCEN visit  |
| <b>4    Separated/divorced</b> | a person who is permanently separated from his/her spouse, legally or by mutual consent, or whose marriage has been annulled or dissolved and can remarry  |
| <b>5    Common-law/Live-in</b> | person cohabiting or living consensually with another as husband and wife without the benefit of a legal marriage  |
| <b>6    Unknown</b>            | person whose civil status is unknown to the respondent   |

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**A Word of Caution:** Some respondents may find this question too personal or a sensitive issue. Avoid antagonizing the respondent. Do not refute the reported civil status of any person. Disregard any knowledge you may have about the person and record only whatever is reported by the respondent.

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### Disability (P8 and P9)

To identify household members who may have disabilities, a "screening" question is asked in column P8. For each household member, ask the respondent *"Does \_\_\_\_\_ have any impairment of his/her eyes, ear, speech, communication, legs, arms, or any combination of these?"* If the answer is YES, encircle "1" in P8 and ask the question in column P9: *"What type of disability does \_have?"*. If the answer in P8 is NO, encircle "2" and place a dash (—) in P9.

For the POPCEN, the specific types of disabilities and their respective codes are found in the Codes Sheet. Be sure to use this list as your guide in probing for information and for coding the responses in column P9. Description of the disabilities are given below. Use the key words (in bold-type capital letters after each type of disability) as the write-in entries.

- |           |   |                   |
|-----------|---|-------------------|
| <b>01</b> | - Cannot see with both eyes. [Refers to a person with total lack of vision of both eyes (totally blind)].   | <b>TOT-BLIND</b>  |
| <b>02</b> | - Absence of one eye with low vision in the other eye. [Refers to a person with no vision in one eye whether with or without an eyeball but low vision in the other eye (partially blind).] | <b>PART-BLIND</b> |
| <b>03</b> | - Can see form or movement but not details of objects (color, surface, lines).  | <b>LOW VISION</b> |
| <b>04</b> | - Cannot hear with both ears. [Refers to a person with total deafness.]   | <b>TOT-DEAF</b>   |

- |           |  |                          |
|-----------|--|--------------------------|
| <b>05</b> | - Cannot hear with one ear but with moderate hearing loss on the other ear. [Refers to a person with one ear totally deaf while the other ear can still react or recognize sounds (partially deaf).]         | <b>PART-DEAF1</b>        |
| <b>06</b> | - Can hear speech but cannot discriminate the words. [Refers to a person whose both ears can recognize sounds but cannot determine the words (partially deaf).]  | <b>PART-DEAF2</b>        |
| <b>07</b> | - Cannot say words. [Refers to a person who cannot talk (e.g. mute — this is because of lack of training on speech development or caused by accident or sickness that damage the vocal cord or tongue.)]     | <b>MUTE</b>              |
| <b>08</b> | - Can say words but stammers (includes cleft-palate and hare-lip with speech defect).  | <b>SPEECH<br/>DEFECT</b> |
| <b>09</b> | - Loss of one or both arms/hands. [Refers to a person without one or both arms/hands either acquired from birth or amputated as a result of accident or sickness]  | <b>NO ARM</b>            |
| <b>10</b> | - Loss of one or both legs/feet. [Refers to a person with one or both legs or feet missing, either congenital or amputated as a result of accident or sickness.]   | <b>NO LEG</b>            |
| <b>11</b> | - Paralysis of one or both upper extremities. [Refers to a person who cannot use his/her arms and hands either one or both (e.g. stroke victim) and the paralysis is permanent).]                            | <b>PARA-ARMS</b>         |
| <b>12</b> | - Paralysis of one or both lower extremities. [Refers to a person who cannot move either one or both feet and the paralysis is permanent.]   | <b>PARA-LEGS</b>         |
| <b>13</b> | - Paralysis of one arm and one leg.  | <b>PARA-COM</b>          |
| <b>14</b> | - Paralysis of all four limbs. [Refers to a person who is a quadriplegic.]   | <b>QUADRIP</b>           |
| <b>15</b> | - Can learn simple communication, elementary health and safety habit and simple manual skills, but does not progress in functional reading or arithmetic. [Refers to people with severe mental retardation.] | <b>RETARDED</b>          |

- |    |   |  |               |
|----|---|--|---------------|
| 16 | - | Mentally insane. [Refers to a person who is suffering from nervous breakdown/mental illness or one who is insane.]   | <b>INSANE</b> |
| 17 | - | Others, specify. [Refers to disabilities other than the above, including multiple disability and other combination of other arm-leg impairment/paralysis.] | <b>OTHER</b>  |

### **Ethnicity (P10)**

In the POPCEN, *ethnicity* of an individual is generally synonymous to the mother tongue or the language/dialect spoken at home at earliest childhood. Data on ethnicity will be obtained only for Filipino citizens. Filipinos who have acquired foreign citizenship will be considered foreign nationals and their ethnicity will not be recorded. Ethnicity of Filipinos with dual citizenship will, however, be recorded.

There are 82 possible responses for this item as listed in the Codes Sheet. Usually, all that you may need to know is the predominant language or dialect in the area. However, because of migration there may be individuals whose ethnicity differs from the predominant one and you should be aware of this possibility.

The operational definition of ethnicity, because of the blurring of ethnic identities and ethnic intermixture, is through SELF-ASCRIPTION. Ordinarily, an individual acquires the culture of the community in which he lives, thus, he learns to speak the language of his community (becoming bilingual if the community language is not his mother tongue), but by self-ascnption he may claim another ethnicity.

To determine an individual's citizenship, ask the respondent "***What is \_\_\_\_\_'s citizenship?***" If the person is not a Filipino citizen, enter code 97 — Alien If Filipino, ask: "***What was \_\_\_\_\_'s dialect or language spoken at home at earliest childhood?***" Use one of the 82 codes for this item.

For children (of Filipino parents) speaking English at earliest childhood, the child's ethnicity would be that of the parent with whom he/she has more association. However, for children who do not talk yet at the time of the census, their dialect would be that of the mother.



It is possible for siblings to have different ethnicity. *For example*, suppose a child who grew up with his grandparents in a province where the predominant language is different from the language in the province where his siblings live with their parents. In this case, the child's ethnicity would be different from his siblings as well as from his parents.

---

NOTE: Items P11 to P16 are to be accomplished only for household members who are at least five years old. If a household member is younger than five years of age, draw a horizontal line across columns P11 to P16.

---

### **Highest Grade Completed (P11)**

*Highest grade completed* refers to the highest grade or year completed in school, college or university as of September 1, 1995. This may be any one of the specific grades or years in elementary, high school, postsecondary school, college, and post-baccalaureate levels of schooling. It also includes pre-school education.

Ask the question in P11, "*What is the highest grade/year completed by \_\_\_\_\_?*" for all persons 5 years old and over. Enter in P11 the two-digit code corresponding to the highest grade completed which are given in the Codes Sheet.

If the answer given by the respondent is in terms of the level of schooling only (e.g., elementary, high school, college) and not the specific grade or year completed, determine the specific grade or year by asking the respondent additional questions. The answer "Elementary", "High School" or "College" is insufficient.

#### *Examples:*

1. Enter "11" if the person has only completed Grade 1, "13" for grade 3 and "22" for 2nd year high school.
2. If the person has not completed any grade at all, enter "00".
3. The code for pre-school is "01".

4. A student who is enrolled in 2nd year high school at the time of the census has completed 1st year and should therefore be reported as 1st year high school - code "21".

**Postsecondary 1 year** is the highest grade completed by a person who has taken a postsecondary course for at least a year but has not yet completed the course at the time of the POPCEN. Consider, for example, a person who at the time of census is a 2nd year student of a 2-year course in Automotive Technology. Since he has finished his 1st year in Automotive Technology, he is considered under this category and the correct code is "31".

**Postsecondary 2 years** is the highest grade completed by a person who has successfully completed his postsecondary education. The appropriate code for this is "32".

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

1. 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 postsecondary education. If in school, college/university, the following question should be asked:
2. Is completion of high school course a requirement for admission? If yes, the course is considered formal, hence, postsecondary.

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 "41" for 1st year college, "44" for 4th year college, etc. Note that code "46" stands for 6th or higher year in college. If he has graduated from college but has never been enrolled in any post-baccalaureate course, the appropriate code will be 47.

**Post-baccalaureate** refers to any course for which an undergraduate degree is required. Masters and doctoral degree students and graduates fall under this category. In addition, 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, should also be considered under this category. The appropriate code for this educational level is "51". The same rule applies to graduate students who are still working for their master's degree and for

persons who have completed master's or doctoral degree. For both cases, enter "51".

*If an unusually high 'highest grade completed' is reported in relation to the age of the person, verify the report from the respondent. For example: 3rd year high school for a boy who is 13 years old or college graduate for a person who is 17 years old.*

Before proceeding with the last six data items on CP Form 2, let us look at the following example on how to complete P1 to P11.

### **Filling Up Questions P1 to P11 of CP Form 2: An Example**

Illustration 7.1 shows items P1 to P11 for the household of Ismael Santiago, a Tagalog, aged 49 who lives with wife, Rodora, an Ilocana, 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 and hailed from Batangas. Jose is a contract worker in Saudi Arabia. Karmela and Jose have two children, Carlito, who is 7 yrs. old, and Anna, who is only 6 months old. Ismael's children cannot speak Ilocano and consider themselves Tagalog. Ismael is an architecture graduate, while her wife, Rodora is a nursing graduate. Karmela is a 4 year secretarial course graduate while her husband Jose is an electronics engineering graduate. Their son, Carlito is in Grade 1. Marissa, on the other hand, quit schooling after she totally 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 Waray helper Alma Cruz, who is 39 yrs. old and single. She has not completed any grade at all but can read and write. All the members of this household, except Alma, have been registered with the LCR.

The household members were born on the following dates:

Ismael	- November 10, 1945	Karmela	- March 26, 1965
Rodora	- January 6, 1948	Carlito	- December 29, 1987
Marissa	- August 15, 1973	Anna	- March 15, 1995
Jose	- October 6, 1963	Alma	- April 4, 1956

Illustration 7.1  
HOW TO RECORD ITEMS P1 TO P11

LINE NUMBER	NAME	ALL PERSONS								
		Relationship to Head	Overseas Worker	Age		Sex	Civil Status	Disability	Ethnicity	HGC
	Who is the head of this household? Who are the persons usually residing here as of _____ 1995?  LIST IN THE FOLLOWING ORDER (WRITE FAMILY NAME FIRST) HEAD SPOUSE OF THE HEAD NEVER-MARRIED CHILDREN OF HEAD/SPOUSE (OLDEST TO YOUNGEST) EVER-MARRIED CHILDREN OF HEAD/SPOUSE (OLDEST TO YOUNGEST) OTHER MEMBERS	What is _____'s relationship to the household head?  ENTER CODE (SEE CODES SHEET)	Is _____ an overseas worker?  ENCIRCLE CODE 1 YES 2 NO	What was _____s date of birth?  What is _____s age as of his/her last birth- day?  What is _____s birth regis- tered with the LCR? IF YES, CHECK LINE	Is _____ male or female?  ENTER CODE 1 MALE 2 FEMALE	What is _____s civil status?  ENTER CODE (SEE CODES SHEET)	Does _____ have any problem with his/her eyes, ears, speech, communication, legs, arms or any combination of these impairments?  ENCIRCLE CODE 1 YES 2 NO, SKIP TO P10	What type of disability does _____ have?	What is _____s citizenship? IF NOT FILIPINO, ENTER "9"  IF FILIPINO, ASK What was _____s first language spoken at home or earliest childhood?	What is the highest grade completed by _____?  ENTER CODE (SEE CODES SHEET)
	(P1)	(P2)	(P3)	(P4)	(P5)	(P6)	(P7)	(P8)	(P9)	(P11)
01	Santiago, Ismael	01	1 Y 2 N	Mo. 11 49 Yr. 45 Reg? ✓	1	2	1 Y 2 N		6 8 Tagalog	47
02	_____, Rodora	02	1 Y 2 N	Mo. 01 47 Yr. 48 Reg? ✓	2	2	1 Y 2 N		2 6 Ilocano	47
03	_____, Marissa	04	1 Y 2 N	Mo. 08 22 Yr. 73 Reg? ✓	2	1	1 Y 2 N	0 4 TO DEAF	6 8 Tagalog	42
04	Reyes, Jose	07	1 Y 2 N	Mo. 10 31 Yr. 63 Reg? ✓	1	2	1 Y 2 N		6 8 Tagalog	47
05	_____, Karmela	04	1 Y 2 N	Mo. 03 30 Yr. 65 Reg? ✓	2	2	1 Y 2 N		6 8 Tagalog	47
06	_____, Carlito	09	1 Y 2 N	Mo. 12 07 Yr. 87 Reg? ✓	1	1	1 Y 2 N		6 8 Tagalog	01
07	_____, Anna	10	1 Y 2 N	Mo. 03 00 Yr. 85 Reg? ✓	2	1	1 Y 2 N		6 8 Tagalog	—
08	Crus, Alma	22	1 Y 2 N	Mo. 04 39 Yr. 56 Reg? X	2	1	1 Y 2 N		7 5 Warang	00

Are there any other persons such as small children or infants that are here not listed? ☐ YES, ENTER EACH IN QUESTIONNAIRE ☒ NO

ARE THERE MORE THAN 6 MEMBERS IN THIS HOUSEHOLD? ☐ YES, USE ANOTHER PAGE ☒ NO

## Specific Trade Skill (P12) and Manner Acquired (P13)

*Trade skills* refer to technical/vocational ability or knowledge developed or acquired which will enable an individual to generate income to meet at least their basic needs (e.g., at least food needs).

*Trade skills* further means an acquired and practiced ability to competently carry out a task or job, usually of a manual nature in any industrial, craft or artisan occupation which is officially or traditionally recognized as requiring special qualifications which can only be acquired through lengthy training, experience, and practical or theoretical instructions.

In the POPCEN, trade skills include vocational skills, agricultural skills, technical skills, food trades, and fishery art.

**The basic criterion to consider an ability or knowledge as skill is that such ability or knowledge should have been actually harnessed to earn a living.** Thus, a person who has gained knowledge about a craft by observation but was not able to harness it or to acquire competence by getting employed will not be considered as having skill.

Take note of the following cases:

1. Only agricultural and fishery skills which have scientific or technical applications like orchid growing, tilapia culture, plant hybrid, etc. are considered trade skills. Thus, plain farming like rice farming, coconut farming, fishing, etc. will not be considered agricultural skills.
2. Basketball playing, artistic ability and similar talents are not considered as skills unless they are or have been actually utilized for income generation.
3. Housekeeping, cooking, waitering, bar tendering can be considered as skills only if the person has been employed in institutions and earned income from such activity. Thus, housekeeping and cooking in own home or in private households are not considered skills.

The Codes Sheet (CP Form 2A) lists 41 different trade skills and their two-digit codes which you should use in recording the responses to this item.

For all household members listed who are at least five years old, ask the respondent the question, "***What trade skill does \_\_\_\_\_ possess?***" If the respondent names more than one skill, ask for the major skill which is the skill that would be most useful for making a livelihood. Enter the appropriate two-digit code in column P12 and GO TO P13. If a member has no trade skill, enter "00" and SKIP TO P14.

For each household member with a reported trade skill ask "***How was the trade skill acquired?***" There are three pre-printed choices possible, namely:

1. Schooling/Training
2. Experience/Apprenticeship
3. Others (self-study, special tutoring of relatives)

Livelihood skills acquired through ***schooling*** refer to skills derived through formal attendance in any vocational, technical, agricultural or rural, commercial or secretarial school, usually lasting for about 6 months to 3 years.

***Skills acquired through training*** refer to skills learned through attendance in non-formal short-term course in manipulative skills. The training is essentially aimed at providing the skills, knowledge and attitudes required for employment in any occupation or field of economic activity.

Livelihood skills acquired through ***experience*** refer to skills gained through a long practice of trade without the benefit of formal schooling or training.

***Skills acquired through apprenticeship*** refer to skills gained by undergoing some sort of training in a factory, shop, office, etc. where a person applied for a job or for practical training to develop his competence in his chosen trade. This may include the pre-service training and service training. Pre-service training refers to the training usually given to applicants by establishments or offices for certain jobs or types of work. After training, some immediately get a job, depending on the number of vacant positions. Others who are not absorbed or employed, served as pool/reserve of manpower from which the company draws trained persons to fill vacancies in the future. Service training refers to training given to newly employed person

or to an old employee assuming a new position along the work he/she will perform in a company or office.

A person who has already acquired his skills through experience before he/she underwent formal training shall be reported under code 2 — Experience/ Apprenticeship.

Use code 3 — Others for skills acquired through observation but harnessed through employment as the basic source of knowledge and not 2 — Experience/apprenticeship.

Enter the appropriate code in column P13.

### **Economic Activity (P14)**

For each household member at least five, years old, ask *"Is/Was \_\_\_\_\_ engaged in any economic activity currently/at any time in the past twelve months?"*. Encircle "1", if YES, and ask the questions in columns P15 and P16. Otherwise, encircle "2" for NO, place a dash (—) in columns P15 and P16, and go to the next household member or END THE INTERVIEW if information for all members have been completed.

Enter code 1 if the household member worked for at least one hour in any week in the past 12 months.

### **Class of Worker (P15) and Kind of Business or Industry (P16)**

The question P15 is to be asked for those who were engaged in an economic activity in the past 12 months: *"For whom or where does/did \_\_\_\_\_ work?"*

The response to this question should refer to the current economic activity/ies, if any, or the most recent activity/ies if not currently economically active. If the person has more than one activity, this question should be answered in relation to that activity in which he/she spends longer hours. If she/he spends an equal number of hours in these activities, the activity to be reported should be that one which yields the highest income.

Possible responses are categorized into seven (7) classes of workers:

1. ***Worked for private household.*** If a person worked in a private household for pay, in cash or in kind. Examples are family drivers, gardener, yaya, household help and other persons in domestic service.

2. ***Worked for private business/enterprise/farm.*** All employees in private firms and farms are classified here.

Other examples of this class of workers are:

- ✓ persons working in public works project on private contracts
- ✓ public transport drivers who do not own the vehicle but drive them on boundary basis
- ✓ dock hands or stevedores
- ✓ cargo handlers in public market, railroad stations or piers, etc.
- ✓ palay harvester getting fixed share of harvested palay, sacadas and other farm workers

3. ***Worked for government/government corporation.*** All government employees would be classified here. Examples of this class of workers are:

- ✓ Employees in national and local government offices, agencies and corporation
- ✓ Filipinos working in embassies, legation, chancelleries or consulates of foreign government in the Philippines
- ✓ Filipinos working in international organizations of Sovereign States of Government like the United Nations, World Health Organization, etc.
- ✓ Chaplains in the Armed Forces of the Philippines.

4. ***Self-employed without employee.*** If a person worked for profit or fees in own business, farm, profession or trade without any paid employee. Examples include vendors, professionals with own offices/clinics, workers who worked purely on commission basis and who have no regular working hours.

5. ***Employer in own farm or business.*** If a person, working in his own business, farm, profession or trade had one or more regular paid employees, including paid family members (code 6 below). Some cases worth noting:



- ✓ Domestic helpers, family drivers and other household helpers who assist in the family operated business, regardless of time spent in this activity, are NOT hired employees in the enterprises/business; hence a farm or business proprietor who is assisted purely by such domestic help is not considered an employer.
  - ✓ A retail store operator who is wholly assisted in the operation of his/her store by unpaid relatives living with him/her and who employs carpenters to construct a building for his store (with store operator supervising the work) is not an employer. However, if this operator is also the owner or partner of a firm with paid construction workers and staff, and the reported industry in P16 is building construction, then he is an employer.
6. ***Worked with pay on own family-operated farm or business.*** If a person worked in own family-operated farm or business and receives cash or a fixed share of the produce as payment for his services. Note that whenever there is a household member with this code, there should be a household member with code 5 for class of worker.
7. ***Worked without pay on own family operated farm or business.*** If a member of the family worked without pay in a farm or business operated by another member living in the same household.

Enter the appropriate one-digit code in column P15.

Item P16, "***In what kind of business or industry is/was \_\_\_\_\_'s current/last employer engaged in?***" refers to the economic activity reported in item P15.

Write the specific industry in which a self-employed person is currently/last engaged in or in which the person's employer is engaged in and enter appropriate code. Use the Codes Sheet which lists the 37 industry codes that you should use to classify the responses. Refer also to Appendix 11 for the specific industry under the major groups.

Below are some examples on the kind of business or industry to be reported in column P16:

1. If for several years, a person has been a public school teacher but on census day, he has already quit his teaching job and is now operating a

sari-sari store, the kind of industry he is currently engaged in is sari-sari store and no longer government service.

2. For a person doing clerical work in a tobacco manufacturing company, report him/her as engaged in tobacco manufacturing.

### **Filling Up Questions P12 to P16: An Example**

To complete the example given earlier about the Santiago household, let us look at the following information and the corresponding items in CP Form 2 as shown in Illustration 7.2.

Rodora attended training in sewing baby dresses when she was in her early thirties but has never applied her sewing ability to earn a living. Rodora, however, served as a nurse for 20 years at the Philippine General Hospital, Manila. Last April 1995, she decided to quit working and be a plain housewife. Ismael Santiago works as an architect in a private enterprise dealing with building construction. Karmela is a secretary in the same enterprise where her father is working. Her husband, Jose, is working in steel manufacturing.

### **7.5 ENDING THE INTERVIEW**

After completing the interview for all members of the household, review the questionnaire thoroughly to check that the entries are complete, consistent and correct. Verify any doubtful entry and make the necessary changes/corrections. Record the time the interview ended and complete the other items such as final result of visit and the population items in the Interview Record. Then sign the Certification portion. Before leaving the household, thank the respondent for his/her cooperation.

Illustration 7.2  
HOW TO RECORD ITEMS P12 TO P16

Republic of the Philippines  
NATIONAL STATISTICS OFFICE  
Manila

1995 Census of Population  
HOUSEHOLD QUESTIONNAIRE

Page 1 of 8 pages

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**CP Form 2**  
1995

NSCB Approval No. AD477-R162-PH  
Expires on May 8, 1996

**GEOGRAPHIC IDENTIFICATION**

Province NCR 4th District

City/Municipality Makati

Barangay Guadalupe Nuevo

Enumeration Area No. 009

Household Serial No. 024

Address 9498 Retiro St.

(House Number and Street Name or House of Sites)

**INTERVIEW RECORD**

Visit Number	1	2	3	Summary
Date of Visit	9/4	9/4		Total No. of Visits <u>2</u>
Time Begun	10:00 AM	5:10 PM		Final Result of Visit <u>1</u>
Time Ended		6:00 PM		Line No. of Respondent <u>02</u>
Result of Visit	6	1		Total HH Members <u>8</u>
Have Visit				Total Males <u>3</u>
Date	9/4			Total Females <u>5</u>
Time	5:00 PM			Children Below 15 Yrs. Old <u>2</u>

**CERTIFICATION**

I hereby certify that the enumeration of the household specified below was completed and the data set forth were obtained by me personally in accordance with the instructions.

L. M. Romo Sept. 5, 1995  
Signature over printed name of EN Date accomplished

A. Rivera Sept. 7, 1995  
Signature over printed name of TS Date reviewed

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**ALL PERSONS**

NAME	Relationship to Head	Overseas Worker	Age		Sex	Civil Status	Disability	Ethnicity	MISC	5 YEARS OLD AND OVER		Economic Activity	LINE NUMBER	
			What is the age of the person?	What is the sex of the person?						Trade Skills	Economic Activity			
Who is the head of the household? Who are the persons usually residing here as of _____ 1995?	What is the relationship to the household head?	Is the person an overseas worker?	What is the age of the person?	What is the sex of the person?	What is the civil status of the person?	Does the person have any problem with his/her eyes, ears, speech, communication, legs, arms or any combination of these?	What type of disability does the person have?	What is the ethnicity of the person?	What is the highest grade completed by the person?	What trade skills does the person possess?	How was the trade skill acquired?	Is the person engaged in any economic activity currently or any time in the past twelve months?	For whom or where does the person work?	In what kind of business or industry is the person engaged?
LIST IN THE FOLLOWING ORDER: HEAD SPOUSE OF THE HEAD NEAREST MAJOR CHILD OF HEAD/SPOUSE OLDEST TO YOUNGEST EVER-MARRIED CHILD OF HEAD/SPOUSE OLDEST TO YOUNGEST OTHER MEMBERS	ENTER CODE (SEE CODES SHEET)	ENTER CODE (SEE CODES SHEET)	ENTER CODE (SEE CODES SHEET)	ENTER CODE (SEE CODES SHEET)	ENTER CODE (SEE CODES SHEET)	ENTER CODE (SEE CODES SHEET)	ENTER CODE (SEE CODES SHEET)	ENTER CODE (SEE CODES SHEET)	ENTER CODE (SEE CODES SHEET)	ENTER CODE (SEE CODES SHEET)	ENTER CODE (SEE CODES SHEET)	ENTER CODE (SEE CODES SHEET)	ENTER CODE (SEE CODES SHEET)	
P1	P2	P3	P4	P5	P6	P7	P8	P9	P10	P11	P12	P13	P14	
01: Santiago, Ismael	01	1 Y	41	1	2	0 N		Tagalog	6 8	47	none	1 Y	2	
02: _____, Rodora	02	1 Y	47	2	2	0 N		Ilocano	2 6	47	none	1 Y	3	
03: _____, Marissa	04	1 Y	22	2	1	0 N		Tagalog	6 8	42	none	1 Y		
04: Reyes, Jose	07	1 Y	31	1	2	0 N		Tagalog	6 8	47	none	1 Y	2	
05: _____, Karmela	04	1 Y	30	2	2	0 N		Tagalog	6 8	47	none	1 Y	2	
06: _____, Carlito	09	1 Y	07	1	1	0 N		Tagalog	6 8	01	none	1 Y		
07: _____, Anna	10	1 Y	00	2	1	0 N		Tagalog	6 8			1 Y		
08: Cruz, Alma	22	1 Y	39	2	1	0 N		Wagay	7 5	00	none	1 Y	1	

Are there any other persons such as small children or infants that we have not listed? ☐ YES, ENTER EACH IN QUESTIONNAIRE ☒ NO

ARE THERE MORE THAN 8 MEMBERS IN THIS HOUSEHOLD? ☐ YES, USE ANOTHER PAGE. ☒ NO



## **CHAPTER 8**

### **ENUMERATION OF INSTITUTIONAL POPULATION**

This chapter discusses the detailed instructions on how to accomplish CP Form 3 — Institutional Population Questionnaire. This questionnaire which is a one-page sheet gathers information about persons considered part of the institutional population.

#### **8.1 WHO WILL ENUMERATE THE INSTITUTIONAL POPULATION**

You will be able to determine how and who will enumerate the institutional population as soon as you have accomplished CP Form 1 for a particular institution.

Three situations to consider in the enumeration of institutional population are the following:

**Case 1.** For institutional living quarters, namely: hotels, dormitories, lodging houses, and boarding houses with 20 or less residents, you will have to list and interview each resident and accomplish CP Form 3. Do not forget to write in the remarks column of CP Form 1 "c/o (your name)".

**Case 2.** For hotels, dormitories, lodging houses, and boarding houses with more than 20 members and for other institutional living quarters do the following:

- ✓ Contact the manager/head/in-charge of the institution. Explain to him/her the objectives and methodology of the census.
- ✓ Request him/her to ask his/her staff to fill in CP Form 3 with the aid of their records and based on the instructions provided in CP Form 3A. However, if the institution's manager requests that residents be individually interviewed, you should do the interview and follow the procedure as in Case 1 above.
- ✓ Leave as many CP Form 3 as may be required, depending on the number of residents of the institution.

- ✓ Inform him/her that the accomplished CP Form 3 will be collected by your TS (give his/her name) exactly a week after your visit.

**Case 3.** For institutional living quarters wherein nobody is eligible for enumeration, assign a CP Form 3. Fill up only the geographic identification (province, city/municipality, barangay, enumeration area number, the serial numbers, type of institutional living quarters and address). Write on the remarks column of CP Form 1 "c/o (your name)" and the reason why no one was enumerated.

If you encounter an institutional living quarter in your EA and you do not have with you a CP Form 3, proceed to enumerate the members of that institutional living quarter using CP Form 2 as an improvised CP Form 3. The information will be transcribed to the appropriate form by your team supervisor at a later date.

In this case, be sure to:

1. Write in big bold letters the word **INSTITUTIONAL**—(Name of Institution) on the upper left hand corner of the form.
2. Fill up geographic identification portion. Add a box under the boxes for household serial number and write-in the code for type of institution.
3. Cancel the column for Overseas Worker by drawing a spiralling line downward to the end of the column.
4. Record residence status of the members in column P2 instead of relationship to household head.
5. Fill up columns P4 to P16 of CP Form 2 to record the characteristics of the residents of the institutional living quarter.
6. Bundle these improvised forms separately from CP Form 2 when submitting all the accomplished forms to your team supervisor.

## 8.2 PERSONS TO BE ENUMERATED AS MEMBERS OF THE INSTITUTIONAL POPULATION

The following are to be included as members of an 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 September 1, 1995, 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 September 1, 1995, 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 September 1, 1995 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 September 1, 1995, 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 rather than of institutions.
  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 September 1, 1995.
  - 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. September 1, 1995, 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.

# 1. 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.

## 8.3 How TO ACCOMPLISH CP FORM 3 — INSTITUTIONAL POPULATION QUESTIONNAIRE

You can list a maximum often (10) persons on a sheet of CP Form 3.

The Identification and Control Panel of the questionnaire contains the geographic identification and the certification portion while the Questionnaire Items Panel consist of items P1 to P11 to be gathered from the institutional population.

### Page Number

In order to properly account for all the CP Form 3 s that you used for an institutional population, you must fill in the blanks in the **Page \_\_\_\_\_ of \_\_\_\_\_ pages** found on the upper right-hand side of the top panel.

*Fill out this item as soon as you finish interviewing a household.*

*Examples:*

1. If an institution has no more than 10 members then you will use only one sheet of CP Form 3. Then, the correct entry should be:

**Page 1 of 1 pages**

2. If you used two sheets for an institution, then you should fill in the blanks for the first sheet as follows:

**Page 1 of 2 pages**

The second sheet should have the following entry:

**Page 2 of 2 pages**

**Geographic Identification**

Transcribe the province, city/municipality, barangay, enumeration area and their corresponding codes from CP Form 1. Copy the institutional living quarters serial number from column 6 of the listing sheet.

**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/Boarding 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 promoting 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.

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**NOTE:** The codes for types of institutional living quarters are found in CP Form 3A.

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### **Address**

Enter here the house number and name of the street where the institutional living quarters is located.

### **Line Number**

Every questionnaire consists of 10 lines or rows for recording names and characteristics of members of the institutional living quarter. Each line has a precoded 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 quarter as of September 1, 1995?"*. If the respondent answers 10, check line number 10. 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 whom to include.

The question *"Are there more than 10 members in this institutional living quarter?"* found at the bottom of CP Form 3 is addressed to you and should not be asked of the respondent. Since the enumeration of institutional living quarters with more than 20 members will be done by the manager/head of the institution, the TS will complete this portion only after he/she has collected the questionnaires. If the institution has more than 10 members, change the line numbers in the second and succeeding pages of CP Form 3 accordingly.

### **P1 Name**

Write the names of the members, family name first, followed by the given name. List the names of the members of the institutional population in the order as listed in the coding scheme in P2.

**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 qualify as member of the institutional population will be coded, respectively, 1 — manager/director/ in-charge and 2 — staff member, employee, etc.

**P3 Age to P11 Highest Grade Completed**

For items in columns P3 to P11, follow the instructions given for the same items in CP Form 2. Refer to Sec. 7.4 of this manual.

Refer to Illustration 8.1 for an example of the correct way of filling up the institutional population questionnaire.

NATIONAL STATISTICS OFFICE  
Manila

1995 Census of Population  
INSTITUTIONAL POPULATION QUESTIONNAIRE

Page 1 of 2 pages

<b>CP Form 3</b> _____ 1995 NSCB Approval No. AD477-8163-PN Expires on May 5, 1996	<b>GEOGRAPHIC IDENTIFICATION</b> Province <u>NCR 4th District</u> City/Municipality <u>Marikina</u> Barangay <u>Guadalupe Nuevo</u> Enumeration Area No. _____ Institutional Living Quarters (ILO) No. _____ Type of ILO (SEE CODES) _____ Name of ILO <u>Dela Paz Boarding House</u> Address <u>9486 Retiro St</u> House Number and Street Name or Name of Subdiv.	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td>7</td><td>6</td></tr> <tr><td>0</td><td>2</td></tr> <tr><td>0</td><td>0</td></tr> <tr><td>0</td><td>0</td></tr> <tr><td>0</td><td>0</td></tr> <tr><td>0</td><td>2</td></tr> <tr><td>1</td><td></td></tr> </table>	7	6	0	2	0	0	0	0	0	0	0	2	1		<b>INTERVIEW RECORD</b> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th>Visit Number</th> <th>1</th> <th>2</th> <th>3</th> <th>Summary</th> </tr> <tr> <td>Date of Visit</td> <td><u>9/4</u></td> <td><u>9/5</u></td> <td></td> <td>Total No. of Visits _____</td> </tr> <tr> <td>Time Begun</td> <td><u>15:46</u></td> <td><u>10:00</u></td> <td></td> <td>Final Result of Visit _____</td> </tr> <tr> <td>Time Ended</td> <td><u>1:30</u></td> <td><u>11:00</u></td> <td></td> <td>Line No. of Respondent _____</td> </tr> <tr> <td>Result of Visit</td> <td><u>2</u></td> <td><u>1</u></td> <td></td> <td>Total Members _____</td> </tr> <tr> <td>Next Visit</td> <td></td> <td></td> <td></td> <td>Total Males _____</td> </tr> <tr> <td>Date</td> <td><u>9/5</u></td> <td></td> <td></td> <td>Total Females _____</td> </tr> <tr> <td>Time</td> <td><u>10:00</u></td> <td></td> <td></td> <td>Children Below 15 Yrs. Old _____</td> </tr> </table> <p>Result of Visit:          1. Completed      3. Refused      5. SAQ      7. Others, specify _____          2. Partly Completed      4. Postponed      6. No Respondent Around       </p>	Visit Number	1	2	3	Summary	Date of Visit	<u>9/4</u>	<u>9/5</u>		Total No. of Visits _____	Time Begun	<u>15:46</u>	<u>10:00</u>		Final Result of Visit _____	Time Ended	<u>1:30</u>	<u>11:00</u>		Line No. of Respondent _____	Result of Visit	<u>2</u>	<u>1</u>		Total Members _____	Next Visit				Total Males _____	Date	<u>9/5</u>			Total Females _____	Time	<u>10:00</u>			Children Below 15 Yrs. Old _____	<b>CERTIFICATION</b> I hereby certify that the enumeration of the institutional population specified below was completed and the data set forth were obtained by me personally in accordance with the instructions. <u>Laura Romero</u> Signature over printed name of EN <u>Laura Romero</u> Date accomplished <u>Sep 4, 1995</u> Signature over printed name of TS _____ Date reviewed _____
7	6																																																									
0	2																																																									
0	0																																																									
0	0																																																									
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Result of Visit	<u>2</u>	<u>1</u>		Total Members _____																																																						
Next Visit				Total Males _____																																																						
Date	<u>9/5</u>			Total Females _____																																																						
Time	<u>10:00</u>			Children Below 15 Yrs. Old _____																																																						

LINE NUMBER	NAME	ALL PERSONS										5 YEARS OLD AND OVER					LINE NUMBER
		Residence Status	Age	Sex	Civil Status	Disability	Ethnicity	Highest Grade Completed	Trade Skills	Economic Activity	Economic Activity	Economic Activity					
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16		
01	Cruz, Gigi	6	10	2	3	1	Tuguegarao	24	13	2	1	2	1	2	01		
02	Abanilla, Anna	6	10	2	1	1	Managayan	24	00	-	1	3	1	2	02		
03	Alcantara, Tina	6	10	2	1	1	Ilocano	32	00	-	1	3	1	2	03		
04	Domingo, Perla	6	10	2	3	1	Tuguegarao	47	00	-	1	2	1	2	04		
05	Conde, Teresa	6	10	2	1	1	Tuguegarao	47	00	-	1	2	1	2	05		
06	Fernandez, Belen	6	10	2	1	1	Ilocano	41	00	-	1	2	1	2	06		
07	Reyes, Teresita	6	10	2	1	1	Ilocano	24	00	-	1	3	1	2	07		
08	Marcos, Judith	6	10	2	1	1	Tuguegarao	47	00	-	1	3	1	2	08		
09	Abueg, Cynthia	6	10	2	1	1	Cebuano	47	00	-	1	3	1	2	09		
10	Abante, Susan	6	10	2	1	1	Cebuano	43	00	-	1	-	-	-	10		

See back page that 10 members in this institutional living quarters?      1. Yes, use another copy.      2. No.

How TO FILL-UP CP FORM 3

Illustration 8.1

## **CHAPTER 9**

### **How TO ACCOMPLISH OTHER CP FORMS**

This chapter contains detailed instructions on when to use and how to fill up CP Forms 5, 6, 7, 8, 15 and 25.

#### **9.1 CP FORM 5 — APPOINTMENT SLIP FORM**

You will need to fill up this form if during the first or second visit, there is no responsible respondent in the household to provide information and you need to make a callback at a later time or 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. As a general rule, set the appointment for the next day whenever possible. State on CP Form 5 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 CP Form 1. You have to maintain a record of your appointments so that you can keep track of your scheduled visits properly.

Leave CP Form 5 to any member such as the maid, a son/daughter of the head (young enough to be a respondent) of the household that you want to revisit to inform the household of your future visit. If no one can receive the notice, put it in the mail box or in a conspicuous place near the entrance/door.

#### **9.2 CP FORM 6 — 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 at each housing unit or institutional living quarter for which you have completed an interview. Attach also this form to an institutional living quarter wherein you have distributed CP Forms 3 and 3A.

Illustration 9.1  
How TO FILL-UP CP FORM 5

To: Ms. Arlene M. Aguilar



**CENSUS OF  
POPULATION**

**NATIONAL  
STATISTICS  
OFFICE**  
Manila, Philippines



Sept. 12, 1995  
Date

We are currently conducting the 1995 Census of Population (PopCen) to gather data on socio-economic characteristics of the households.

Since you were out when I dropped by today, please allow me to meet with you or with any responsible member of your household on:

Sept. 13, 1995  
at 5:30 a.m./p.m.

We assure you that all data gathered from you will be held in strict confidence as provided for by Section 9 of Batas Pambansa Blg. 72.

Thank you for your cooperation.

  
Laura M. Romero  
Enumerator  
(Signature over printed name)



Before you post CP Form 6 at a 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, write on the space provided the household serial numbers "025 - 027". Write down 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 a housing unit, attach separate CP Form 6, 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, DO NOT post the sticker yet. You should post the sticker only after you are able to get information about that household.

Illustration 9.2 shows the correct way of filling up CP Form 6.

### 9.3 CP FORM 7 — EN's ACCOMPLISHMENT RECORD

CP Form 7 (EN's Accomplishment Record) is designed to provide information on your output or the number of households and population you have completely enumerated so far. '**Completely enumerated**' here means that the interview of the household has been completed and the total population and the number of male and female household members were recorded in Cols. 9 to 11 of CP Form 1. You should use a separate sheet for each barangay/EA you are assigned to enumerate.

Illustration 9.2  
How TO FILL-UP CP FORM 6

CP Form 6

1995 Census of Population and Housing

STATISTICS OFFICE

Household/Institutional Serial Number(s)

**025-030**

Date Enumerated: Sept. **5**, 1995

Do not write on this form

**1995**

You should fill out a line in CP Form 7 (Col 1. though Col. 11) each time a page of CP Form 1 is completely filled-up. The required data for this form are the total number of males and females and the total population actually enumerated during the period and the corresponding number of households. Also to be recorded in this form are the male and female institutional population.

The following instructions should be followed in filling up CP Form 7:

1. Sheet\_\_\_\_of\_\_Sheets.

Enter 1 in the first blank for the first sheet used during the enumeration. The second blank should be filled up only at the end of your enumeration work. The entry in the second blank shall correspond to the total number of sheets used for the EA/barangay.

2. Geographic Identification.

Enter the province, municipality and barangay names and EA number, if applicable.

3. Col. 1 - Serial No.

Copy the Serial No. of the completed page of CP Form 1 which you are reporting on in this line.

4. Col. 2 - Page No.

Copy the page number on the first blank of the portion "**Page \_\_\_\_\_of\_\_\_\_\_Pages**".

5. Col. 3 — Period.

This column refers to the period covered by the page of CP Form 1 which you are reporting on. Enter the month and date of actual enumeration, as in the following example:

9/4 - 9/5      to indicate the period Sept. 4 to Sept. 5

The first date corresponds to the date on the first line of the page while the second date corresponds to the date on the last line of the page.

6. Col. 4 —Male.

Copy the number of males in the page total for Col. 10 of CP Form 1.

7. Col. 5 — Female.

Copy the number of females in the page total for Col. 11 of CP Form 1.

8. Col. 6 — Page Total.

This refers to the total household population listed on the page. Add columns 4 and 5 to obtain the daily total.

9. Col. 7 — Cumulative Total.

This is the total household population listed in the EA since the start of enumeration in the EA. To get the cumulative for the current line, add the page total in col. 6 to the last cumulative total or the entry in col. 7 appearing on the previous line.

10. Col. 8 — No. of Households/Institutions

Copy the total number of households/institutions from the page total under column 5/6 of CP Form 1.

11. Col. 9 — No. of Callbacks.

Count the number of households listed on the particular page of CP Form 1 which were not successfully interviewed. Those are the households scheduled for callbacks on a later date.

12. Col. 10 and 11 — Institutional Population.

Copy the total institutional male population from the page total under Col. 10 of CP Form 1. Do the same for the institutional female population from Col. 11 of CP Form 1.

13. Col. 12 — Remarks.

Enter in Col. 12 the number of households for callback and other information you want the supervisor to know and which may be useful in evaluating the results.

*Example:* 2 HHs with SAQ

14. At the end of the enumeration for the EA, add all entries in Col. 4 for males. Enter the sum on the last line. Similarly, add entries in the column for females and daily total in Cols. 5 and 6, respectively. Check if the total in Col. 6 is equal to the last cumulative total in Col. 7. If not, verify your additions in both columns. The sum of columns 4 and 5 should also equal the total in Col. 6.

Add entries in Col. 8 for the number of households. Do the same for Cols. 10 and 11.

15. Print your name and affix your signature on the line "Prepared by:".
16. The team supervisor should also print his/her name and affix his/her signature after he/she has reviewed or verified the entries in the form.

Illustration 9.3 shows an example of a correctly filled-up CP Form 7—EN's Accomplishment Record.

#### **9.4 CP FORM 8 — EN's QUICK COUNT REPORT**

This form is designed to monitor the progress of enumeration and to generate a preliminary population count in each municipality. You should accomplish two (2) copies of CP Form 8—EN's Quick Count Report each time a page of CP Form 1 is completely filled-up. Since the data for this form are to be taken from CP Form 7 — EN's Accomplishment Record, you should fill-up CP Form 8 right after you fill-up a line in CP Form 7.

You should submit to your TS all accomplished CP Form 8 when he/she collects these from you which will usually be every Wednesday. Your TS in turn will submit all CP Form 8 she/he has collected to his/her CAS every week, usually on Friday.

The following instructions should be followed in filling up CP Form 8:

1. Geographic Identification.

Enter the province, municipality and barangay names and their corresponding codes, respectively, in the blank and boxes provided. Then enter the two-digit code for the EA in the boxes provided.

## How TO FILL-UP CP FORM 7

CP Form 7

Page 1 of pages

Republic of the Philippines  
NATIONAL STATISTICS OFFICE

**1995 Census of Population**

EN's Accomplishment Record

Province NCR, 4th District  
Municipality MAKATI

Barangay Guadalupe Nuevo  
EA No. 00

Serial No.	Page No.	Period mm/dd - mm/dd	Household Population				No. Of Households/ Institutions	No. of Call-backs	Institutional Population		Remarks
			Male	Female	Page Total	Cumulative Total			Male	Female	
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)
0021010	1	09/04-09/05	40	44	84	84	20/3	2	40	36	
0021011	2	09/05-09/06	52	49	111	195	21/4	-	32	38	
0021012	3	09/06-09/07	46	45	91	286	18/6	1	46	24	
0021013	4	09/08	50	47	97	383	20/5	-	37	48	
0021014	5	09/09-09/10	38	49	87	470	17/8	-	35	42	
0021015	6	09/10-09/11	45	50	95	565	20/4	1	18	14	
0021016	7	09/12	48	43	91	656	19/4	2	21	18	
0021017	8	09/13-09/14	51	54	105	761	22/3	-	24	31	
0021018	9	09/15-09/16	60	47	107	868	21/3	1	29	30	
0021019	10	09/16-09/17	52	46	98	966	18/7	-	37	39	
0021020	11	09/18-09/19	47	50	97	1063	20/5	-	42	48	
0021021	12	09/20-09/21	42	47	89	1152	19/4	2	40	37	
0021022	13	09/22	23	28	51	1203	10/2	-	16	15	
TOTAL											

Instruction: To be accomplished by the enumerator daily.

Prepared by: Laura M. Romero  
Sign over Printed Name

Verified by: \_\_\_\_\_  
Sign over Printed Name

## 2. Period Covered.

The period covered refers to the reference period covered by the report. For example, the period covered for the first report you will submit will be from the first day of enumeration to the day prior to submission of the report. For succeeding reports, the period covered will be from the first day since the last report to the day prior to the submission.

The blank before the '/' is for the month and the succeeding blank is for the day as in:

From 9/4 To 9/6

to indicate the period covering Sept. 4 to Sept. 6.

## 3. EA Completed?

Encircle 1 YES if the entire EA has been completely enumerated, in which case this report constitutes the last report for the EA. Encircle 2 NO, if otherwise.

## 4. Col. 1 — Serial No.

Each line will contain the data for each page of CP Form 1 which also corresponds to data on one line of CP Form 7.

Copy the serial no. (in Col. 1 of CP Form 7) which matches the 1st day of the reference period covered by the quick count report.

## 5. Cols. 2, 3 and 4 — Household Population.

Copy the corresponding entries in Col. 4, 5 and 6, respectively, of CP Form 7 for male, female and total population enumerated.

## 6. Col. 5 — No. of Households.

Copy the number of households in Col. 8 of CP Form 7.

## 7. Col. 6 — No. of Callbacks.

Copy from Col. 9 of CP Form 7 the number of households scheduled for callback in a later date.

8. Cols. 7 and 8 — Institutional Population.

Copy the corresponding entries in columns 10 and 11 of CP Form 7.

9. Print your name and affix your signature over your printed name on the blank for "Prepared by:".

10. Enter on the last blank provided, the date the form was prepared.

11. The space for verifier will be filled out by your TS. after he/she has checked the entries in CP Form 8 against CP Form 7.

Illustration 9.4 provides an example of a correctly filled-out CP Form 8 — EN's Quick Count Report.

#### **9.5 CP FORM 15 — BARANGAY CHAIRMAN'S CERTIFICATION**

This is a certification of the Barangay Chairman (BC) that the barangay has been covered and enumerated in the 1995 POPCEN during the specified period.

If the barangay has only one EA, it is the responsibility of the EN to secure the BC's signature upon completion of enumeration of the barangay. Fill out the form before you visit the BC to request him/her to sign and also to thank him/her for his/her cooperation, assistance and support. Check CP Form 1 for the dates enumeration was started and finished.

If the barangay has more than one EA, your TS will be responsible for securing the BC's signature. However, if more than one TS is assigned to the barangay, the CAS will secure the BC's signature. The TS/CAS should check the first and last day the enumeration was conducted in various EAs of the barangay for the actual period of enumeration of the barangay.

Illustration 9.5 shows an example of how CP Form 15 should be completed.



## Illustration 9.4

How TO FILL-UP CP FORM 8

CP Form 8  
(Original Copy)Republic of the Philippines  
NATIONAL STATISTICS OFFICE  
Manila1995 Census of Population  
EN's Quick Count Report

Province: <u>NCR 4th District</u>				Period Covered:			
Municipality: <u>Makati</u>				From <u>9 / 11</u>		To <u>9 / 13</u>	
Barangay: <u>Guadalupe Nuevo</u>				EA Completed? 1 YES			
EA Code: <u>0009</u>				② NO			

Serial No. (1)	Household Population			No. of Households/ Institutions (5)	Number of Callbacks (6)	Institutional Population	
	Male (2)	Female (3)	Total (4)			Male (7)	Female (8)
0013476	59	68	127	23 / 2	0	12	18
0013477	61	57	118	20 / 3	2	23	6
0013478	70	72	142	25	0	0	0
TOTAL	190	197	387	68 / 5	2	35	24

Prepared by:

L M Romero  
Laura M. Romero

Verified by: \_\_\_\_\_

Date Prepared: \_\_\_\_\_


Date Verified: \_\_\_\_\_

Illustration 9.5

How TO FILL-UP CP FORM 15

**CP Form 15**

Republic of the Philippines

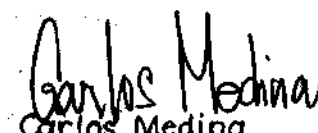
**PHILIPPINES**  
  
**2000**

Province NCR 4th District  
 City/Municipality Makati  
 Barangay Guadalupe Nuevo

**CERTIFICATION**

This is to certify that the 1995 Census of Population has been conducted in this barangay from September 4 to September 30, 1995 in accordance with the procedures prescribed by the National Statistics Office.

Date October 2, 1995  
 Place Makati

  
 Carlos Medina  
 Barangay Chairman

**9.6 CP FORM 25 —CERTIFICATION OF BARANGAY/EA POPULATION**

This is a certification by the enumerator/TS on the preliminary count of households and population in the barangay which he/she enumerated during the specified period.



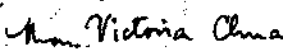
For each Barangay/EA enumerated, you should prepare and sign CP Form 25. Copy the data needed on this form from the last entry of the CP Form 7 you have completed for the barangay/EA. This last entry should cover all households in the EA/barangay.

If there is more than one EA in the barangay, each EN assigned to enumerate the EA shall accomplish a CP Form 25 for his/her EA. The TS/CAS shall consolidate all the EA certifications and prepare a certification of the whole barangay. The TS shall require each EN to initial below the line provided before he/she affixes his/her signature over his/her printed name.

Illustration 9.6 shows an example of a filled-out CP Form 25.

Illustration 9.6

How TO FILL-UP CP FORM 25

<b>CP Form 25</b>		Republic of the Philippines <b>NATIONAL STATISTICS OFFICE</b> <hr/> (NSO Provincial Office)	
<b>CERTIFICATION</b>			
This is to certify that I have enumerated a total of <u>621</u> households with a population of <u>3,416</u> in EA <u>02</u> Barangay <u>Olympia</u> City/Municipality of <u>Makati</u> from <u>Sept. 4</u> to <u>30</u> , 1995.			
The above data are based on <u>handtallies</u> and will be subject to further computer processing. Therefore, these are preliminary.			
Date <u>October 2, 1995</u>		 <u>Ma. Victoria Chua</u> Enumerator	



## **CHAPTER 10**

### **ADMINISTRATIVE AND FINANCIAL MATTERS**

This chapter describes the procedures for recording and reporting progress, review of your completed work, submission of work, the method of payment, accomplishment of administrative forms; and other administrative matters.

#### **10.1 REPORTING TO YOUR TEAM SUPERVISOR**

During the enumeration you must report to your team supervisor once a week, preferably every Wednesday, to discuss the progress of your work and problems encountered in the field, if any. During these meetings, you will submit CP Form 8 — EN's Quick Count Report and accomplished questionnaires covered by your quick count report. During these meetings, always bring with you the EA map, listing sheets (CP Form 1) for the EA and your CP Form 7.

#### **10.2 SUBMITTING COMPLETED WORK**

Upon completion of an enumeration area, submit the following to your team supervisor:

1. Map of the barangay/EA received from your supervisor and/or the EA map/block maps you have drawn/sketched
2. CP Form 1 — Listing Sheets
3. All accomplished questionnaires/forms which you still have:
  - a. CP Form 2/3
  - b. CP Form 7
  - c. CP Form 8 (last report)
  - d. CP Form 15 — Barangay Chairman's Certification
  - e. CP Form 25 — Certification of Barangay/EA Population

Upon completion of all your assigned areas, submit the following:

1. Enumerator's Manual
2. Census Identification Card
3. Clipboard, if any
4. All unused forms and materials

### **Preparing Questionnaires for Submission**

Edit each questionnaire before submitting these to your team supervisor. Verify 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.

### **10.3 REVIEW OF YOUR COMPLETED WORK BY THE TEAM SUPERVISOR**

Your team supervisor will review your work each time he/she 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 EA map to determine if buildings, households, and landmarks are properly plotted.
2. A detailed check of CP Form 1 — Listing Sheet 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 sheet conform with that in the questionnaire.
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.

**10.4 DAILY TIME RECORD (DTR)**

This form is to be used to monitor your attendance in going to work. Print your name on the designated line and the current month and the year. This form should be filled up every time 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/her, be sure that you have signed your name on the designated line.

Be diligent and honest in reporting your working hours.

**10.5 ISSUANCE OF CERTIFICATION**

After you have been cleared of all responsibilities and accountabilities, you will be issued by the Provincial Statistics Officer a Certificate of Work Completed (CP Form 14) and Clearance which will be the basis for payment of services or other financial claims in connection with the discharge of your duties as enumerator. You will not be paid your service fee or traveling expenses without these certificates.

**10.6 PAY RATE AND MANNER OF PAYMENT**

Enumerators will be paid as stipulated in their respective service contracts.

In addition to your daily rate, you will be paid a fixed daily transportation expense of P20 per day.

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:

Illustration 10.1  
How TO FILL-UP DAILY TIME RECORD

CIVIL SERVICE FORM NO. 48

**DAILY TIME RECORD**

Laura M. Romero  
(Name)

For the month of September, 19 95

Official hours of arrival (Regular days) \_\_\_\_\_  
and departure (Saturdays) \_\_\_\_\_

DAY	A. M.		P. M.		UNDER- TIME	
	ARRIVAL	DEPART- TURE	ARRIVAL	DEPART- TURE	HOURS	MIN- UTES
1						
2						
3						
4	8:00	12:00	1:00	5:00		
5	7:50	12:00	1:00	5:00		
6	7:55	12:00	1:00	5:00		
7	7:48	12:00	1:00	5:00		
8	7:52	12:00	1:00	5:00		
9	7:57	12:00	1:00	5:00		
10	SUNDAY					
11	7:45	12:00	1:00	5:00		
12	8:00	12:00	1:00	5:00		
13	7:56	12:00	1:00	5:00		
14	7:50	12:00	1:00	5:00		
15	7:40	12:00	1:00	5:00		
16	7:59	12:00	1:00	5:00		
17	SUNDAY					
18	7:51	12:00	1:00	5:00		
19	7:53	12:00	1:00	5:00		
20	7:49	12:00	1:00	5:00		
21	7:58	12:00	1:00	5:00		
22	8:00	12:00	1:00	5:00		
23	7:57	12:00	1:00	5:00		
24	SUNDAY					
25	7:50	12:00	1:00	5:00		
26	7:52	12:00	1:00	5:00		
27	7:59	12:00	1:00	5:00		
28	7:55	12:00	1:00	5:00		
29	7:56	12:00	1:00	5:00		
30	7:48	12:00	1:00	5:00		
31						
TOTAL						

I CERTIFY on my honor that the above is a true and correct report of the hours of work performed, record of which was made daily at the time of arrival at and departure from office.

*L M Romero*

VERIFIED as to the prescribed office hours.

In Charge

18-28



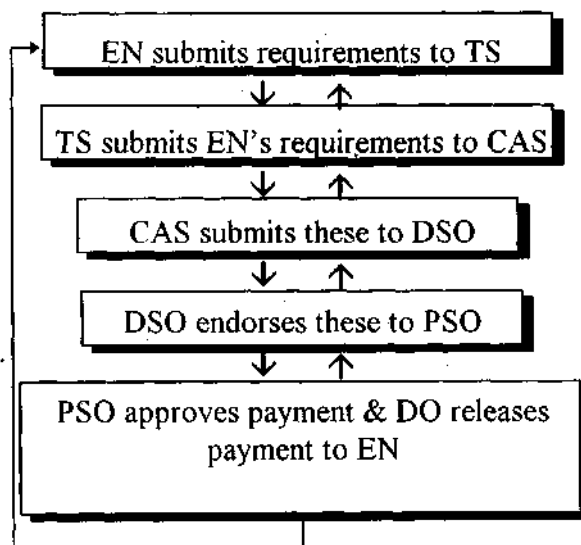
1. unfinished work; that is, when part of your area of assignment is not covered;
2. unsatisfactory performance; that is, when errors in your work are observed and not rectified; and
3. incomplete submission of accomplished and unused listing sheets, questionnaires, administrative forms, and financial forms.

The following documents will be required to effect payment of services and allowable travel allowance of ENs:

- ✓ duly accomplished Daily Time Record
- ✓ copy of CAS/TS/EN job contract
- ✓ Certificate of Work Completed (to be issued by the CAS, for final payment)

You may submit your supporting papers for payment of services through your Census Area Supervisor who, in turn, will submit them to the District Statistics Office (DSO) for processing. Actual payment will be effected by the Disbursing Officer (DO) of the NSO Provincial Office

The following figure shows the process flow of payment:



You will be paid according to the following schedule:

Services/TE	TS/EN	Supporting Papers
1st payment <i>Period covered</i>	8 September <i>28-31 August</i>	Service Contract & Form 48
2nd payment <i>Period covered</i>	Sept. 22, 1995 <i>1-15 September</i>	Form 48
3rd payment <i>Period covered</i>		Form 48
Final payment	upon completion	Certificate of Work Completed

If someone else collects payment for you, he/she should show a written authorization from you to do so and your POPCEN ID to the DO.

## Appendix 1

### CP Form 1 — Listing Sheet

<b>CP Form 1</b> September 1, 1995  NSCB Approval No. A0477-R161-PH  Expires on May 6, 1996		Republic of the Philippines <b>NATIONAL STATISTICS OFFICE</b> Manila  <i>1995 Census of Population</i>  <b>LISTING SHEET</b>		Serial Number _____   Page _____ of _____ pages							
<b>GEOGRAPHIC IDENTIFICATION</b>  Province _____  City/Municipality _____  Barangay _____  EA No. _____			<b>CONFIDENTIALITY</b>  This census is authorized by Commonwealth Act No. 591 and Executive Order 121. All information is held strictly <b>CONFIDENTIAL</b> .		<b>CERTIFICATION</b>  I hereby certify that the listing of households specified below was completed and the data set forth were obtained by me personally in accordance with the instructions.  Signature over printed name of EN _____ Date signed _____						
Line No.	Date of Visit	Building Serial Number	Housing Unit Serial Number	Household Serial Number	Institutional Serial Number	Name of Household Head or Name/Type of Institution <small>IF VACANT HOUSING UNIT, WRITE VOID. IF VACANT BUILDING, WRITE VOID.</small>	Address <small>ENTER HOUSE NUMBER AND STREET NAME OR NAME OF SITO</small>	Population Count			Remarks
								Total	Male	Female	
01											
02											
03											
04											
05											
06											
07											
08											
09											
10											
11											
12											
13											
14											
15											
16											
17											
18											
19											
20											
21											
22											
23											
24											
25											
		Total No.				Total Household Population					
						Total Institutional Population					

## Appendix 2

Republic of the Philippines  
NATIONAL STATISTICS OFFICE  
Manila

**1995 Census of Population**  
**HOUSEHOLD QUESTIONNAIRE**

Page \_\_\_\_ of \_\_\_\_ pages

CP Form 2  
September 1, 1995

NSCB Approval No.  
AO477-R162-PN

Expires on May 8, 1996

**GEOGRAPHIC IDENTIFICATION**

Province \_\_\_\_\_

City/Municipality \_\_\_\_\_

Barangay \_\_\_\_\_

Enumeration Area No. \_\_\_\_\_

Household Serial No. \_\_\_\_\_

Address \_\_\_\_\_

(Write complete and exact names of streets or lanes)

**INTERVIEW RECORD**

Visit Number	1	2	3	Summary
Date of Visit				Total No. of Visits
Time Begun				Final Result of Visit
Time Ended				Line No. of Respondent
Result of Visit				Total HH Members
Next Visit				Total Males
Date				Total Females
Time				Children below 15 yrs. Old

Result of Visit

1 Completed      3 Refused      5 SAG      7 Other, specify \_\_\_\_\_

2 Partly Completed      4 Postponed      6 Household Not Around/No Respondent Around

**CERTIFICATION**

I hereby certify that the enumeration of the household specified below was completed and the data set forth were obtained by me personally in accordance with the instructions.

Signature over printed name of IS \_\_\_\_\_ Date accomplished \_\_\_\_\_

Signature over printed name of TS \_\_\_\_\_ Date required \_\_\_\_\_

LINE NUMBER	NAME	ALL PERSONS										5 YEARS OLD AND OVER					
		Relationship to Head of Household	Overseas Worker	Age	Sex	Out Status	Disability	Ethnicity	MDG	Income Status	Income Source	Income Activity	Income Level				
01	Who is the head of this household? Who are the persons usually residing here as of September 1, 1995?	1 Y 2 N		1 Y 2 N		1 Y 2 N		1 Y 2 N		1 Y 2 N		1 Y 2 N					
02	LIST IN THE FOLLOWING ORDER: 1. HOUSEHOLD HEAD 2. SPOUSE OF THE HEAD 3. NEAREST-RELATED CHILDREN (HEADS OF HOUSEHOLD) 4. OTHER CHILDREN OF HEADS OF HOUSEHOLD 5. OTHER CHILDREN OF HEADS OF HOUSEHOLD	1 Y 2 N		1 Y 2 N		1 Y 2 N		1 Y 2 N		1 Y 2 N		1 Y 2 N					
03		1 Y 2 N		1 Y 2 N		1 Y 2 N		1 Y 2 N		1 Y 2 N		1 Y 2 N					
04		1 Y 2 N		1 Y 2 N		1 Y 2 N		1 Y 2 N		1 Y 2 N		1 Y 2 N					
05		1 Y 2 N		1 Y 2 N		1 Y 2 N		1 Y 2 N		1 Y 2 N		1 Y 2 N					
06		1 Y 2 N		1 Y 2 N		1 Y 2 N		1 Y 2 N		1 Y 2 N		1 Y 2 N					
07		1 Y 2 N		1 Y 2 N		1 Y 2 N		1 Y 2 N		1 Y 2 N		1 Y 2 N					
08		1 Y 2 N		1 Y 2 N		1 Y 2 N		1 Y 2 N		1 Y 2 N		1 Y 2 N					

Are there any other persons such as small children or infants that you have not listed?  
YES, ENTER EACH IN QUESTIONNAIRE      YES, USE ANOTHER PAGE      NO

Are there more than 8 members in this household?  
YES, ENTER EACH IN QUESTIONNAIRE      YES, USE ANOTHER PAGE      NO

## Appendix 3

### CP Form 2A — Codes Sheet

CP Form 2A (Codes Sheet)			<i>1995 Census of Population</i>		
<b>CODES FOR RELATIONSHIP TO HH HEAD</b>					
01 Head 02 Spouse 03 Son 04 Daughter 05 Stepson 06 Stepdaughter 07 Son-in-law 08 Daughter-in-law	09 Grandson 10 Granddaughter 11 Father 12 Mother 13 Brother 14 Sister 15 Uncle 16 Aunt	17 Nephew 18 Niece 19 Other Relative 20 Non-relative 21 Boarder 22 Domestic Helper			
<b>CODES FOR CIVIL STATUS</b>					
1 Single 2 Legally Married 3 Widowed 4 Separated/Divorced 5 Common-Law/Un-in 6 Unknown					
<b>CODES FOR DISABILITY</b>					
01 Cannot see with both eyes - <i>totally blind</i> 02 Absence of one eye with low vision on the other eye - <i>partially blind</i> 03 Can see form or movement but no details of objects (color, surface, lines) 04 Cannot hear with both ears - <i>totally deaf</i> 05 Cannot hear with one ear but with moderate hearing loss on the other ear - <i>partially deaf</i> 06 Can hear speech but cannot discriminate the words - <i>partially deaf</i> 07 Cannot say words - <i>mute</i> 08 Can say words but stammers - includes cleft-palate and hare-lip with speech defect	(TOT-BLIND) (PART-BLIND) (LOW VISION) (TOT-DEAF) (PART-DEAF 1) (PART-DEAF 2) (MUTE) (SPEECH DEFECT)	09 Loss of one or both arms/hands 10 Loss of one or both legs/feet 11 Paralysis of one or both upper extremities 12 Paralysis of one or both lower extremities 13 Paralysis of one arm and one leg 14 Paralysis of all four limbs - <i>quadruplegic</i> 15 Can learn simple communication, elementary health and safety habit and simple manual skills, but does not progress in functional reading or arithmetic - <i>mental retardation</i> 16 Mentally ill 17 Others, specify, includes multiple disability and other combination of arm-leg impairment/paralysis	(NO ARM) (NO LEG) (PARA-ARMS) (PARA-LEGS) (PARA-CON) (QUADRIPI) (RETARDED) (INSANE) (OTHER)		
<b>CODES FOR ETHNICITY</b>					
01 Abaknon 02 Aburin 03 Akbanon 04 Apayao 05 Bagobo 06 Bajao, Sama Dilaut 07 Balangao 08 Bantoanon 09 Bikol 10 B'itan 11 Boholano 12 Bontak 13 Butuanon 14 Caviteño-Chavacano <i>Cavite City</i> 15 Cebuano 16 Cotabaleño-Chavacano <i>Cotabato City</i> 17 Davao-Chavacano <i>Davao City</i> 18 Gaddang 19 Hiligaynon, Ilonggo	20 Hantikanon 21 Ibaloi 22 Ibanag 23 Ifugao 24 Ikalahan 25 Ifranun 26 Ilocano 27 Ilongot 28 Isanul Kanlaw 29 Isinai 30 Itawis 31 Iwajan/Ibayal 32 Iwak 33 Jama Mapun 34 Kaagan 35 Kaganayan 36 Kalagan 37 Kalamnanen 38 Kalinga 39 Kamayo 40 Kankanaid 41 Kankaney	42 Kapampangan 43 Kasuguranin 44 Kampilan 45 Karaga 46 Kribugan 47 Maguindanao 48 Malaeug 49 Mananwa 50 Mandaya 51 Mangyan 52 Manobo 53 Maranao 54 Masbateño 55 Matbog 56 Negrito 57 Palawan 58 Pangasinan 59 Paranan 60 Romblonanon 61 Sama Dilaya 62 Sambal 63 Sangil/Sangir	64 Subanon <i>Stocan, Zambo Norte</i> 65 Subanon <i>Zambo Norte &amp; Sur</i> 66 Sulod 67 Tagbanwa 68 Tagalog 69 Tausug 70 T'boli 71 Ternateño-Chavacano <i>Ternate, Cavite</i> 72 Tinggilan 73 Tiruray 74 Ubo 75 Waray 76 Yakan 77 Yagad 78 Zamboangueño-Chavacano <i>Zamboanga City</i> 79 Other Local Dialects 80 Chinese 81 English 82 Other Foreign Languages		
<b>CODES FOR HIGHEST GRADE COMPLETED</b>					
00 No Grade Completed 01 Pre-school Elementary 11 Grade 1 12 Grade 2 13 Grade 3 14 Grade 4 15 Grade 5 16 Grade 6 17 Grade 7	High School 21 1st Year 22 2nd Year 23 3rd Year 24 4th Year 25 High School Graduate  Postsecondary 31 Postsecondary 1 year 32 Postsecondary 2 years	College 41 1st Year 42 2nd Year 43 3rd Year 44 4th Year 45 5th Year 46 6th Year 47 College Graduate 51 Post-Baccalaureate			

## CP Form 2A (Codes Sheet)

CODES FOR TRADE SKILLS		
01 Mining, Construction & Related Trades	13 Other Crafts & Related Trades	26 Rubber & Plastic Products Machine Operation
02 Mining, Shovel, Stone Cutting & Carving	14 Food & Related Products Processing	27 Wood Products Machine Operation
03 Building Frame Construction & Related Trades	15 Wood Treating, Cabinet Making & Related Trades	28 Textile & Leather Products Machine Operation
04 Building Construction Finishing & Related Trades	16 Textile & Garment Trades	29 Food & Related Products Processing Machine Operation
05 Painting & Related Trades	17 Leather & Shoemaking Trades	30 Assembling
06 Metal Machinery & Related Trades	18 Stationary Plant & Related Operations	31 Other Machine Operation & Assembling
07 Metal Molding, Welding, Sheet-Metal Works, Structural-Metal Preparing & Related Trades	19 Mining- & Mineral-Processing Plant Operation	32 Driving & Mobile Machinery Operation
08 Blacksmithing, Tool-Making & Related Trades	20 Metal-Processing Plant Operation	33 Locomotive-Engine Driving & Related Works
09 Machinery Mechanics, Fitting & Related Trades	21 Glass, Ceramics & Related Plant Operation	34 Motor Vehicle Operation
10 Electrical & Electronic Equipment Mechanic & Fitting	22 Wood Processing & Papermaking Plant Operation	35 Agricultural & Other Mobile-Plant Operation
11 Precision, Handicraft, Printing & Related Trades	23 Chemical-Processing Plant Operation	36 Ship's Deck Crewing & Related Works
12 Pottery, Glass Forming & Related Trades	24 Power-Generating & Related Plant Operation	37 Other Skills
13 Handicraft Works in Wood, Textile, Leather & Related Materials	25 Automated Assembly-Line & Industrial Robot Operation	38 Physical Science & Engineering Associates Skills
14 Printing/Binding & Related Trades	26 Machine Operation & Assembly	39 Life Science & Health Associate Professional Skill
	27 Metal- & Mineral-Products Processing Machine Operation	40 Other Related Associate Professional Skills
	28 Chemical Products Machine Operation	41 Clerical Skills
		42 Servicing Skills
		43 Agricultural & Fishery Skills

CODES FOR CLASS OF WORKER	
1 Worked for private household (domestic services)	5 Employer in own farm or business
2 Worked for private business/ enterprise/farm	6 Worked with pay in own family operated farm or business
3 Worked for government/government corporation	7 Worked without any pay in family operated farm or business
4 Self-employed without any paid employee	

CODES FOR INDUSTRY		
01 Agriculture, Hunting & Forestry	13 Tobacco Manufacturing	26 Trade
02 Poultry Farming	14 Textiles, Wearing Apparel, Leather	27 Wholesale & Retail Trade
03 Corn Farming	15 Paper, Publishing & Printing	28 Services
04 Coconut Farming	16 Petroleum, Chemicals, Rubber & Plastic	29 Repair of Motor Vehicles, Personal & Household Goods
05 Banana Farming	17 Non-Metallic Mineral Products	30 Restaurants & Hotels
06 Sugarcane Farming	18 Basic Metal & Fabricated Metal Products	31 Transport Services
07 Farming of Animals	19 Wood, Cork, Cane, Bamboo	32 Post & Communication
08 Other Agricultural Crops & Services	20 Furniture Manufacturing & Repair	33 Financial Intermediaries
09 Hunting & Forestry	21 Machinery	34 Real Estate & Renting
10 Fishing	22 Transport Equipment	35 Other Business Services
11 Fishing	23 Other Manufacturing	36 Government Services
12 Mining & Quarrying	24 Electricity, Gas & Water	37 Private Education, Health & Social Work
13 Metallic Ore Mining	25 Electricity, Gas & Water Supply	38 Other Community, Social & Personal Service Activities
14 Non-Metallic Mining & Quarrying	26 Construction	39 Domestic Services
15 Manufacturing		
16 Food & Beverage Manufacturing		

CODES FOR INSTITUTIONAL LIVING QUARTER	
1 Hotels, Lodging Houses, Dormitories, etc.	6 Military Camps and Stations
2 Hospitals and Nurses' Home	7 Logging, Mining and Construction/Public Work Camps
3 Welfare Institutions	8 Ocean-going and Interisland/Coastal Vessels
4 Corrective and Penal Institutions	9 Refugee Camps
5 Convents, Nunneries, Seminaries and Boarding Schools	0 Others, specify.

CODES FOR RESIDENCE STATUS (INSTITUTIONAL POPULATION)	
1 Manager, director, in-charge	4 Lodger or boarder
2 Staff member/employee including physicians and nurses	7 Patient in hospital, sanatorium, etc.
3 Officer/enlisted man, trainee	8 Innate, ward # home for the Aged, Orphanage, etc.
4 Officer/crew member in merchant vessel	9 Prisoner, detainee
5 Priest, seminarian, nun	0 Others, specify.

Appendix 4

CP Form 3 — Institutional Population Questionnaire

Republic of the Philippines NATIONAL STATISTICS OFFICE Manila <i>1995 Census of Population</i> <b>INSTITUTIONAL POPULATION QUESTIONNAIRE</b>															Page ____ of ____ pages																																							
<b>CP Form 3</b> September 1, 1995  NSCB Approval No. AQ477-R163-PV  Expires on May 8, 1996		<b>GEOGRAPHIC IDENTIFICATION</b> Province _____ City/Municipality _____ Barangay _____ Enumeration Area No. _____ Institutional Living Quarter (ILO) SN _____ Type of ILO (SEE CODES) _____ Name of ILO _____ Address _____ <div style="text-align: center; font-size: small;">House Number and Street Name or Name of Site</div>					<b>INTERVIEW RECORD</b> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Visit Number</th> <th>1</th> <th>2</th> <th>3</th> <th>Summary</th> </tr> </thead> <tbody> <tr> <td>Date of Visit</td> <td></td> <td></td> <td></td> <td>Total No. of Visits</td> </tr> <tr> <td>Time Began</td> <td></td> <td></td> <td></td> <td>Final Result of Visit</td> </tr> <tr> <td>Time Ended</td> <td></td> <td></td> <td></td> <td>Line No. of Respondent</td> </tr> <tr> <td>Result of Visit</td> <td></td> <td></td> <td></td> <td>Total Members</td> </tr> <tr> <td>Next Visit</td> <td></td> <td></td> <td></td> <td>Total Males</td> </tr> <tr> <td>Date</td> <td></td> <td></td> <td></td> <td>Total Females</td> </tr> <tr> <td>Time</td> <td></td> <td></td> <td></td> <td>Children Below 15 Yrs. Old</td> </tr> </tbody> </table> <div style="font-size: small;">             Result of Visit              1 Completed      3 Refused      5 SAQ      7 Others, specify              2 Partly Completed      4 Postponed      6 No Respondent Around           </div>					Visit Number	1	2	3	Summary	Date of Visit				Total No. of Visits	Time Began				Final Result of Visit	Time Ended				Line No. of Respondent	Result of Visit				Total Members	Next Visit				Total Males	Date				Total Females	Time				Children Below 15 Yrs. Old	<b>CERTIFICATION</b> <p>I hereby certify that the enumeration of the institutional population specified below was completed and the data set forth were obtained by me personally in accordance with the instructions.</p> <p>Signature over printed name of EN _____ Date accomplished _____</p> <p>Attested to and reviewed by _____</p> <p>Signature over printed name of TS _____ Date reviewed _____</p>		
Visit Number	1	2	3	Summary																																																		
Date of Visit				Total No. of Visits																																																		
Time Began				Final Result of Visit																																																		
Time Ended				Line No. of Respondent																																																		
Result of Visit				Total Members																																																		
Next Visit				Total Males																																																		
Date				Total Females																																																		
Time				Children Below 15 Yrs. Old																																																		
LINE NUMBER	NAME		ALL PERSONS							5 YEARS OLD AND OVER					LINE NUMBER																																							
	Who are the persons residing in this institutional living quarter as of September 1, 1995?		What is the residence status?	What was the date of birth?	What is the age as of last birthday?	Is male or female?	What is the civil status?	Does he/she have any problem with his/her eyes, ears, speech, communication, legs, arms or any combination of these impairments?	What type of disability does he/she have?	What is his/her occupation?	If NOT FILLING, ENTER CODE 99.	What is the highest grade completed by him/her?	What trade skills does he/she possess?	How was the trade skill acquired?		Is/Has he/she engaged in any economic activity?	For whom or where does he/she work?	In what kind of business or industry is he/she currently employed?																																				
	LIST THE NAMES FAMILY NAME FIRST OF ALL MEMBERS OF THE INSTITUTIONAL POPULATION IN THE ORDER LISTED IN THE CODES FOR RESIDENCE STATUS.		ENTER CODE (SEE CODES SHEET)	ENTER CODE (SEE CODES SHEET)	ENTER CODE (SEE CODES SHEET)	ENTER CODE (SEE CODES SHEET)	ENTER CODE (SEE CODES SHEET)	ENTER CODE (SEE CODES SHEET)	ENTER CODE (SEE CODES SHEET)	ENTER CODE (SEE CODES SHEET)	ENTER CODE (SEE CODES SHEET)	ENTER CODE (SEE CODES SHEET)	ENTER CODE (SEE CODES SHEET)	ENTER CODE (SEE CODES SHEET)		ENTER CODE (SEE CODES SHEET)	ENTER CODE (SEE CODES SHEET)	ENTER CODE (SEE CODES SHEET)																																				
	P11	P21	P31	P41	P51	P61	P71	P81	P91	P101	P111	P121	P131	P141		P151																																						
	01		No.					1 Y								1 Y			01																																			
			Tr.					2 N								2 N			02																																			
	02		No.					1 Y								1 Y			03																																			
			Tr.					2 N								2 N			04																																			
	03		No.					1 Y								1 Y			05																																			
			Tr.					2 N								2 N			06																																			
04		No.					1 Y							1 Y			07																																					
		Tr.					2 N							2 N			08																																					
05		No.					1 Y							1 Y			09																																					
		Tr.					2 N							2 N			10																																					
06		No.					1 Y							1 Y																																								
		Tr.					2 N							2 N																																								
07		No.					1 Y							1 Y																																								
		Tr.					2 N							2 N																																								
08		No.					1 Y							1 Y																																								
		Tr.					2 N							2 N																																								
09		No.					1 Y							1 Y																																								
		Tr.					2 N							2 N																																								
10		No.					1 Y							1 Y																																								
		Tr.					2 N							2 N																																								

Are there more than 10 members in this institutional living quarter? Yes, use another page. No.

Appendix 5  
CP Form 5 — Appointment Slip

To: \_\_\_\_\_



**CENSUS OF  
POPULATION**

**NATIONAL  
STATISTICS  
OFFICE**

Manila, Philippines

**APPOINTMENT  
SLIP**  
CP Form 5

\_\_\_\_\_  
Date

We are currently conducting the 1995 Census of Population (PopCen) to gather data on socio-economic characteristics of the households.

Since you were out when I dropped by today, please allow me to meet with you or with any responsible member of your household on:

\_\_\_\_\_, 1995  
at \_\_\_\_\_ a.m./p.m.

We assure you that all data gathered from you will be held in strict confidence as provided for by Section 9 of Batas Pambansa Blg. 72.

Thank you for your cooperation.

\_\_\_\_\_  
Enumerator  
(Signature over printed name)



# Appendix 6 CP Form 6 — Notice of Listing/Enumeration

CP Form 6

PHILIPPINES

Republic of the Philippines  
STATISTICS OFFICE

1995 Census of Population  
Listing/Enumeration

Household/Institutional Serial Number(s)

Date Enumerated: Sept. , 1995



**1995 Census of Population**  
**EN's Quick Count Report**

Date Verified: \_\_\_\_\_

## Appendix 9

### Age as of Last Birthday Conversion

Year of Birth	Age if birthday occurs	
	Before Sept. 1	On or after Sept. 1
1995	0	...
1994	1	0
1993	2	1
1992	3	2
1991	4	3
1990	5	4
1989	6	5
1988	7	6
1987	8	7
1986	9	8
1985	10	9
1984	11	10
1983	12	11
1982	13	12
1981	14	13
1980	15	14
1979	16	15
1978	17	16
1977	18	17
1976	19	18
1975	20	19
1974	21	20
1973	22	21
1972	23	22
1971	24	23
1970	25	24
1969	26	25
1968	27	26
1967	28	27
1966	29	28
1965	30	29
1964	31	30
1963	32	31
1962	33	32
1961	34	33
1960	35	34
1960	35	34
1959	36	35

Year of Birth	Age if birthday occurs	
	Before Sept. 1	On or after Sept. 1
1958	37	36
1957	38	37
1956	39	38
1955	40	39
1954	41	40
1953	42	41
1952	43	42
1951	44	43
1950	45	44
1949	46	45
1948	47	46
1947	48	47
1946	49	48
1945	50	49
1944	51	50
1943	52	51
1942	53	52
1941	54	53
1940	55	54
1939	56	55
1938	57	56
1937	58	57
1936	59	58
1935	60	59
1934	61	60
1933	62	61
1932	63	62
1931	64	63
1930	65	64
1929	66	65
1928	67	66
1927	68	67
1926	69	68
1925	70	69
1925	70	69
1924	71	70
1923	72	71
1922	73	72

Year of Birth	Age if birthday occurs	
	Before Sept. 1	On or after Sept. 1
1921	74	73
1920	75	74
1919	76	75
1918	77	76
1917	78	77
1916	79	78
1915	80	79
1914	81	80
1913	82	81
1912	83	82
1911	84	83
1910	85	84
1909	86	85
1908	87	86
1907	88	87
1906	89	88
1905	90	89
1904	91	90
1903	92	91
1902	93	92
1901	94	93
1900	95	94
1899	96	95
1898	97	96
1897	98	97
1896	99	98
1895	Y0	99
1894	Y1	Y0
1893	Y2	Y1
1892	Y3	Y2
1891	Y4	Y3
1890	Y5	Y4
1889	Y6	Y5
1888	Y7	Y6
1887	Y8	Y7
1886	Y9	Y8
1885 or earlier	Y9	

## **Appendix 10**

### **List of Trade Skills**

#### **MINING, CONSTRUCTION AND RELATED TRADES**

##### **01 Mining, Shotfiring, Stone Cutting And Carving**

Mining And Quarrying  
Shotfiring And Blasting  
Stone Splitting, Cutting And Carving

##### **02 Building Frame Construction & Related Trades**

Building Erection/Construction (Traditional Materials)  
Masonry And Related Concrete Finishing  
Carpentry  
Building Frame And Related Trade Skills

##### **03 Building Construction Finishing & Related Trades**

Roofing  
Floor Laying And Tile Setting  
Sandblasting And Related Skills  
Insulation Skills  
Glazing  
Plumbing, Pipe Fitting And Other Related Trades

##### **04 Painting And Related Trades**

Painting And Related Trades  
Varnishing And Related Trades

**METAL MACHINERY & RELATED TRADES****05 Metal Molding, Welding, Sheet-Metal Works, Structural-Metal Preparing And Related Trades**

Metal Molding

Welding And Flamecutting

Sheet-Metal Works

Structural-Metal Preparation, Erection And Related Trades

Rigging And Cable Spicing

**06 Blacksmithing, Tool-Making & Related Trades**

Blacksmithing, Hammer-Smithing And Forging-Press Operation

Tool-Making And Related Trades

Machine-Tool Setting And Setter Operation

Metal-Wheel Grinding, Polishing And Tool Sharpening

**07 Machinery Mechanics, Fitting And Related Trades**

Motor Vehicle Mechanics And Related Trades

Aircraft Engine Mechanics And Fitting

Marine Craft Mechanics

Agricultural Or Industrial-Machinery Mechanics And Fitting

Business Mechanics And Repair

**08 Electrical And Electronics Equipment Mechanic And Fitting**

Building Electricity

Electrical Mechanics And Fitting

Electronics Fitting

Electronics Mechanics And Servicing

Telecommunication Equipment Installing And Repair

Line Stalling And Cable Splicing

**PRECISION, HANDICRAFT, PRINTING AND RELATED TRADES****09 Precision Works In Metal & Related Materials**

Precision Instrument Making And Repair

Musical Instrument Making And Tuning

Jewelry Making/Repair

**10 Pottery, Glass Forming & Related Trades**

Pottery And Related Clay Forming  
Glass Blowing, Cutting/Molding  
Glass Engraving And Etching  
Glass/Ceramics Painting And Decorative Painting

**11 Handicraft Works In Wood, Textile, Leather & Related Materials**

Handicraft Works In Wood And Related Materials  
Handicraft Works In Textile And Related Materials

**12 Printing/Binding & Related Trades**

Composing, Typesetting And Related Works  
Steno-Typing And Electrotyping  
Printing Engraving And Etching  
Photography And Related Works  
Bookbinding And Related Works  
Silk-Screening, Block And Textile Printing  
Pressman Letterpress And Related Works

**OTHER CRAFTS & RELATED TRADES****13 Food & Related Products Processing**

Butchering, Fishmongering And Related Food Processing  
Baking, Pastry, Cooking And Confectionery Making  
Dairy Products Making  
Food Preserving  
Food And Beverage Tasting And Grading  
Tobacco Preparation And Tobacco Products Making

**14 Wood Treating, Cabinet Making And Related Trades**

Wood Treating  
Cabinet Making And Related Works  
Woodworking-Machine Setting And Operation  
Rattan, Bamboo And Other Wicker Furniture Making  
Basketry Weaving, Brush Making And Related Works

**15 Textile And Garment Trades**

Fiber Preparation  
Weaving, Knitting And Loom Weaving  
Tailoring, Dressmaking And Hat Making  
Pattern Making And Cutting  
Sewing And Embroidery  
Upholstery And Related Trades

**16 Leather And Shoemaking Trades**

Tanning  
Shoemaking And Related Works

**STATIONARY-PLANT & RELATED OPERATIONS****17 Mining And Mineral Processing Plant Operation**

Mining-Plant Operation  
Mineral-Ore And Stone-Treating-Plant Operation  
Well Drilling And Boring And Related Works

**18 Metal-Processing Plant Operation**

Ore Smelting, Metal Converting And Refining Furnace  
Metal Melting, Casting And Rolling-Mill Operation  
Metal Heat-Treating-Plant Operation  
Metal Drawing And Extruding

**19 Glass, Ceramics & Related Plant Operation**

Glass And Ceramics Kiln Machine Operation  
Glass, Ceramics Plant Operation

**20 Wood-Processing And Papermaking Plant Operation**

Wood-Processing Plant Operation  
Paper Pulp Preparation Plant Operation  
Papermaking Plant Operation



**21 Chemical-Processing Plant Operation**

Crushing, Grinding And Chemical-Mixing Machinery Operation  
Chemical Heat-Treating Plant Operation  
Chemical-Filtering And Separating Equipment Operation  
Chemical Still And Reactor Operation  
Petroleum And Natural Gas Refining Plant Operation  
Chemical-Processing Plant Operation

**22 Power-Generating And Related Plant Operation**

Power-Generating Plant Operation  
Steam Engine Boiler Operation  
Incinerator, Water Treatment And Related Plant Operation

**23 Automated Assembly-Line And Industrial Robot Operation**

Automated Assembly-Line Operation  
Industrial Robot Operation

**MACHINE OPERATION & ASSEMBLY****24 Metal And Mineral Products Processing Machine Operation**

Machine-Tool Operation  
Cement And Other Mineral Products Processing Machine Operation

**25 Chemical Products Machine Operation**

Pharmaceutical And Toiletry Products Machine Operation  
Ammunition And Explosive Products Machine Operation  
Metal Finishing, Plating And Coating Machine Operation  
Chemical-Products Machine Operation

**26 Rubber & Plastic Products Machine Operation**

Rubber Products Machine Operation  
Plastic Products Machine Operation

**27 Wood Products Machine Operation**

Wood Products Machine Operation

**28 Textile And Leather Products Machine Operation**

Fiber Preparing, Spinning And Winding Machine Operation  
Weaving And Knitting Machine Operation  
Sewing And Embroidery Machine Operation  
Bleaching-Dyeing And Cleaning Machine Operation  
Leather-Preparing Machine Operation  
Shoemaking And Related Machine Operation  
Textile And Leather Products Machine Operation

**29 Food And Related Products Processing Machine Operation**

Meat And Fish Processing Machine Operation  
Dairy Products Machine Operation  
Grain And Spice-Milling Machine Operation  
Baked Goods, Cereal And Chocolate Processing Machine Operation  
Fruit, Vegetable And Nut Processing Machine Operation  
Sugar Production Machine Operation  
Tea, Coffee And Cocoa Processing Machine Operation  
Brewers, Wine And Other Beverage Processing Machine Operation

**30 Assembling**

Mechanical Machinery Assembling  
Electrical Equipment Assembling  
Electronics Equipment Assembling  
Metal, Rubber And Plastic Products Assembling  
Wood And Related Products Assembling  
Paperboard, Textile And Related Products Assembling

**31 Other Machine Operation & Assembling**

Other Machine Operation And Assembling

**DRIVING & MOBILE MACHINERY OPERATION****32 Locomotive-Engine Driving & Related Works**

Locomotive-Engine Driving  
Railway Braking, Signaling And Shunting

**33 Motor Vehicle Operation**

Motorcycle Driving  
Car, Taxi And Van Driving  
Bus Driving  
Heavy Truck Driving

**34 Agricultural & Other Mobile-Plant Operation**

Motorized Farm And Forestry Machinery Operation  
Earth-Moving And Related Machinery Operation  
Crane, Hoist And Related Materials-Moving Equipment Operation  
Lifting-Truck Operation

**OTHER SKILLS****36 Physical Science & Engineering Associates Skills**

Electronics And Telecommunication Engineering Skills  
Drafting (Arch., Civil, Cartographical, Technical Illustration, etc.)  
Surveying (Geodetic) And Other Associate Engineering Tech.

**37 Life Science & Health Associate Professional Skills**

Medical And Dental Assistants  
Other Health Related Skills  
Midwifery

**38 Other Related Associate Professional Skills**

Accounting/Bookkeeping Skills  
Investigative Skills (Police Works)  
Decoration And Commercial Designing Skills  
Performing Artist Skills(e.g., Announcing, Dancing, Singing, etc.)

**39 Clerical Skills**

Clerical Skills (Keyboard Operation, Stenography, Calculating  
Machine Operation)

**40    Servicing Skills**

Housekeeping (Institution-Based)  
Cooking (Institution-Based)  
Waitering/B attending  
Beauty Culture  
Embalming  
Firefighting  
Fashion And Other Modeling Skills

**41    Agricultural And Fishery Skills**

Agriculture Skills  
Animal Production Skills  
Forestry Skills  
Fishery Skills

**Appendix 11**  
**Kind/Type of Industry**

**AGRICULTURE, HUNTING & FORESTRY**

- 01 Palay Farming**
- 02 Corn Farming**
- 03 Coconut Farming**
- 04 Banana Farming**
- 05 Sugarcane Farming**
- 06 Farming of Animals (Livestock & Poultry, Bee Culture)**
- 07 Other Agricultural Crops & Services**
  - Operation of Irrigation System
  - Harvesting and Related Services
  - Desease and Pest Control Services
- 08 Hunting & Forestry**
- 09 Fishing**
  - Coastal Fishing
  - Deep Sea Fishing
  - Fishpond Operation
  - Pearl, Shell & Seaweed Gathering
  - Fish Breeding Farm

**MINING & QUARRYING**

- 10 Metallic Ore Mining**
- 11 Non-Metallic Mining & Quarrying**

**MANUFACTURING****12 Food and Beverages Manufacturing**

Slaughtering (Livestock & Poultry Slaughtering)  
Milk Manufacturing  
Canning of Fish & Other Marine Products  
Manufacture of Vegetable & Animal Oils & Fats  
Cassava Flour Milling  
Manufacture of Snacks Products  
Manufacture of Meat & Bonemeal Feed  
Distilling, Rectifying & Blending of Alcoholic Liquors  
Distilling Ethyl Alcohol

**13 Tobacco Products Manufacturing****14 Textiles, Wearing Apparel, Leather**

Integrated Textile Mills  
Manufacture of Made-Up Textile Goods  
Manufactures of Articles, Made of Native Materials  
Custom Tailoring Shop  
Men's & Boy's Garment Manufacturing  
Embroidery Establishments  
Tanneries and Leather Finishing  
Manufacture of Luggage, Handbags and Wallets  
Manufacture of Leather Shoes  
Manufacture of Footwear Parts

**15 Paper & Publishing & Printing**

Integrated Pulp & Paper & Paperboard Mill  
Printing of Newspapers and Periodicals  
Commercial and Job Printing .

**16 Petroleum, Chemicals, Rubber & Plastic**

Manufacture of Inorganic Acids, Alkalis & Chlorine  
Manufacture of Inorganic Salts and Compounds  
Manufacture of Organic Acids & Organic Compounds  
Manufacture of Man-Made Fibers, Except Glass  
Manufacture of Paints  
Manufacture of Drug and Medicines  
Manufacture of Explosives and Fireworks  
Petroleum Refineries  
Manufacture of Miscellaneous Products of Petroleum & Coal  
Manufacture of Tires & Tubes  
Manufacture of Rubber Garments  
Manufacture of Plastic Furniture

**17 Non-Metallic Mineral Products**

Manufacture of Vitreous China Tableware & Kitchen Article  
Manufacture of Flat Glass  
Manufacture of Cement  
Manufacture of Structural Clay Products  
Manufacture of Concrete Products  
Manufacture of Abrasive Products  
Manufacture of Other Non-Metallic Products, n.e.c.

**18 Basic Metal & Fabricated Metal Products**

Blast Furnaces and Steel Making Furnaces  
Pipe and Tube Manufacturing  
Gold and Other Precious Metal Refining  
Non-Ferrous Rolling, Drawing & Extrusion Mills  
Manufacture of Cutlery  
Manufacture of Hand Tools  
Manufacture of Other Architectural & Related Metal Work Metal  
Stamping, Pressing & Spinning Mills  
Manufacture of Fabricated Wire Products, n.e.c.  
Manufacture of Non-Electric Lighting & Heating Fixtures  
Manufacture of Other Fabricated Metal Products

**19 Wood, Cork, Cane, Bamboo****20 Furniture Manufacturing and Repair**

**21 Machinery**

Manufacture of Internal Combustion Engine  
Manufacture of Agricultural Machinery & Equipment  
Manufacture of Machine Tools and Accessories  
Manufacture of Metal & Wood Working Machinery  
Manufacture of Textile, Wearing Apparel & Tanning Machinery  
Manufacture of Heavy Machinery Used By Mining Industries  
Repair of office, Computing & Accounting Machines  
Manufacture of Machines & Equipment  
Manufacture of Electric Motors & Generators  
Manufacture of Electrical Welding & Cutting Machines  
Manufacture of Radiographic, Fluoroscopic & Other X-Ray

**22 Transport Equipment**

Manufacture of Boats and Motorboats  
Ship Building and Repairing n.e.c.  
Manufacture of Motor Vehicle Parts & Accessories

**23 Other Manufacturing**

Manufacture of Temperature Measuring  
Manufacture of Surgical, Medical, Dental Equipment Manufacture of  
Optical Instruments and Lenses  
Manufacture & Repair of Household & Public Furniture  
Manufacture of Jewelry  
Manufacture of Musical Instrument  
Manufacture of Stationers', Artist & office Supplies Other  
Manufacturing Industries n.e.c.

**ELECTRICITY, GAS AND WATER****24 Electricity, Gas and Water**

Generating and Distributing Electricity  
Gas Manufacture and Distribution Through System  
Steam Heat and Power Plants  
Waterworks and Supply



**CONSTRUCTION****25 Construction**

Residential Building Construction  
Non-Residential Building Construction  
General Engineering Construction  
Carpentry  
Special Trade Construction, n.e.c.

**TRADE****26 Wholesale & Retail Trade**

Palay, Corn & Other Grains Wholesaling  
Tobacco Leaf Dealing  
Processed Food Wholesaling  
Textile Fabrics, All Kinds, Wholesaling  
Leather & Leather Goods Wholesaling  
Lumber and Planing Mill Products, Wholesaling  
Hardware, Paints and Plumbing Materials Wholesaling  
Chinaware, Glassware, Earthenware, Utensils Wholesaling  
Furniture, Furnishings & Fixtures Wholesaling  
Agricultural Machinery Equipment & Accessory Dealing  
Industrial Machinery & Equipment Dealing  
Professional & Scientific Controlling Equipment Dealing  
Land Motor Vehicles and Parts Dealing  
Metallic Ore Dealing  
Industrial Chemical Products Dealing  
Petroleum & Petroleum Products Wholesaling  
Merchandise Brokers, General Merchants, Importer & Exporter  
    Musical Instrument, Amusement Goods & Toys Wholesaling  
Books, office & School Supplies Retailing  
Groceries  
Sari-Sari Store  
Department and Variety Stores  
Made-Up Textile Goods Retailing  
Glass and Mirror Retailing  
Drug Stores  
Optical Goods and Supplies Retailing

Gasoline Stations  
Toys, Gifts and Novelty Stores  
Other Retailing Trade n.e.c.

**27 Repair of Motor Vehicles, Personal and Household Goods**

Motor Repair Shops For Vehicles, Including Overhauling  
Motor Vehicle Body Repair Shop, Including Upholstery and  
Repainting  
Battery and Electrical Repair Shops For Motor Vehicles  
Vulcanizing and Minor Tire Repair  
Repair of Boots and Shoes  
Repair of Luggages and Handbags  
Repair of Leather Goods n.e.c.  
Repair and Installation of Household Appliances (T.V., Air-condition,  
Washing Machine Etc.) Watch, Clock and Jewelry Repair Musical  
Instalment Repair ( Guitar, Piano)  
Umbrella Repair

**28 Restaurants and Hotel**

Hotels, Motels  
Restaurants and Cafes  
Fastfood Centers (Jollibee, Cindys, Etc.)  
Canteen, Carinderia  
Refreshment Parlor  
Barbecue Stand ( andoks Lechon, Baliuag, Etc.)  
Dormitories, Boarding, Lodging Houses  
Pension Houses  
Recreational Operation  
Resorts

**29 Transport Services**

Railway Transport  
Bus, Jeepney and Tricycle (Motorized and Pedal)  
Water Transport  
Animal Drawn Vehicles  
Transport For Hire ( School Bus, Service Vehicles)  
Operation of Parking Lot  
Operation of Toll Road and Bridges  
Air Passenger and Freight Service

General Bonded and Custom Bonded Warehouses  
Storage and Warehousing

**30 Post and Communication**

Postal Service  
Messenger Service  
Telephone Service  
Telegraph, Telegram, Telex Service

**31 Financial Intermediaries**

Banks  
Investment Houses  
Securities  
Lending Investment  
Pawnshop  
Foreign Exchange  
Money Changing  
Insurance Company

**32 Real Estate and Renting**

Real Estate Development Companies  
Apartment/Condominium Renting  
office Building Renting  
Cemetery Development and Sale

**33 Other Business Services**

Legal Services  
Accounting/Bookkeeping Services  
Surveying Services  
Engineering/Architectural Services  
Market Research  
Advertising Agencies  
Employment Agencies  
Business Consulting Agencies  
Detective and Protective Services  
Data Processing and Tabulation Services  
Renting Or Leasing of Machineries (office Machines, Agricultural  
Machineries)

**34 Government Services**

Public Administrative ( National, Provincial, City, Municipality,  
Barangay)  
Public Schools and Universities  
Armed Forces, Pnp  
Foreign Diplomatic Missions, Embassies  
International Organizations

**35 Private Education, Health and Social Worker**

Private Schools, Colleges and Universities  
Private Seminaries  
Private Medical Clinics and Hospitals  
Private Dental Clinics  
Private Veterinary Service  
Research and Scientific Institutes  
Private Social Welfare Services (Center For Disabled Children, Boys  
Home)  
Blood Banks

**36 Other Community, Social and Personal Service Activities**

Motion Picture Production and Theaters  
Radio and TV. Broadcasting  
Theatrical Production and Entertainment Services  
Theatrical Artist, Own Account  
Non-Theatrical Artist Own Account (Art Painting, Journalist,  
Lecturers)  
Museum, Art Gallery  
Photo Studio and Photography  
Film Developing  
Funeral Parlor  
Tourist Guides and Social Escort Services  
Massage Clinics  
Dry Cleaning/Laundry Services  
Barber Shops  
Business, Professional, Civic, Religious Organization

**37 Domestic Services**

Family Drivers

Yayas

Domestic Helper

Gardener

Family Cook

Governess, Private Household

Tutor, Private Household

Social/Personal Secretary, Household Employee