2000 Census of Population and Housing

ENUMERATOR'S MANUAL

Census 2000
Count Me In!

Republic of the Philippines
National Statistics Office
MANILA

Census 2000

Count Me In!

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Republic of the Philippines

National Statistics Office

MANILA

FOREWORD

The 2000 Census of Population and Housing (Census 2000) aims to take an inventory of the total population and a stock of the housing units in the Philippines. The data that will be obtained from this undertaking will provide an updated basis for policy makers, planners and administrators for use in the social and economic development planning and decision making.

The National Statistics Office takes the lead in the conduct of Census 2000. To ensure the success of the census activity, NSO has requested assistance from other government agencies, local government units and the private sector to cooperate in the multifarious activities of Census 2000.

This Enumerator's Manual was prepared primarily as your reference on how to conduct census interview in this nationwide undertaking. Concepts, operational procedures and instructions on how to accomplish the various census forms and questionnaires are discussed in this manual. The manual also provides answers to some of the problems you may encounter in the field. Familiarization with the concepts, procedures and instructions discussed in this manual will enable you to perform your work well.

As an enumerator in Census 2000, your role is of prime importance. It is your responsibility to collect accurate and reliable information following the instructions laid out in this manual. The significance of your work in this nationwide undertaking should inspire you to perform your duties and responsibilities efficiently and effectively. Your commitment in this operation is important to ensure that each and every person is counted. WALANG IWANAN SA BILANGAN NG BAYAN, SA CENSUS 2000, COUNT ME IN!

TOMAS P. AFRICA
Administrator

Manila, Philippines
December 1999

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CHAPTER I

INTRODUCTION

This chapter introduces the 2000 Census of Population and Housing or Census 2000 and explains its objectives. It also discusses the various uses of census data and some other important facts about the census undertaking.

1.1 THE CENSUS OF POPULATION AND HOUSING

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

In May 2000, a national census of population and housing will be conducted in the Philippines. It will be the 11th census of population and the 4th census of housing to be undertaken in this century since the first census was undertaken in 1903.

Census 2000

An inventory of:

- **Total Population**
- **Total Housing Units**

and their characteristics.

Census 2000 is designed to take an inventory of the total population and housing units in the Philippines and to collect information about their characteristics. The census of population is the source of information on the size and distribution of the population as well as information about the demographic, social, economic and cultural characteristics. The census of housing, on the other hand, provides information on the supply of housing units, their structural characteristics and facilities which have bearing on the maintenance of privacy, health and the development of normal family living conditions. These information are vital for making rational plans and programs for national and local development.

1.2 OBJECTIVES OF CENSUS 2000

General Objectives

The Census 2000 aims to provide government planners, policy makers and administrators with data on which to base their social and economic development plans and programs.

Specific Objectives

Specifically, the Census 2000 aims to:

1. obtain comprehensive data on the size, composition and distribution of the population of the Philippines;

2. take stock of the housing units existing in the country and to get information about their geographic location, structural characteristics, available facilities, etc.;
3. gather migration and fertility data;
4. classify the population according to ethnic origin and religious affiliations and determine their geographic distribution; and
5. gather data on usual occupation and industry.

1.3 USES OF CENSUS DATA

Data collected in this census will be compiled, evaluated, analyzed and published for the use of government, business, industry, social scientists, 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 and other legislative entities
- allocation of resources and revenues
- creation of political and administrative units

In business and industry:

- preparing feasibility studies for establishing offices and factories
- determining consumer demands for various goods and services
- determining supply of labor for production and distribution of goods and services

In research and academic institutions:

- conduct of research for the understanding of demographic trends, population dynamics, and human behavior
- design of curricular programs

1.4 DATE AND TIME OF REFERENCE

May 1, 2000 has been designated as Census Day for the 2000 Census of Population and Housing or Census 2000, on which date the enumeration of the population and the collection of all pertinent data on housing in the Philippines shall refer.

Reference Period

as of 12:01 a.m., May 1, 2000

All information to be collected about the population and about living quarters, except for a few, will be counted as of 12:01 A.M., Monday, May 1, 2000.

1.5 AUTHORITY FOR THE 2000 CENSUS OF POPULATION AND HOUSING

Section 2 of Commonwealth Act No. 591 (see Appendix 1), approved on August 19, 1940, authorized the Bureau of the Census and Statistics (now *National Statistics Office* or *NSO*) to collect by enumeration, sampling or other methods, statistics and other information concerning population and to conduct, for statistical purposes, investigations and studies of social and economic conditions in the country, among others.

Legal Basis

C. A. 591
B. P. 72
E. O. 121

Batas Pambansa Blg. 72 (see Appendix 2), 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).

1.6 CENSUS 2000 FIELD COORDINATION ORGANIZATION

The National Statistics Office (NSO) is the agency mandated to formulate and execute plans to undertake the Census 2000. In doing so, the National Census Coordinating Board (NCCB) was created with Secretary of the National Economic and Development Authority as chairman, and Secretaries from other Departments as members with the Administrator of the NSO as Executive Officer of the Board.

During the conduct of the census, the Director of the Household Statistics Department (HSD) will spearhead the Census 2000 Project Staff (CPS 2000) which will serve as the monitoring hub and communications and action center for Census 2000.

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

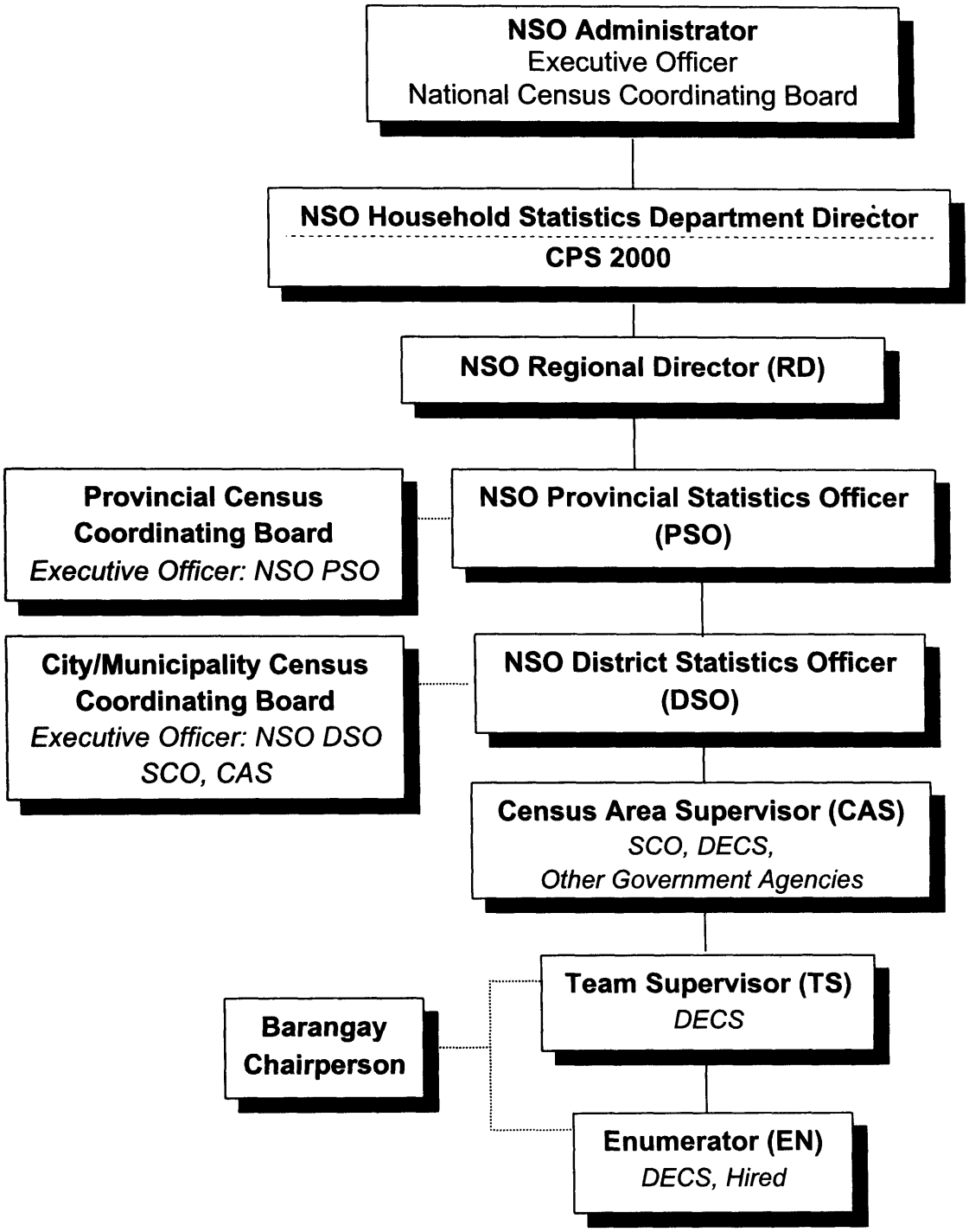
The Provincial Statistics Officer (PSO) will act as the provincial census executive officer for his province and will be responsible for the field operations in the province.

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 (SCOs) and hired Census Area Supervisors (CASs).

Outside the NSO, special bodies have been created to make possible the needed inter-agency cooperation and involvement in carrying out the task of census taking. Census Coordinating Boards (CCBs) have been organized in each province and city/municipality. These boards serve as the local counterpart of the NCCB and are tasked with assisting the NSO in the conduct of the Census 2000.

Figure 1

CENSUS 2000 FIELD COORDINATION ORGANIZATION



1.7 CONFIDENTIALITY

All those who are involved in the Census 2000 are required to maintain in **STRICT CONFIDENCE** any information pertaining to any particular household or person that is obtained in the conduct of the Census 2000.

Section 4 of *Commonwealth Act 591* states very specifically that information obtained from the 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 will be terminated immediately and you will be prosecuted under this law.

CHAPTER II

THE ROLE OF AN ENUMERATOR

The quality of the census data greatly depends on the people who actually collected these data – the **ENUMERATORS**. Thus, your acceptance of the job as enumerator (EN) requires a commitment from you to maintain the standards of the highest quality by ensuring that all information you collect are correct and complete and are obtained strictly in accordance with the instructions explained in this manual and discussed during the training for ENs.

As EN, 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 gives the details of your role in the census and your specific duties and responsibilities as a census EN.

2.1 DESIGNATION OF ENUMERATORS

As an EN, you will be issued an appointment and identification card as proof of your authority in relation to the conduct of the census. Whenever you are at work for the census, you should always wear your identification card as proof of being an authorized census interviewer to convince the respondent to be interviewed.

Your appointment as an EN will be effective officially at the start of the training for ENs. As a condition for your appointment, you have to undergo training and that you complete the enumeration work assigned to you. It is expected that enumeration will last for about 20 days, including Saturdays, but not beyond June 1, 2000.

2.2 DUTIES AND RESPONSIBILITIES OF AN ENUMERATOR

As an EN, you are expected to do your job to the best of your ability. Your task is to gather correct and precise information according to the instructions discussed in this manual. Data collection involves 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 a census EN are as follows:

1. To update the map of your enumeration area (EA) and to make block maps using Blank Barangay Map for congested areas found in the EA;

2. To list all housing units and households found in the EA using CPH Form 1 and submit accomplished forms to your team supervisor (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 CPH Forms 2 and 3 and code necessary items accurately and correctly before submitting these accomplished forms to your TS;

EN's Basic Duties

- **update the EA map/make block maps**
- **list all housing units and households**
- **plot location of buildings and households listed**
- **enumerate all households listed and code the necessary items**
- **fill-up accomplishment report**
- **prepare quick count report**
- **submit Certification of Barangay Chairperson**

5. To accomplish the Enumerator's Accomplishment Report (CPH Form 10) at the end of each day;

6. To prepare EN's Quick Count Report (CPH Form 11) accurately; and

7. To submit a Certification of Barangay Chairperson (CPH Form 20) to your 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 ENs to gain understanding of the concepts, definitions and instructions regarding the conduct of the population and housing census;

2. Always 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 or revisits to the household;

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;

Tools Needed to Perform EN's Basic Duties Well

1. **attend the training**
2. **always use this EN's Manual**
3. **plan your travel route in advance**
4. **fill out forms completely and accurately**
5. **check your work**
6. **complete your enumeration on time**
7. **keep information confidential**
8. **prepare, accomplish and submit all pertinent documents promptly**

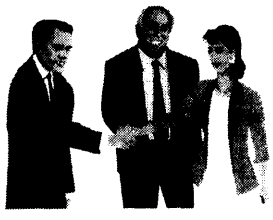
6. Complete your enumeration assignment within the specified period;

7. Keep all information collected strictly confidential by not showing the accomplished forms to persons other than your supervisors and authorized NSO personnel; and

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 EN, you must also understand your relationship with your TS. In general, TS is assigned to supervise about five census ENs during the field operations. The major duties and responsibilities of a TS in relation to your work as EN are the following:



1. Your TS is responsible for ensuring that you and other 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 TS 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 TS 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 points out in your work and avoid committing the same error again.

Responsibility of the TS

1. **to ensure that the ENs do their work satisfactorily**
2. **to distribute remaining workload to available/able ENs reasonably**
3. **to make sure that the ENs work are according to standard procedure**
4. **to check the EAs assigned to his/her ENs whether they are completely covered**
5. **to provide his/her ENs with necessary field supplies**
6. **to provide relevant information to the ENs**
7. **to serve as link between his/her ENs and higher NSO officials**

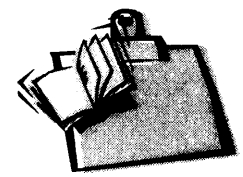
4. As part of his/her supervisory functions, your TS will visit the EA assigned to you to check that you have completely covered your area. He/she will also reinterview some of the households you have interviewed to check whether the information you have obtained are valid. Such checking by the supervisor is a standard procedure in all censuses in order to collect high quality data.

5. The TS will provide you all the necessary field supplies such as questionnaires, instruction manuals, field reporting forms, EA maps, 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 honorarium 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 whether the materials allocated for you are correct.

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

Checklist of Materials:

1. CPH Form 1 - Listing Page
2. CPH Form 2 - Common Household Questionnaire
3. CPH Form 3 - Sample Household Questionnaire
4. CPH Form 4 - Institutional Population Questionnaire
5. CPH Form 6 - Notice of Listing/Enumeration
6. CPH Form 7 - Common Household Questionnaire SAQ Instructions
7. CPH Form 8 - Institutional Population Questionnaire SAQ Instructions
8. CPH Form 9 - Appointment Slip
9. CPH Form 10 - EN's Accomplishment Report
10. CPH Form 11 - EN's Quick Count Report
11. CPH Form 20 - Certification of Barangay Chairperson
12. Blank Barangay Map
13. Barangay/Enumeration Area Map
14. Enumerator's Manual
15. Identification Card
16. Code Book
17. Philippine Standard Occupational Classification (PSOC)
18. Philippine Standard Industry Classification (PSIC)

19. CSC Form No. 48 - Daily Time Record
20. General Form No. 5(A) - Disbursement Voucher
21. General Form No. 3(A) - Reimbursement Expense Receipt
22. CPH Form 23 - Itinerary of Travel
23. Enumerator's Kit containing the following supplies: *pencil, black ballpen, eraser, pencil sharpener, long bond paper, clipboard, pentel pen*

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

CHAPTER III

CENSUS CONCEPTS

This chapter discusses the basic units of listing and enumeration in a census of population and housing, namely: buildings, housing units, institutional living quarters, households, and institutional population. It also provides guidelines on how to identify these units during the field enumeration of the census.

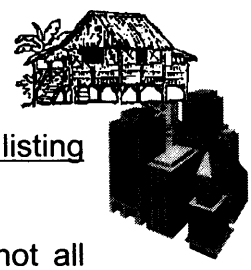
You should refer to this chapter as often as may be necessary for you to fully understand the concepts, terms used and data requirements for the census.

3.1 BUILDING

Definition of Building

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

Buildings to be Listed



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

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

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

2. actually being ***used as living quarters*** at the time of the census, ***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;

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.

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

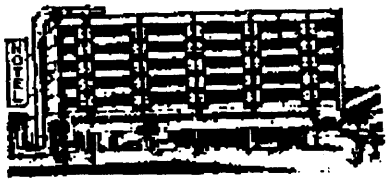
3. ***Vacant deteriorated residential buildings which show some signs that deterioration is being prevented*** to some extent such as when windows and/or doors are covered by wood, metal, or other materials to keep them from being destroyed or to prevent entry into the building or secondary posts are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

4. ***New residential buildings*** which are still ***not occupied or*** still ***under construction***, ***if*** at the time of the visit, the ***roofs 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 which are in operation*** such as hotels, motels, dormitories, lodging houses, seminaries, mental hospitals, etc.;

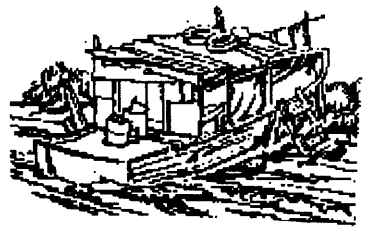


7. ***Non-residential buildings presently occupied by a household***;

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

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

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.



3.2 HOUSING UNIT

Definition of Housing Unit

A ***housing unit*** is a structurally separate and independent place of abode which, by the way it ***has been constructed, converted, or arranged, is intended for habitation*** by one or more households.

Structures or parts of structures which are not intended for habitation, such as commercial, industrial, and agricultural buildings, or natural and man-made shelters such as caves, boats, abandoned trucks, culverts, etc., ***but*** which ***are used as living quarters by households***, ***are*** also considered as ***housing units***.

The place of abode of an institutional population is not called a housing unit, it is referred to as institutional living quarter.

How to Identify Housing Units in a Building

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

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

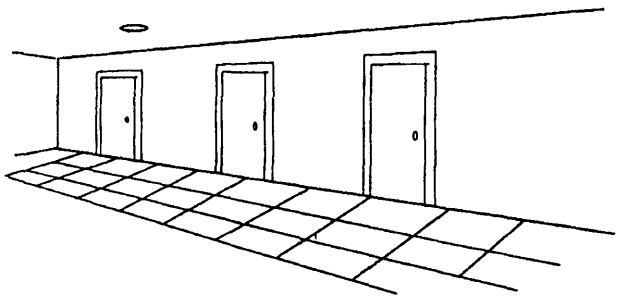
A portion of a building (a room or a group of rooms***) qualifies as a separate housing unit*** if it meets both the following **requirements**:

1. **Separateness** – the portion of a 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

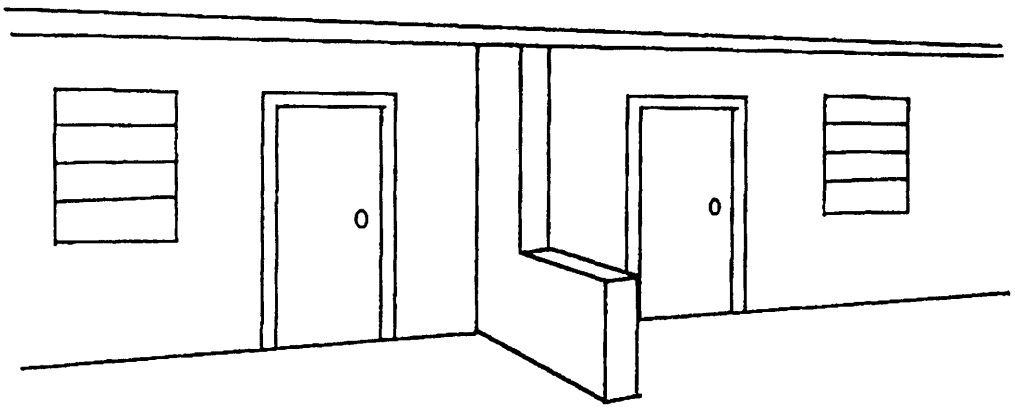
2. **Direct access** – the portion of the building ***can be accessed directly from the outside of the building***. That is, the occupants can come in or go out of the portion of the building without passing through anybody else's premises from the street, pathway, alley, callejon, road, yard, catwalk, public or communal staircase, passage, gallery, grounds or through a common hall.

If the portion of the building is vacant, the above guidelines will apply to the intended occupants. Figure 2 shows two examples of the direct access criterion.

Figure 2. ILLUSTRATIONS OF *DIRECT ACCESS*



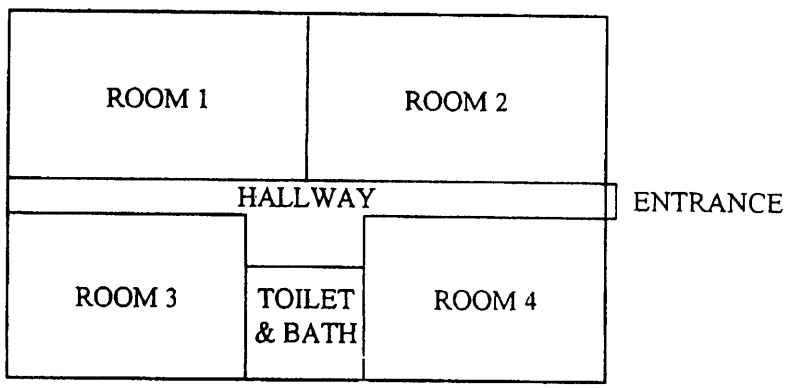
DIRECT ACCESS FROM A COMMON HALL



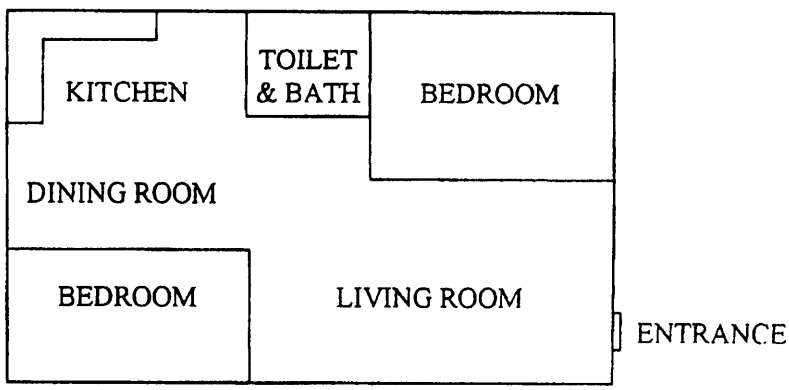
DIRECT ACCESS FROM THE OUTSIDE

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.

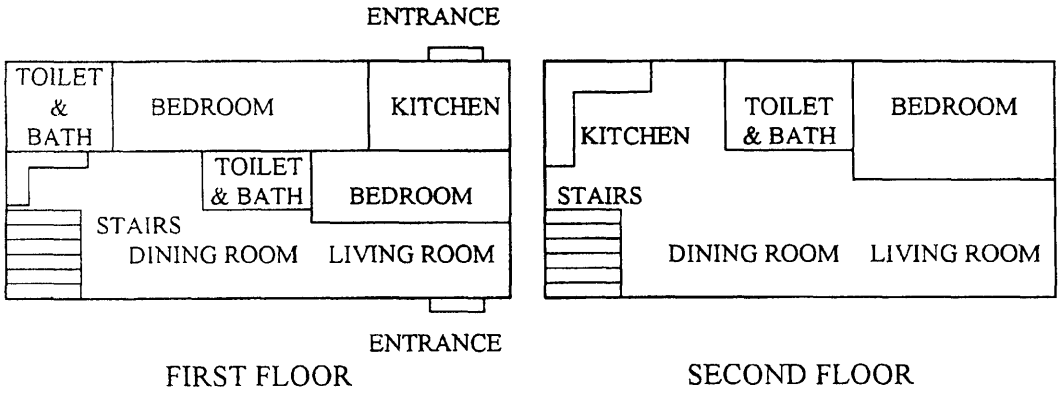


2. *A house has two rooms.* The occupants of the rooms share all other areas in the house including the kitchen and dining area. Since the occupants of either room have no private area for dining and have to pass through the common premises to reach their own room, this structure actually contains only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

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



FIRST FLOOR SECOND FLOOR

Housing Units to be Listed

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

Not all housing units, however, will be assigned housing unit serial number and listed. **<u>To be included in the listing</u>** are 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 or 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, etc.

10. ***Occupied improvised housing units*** in structures such as culverts, abandoned trucks, caves, container vans, tents, and railroad cars.

The following are to be **excluded from the 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, etc.

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.

If a housing unit appears to be vacant because nobody responds to your call, ascertain from neighbors whether or not it is indeed vacant. Note that a housing unit used only during vacation, weekends or only during certain

times of the year is considered vacant even though at the time of your visit, somebody is occupying it. The persons using them should be enumerated in their usual residence.

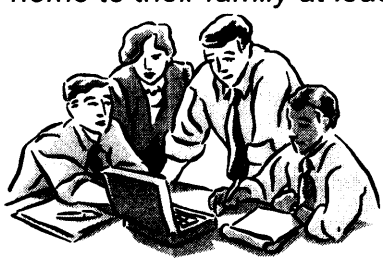
3.3 HOUSEHOLD

Definition of Household

A ***household*** is a social unit consisting of ***a*** person living alone or a group of persons ***who sleep in the same housing unit*** and ***have a common arrangement in the preparation and consumption of food.***

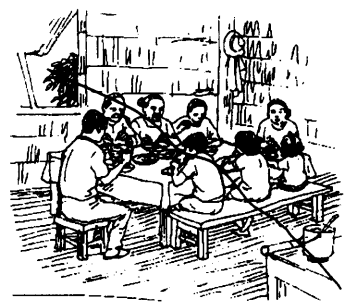
In most cases, a household consists of persons who are related by kinship ties, like parents and their children. In some instances, several generations of familial ties are represented in one household while, still in others, even more distant relatives are members of the household.

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 he shares the housing unit with. 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.

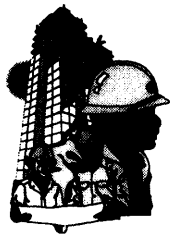
Household Membership

In determining 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.

Where to list a person?
In his/her usual place of residence!

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.

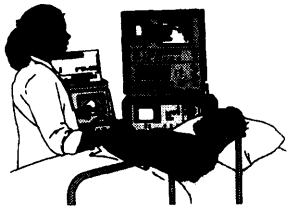
3. Those ***who***se usual place of residence is the place where the household lives but ***are temporarily away*** at the time of the census for any of the following reasons:

   a. on vacation, business/pleasure trip or studying/training ***somewhere in the Philippines and are expected to be back within six (6) months from the time of departure***;

   b. on vacation, business/pleasure trip or studying/training ***abroad and are expected to be back within a year from the time of departure***;

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

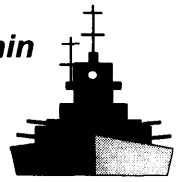
   d. ***confined in hospitals for a period of not more than six (6) months*** at the time of enumeration except when they are confined as inmates of tuberculosis pavilions, mental hospitals, leprosaria or leper colonies, drug rehabilitation centers, etc.;



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 except when their sentence or detention is expected to exceed 6 months;

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***; and



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

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 balikbayans 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***.

Take note of the following special cases:

1. Boarders are members of a household if they fall under rule #4 above. However, if there are 10 or more of such persons in the household, do not include them as members of the household with whom they board. These boarders will all be considered as institutional population and will be enumerated separately from the household.

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

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

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

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

3.4 INSTITUTIONAL LIVING QUARTERS

Definition of Institutional Living Quarters

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

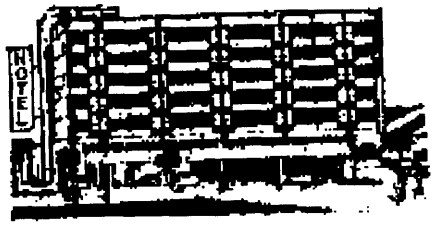
The ***occupants of institutional living quarters*** are usually ***subject to a common authority*** or ***management*** or are bound by either a common public objective or a common personal interest.

Institutional Living Quarters to be Listed

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

Among the common institutional living quarters are the following:

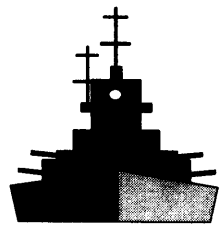
1. Hotels, Motels, Inns, Dormitories, Pension and other Lodging Houses which provide lodging on a fee basis



2. Hospitals, Sanitaria, Rehabilitation Centers
3. Orphanages, Homes for the Aged
4. Seminaries, Convents, Nunneries, Boarding schools and other religious training centers

5. Corrective and Penal Institutions

6. Military Camps and Barracks
7. Logging, Mining and Construction/Public Works Camps
8. Ocean-going and Inter-island/Coastal Vessels
9. Refugee Camps



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

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

3.5 INSTITUTIONAL POPULATION

Definition of Institutional Population

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

Institutional Population Membership

The following persons are to be considered as 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 6 months or more 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 house is less than 10, they will be considered members of regular households, not institutional.)
5. Patients in hospitals who are confined for at least 6 months
6. Wards in orphanages
7. Inmates of penal colonies or prison cells
8. Seminarians, nuns in convents, monks
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/enlisted men or draftees (and members of their households) who have housing units within military installations or 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.

3.6 WHOM TO ENUMERATE

Persons to be Included in the Enumeration

The persons whom you will enumerate during the census will be those who are alive as of 12:01 a.m. of May 1, 2000 and who are:

1. Filipino nationals permanently residing in the Philippines;

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

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

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.

Take note of the following cases:

1. A person who died at exactly or after 12:01 A.M., May 1, 2000 should be **included** in the enumeration.

   Example:

   The EN interviewed the Reyes household on May 10, 2000, and he was told that Mario died on May 4, 2000. The EN should include Mario as member of the household because he was still alive on May 1, 2000, which is the reference day of the census.

2. A person who died before 12:01 A.M., May 1, 2000 should be **excluded** from the enumeration.

   Example:

   Anselmo Gaspar died from a heart attack at midnight (12:00 P.M.) of April 30, 2000. The EN should exclude Anselmo from the enumeration of the Gaspar household. He was no longer alive at 12:01 A.M., May 1, 2000 and therefore, he is not part of the population as of the census date.

3. A baby born before 12:01 A.M., May 1, 2000 should be **included** in the enumeration.

4. A baby born at exactly or after 12:01 A.M., May 1, 2000 should be **excluded** from the enumeration.

Persons to be Excluded from the Enumeration

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

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;

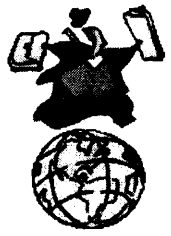
3. Officers and enlisted men of U.S. Military or Naval Forces and non-Filipino members of their households, irrespective of residence; foreigners who are

civilian employees in U.S. military or naval stations and members of their families living within the premises of said stations or reservation; (Note: for foreigners who are civilian employees of said stations living outside the station or reservation, see Item 5.);

4. 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 U.S. 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;

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

6. 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 (e.g., a balikbayan who will return to his usual place of residence abroad after a short vacation or visit in the Philippines);



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

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

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

CHAPTER IV

CENSUS FORMS AND PROCEDURES

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

4.1 BASIC CENSUS FORMS

Listed below are the basic census forms that you, as an EN, will use during the field enumeration. Specimen forms are shown in the appendices and copies of actual forms are included in your training kit.

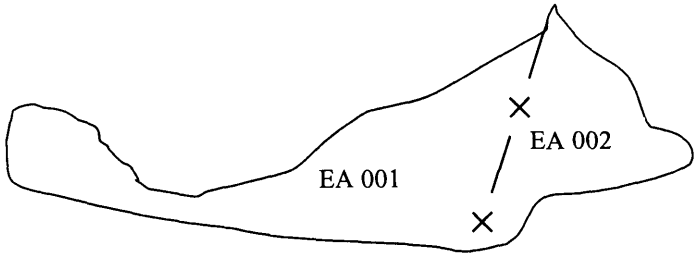
Census Forms	*Description*
CPH Form 1 – Listing Page	This is a sheet wherein you will list the buildings, housing units, households and institutional living quarters within an enumeration area (EA). You will also record other information pertaining to the population of households and institutional living quarters on this form.
CPH Form 2 – Common Household Questionnaire	This is the basic census questionnaire, which you will use for interview and for recording information about the common or non-sample households. This questionnaire gathers information on the following demographic and social characteristics of the population: relationship to household head, family nucleus, date of birth, age, birth registration, sex, marital status, religious affiliation, disability, ethnicity, residence five years ago and highest educational attainment. This also gathers information on building and housing unit characteristics.
CPH Form 3 – Sample Household Questionnaire	This is the basic census questionnaire, which you will use for interview and for recording information about the sample households. This questionnaire contains the same question as in CPH Form 2 and additional

Census Forms	Description
	questions, namely: citizenship, language, literacy, school attendance, type of school, place of school, usual activity/occupation, kind of business/industry, place of work and some items on fertility. It also asks additional questions on household characteristics and amenities and residence five years ago.
CPH Form 4 – Institutional Population Questionnaire	This questionnaire records information about persons considered part of the institutional population. It contains questions on residence status, date of birth, age, sex, marital status, religious affiliation, disability, ethnicity and highest educational attainment.
CPH Form 6 – 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.
CPH Form 7 – Common Household Questionnaire SAQ Instructions	This form contains the detailed instructions on how to fill up/answer CPH Form 2. It will accompany CPH Form 2 to be distributed to households who will answer the form themselves, such as those in designated SAQ areas or those where three callbacks or four visits have been made.
CPH Form 8 – Institutional Population Questionnaire SAQ Instructions	This form describes the instructions on how to accomplish CPH Form 4 – Institutional Population Questionnaire. It will accompany CPH Form 4 to be distributed to head of institutions who will accomplish the form.
CPH Form 9 – Appointment Slip	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.
Blank Barangay Map	This form will be used to enlarge map of each block of an enumeration area/barangay especially if congested areas are being enumerated.

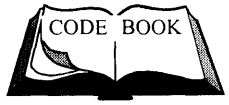
4.2 ENUMERATION AREA ASSIGNMENT

You will be assigned to cover one or more enumeration areas (EAs) depending on your workload and on the expected duration with which to cover the EAs. An EA normally consists of about 350 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 '001'. An entire barangay, which is not split, will be assigned an EA number of '000'.

Example: If Barangay San Miguel with an estimated number of 750 households is divided into two (2) parts, then the enumeration areas will be identified as EA 001 and EA 002 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 ENUMERATION PROCEDURES

Field data collection for the Census 2000 consists of the following major activities:

a. **Mapping** -- updating and verifying the boundaries and physical features of the EA map provided to you. (Discussed in detail in Chapter V.)

b. **Canvassing** -- door-to-door visit in the entire EA to look for enumeration units to list, ensuring complete coverage of the area. (Discussed in detail in Chapter V.)

Enumeration Procedures

- **Mapping**
- **Canvassing**
- **Listing**
- **Plotting**
- **Interviewing**
- **Posting of stickers**
- **Coding**
- **Quick Count Reporting**

c. **Listing** -- simultaneous listing of buildings, housing units, institutional living quarters, households and institutional population using CPH Form 1 (Listing Page). (Discussed in detail in Chapter VI.)

d. **Plotting** -- indicating listed buildings and households on EA map using specified symbols. (Discussed in detail in Chapter V.)

e. **Interviewing** – asking questions and accomplishing CPH Form 2 for common households; CPH Form 3 for sample households; and CPH Form 4 for institutional population.

f. **Posting of Stickers** – placing CPH Form 6 (Notice of Listing/Enumeration) in the conspicuous part of the main entrance to the housing unit or institutional living quarters.

g. **Coding** – transforming written entries into machine readable format.

h. **Quick Count Reporting** – accomplishing CPH Form 11 (Quick Count Report), the source of preliminary counts. (Discussed in detail in Chapter X.)

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 operation is described below.

Twenty Five Steps of Census Taking

Step **1**. Before going to the enumeration area, be sure to **fill up the geographic items** (province, city/municipality, barangay and enumeration area number) of CPH Forms 1, 2, 3 and 4.

Step **2**. Prior to the start of enumeration, **visit the Barangay Chairperson**, or any barangay officer if the Barangay Chairperson 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/her assistance in locating hidden structures, etc.

Step **3**. **Using** your **EA map**, **acquaint yourself** with the area **by going around it and through it**. Where necessary, correct its boundaries and landmarks to avoid overlapping of coverage

with adjoining areas and to establish a means of checking for completeness of coverage.

Step **4.** **Plan the most efficient route** for listing and enumeration to cover the entire EA. Indicate this route on the EA map.

Step **5.** **Locate** a place where you can **conveniently start** and mark this **point S on your map.**

Step **6.** **Go to the first building.**

Step **7.** **Ascertain if the building is to be listed.** If the building is to be listed (as per the rules specified in Section 3.1 of Chapter III), proceed to Step 8. Otherwise, proceed to Step 19.

Step **8.** **Plot** on the map the **building symbol.**

Step **9.** **As you enter the building for enumeration, watch out for** basements, side and rear entrances of the building for they may lead to other living quarters. Look for two or more doorbells, electric meters, etc., which are **signs of separate living quarters**. Apply Steps 10 to 18 to each separate living quarters in the building.

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

Step **11.** Fill up columns 1 to 6 of CPH Form 1.

Step **12.** If there are **no residents in the institutional living quarters who qualify for the enumeration,** leave columns 7 to 9 of CPH Form 1 blank and write on the remarks column of CPH Form 1 "c/o (your name)". Accomplish CPH Form 4 by filling in the necessary information in the geographic identification. Proceed to Step 18.

If the institutional living quarters is a **hotel, dormitory or boarding house with 20 or less residents**, accomplish columns 7 to 9 of CPH Form 1 and all items of CPH Form 4. Write on the remarks column of CPH Form 1 "c/o (your name)" to indicate that it is your task to fill up CPH Form 4 for this particular institutional unit. Review the questionnaire before leaving. Proceed to Step 18.

If the **institutional living quarters is not among those mentioned above**, accomplish columns 7 to 9 of CPH Form 1, write in the remarks column "c/o TS" and leave the appropriate number of CPH Form 4 to the manager or head of the institution. Inform him that your team supervisor will collect the completed questionnaire a week after. Proceed to Step 18.

If an ILQ has a housing unit, proceed to Step 15, accomplish col. 1-4 of CPH Form 1 and statement number 2.

Step **13**. Ascertain if the housing unit is to be listed (as per rules specified in Section 3.2 of Chapter III). If it is to be listed, proceed to Step 14. Otherwise, proceed to the next living quarter. Go back to Step 10.

Step **14**. Fill up columns 1 to 4 of CPH Form 1.

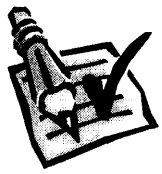
Step **15**. **If the housing unit is vacant** or used only **as vacation or rest house**, or it **is occupied by persons excluded from the enumeration**, fill up column 6 and/or 10 and proceed to Step 16. However, **if the housing unit is occupied by persons included in the enumeration, ascertain how many households are in the housing unit** listed (as per rules specified in Section 3.3 of Chapter III). If there are more than one, fill up columns 5 to 8 for the first household and columns 1 to 9 for the succeeding households. Proceed to Step 17.

Step **16**. Accomplish completely (Building Serial Number up to Address) the geographic items and items B1 to B5 and D1 of CPH Form 2. Proceed to Step 18.

Step **17**. Interview each household in the housing unit. If the household is a common household, accomplish all items of CPH Form 2; if a sample household, accomplish all items of CPH Form 3. See to it that entries in columns 7 to 9 of CPH Form 1 are consistent with CPH Forms 2, 3, or 4.

Step **18**. Post CPH Form 6 – Notice of Listing/Enumeration in a conspicuous part of the housing unit or institutional living quarters and write the household serial number/s on the space provided. Likewise, write the necessary household serial number/s below the building symbol plotted on the map for the building to represent the household/s interviewed or the housing unit that is vacant or used only as vacation or rest house or occupied by persons excluded from the enumeration. In the densely populated area like Manila, if a household is meant to be revisited because you fail to interview an eligible respondent, place the sticker and check CB for callback. You will write the date only when the household/s was completely enumerated.

Step **19**. If the building is the last building in the EA, mark the point E on your map and proceed to Step 23. Otherwise, proceed to Step 20.



Step **20**. If CPH Form 1 is completely filled up, compute the column totals, edit/code CPH Forms 2, 3 or 4 and CPH Form 11 (Quick Count Report). Submit all accomplished CPH Form 11 together with accomplished CPH Forms 1, 2, 3 and 4 to your TS on specified schedule.

Step **21**. Go to the next building.

Step **22**. Go back to Step 7.

Step **23**. Compute the column totals on the CPH Form 1 used.

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

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

4.4 HOW TO ENUMERATE

Whom to Interview

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

How to Conduct an Interview

Getting accurate and complete information is the prime objective of a data gathering operation. As an interviewer, you can do this by being polite at all times but at the same time, being authoritative enough to win the trust and confidence of the respondent. A good impression of you counts much towards the success of the interview.

Be guided by the following interviewing techniques:

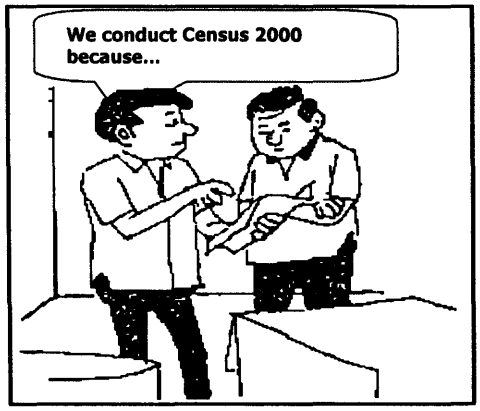
1. ***Be presentable***. Make a good impression by dressing appropriately and neatly. Some people judge others by what they wear and may not open the door for someone who appears messy or untidy.

2. ***Be polite.*** 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 Census 2000.*** 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 2000 CENSUS OF POPULATION AND HOUSING IN THE COUNTRY. I WOULD APPRECIATE VERY MUCH YOUR ANSWERING THE QUESTIONS IN THIS UNDERTAKING. PLEASE BE ASSURED THAT ALL YOUR ANSWERS WILL BE TREATED CONFIDENTIAL."

4. ***Explain the importance and objectives of the Census 2000.*** 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 Census 2000 objectives would be as follows:



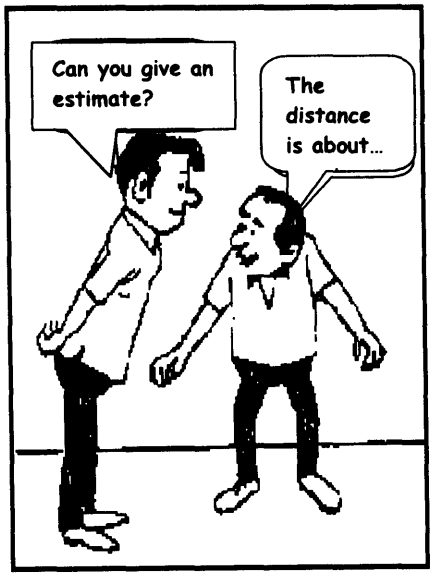
"THE DATA THAT WILL BE OBTAINED FROM THIS UNDERTAKING WILL JUSTIFY THE CREATION OF A NEW REGION, PROVINCE, MUNICIPALITY OR BARANGAY, OR THE CONVERSION OF A MUNICIPALITY INTO A CITY."

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 in question P15 (Ethnicity), if the ethnicity of the mother reported as "Kankanaey", 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 probing 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 the 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.

Example:

"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.

3. Ask all questions in the order shown in the questionnaire. Strictly follow "skip" instructions because you may ask unnecessary or not applicable question/s for a household member.

Example:

This means that if the answer in P11 is "YES", question in column P12 should no longer be asked. Instead, you should proceed to question P13.

P11	Is ____a citizen of the Phil.? ***[If yes, Skip to P13]***	⊗ **Yes** O **No**	⊗ **Yes** O**No**	O **Yes** O **No**	O **Yes** O **No**
P12	What country is ___ a citizen of? ***[Please see code book]***	☐☐	☐☐	☐☐	☐☐
P13	Does ___have any physical or mental disability? ***[If no, Skip to P15]***	O **Yes** ⊗ **No**	O **Yes** ⊗ **No**	O **Yes** O **No**	O **Yes** O **No**

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. You must fill up the questionnaire during the actual interview. You must not write the answers on a separate piece of paper with the intention of transcribing the answers to the questionnaire at a later time.

2. Complete all population and housing information to maintain data accuracy and consistency.

3. Do not make unnecessary marks or comments on the form. Write remarks on the space provided.

4. Boxes in the questionnaires require handwritten responses, like alphanumeric characters 0,...,9 and A,...,Z. When entering alphanumeric characters, make sure that each character is written inside the box. **8**

5. Alphabetic characters should be written in **capital letters**.

6. Circles are provided when responses are presented categorically. A cross mark inside the circle is required to indicate the answer made by the respondent. Make sure that the "**x**" mark is written inside the circle only. ⊗

7. Use only the supplied pencils when filling-up the forms. If none is available, do not use ballpen/pen or marker instead, use a pencil with dark lead to record information.

8. Characters should be written in the same pressure, that is, all alpha-numeric characters should have the same dark gray colors.

9. Write neatly and legibly.

10. All lines should be written without breaks.

11. Written characters should not extend outside the boxes. Unnecessary lines or curves, for example hooks, decorative strokes, etc. should be avoided. Illustrated below are the examples on how to write the numbers and the letters in the boxes.

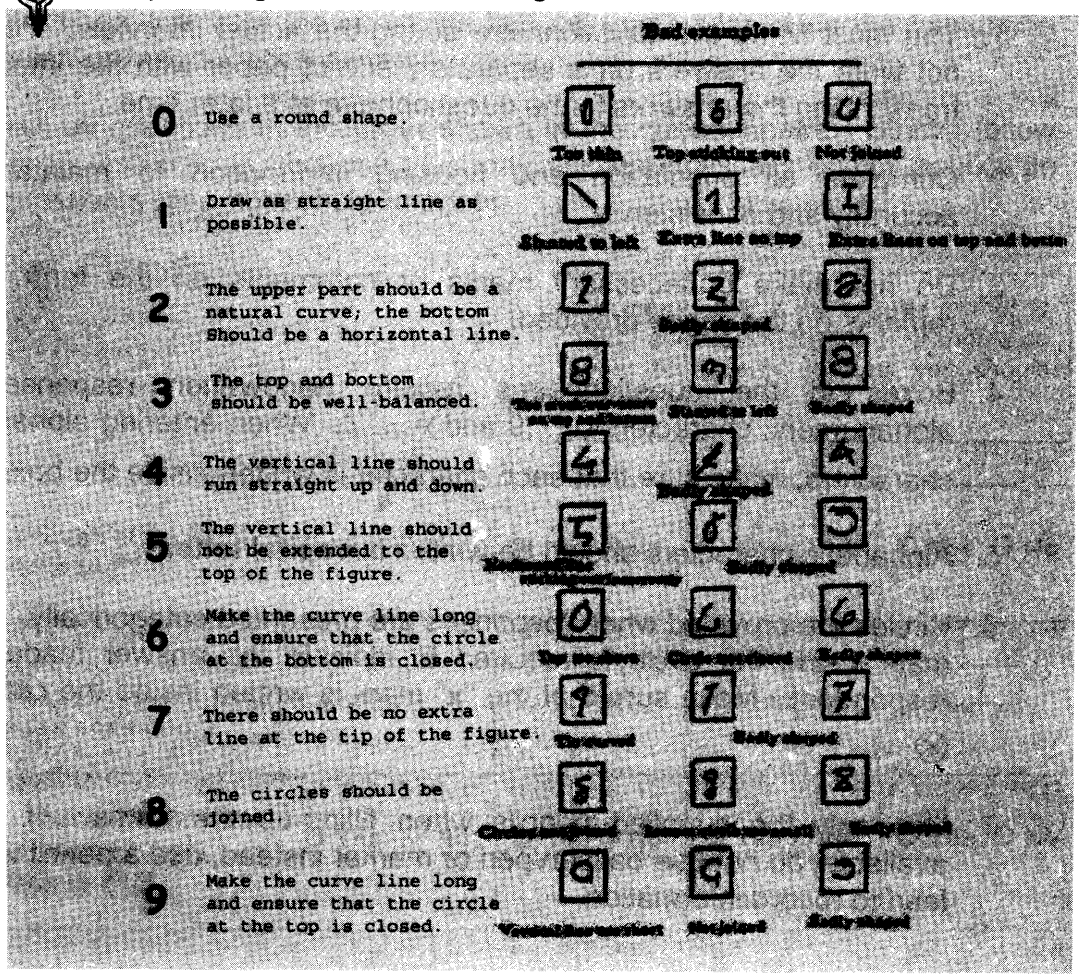
Numbers

0	1	2	3	4	5	6	7	8	9

Characters

A	B	C	D	E	F	G	H	I	J	K	L	M	N
Ñ	O	P	Q	R	S	T	U	V	W	X	Y	Z	

Examples of good and bad writings.



12. When correcting marks or characters, ensure that each entry is properly erased. Do not leave any dirt on questionnaires.

13. Do not fold questionnaires anytime.

14. Most of the items are provided with possible answers and their corresponding codes.

    a. Enter appropriate code using the Code Book or place "x" mark on the appropriate box.

Example:

If the household member is the SPOUSE of the head

P2	What is ___'s relationship to the head of the household? ***(Please see code book)***	0 1	0 2		
P3	Family Nucleus	○ No Family ⊗ 1st Family ○ 2nd Family ○ 3rd Family ○ 4th Family and so forth	○ No Family ⊗ 1st Family ○ 2nd Family ○ 3rd Family ○ 4th Family and so forth	○ No Family ○ 1st Family ○ 2nd Family ○ 3rd Family ○ 4th Family and so forth	○ No Family ○ 1st Family ○ 2nd Family ○ 3rd Family ○ 4th Family and so forth

15. Other items require writing the information and entering code in code boxes. For write-in entries, be concise but clear.

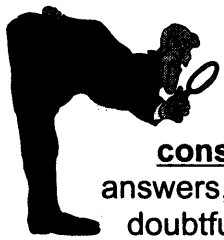
Example:

If the household member's ethnicity is TAGALOG

P15	How does ___ classify himself/ herself? Is he/she an Ibaloi, Kankanaey, Mangyan, Manobo, Chinese, Ilocano or what? ***(Please see code book)***	1 7 TAGALOG			1

16. If an answer needs further explanation, write this down on the "Remarks" column of CPH Form 1 or at the back of CPH Forms 2, 3 or 4. For the population questions, precede the remark with the line number of the person and the item identifier (e.g., P4, P5, P6, etc.) referred to, while for the housing questions, precede the remark by the item identifier (e.g., B1, B2, B3, D1, H1, etc.).

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.

If it is not possible to make a thorough review of the questionnaire immediately after completing the interview, you must at least go over it before leaving the household to make sure that no question is omitted. You may do the detailed check later. In case of major errors or discrepancies, revisit the household as soon as possible to verify and correct such errors.

4.5 SAQ PROCEDURES

There are two cases 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.

Your supervisor has been furnished the list of the special areas in the municipality or city. Prior arrangements with the management (President of homeowner's 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 CPH 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 CPH Form 2 and CPH Form 7 (SAQ Instructions) to the households or leave them with the management.

4. In each CPH Form 7, 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 CPH Form 15 – EN's/CAS'/TS' Transmittal/Receipt Forms and in the remarks portion, enter the date and time when you will pick up the questionnaires.

5. In case you have to distribute to each household CPH Form 2 and CPH Form 7, fill up the geographic identification and exact address (including house number). Copy the exact address in CPH Form 1 before you leave CPH Form 2 with the household.

6. Cover all the special areas assigned to you, following steps 1 to 5.

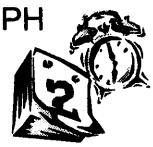
7. Return to the special areas on the appointed time and date to collect the forms which you distributed.

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 CPH Form 2.

9. Before you leave the area, review all CPH 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 (CPH Form 6) for each household with acceptable questionnaire.

Case 2. For households not contacted after three (3) visits.

You should fill up the Geographic Identification portion of CPH Form 2. Leave CPH Form 2, together with a CPH Form 7 in the mailbox or in a conspicuous place in the building or with the nearest neighbor. In CPH Form 7, enter the time and date when you will collect CPH Form 2. Post a sticker (CPH Form 6) if you are able to collect the questionnaire upon your return to the household. In NCR, post the sticker and write "CB" on the appropriate space.



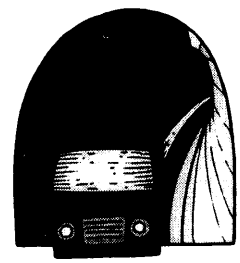
4.6 HOW TO HANDLE ENUMERATION PROBLEMS

Some of the problems you may encounter during the enumeration are listed below. If you encounter difficulties not covered here or in any part of this manual, do not hesitate to contact your TS 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 EN 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 CPH Form 9 (Appointment Slip) indicating the **date and time** you will be back for an interview. Enter the same date and time in the "Remarks" column of CPH Form 1 and in the Interview Record of CPH 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. Be sure to give some instructions regarding the purpose of your visit.

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 CPH Form 9 (Appointment Slip), leave CPH Form 2 (Common Household Questionnaire) and CPH Form 7 (Common Household SAQ Instructions). The household will accomplish CPH Form 2 following the instructions in CPH Form 7.

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

- It covers all individual persons and living quarters throughout the country.
- The information collected is needed by the government and private sectors.

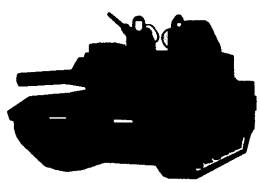
You may have an argumentative type of respondent who asks questions about certain aspects of the census. You will not gain much if you argue with him/her. It is better not to say anything controversial and just let him/her air his/her views. Very often, after having his way, he will become cooperative.

If you still fail to obtain an interview, write **"Refusal: for referral"** in the "Remarks" column in CPH Form 1, and report the matter to your supervisor.

4. **Household in resettlement/evacuation centers for *lahar-affected* families or other calamity-affected areas.**

Enumerate the households where they are found or in the rehabilitation centers at the time of the census but *ask for their complete address in the lahar or other calamity affected areas (barangay, municipality and province)* and write it at the remarks portion of CPH 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.**



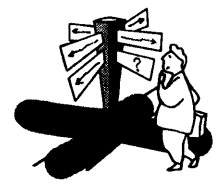
The CAS has a list of critical areas in the municipality, if there are any. In the course of enumeration, if your assigned EA is affected by peace and order problem, inform your TS and CAS. For areas affected by insurgency problem and military-restricted areas, discuss with TS and CAS what is the best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

6. **Political intervention**

If the barangay chairman or any local official insists that the Census returns/accomplished Census forms be shown to them, politely explain to them that as EN, 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 V

MAPPING AND CANVASSING



This chapter describes the detailed instructions and procedures for the 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 Census 2000, you will be provided with a sketch map of the 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 CPH 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 properly. 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.

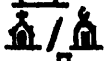
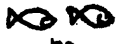
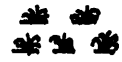
Illustration 5.1
GEOGRAPHIC AND CARTOGRAPHIC SYMBOLS

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

Familiarize yourself with the standard cartographic symbols to be used in updating the 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 dispute, 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.

During mapping and canvassing you should:

1. **check orientation of map**
2. **verify features**
3. **correct labels**
4. **delineate imaginary boundaries**
5. **use block maps if necessary**

2. Be observant of the physical features found on the ground. Verify whether the natural features like rivers, streams, creeks, mountains, etc., are found in their proper places on the map. 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, etc., or other landmarks along or near imaginary boundary lines, including those outside the barangay. Be sure to indicate the proper symbol of the barangay boundary so that features indicated outside the barangay are properly identified as outside the barangay.

5. If the 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 paper using Blank Barangay Map. This will enable you to plot all the buildings listed in dense areas.

Do the block mapping as follows using Blank Barangay Map.

1. Print the name of the province, city/municipality and barangay in the space provided, and enter the corresponding code in the boxes. Enter also the EA number and block number.

2. Before sketching, check that the orientation of the block is correct as indicated by the arrow symbol-pointing to the north at the right side of Blank Barangay Map.

3. Draw the general shape or contour of each block on the space provided for mapping. Indicate all its outer limits or boundaries (streets, rivers, etc.). The standard geographic and cartographic symbols are indicated at the right side of Blank Barangay Map.

4. Indicate the names of the boundaries.

5. Paths, alleys or trails found in the block must also be indicated.

6. If an area is divided into sitios, prepare block maps by sitio if possible.

7. Indicate the number of Blank Barangay Map that have been used for an area found at the upper right corner, *Sheet ___ of ____sheets*. If you have used 3 sheets for an EA, the sheet should be numbered as follows:

   Sheet 1 of 3 sheets

   Sheet 2 of 3 sheets

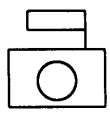
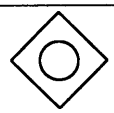
   Sheet 3 of 3 sheets

8. Print your name and sign over it, in the certification portion at the bottom right corner of Blank Barangay Map. Your signature certifies what you have drawn and that the sketches made are accurate and complete. Sign each sheet of Blank Barangay Map that you used for block mapping.

How to Indicate the Location of Buildings on the Map

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

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

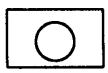
SYMBOL	DESCRIPTION
	Residential buildings wherein one or more households are actually living
	Residential buildings which are completely vacant
	Commercial buildings or agricultural buildings with housing units wherein one or more households are actually living
	Commercial buildings or agricultural buildings with housing units which are completely vacant
	Purely institutional living quarters (hotels, motels, dormitories, etc.)
	Institutional living quarters wherein one or more households are actually living
	Institutional living quarters with one or more housing units which are all vacant
	Other kinds of buildings where households are enumerated like schools, churches, public markets; etc
	Other kinds of structures where households are enumerated such as caves, boats, abandoned trucks, culverts, niches, 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 CPH Form 1 nor assigned building serial numbers.**

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 4-digit HSN right below the building symbol as illustrated below:

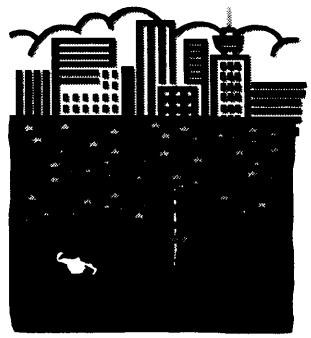
0008	Represents a residential building with one household residing and assigned HSN 0008.
0021 - 0023	Represents a residential building with three households residing and assigned HSN 0021 – 0023.
 0030	Represents a commercial building with one household actually living and assigned HSN 0030.
0041	Represents institutional living quarters with one household and an assigned HSN 0041.
0009 - 0015	Represents cemetery with seven households and assigned HSN 0009 - 0015.

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.

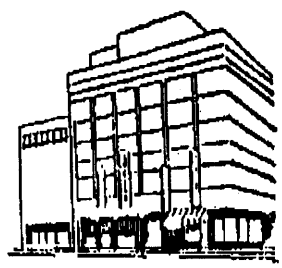


2. Cover every part of the EA. To ensure the complete coverage of your EA, do not fail to **visit** each house or building in your EA. If no one responds to your calls, inquire from neighbors about the possible whereabouts of the members of the household.

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.

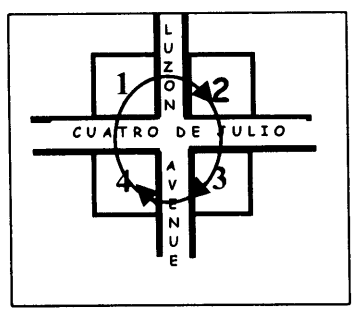
7. For non-residential buildings, such as offices, stores, restaurants, shops, factories, etc., inquire as to whether there are persons residing in them.

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

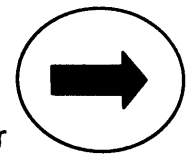
If you are assigned to an EA composed of blocks, use the following canvassing procedures:



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.

1. 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.

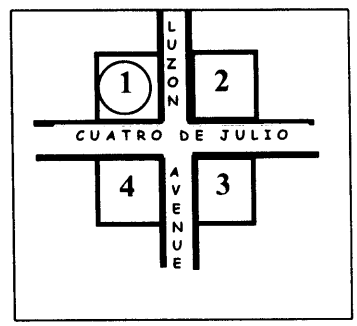


2. When you are near the boundary of the EA, ascertain whether the block belongs to your area before proceeding to canvass the said block.

3. 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.

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

5. Of course, you need not travel blocks which are entirely empty of buildings such as vacant lot, park, baseball field, basketball court, etc.



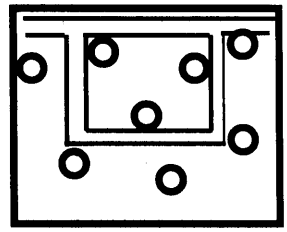
How to Canvass an EA without Blocks

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, 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 buildings in the vicinity that are hidden from view, the routes to follow and other helpful information.

How to Canvass Multi-Storey Buildings

Storey is the space in a building between two adjacent floor levels or between a floor and the roof. A building is **multi – storied** if it has several storeys.

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

In multi-storey residential buildings, watch out for separate entrances and stairways leading to individual housing units. Canvass the buildings 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 EN is assigned in Barangay La Paz in Makati. The Barangay is split into 5 EA's and he is assigned to enumerate EA 002.

Illustration 5.2 shows the sketch map of one of his assigned areas, that is, EA 002. The area has 4 blocks, including a small block which contains only a basketball court. The EN 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 EN 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 1. 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 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

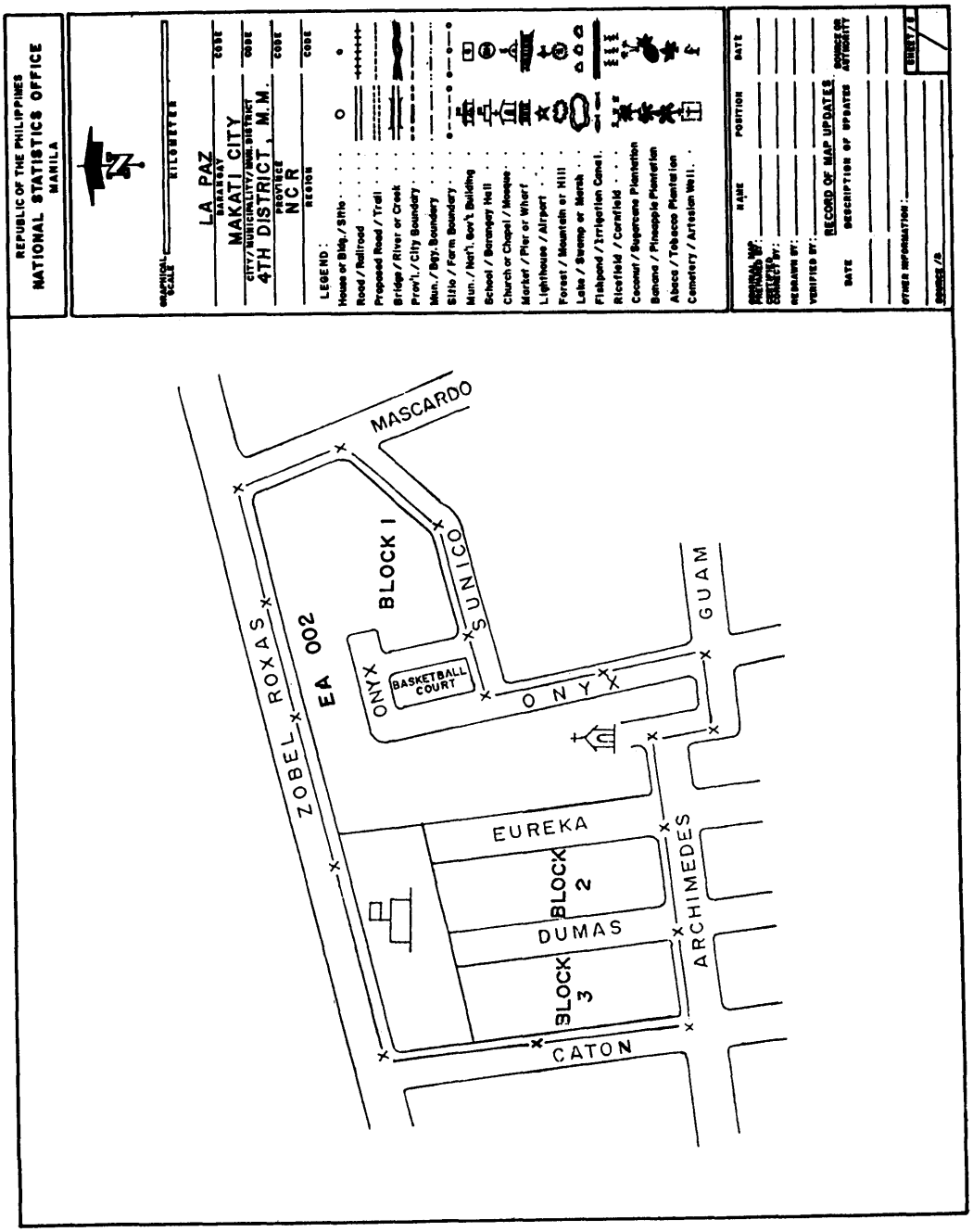


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Illustration 5.3
HOW TO CANVASS AN EA WITH BLOCKS

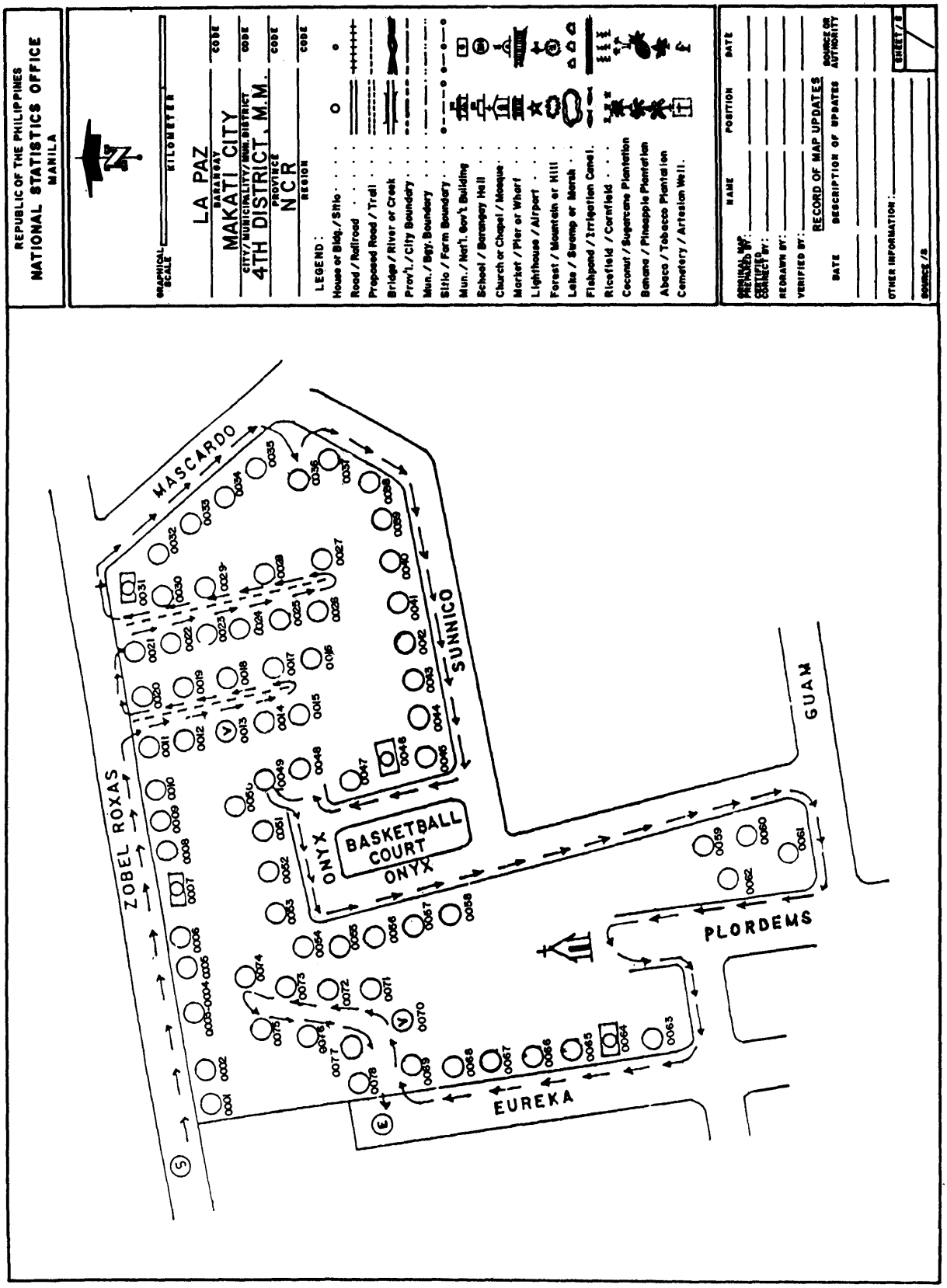


Illustration 5.4
ENUMERATION AREA MAP WITHOUT BLOCKS

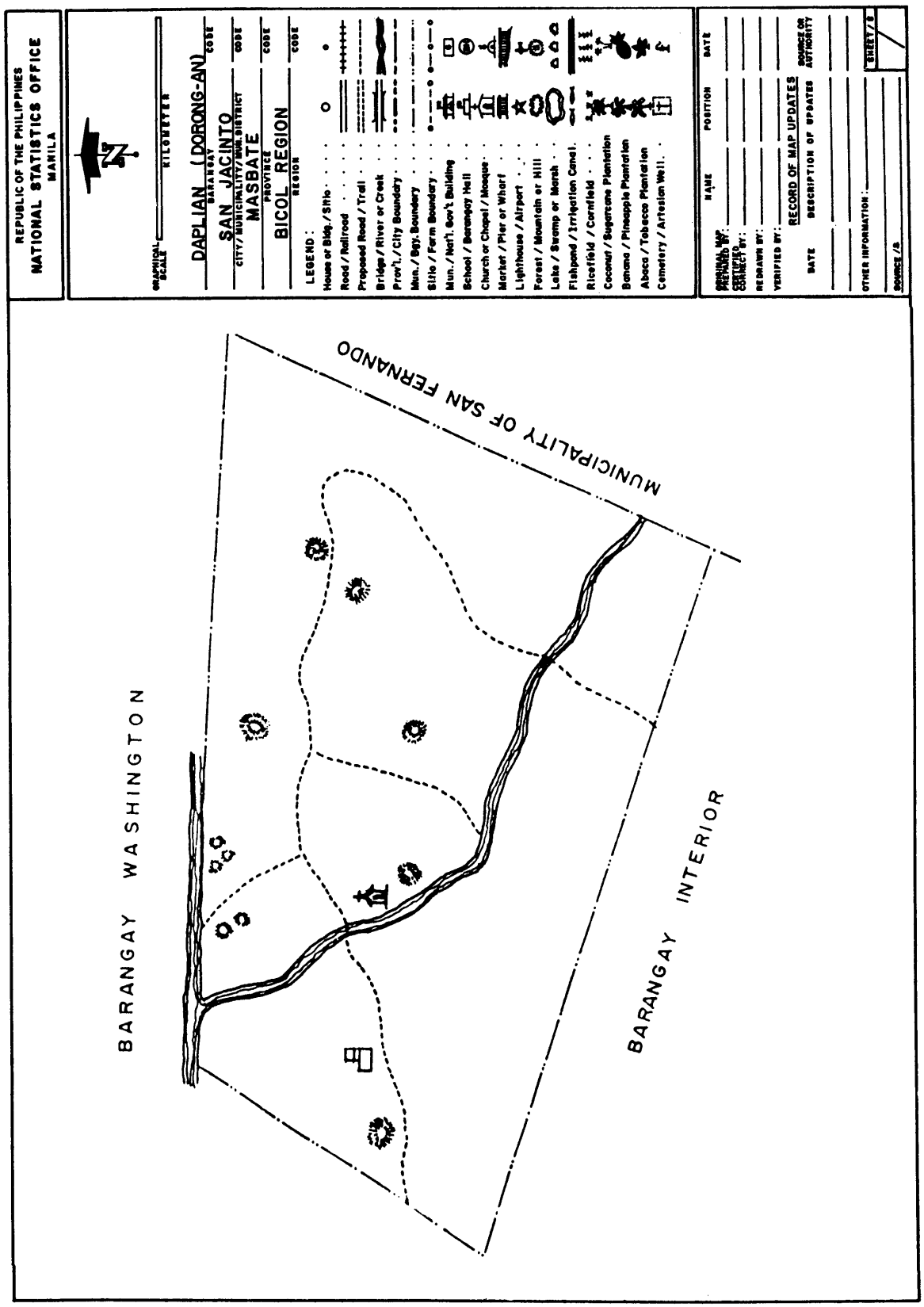
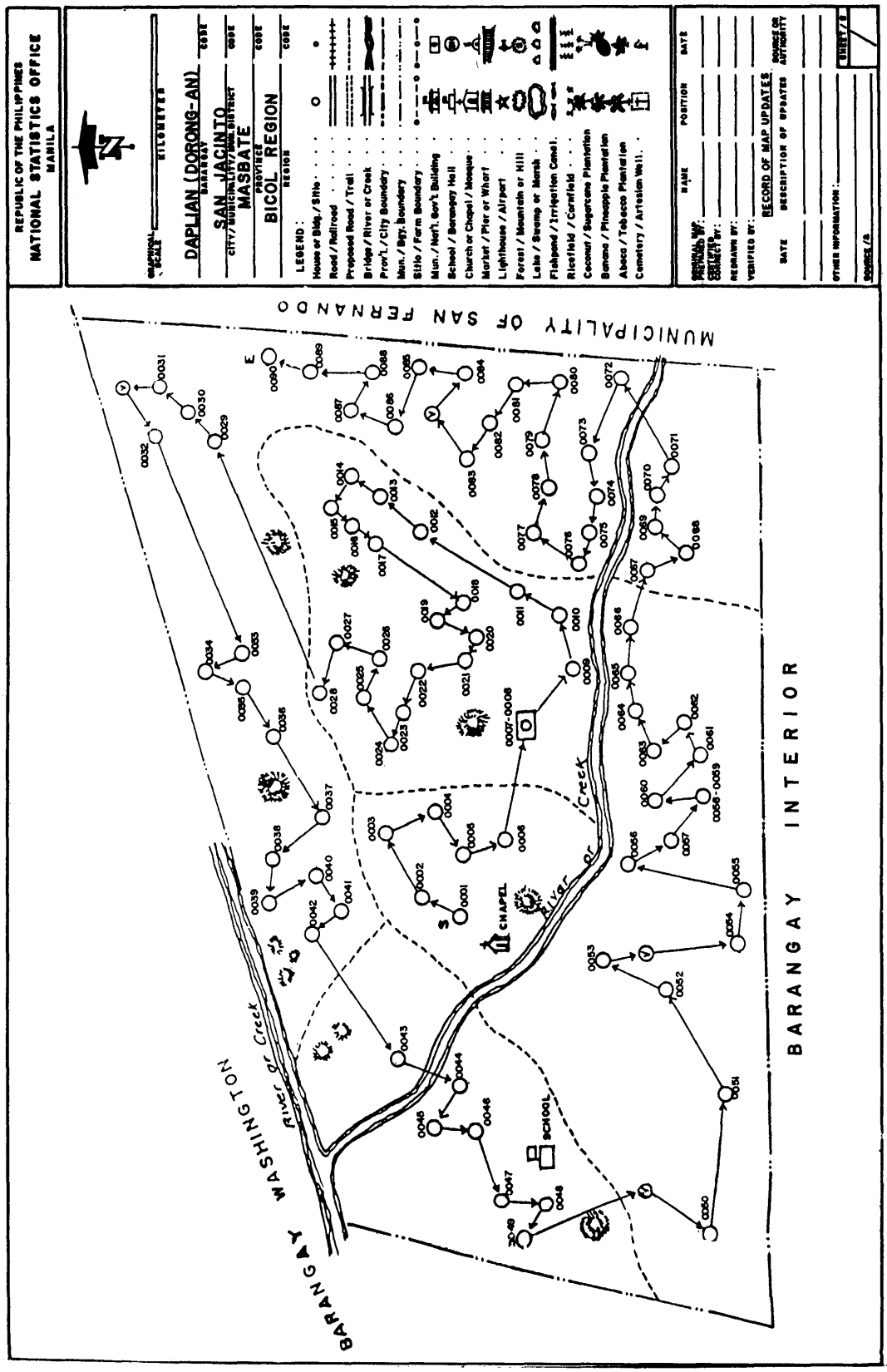


Illustration 5.5

HOW TO CANVASS AN EA WITHOUT BLOCKS



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CHAPTER VI

HOW TO ACCOMPLISH CPH FORM 1 – LISTING PAGE

This chapter provides the detailed instructions on how to fill up the LISTING PAGE or CPH Form 1.

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

6.1 INSTRUCTIONS ON HOW TO FILL-UP CPH FORM 1

CPH Form 1 is a two-sided listing page. Every side of this form contains 4 horizontal panels, namely:

1. **Title**: where the serial number, the name of CPH Form 1 and Confidentiality can be found.

2. **Identification**: where the number of pages of CPH Form 1 used in the listing of an EA, Geographic Identification 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 the households and institutions listed on the page.

6.2 TITLE PANEL

Serial Number

This portion 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 CPH Form 1. Note that the same serial number is found on each page but each page is distinct because of a suffix **A** (front page) or **B** (back page).

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

6.3 IDENTIFICATION PANEL

No. of Pages: Page ☐☐ of ☐☐ pages

This portion is found in the 2nd column of the 2nd panel of CPH Form 1. It will indicate the order of listing and how many pages listing pages have been used for the EA. If you have used 5 pages of 3 sheets for an EA, the pages should be numbered as follows:

Page 01 of 05 pages → side A of first sheet
Page 02 of 05 pages → side B of first sheet
•
•
•
Page 05 of 05 pages → side A of last sheet

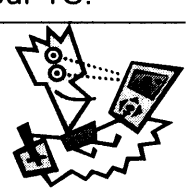
Geographic Area Identification

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

Write the geographic identification of the EA in the upper portion of the Listing Page to ensure that it can be readily identified as belonging to a specific area. Write the name of the province, city/municipality and barangay on the lines provided and enter the codes in the corresponding code boxes.

The number of code boxes for each geographic item indicates the number of digits in the code for that area. Thus, the province has a 2-digit code; the city/municipality, a 2-digit code; the barangay, a 3-digit code; and the enumeration area number, a 3-digit code. The 3-digit enumeration area number (EA No.) indicates the part of the barangay that constitutes your area of assignment.

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 3-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 "000"**. When in the course of enumeration,

you found out that the EA assigned to you is too large to be covered in 15 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 **001**, **002** and **003**. If it becomes necessary to split EA 001, the new EA will be numbered 004 since there are already three EAs.

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

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

Take note of the 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 the provinces where they are located. For example, we will consider Cebu City as part of the Cebu province and therefore, both these geographic names should appear on the cover.

Example:

GEOGRAPHIC IDENTIFICATION

Province	CEBU	2 2
City/Municipality	CEBU CITY	1 7
Barangay	GUADALUPE	0 2 9
EA No.		0 0 0
Random Start		0 3

3. In the National Capital Region, each of the four districts corresponds to a province. Manila is one of the districts and therefore it should be

reported as a province rather than as a city. In turn, the districts within it like Ermita, Sampaloc, Tondo, etc., will be the equivalent of city/municipality. The other districts of NCR will be treated in the same manner.

Example:

GEOGRAPHIC IDENTIFICATION

Province	NCR 1 (MANILA)	3 9
City/Municipality	SAMPALOC	0 6
Barangay	BGY. 446	0 5 2
Enumeration Area No.		0 0 1
Random Start		0 3

Random Start

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

Certification

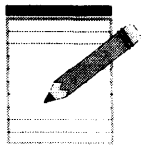
Fill this up after the last unit has been listed on the page. Print your name clearly on the space provided and sign over it. Your signature certifies that what you have listed in the sheet is complete and accurate. You should sign each sheet that you used in covering the EA.

Month of Visit

Write the two digit code of the month in the code boxes at the upper left hand corner of the questionnaire when you are about to start enumerating the households. Since the enumeration period starts in May, the appropriate code that should be placed in the two boxes will be **05**, one digit in each box.

6.4 LISTING ITEMS

Line Number



There are 30 lines in CPH Form 1, with 15 lines on each side, and each line is pre-numbered in this column.

Each line number represents a private household or institutional population. It may also refer to a housing unit occupied by those excluded from the enumeration, considered vacant, or used only as vacation or rest house.

Column 1 – Day of Visit / Indicator

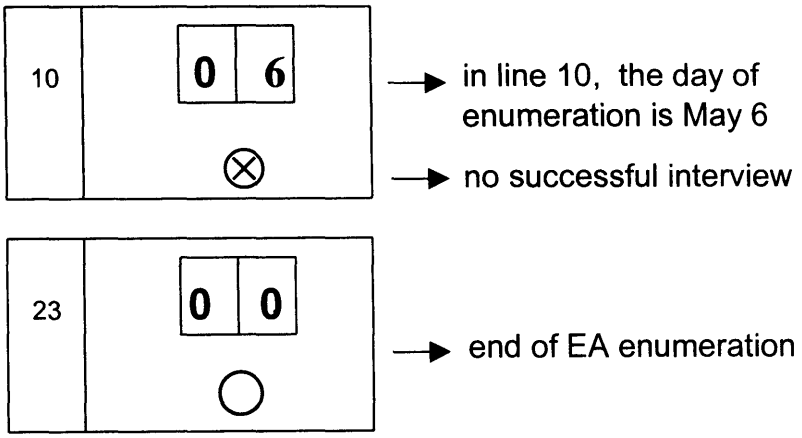
This column contains two boxes on the first row and a circle on the second row in each line number. The first two boxes are allotted for the day of visit while the circle will serve as an indicator, whether the listed household/institution was interviewed successfully or not.

For the day of visit, write a two-digit code in each box. This code shall be written for every line number accomplished. For example, the 6th day of May is coded as **06.**

To mark the end of enumeration for an EA, write **00** in the code boxes for day of visit located immediately after the last line number accomplished.

For the indicator circle, a blank circle indicates that the listed household or institution has all the necessary information written in the line number, while an "X" mark means that the household or institution listed is not yet successfully interviewed or is set for an appointment/callback.

Examples:



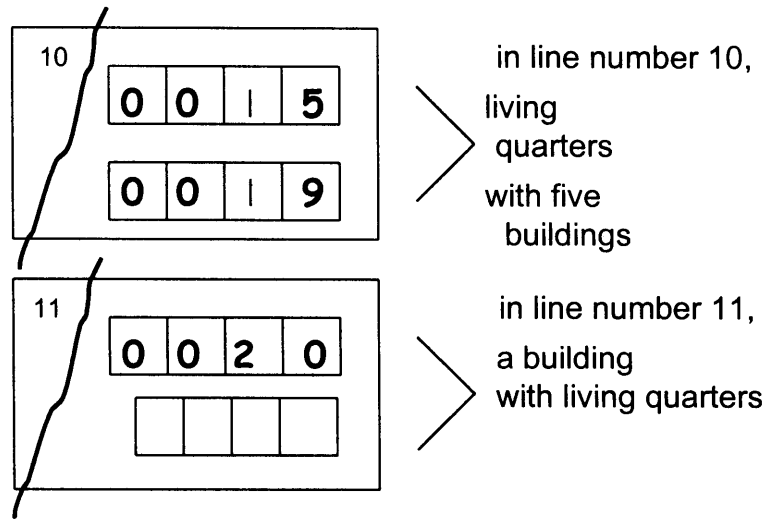
Column 2 - Building Serial No.

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 building serial number (BSN).

Assign 4-digit building serial numbers (BSN) **consecutively**, that is, assign BSN **0001** to the first building you list, **0002** to the second building, **0003** to the third building, and so on up to the last building listed in your EA. Write the building serial number in column 3.

Note that two sets of four boxes are allotted in this column, one in every line number. For a single BSN, the number is to be written in the first set of boxes. For more than one BSN per line, write the beginning BSN in the first set and the ending BSN in the second set.

Examples:



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 BSN in only one line number. Write the first and last BSN, in the first and second sets of code boxes, respectively.
2	Garage or other small structure is structurally separated from the house and a household member may be sleeping in it.	Do not count as separate building.
3	Another household resides in a garage or other small structure that is structurally separated from the house.	Assign another BSN to this structure.

	Case	Action To Be Taken
4	Two or more households live in one building or there are two or more housing units in the building.	Enter the BSN only in the line for the first household/housing unit. Repeat the same BSN for the other households/ housing units in the same building in the succeeding lines.
5	A household occupies two buildings each with complete facilities.	Assign another BSN to the second building but enter the BSN in one line number: write the first and last BSN in the first and second sets of code boxes, respectively.

Column 3 - Housing Unit Serial No.

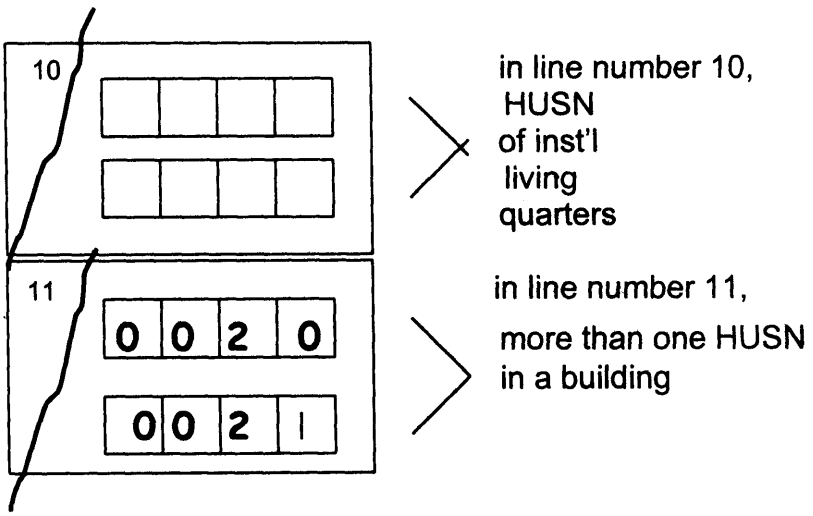
Assign housing unit serial number (HUSN) **0001** to the first housing unit that you encounter, **0002** to the second, **0003** to the third, and so on up to the last housing unit.

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

Note that two sets of four boxes are allotted in this column, one in every line number. For a single HUSN, this should be written in the first set of boxes. For more than one HUSN per line, write the beginning HUSN in the first set and the ending HUSN in the second set.

Institutional living quarters will not be assigned housing unit serial number. Leave column 3 blank for such living quarters.

Examples:



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 only; write the same HUSN for the succeeding households residing in the same housing unit in the succeeding lines.
2	Household resides within the premises of the institutional living quarters, that is, in a place where institutional population resides.	When listing the institutional population, leave columns 3 and 4 blank. Write the institutional living quarter serial number in column 5, to indicate that institutional living quarters. On the next line, copy the BSN of the institutional population and assign the next HUSN in column 4. Leave column 5, which is allotted for institutional living quarter serial number (ISN), blank.
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 HUSN. Write **8888** in column 4 to indicate that the housing unit is being occupied by persons who should be excluded from enumeration. Write a remark in the remarks column, e.g., "Household of U.S. Ambassador".
4	For vacant housing units (VHU/s).	Assign HUSN, write **VHU** in column 6 and leave columns 7, 8 and 9 blank.
5	All housing units in a building are vacant (VLBDG).	Write the first and the last HUSN in the first and second set of code boxes in column 3 and enter **VBLDG** in column 6 and leave columns 7, 8 and 9 blank. For a building with one housing unit, that is vacant, write VBLDG in column 6.
6	A household occupies two buildings, each with complete facilities.	Assign one HUSN only. Do not forget to get the total area of both buildings to avoid underreporting of housing unit areas.

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 occupant should be enumerated in their usual residence and not at this housing unit.	Assign HUSNs and write **8889** as household serial number in column 4 to indicate that the occupants of these housing units have residence somewhere else and will be listed there.

Column 4 - Household Serial No. / Indicator

Assign a unique 4-digit number for the household serial numbers (HSN) for each household you list. The first household enumerated will be assigned HSN **0001**; the second, **0002**; the third, **0003** and so on.

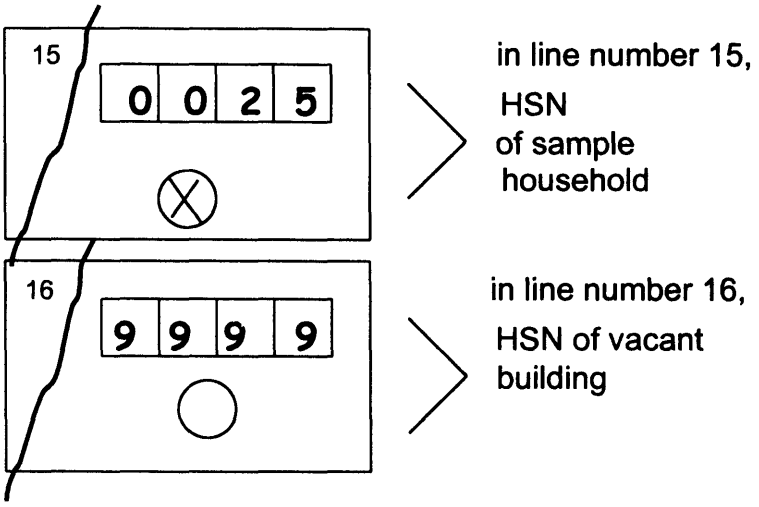
For the indicator circle, an "X" mark means that the accomplished questionnaire for the listed household is the CPH Form 3. If blank, the questionnaire administered is either CPH Form 2 or CPH Form 4.

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 **8888**.
2 When the household of a foreign diplomat has members who constitute a separate household in this census, e.g., household help.	Assign HSN to this household which is composed of the household help only.
3 For vacant housing unit.	Assign HSN **9999.**
4 For housing units which are used only as vacation house or rest house.	Assign HSN **8889.**
5 HSN has already been assigned to a callback and in revisit it was found that the housing unit has 2 households.	List the 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

Case	Action To Be Taken
	BSN as the first visit but the HSN will follow the sequential HSN of the households listed in that particular day of visit.

Examples:

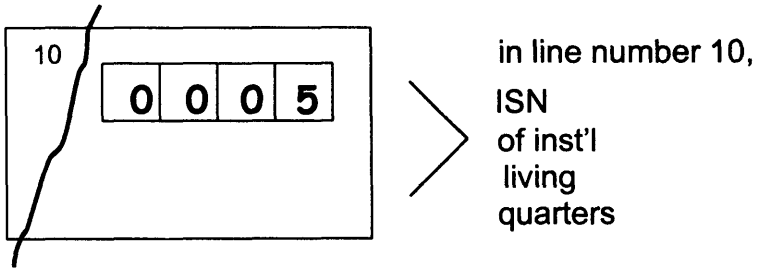


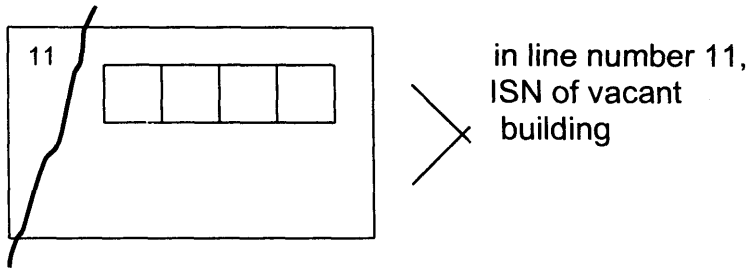
Column 5 - Institutional Living Quarters Serial No.

Assign a unique 4-digit institutional living quarter serial number (ISN) to each institutional living quarters listed. The first institutional living quarters will have serial number **0001**, the second **0002**, and so on.

If an institutional living quarters is in operation but at the time of the census, there are no residents that qualify for the enumeration, **list and provide a serial number just the same**. Fill out a CPH Form 4 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. Leave columns 7, 8 and 9 blank and enter the remark "no eligible resident" in column 10.

Examples:





Column 6 - Name of Household Head or Name/Type of Institution / Address

In this column, the first set of 20 code boxes is allotted for the name of household head, name institutional living quarters and the notations VBLDG and VHU. Below this code boxes is another set of 20 for the address.

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

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

To reiterate, 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 **VBLDG**.
2 For a vacant housing unit or housing unit used as vacation or rest house.	Write **VHU**.

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).

Columns 7, 8 and 9 – Population Count

Ask from the respondent the total males and females in the household or in the institutional living quarter and enter in columns 8 and 9, respectively. If you have to leave CPH Form 4 to the manager or head of an institutional living quarter, ask for the total males and females.

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

If a housing unit is vacant or if an institutional living quarter has no institutional population during the census, leave columns 7, 8 and 9 blank. On the other hand, if all members of the household/institutional living quarter are females or males, enter **000** in column 8 or 9, as the case may be.

Check that the sum of males and females in Cols. 8 and 9 is equal to the total population in column 7.

In Column 7, an indicator circle is provided below the boxes. Place an "X" mark in this circle to mean that the population count refers to the institutional living quarters.

Take extra care in accomplishing these columns, as these will be the basis for reporting the Preliminary Population Count.

Column 10 – Remarks

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

Example:

1. If you have distributed CPH Form 4 to the manager or head of an institutional living quarter, enter "c/o TS". However, if you have done the interview and accomplished CPH Form 4, 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 May 5, 2000 and there is no responsible member to interview. Write in this column 12 the date of callback you indicated in CPH Form 9 – Appointment Slip so you would remember your appointment with the household.

For example, if you indicated "May 6, 3:00 p.m." as the date and time of callback in CPH Form 9, you have to write "Appt. 5/6 and 3:00 p.m." under column 10. 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 TS**".

Suppose again that you visit another household on May 5, 2000 and the household refuses to be interviewed, write "**Refusal: for referral**" in this column of CPH Form 1. With the assistance of the barangay chairman, an interview of the same household is made on May 8. Enter "**C-5/8: interview OK (bgy. chairman)**".

For successful callbacks, enter the date the interview was completed, preceded by a **C** to differentiate it from the appointment date. For example "C-5/8" means that the callback was successfully done on May 8.

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 call back since the information has to be transcribed later as discussed earlier. Note that line numbers with marked circle in column 2 will not be considered in summing up of entries.

Buildings:	
Total	Count the number of buildings and enter the number in the box at the bottom of column 2.
Vacant	Count the number of entries marked **VBLDG** in column 6 and enter the number in the box at the bottom of column 2.

Housing Units:	
Total	Count the number of housing units and enter the number in the box at the bottom of column 3.
Vacant	Count the number of housing units with **VHU** and **VBLDG** in column 6 and make sure that multiple entries in one line number under column 3 are considered in the count and enter the number in the box at the bottom of column 3.
Total Households:	Count the number of households listed on the page and enter the number on the appropriate box at the bottom of column 4.
Total Institutions:	Count the number of institutions and enter the number in the box at the bottom of column 5.
Total Population:	Add all entries in columns 7, 8 and 9 downward and enter the totals in their respective boxes.
Total Institutional Population:	For those line numbers with marked circle in column 7, add all entries in columns 7, 8 and 9 downwards and place the totals in their respective boxes.
Total 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 columns 2 through 6 from the original entries ***to the line following the last household listed so far***.
2. After completing the interview using CPH Form 2 or 3, enter the total population count and the number of males and females in columns 7, 8 and 9, respectively.
3. Leave the circle in column 2 blank to signify the success of the interview. Mark or unmark the indicator circle in column 4 as to what type of questionnaire is accomplished for the callback household *(see example for BSN **0313** in illustrations 6.1a and 6.1b).*

6.7 ILLUSTRATION OF CORRECTLY ACCOMPLISHED CPH FORM 1

Illustrations 6.1a and 6.1b show the correct execution of the instructions discussed in this chapter.

Illustration 6.1a

HOW TO FILL-UP CPH FORM 1
(Side A)

CPH FORM 1
MAY 1, 2000
NSCB Approval No. NSO-9920-01
Expires on: Dec. 31, 2000
FORM 1

Republic of the Philippines
NATIONAL STATISTICS OFFICE
Manila

2000 CENSUS OF POPULATION AND HOUSING

LISTING PAGE

Serial Number: 000045678 A

CONFIDENTIALITY:
This census is authorized by Commonwealth Act No. 591 and B.P. Blg. 72.
All information is held strictly CONFIDENTIAL.

GENERAL INSTRUCTIONS

- The Census 2000 form will be processed by a computerized imaging system.
- Please write neatly and legibly; use only NSO-supplied pencils when filling-up this form.
- Use clean erasers when making corrections.
- Complete all information to maintain data accuracy and consistency.
- Do not make unnecessary folds and creases on the form.
- Do not write unnecessary marks or comments on the form.
- Write the appropriate digits (0 ... 9) in the designated boxes. Please make sure each digit is written neatly inside each box as shown here.
- Please make sure the cross mark is written neatly inside the circle as shown here.

PAGE 11 OF 12 PAGES

PROVINCE: NCR, 4th DISTRICT — 76
CITY/MUNICIPALITY: MAKATI — 02
BARANGAY: GUADALUPE — 009
ENUMERATION AREA — 001
RANDOM START — 08

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

ALBINA FLORES — ENUMERATOR (SIGNATURE OVER PRINTED NAME) — 5-25-2000 DATE SIGNED

MONTH OF VISIT: 05

LINE NO.	DAY OF VISIT / INDICATOR (1)	BUILDING SERIAL NUMBER (2)	HOUSING UNIT SERIAL NUMBER (3)	HOUSEHOLD SERIAL NUMBER / INDICATOR (4)	INSTITUTIONAL SERIAL NUMBER (5)	NAME OF HOUSEHOLD HEAD OR NAME/TYPE OF INSTITUTION [IF VACANT HOUSING UNIT, WRITE VHU; IF VACANT BUILDING, WRITE VBLDG] / ADDRESS [ENTER HOUSE NUMBER AND STREET OR SITIO NAME] (6)	POPULATION COUNT TOTAL (7)	MALE (8)	FEMALE (9)	REMARKS (10)
1	25	0312	0317	0323		ANGELES JUN	006	004	002	
	O			O		15 Z ROXAS ST	O			
2	25	0312	0318	0324		MIRANDA MARIA	004	002	002	
	O			O		15 Z ROXAS ST	O			
3	25	0312	0318	0325		RAMOS CHRIS	005	001	004	
	O			O		15 Z ROXAS ST	O			
4	25	0313	0319	0326		CASTRO NOEL				APPT. 5/26
	⊗			O		17 Z ROXAS ST	O			
5	25	0314			0062	ROBLES MANOR	012	006	006	c/o ALBINA FLORES
	O			O		19 Z ROXAS ST	⊗			
6	25	0315	0320	0327		SANTIAGO ISMAEL	008	003	005	
	O			O		21 Z ROXAS ST	O			
7	25	0316	0321	0328		ABAD RICO	003	001	002	
	O			O		23 Z ROXAS ST	O			
8	25	0317	0322	9999		VBLDG				
	O			O		25 Z ROXAS ST	O			
9	25	0318	0323	0329		BELTRAN JOSE	008	004	004	
	O			O		27 Z ROXAS ST	O			
10	25	0319	0324	0330		SANTOS RICKY	005	002	003	
	O			O		29 Z ROXAS ST	O			
11	25	0319	0325	0331		JACINTO RENE	002	001	001	
	O			O		29 Z ROXAS ST	O			
12	25	0319	0325	0332		PAGALILTA	004	002	002	
	O			O		29 Z ROXAS ST	O			
13	25	0319	0326	9999		VHU				
	O			O		29 Z ROXAS ST	O			
14	25	0320	0327	0333		DE LEON ARIS	006	003	003	
	O			O		31 Z ROXAS ST	O			
15	25	0321	0328	8889		VBLDG				
	O		0330	O	L	33 Z ROXAS ST	O			
TOTAL		0009	0013	0010	0001	TOTAL HOUSEHOLD POPULATION	051	023	028	
VACANT		0002	0005		0000	TOTAL INSTITUTIONAL POPULATION	012	006	006	
						TOTAL POPULATION	063	029	034	

Illustration 6.1b

HOW TO FILL-UP CPH FORM 1
(Side B)

CPH FORM 1
MAY 1, 2000
NSCB Approval No. NSO-0920-01 Expires on: Dec. 31, 2000

Republic of the Philippines
NATIONAL STATISTICS OFFICE
Manila

2000 CENSUS OF POPULATION AND HOUSING

LISTING PAGE

Serial Number 000045678 B

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GENERAL INSTRUCTIONS

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- Use clean erasers when making corrections.
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- Do not make unnecessary folds and creases on the form.
- Do not write unnecessary marks or comments on the form.
- Write the appropriate digits (0 ... 9) in the designated boxes. Please make sure each digit is written neatly inside each box as shown here.
- Please make sure the cross mark is written neatly inside the circle as shown here.

PAGE 12 OF 12 PAGES

PROVINCE: NCR, 4th DISTRICT — 76
CITY/MUNICIPALITY: MAKATI — 02
BARANGAY: GUADALUPE — 009
ENUMERATION AREA: — 001
RANDOM START — 08

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

ALBINA FLORES — ENUMERATOR (SIGNATURE OVER PRINTED NAME) — 5-26-2000 DATE SIGNED

MONTH OF VISIT: 05

LINE NO.	DAY OF VISIT INDICATOR (1)	BUILDING SERIAL NUMBER (2)	HOUSING UNIT SERIAL NUMBER (3)	HOUSEHOLD SERIAL NUMBER INDICATOR (4)	INSTITUTIONAL SERIAL NUMBER (5)	NAME OF HOUSEHOLD HEAD OR NAME/TYPE OF INSTITUTION [IF VACANT HOUSING UNIT, WRITE VHU; IF VACANT BUILDING, WRITE VBLDG] / ADDRESS [ENTER HOUSE NUMBER AND STREET OR SITIO NAME] (6)	POPULATION COUNT TOTAL (7)	MALE (8)	FEMALE (9)	REMARKS (10)
16	25	0322			0063	SANTOS MEDICAL CTR	022	010	012	c/o TS
	○	0326		○		35 Z ROXAS ST	⊗			
17	25	0326	0331	0334		TAN RAFFY	005	003	002	
	○			○		35 Z ROXAS ST	○			
18	25	0327	0332	0335		ARCE ROSIE	002	001	001	
	○			○		37 Z ROXAS ST	○			
19	25	0328	0333	0336		FERROL AGA	007	004	003	
	○			⊗		39 Z ROXAS ST	○			
20	26	0313	0319	0326		CASTRO NOEL	009	005	004	c-5/26
	○			○		17 Z ROXAS ST	○			
21	26	0313	0319	0337		GARRIDO ALEX	003	001	002	ANOTHER HH IN HVSN 0319
	○			⊗		17 Z ROXAS ST	○			
22	26	0329	0334	0338		LAPUZ FE	004	002	002	
	○			⊗		41 Z ROXAS ST	○			
23	26	0330	0335	8888		JOHN MIKE				FOREIGN AMBASSADOR
	○			○		43 Z ROXAS ST	○			
24	26	0331	0336	0339		URSUA NILO	006	003	003	
	○			⊗		45 Z ROXAS ST	○			
25	26	0331	0337	0340		BAUTISTA REX	003	001	002	
	○			⊗		45 Z ROXAS ST	○			
26	26	0332	0338	9999		VBLDG				NEWLY CONS-TRUCTED
	○		0347	○		47 Z ROXAS ST	○			
27	00									
	○			○			○			
28										
	○			○			○			
29										
	○			○			○			
30										
	○			○			○			
TOTAL		0012	0018	0008	0001	TOTAL HOUSEHOLD POPULATION	039	020	019	
VACANT		0001	0010		0000	TOTAL INSTITUTIONAL POPULATION	022	010	012	
						TOTAL POPULATION	061	030	031	

6.8 HOW TO IDENTIFY AND SELECT THE SAMPLE HOUSEHOLDS

In the Census 2000, there are basically two types of questionnaires to be used for the enumeration of household members. These are CPH Form 2 or the Common Household Questionnaire and CPH Form 3 or the Sample Household Questionnaire. As mentioned earlier, CPH Form 3 contains more questions than CPH Form 2 does. There are procedures for selecting those households to whom CPH Form 3 will be administered. All enumerators are required to strictly follow these procedures.

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

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

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

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

Cluster Number	Households Serial Number in the Cluster
1	0001 to 0005
2	0006 to 0010
3	0011 to 0015
4	0016 to 0020
5	0021 to 0025
6	0026 to 0030
7	0031 to 0035
8	0036 to 0040
9	0041 to 0045
10	0046 to 0050

How to Draw Sample Households Using a 20% Sampling Rate

Step 1. Determining households in the first sample cluster

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

Example 1: Your random start is 3.

$$(3 \times 5) - 4 = 15 - 4 = 11$$

Therefore, the first sample household in the cluster is the 11th household in the list or household 0011, and households 0012, 0013, 0014, and 0015 complete your first set of sample households corresponding to the first sample cluster.

Hence, your first sample cluster is comprised of households 0011, 0012, 0013, 0014 and 0015 in the LISTING PAGE.

Example 2: Your random start is 4.

$$(4 \times 5) - 4 = 20 - 4 = 16$$

Therefore, your cluster sample is number 4 and the first sample household in the cluster is the 16th household in the list, or household 0016, and household 0017, 0018, 0019, and 0020 complete your first set of sample households corresponding to the first sample cluster.

Hence, your first sample cluster is comprised of households 0016, 0017, 0018, 0019 and 0020 in the LISTING PAGE.

Step 2. Determining households in the next sample clusters

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

Example 1: Your random start is 3.

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

Example 2: Your random start is 4.

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

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

In order to determine the households comprising the second and succeeding sample clusters, you only need to determine the household serial number of the first household in the sample cluster. To do this, add 25 to the household number of the first household in the immediately preceding sample cluster. The resulting number corresponds to the household serial number of the first household in the current sample cluster. The next four households will complete the list of households in the said sample cluster.

Example 1: Your random start is 3.

Sample Cluster	First Sample Household	Complete List of Sample Households
3	(3X5)-4 = 11	0011, 0012, 0013, 0014, 0015
3+5 = 8	11 + 25 = 36	0036, 0037, 0038, 0039, 0040
8+5 = 13	36 + 25 = 61	0061, 0062, 0063, 0064, 0065
13+5 = 18	61 + 25 = 86	0086, 0087, 0088, 0089, 0090
18+5 = 23	86 + 25 = 111	0111, 0112, 0113, 0114, 0115
:	:	:

Example 2: Your random start is 4.

Sample Cluster	First Sample Household	Complete List of Sample Households
4	(3X5)-4 = 16	0016, 0017, 0018, 0019, 0020
4+5 = 9	16 + 25 = 41	0041, 0042, 0043, 0044, 0045
9+5 = 14	41 + 25 = 66	0066, 0067, 0068, 0069, 0070
14+5 = 19	66 + 25 = 91	0091, 0092, 0093, 0094, 0095
19+5 = 24	91 + 25 = 116	0116, 0117, 0118, 0119, 0120
:	:	:

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

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

Sample Cluster	Sample Households
2	0006, 0007, 0008, 0009, 0010
7	0031, 0032, 0033, 0034, 0035
12	0056, 0057, 0058, 0059, 0060
17	0081, 0082, 0083, 0084, 0085
22	0106, 0107, 0108, 0109, 0110
27	0131, 0132

For EAs/barangays, in which the number of sample households is less than five, adopt the circular method of sample selection. Tell the household head or respondent that they are selected as sample household and there are additional information needed to complete the questions.

Example 1: Random Start = 5
Total number of households = 22
Total number of clusters = 5

Sample Cluster	Sample Households
5	0021, 0022, 0001, 0002, 0003

How to Draw Sample Households Using a 10 % Sampling Rate

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

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

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

Sample Cluster	First Sample Household	Complete List of Sample Households
Random start = 8	(8X5)-4 = 36	0036, 0037, 0038, 0039, 0040
8+10 = 18	36 + 50 = 86	0086, 0087, 0088, 0089, 0090
18+10 = 28	86 + 50 = 136	0136, 0137, 0138, 0139, 0140
28+10 = 38	136 + 50 = 186	0186, 0187, 0188, 0189, 0190

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

Sample Cluster	First Sample Household	Complete List of Sample Households
Random start = 8	(8X5)-4 = 36	0036, 0037, 0038, 0039, 0040

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

Cluster Number	Household Serial Number
1	0001, 0002, 0003, 0004, 0005
2	0006, 0007, 0008, 0009, 0010
3	0011, 0012, 0013, 0014, 0015
4	0016, 0017, 0018, 0019, 0020
5	0021, 0022, 0023, 0024, 0025
6	0026, 0027, 0028, 0029, 0030
7	0031, 0032, 0001, 0002, 0003
Your Sample - 8	0004, 0005, 0006, 0007, 0008

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

Cluster No.	Household Serial Number
9	0009, 0010, 0011, 0012, 0013
10	0014, 0015, 0016, 0017, 0018

Take note that you actually have to go back to the households earlier listed if the random start selected is beyond the number of clusters actually formed from the households already listed. This method is called the circular method of sample selection. Tell the household head or respondent that their household was selected as sample and there are additional information needed to complete the questions.

CHAPTER VII

HOW TO ACCOMPLISH CPH FORM 2 – COMMON HOUSEHOLD QUESTIONNAIRE

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

7.1 CONTENTS OF CPH FORM 2

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

The cover page of the questionnaire contains the particulars about the title of the questionnaire, the general instructions on how to properly fill up and handle the questionnaire and geographic location of the household that is being interviewed. Certifications by the EN and his supervisor regarding the manner by which the data are collected are likewise to be recorded on the cover page. The **cover items** are as follows:

a. Title panel:
   - NSCB Approval Number and the expiration date
   - Title of the Questionnaire
   - Confidentiality Clause
b. Guidelines and Geographic Identification
c. Interview Record
d. Certification

The contents of CPH Form 2 are divided into two parts, namely:

1. **Population census questions** (P1 to P10, P13 to P15, and P22 to P23) - gather data on the demographic and socio-economic characteristics of the population.

Population Census Items

a. name of HH members
b. relationship to HH head
c. family nucleus
d. date of birth
e. date of registration
f. age
g. sex
h. overseas worker
i. marital status
j. religious affiliation
k. disability
l. ethnicity
m. highest educational attainment
n. residence 5 years ago

2. **Housing census questions** (B1 to B5, D1 and H8) - gather data on the characteristics of the buildings and housing units. These also gather data on household characteristics.

Housing Census Items

a. type of building/house
b. construction material of the roof
c. construction materials of the outer walls
e. state of repair
f. year building/house was built
g. floor area of the housing unit
h. tenure status of the lot

NOTE: In order to get complete information about all housing units in the country, you should accomplish this form even for vacant housing units and housing units used only as rest houses, vacation houses, etc. Likewise, accomplish it for occupied housing units whose occupants are excluded from enumeration as in the case of the housing units occupied by foreign diplomats. In these instances, however, fill out only the geographic items (province, city/municipality, barangay, enumeration area number and the serial numbers) and the housing items B1 to B5, and D1. Leave the rest of the questionnaire items blank.

7.2 IDENTIFICATION ITEMS

Booklet Number

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

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

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

BOOKLET [1] OF [1] BOOKLETS

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

BOOKLET [1] OF [n] BOOKLETS

BOOKLET [2] OF [n] BOOKLETS

.
.
.

BOOKLET [n] OF [n] BOOKLETS

where **n** is the number of booklets used.

Geographic Identification

Copy the geographic identification (province, city/municipality, barangay and enumeration area number) from the title panel of the CPH Form 1 – Listing Page. *You should do this before you go to the field for enumeration.*

During the actual visit of the household, transcribe building serial number, housing unit serial number and household serial number from the corresponding line of columns 2 to 4 of the CPH Form 1.

When using more than one booklet for a household with more than eight members, copy the contents of the geographic items and the interview record of the first booklet to the other booklet/s.

Column Number of Respondent

You should fill this up after you have listed in item P1 all the members of the household. It is in this way that you can determine the corresponding column number of the respondent. Enter in the code boxes the 2-digit code column number of the respondent.

The ***respondent*** is the member of the household who provides information for the household. However, if the respondent is not a household member (e.g., relative, in cases of getting last resort information), or if this item is not applicable (i.e., housing unit is vacant or household members are not eligible for enumeration) enter **00** in the code boxes.

Name of Household Head

Transcribe the name of the household head from the corresponding line in column 7 of the listing page. If the housing unit is vacant, this item is not applicable. Write VHU or VBLDG, which ever is applicable.

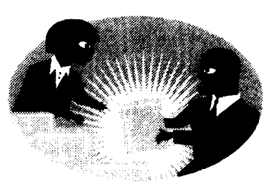
Address

Transcribe the address of the household from column 7 of the listing page.

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 a 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.

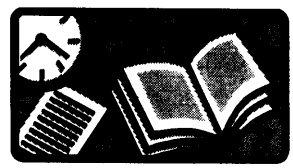
If the interview is not successfully completed at the first visit for whatever reason, you must make arrangements for a *callback* or return visit by setting an appointment using the Appointment Slip (CPH Form 9). For Census 2000 enumeration, you can make a maximum of two (2) callbacks. If you are still unsuccessful after the second callback, you should leave a 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

NOTE: Use military time in recording time began and time ended, e.g., 2:45 p.m. will be written as 14: 45.

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

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

- Total HH members
- Total males
- Total females

Certification Portion

You should sign the certification portion of CPH Form 2 when you have successfully completed the interview and edited the questionnaire 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 Census 2000 enumeration procedures as stated in this manual.

Print your name clearly on the space provided for the EN and sign your name over it. Enter also the date you accomplished the questionnaire. All 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.

7.3 INSTRUCTIONS ON THE POPULATION CENSUS QUESTION

In CPH Form 2, **items P1 to P10** and **P13 to P15** will be filled-up **for all persons**; and **P22 and P23, for 5 years old and over**: During the interview of households, enter the codes corresponding to the answer of the respondent or draw an "x" mark inside the circle provided for items with given categories. The codes are found in the code book. If the answer of the respondent is not among the pre-coded answers or if the question requires a write-in entry, write the answer on the space provided in each cell neatly.

Column Number

Every questionnaire is provided with 8 columns. You will write in these columns the names of all the members of the household and their characteristics. Each column has two boxes on the upper part. You will write in these boxes the two-digit number called the ***column numbers***. These column numbers will identify every member of the household. Thus, for the first member, the entry in these boxes is ***01,*** for the second member, the entry is ***02***, and so on.

Put a check mark before the first name of the respondent. Make sure that only one name has a check mark. If there are two or more respondents, check the name 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 respondent in your first visit and callback visit are not the same. Check the name of the one who provided the most number of acceptable answers and write the necessary remarks. The household head should automatically occupy the first column and should have "**01**" as his/her column number.

P1 Who is the head of this household? Who are the persons usually residing here as of May 1, 2000? ***[Please enter the column number of the person or household member]***	COL. NO. OF HH MEMBER 0 1	COL. NO. OF HH MEMBER 0 2	COL. NO. OF HH MEMBER 0 3	COL. NO. OF HH MEMBER 0 4
LAST NAME	SANTIAGO			REYES
FIRST NAME	ISMAEL	✓RODORA	MARISSA	JOSE

Transcribe the column number of the name with a check mark to the code box provided for the column number of the respondent at the cover page.

P1 Name and P2 Relationship to HH Head

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

Write the names of the members of the household in column P1 and the codes corresponding to their relationship to the head of the household in P3. Be guided by the following:

1. Begin asking the respondent: ***"Who is the head of this household?"***. Write the name of this person on the first column for entries.

2. Next, ask the names of the other members of the household by asking, ***"Who are the persons usually residing here as of May 1, 2000?"***. Inform the respondent that you want to list the members in the following order shown below. This list shows the possible *relationship to the household head*:

   a. Head
   b. Spouse of the head
   c. Never-married children of head/spouse from oldest to youngest, regardless of sex
   d. Never-married children of head/spouse from previous marriage (if any) from oldest to youngest, regardless of sex
   e. 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)
   f. Parents, grandparents, brothers, sisters, parents-in-law and other relatives of the head or the spouse of the head
   g. Non-relatives of head
   h. Boarders (including relatives who are mere boarders)
   i. Domestic Helpers (including relatives who are employed as domestic helpers)

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 member 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 as the last entry but write the necessary remarks. However, when you leave the household, erase the entries in the column of the said member of the household. Example of persons whom your respondent would likely 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 on the first line and then the first or given name and middle initial, if given, on the second line. If the surname of a member is the same as the one immediately preceding him/her, just draw a horizontal line (_____) in place of his surname and write the first name of the person as illustrated in the following example:

P1 SANTIAGO ISMAEL	——— ✓RODORA	——— MARISSA	REYES JOSE	P1 ——— KARMELA

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

4. As the respondent gives the name of a household member, immediately ask the member's relationship to the household head. This should be done for all household members.

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

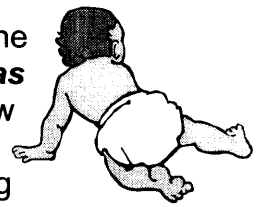
In the interpretation of relationship, "children" of the head are the sons/daughters of the head, regardless of age or marital status.

A married son, who, together with the members of his family, is a member of his father's household, should be reported as "son" and his wife and children, "daughter-in-law" and "grandson" / "granddaughter" of the household head, respectively.

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

Members of the household who are related to the head by blood or affinity but who are boarders, or household/domestic helpers should be considered as such.

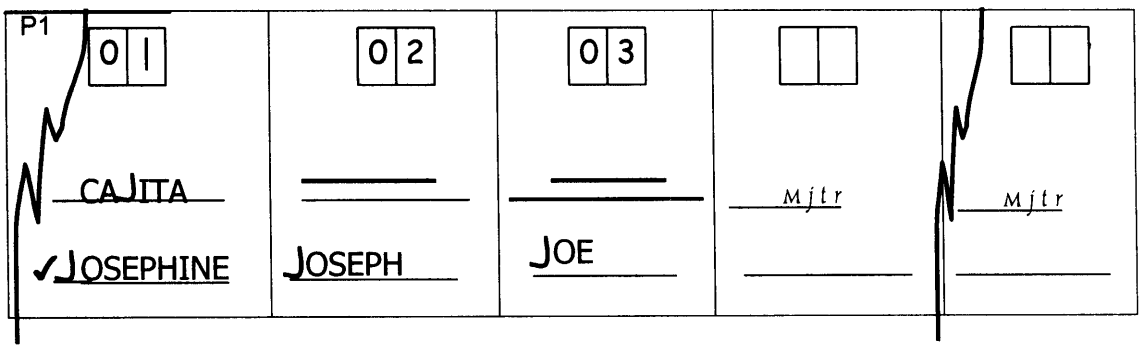
5. If there are more than eight (8) members, you will need to use additional booklet of CPH Form 2. To cue you on this, the first question located on the upper right corner of the questionnaire ***"Are there more than 8 members in this household?"*** is found. This question is addressed to you and this should not be asked of the respondent. If there are more than 8 members in the household, draw an "x" mark on the circle before YES, and get another booklet for the household; otherwise, draw an "x" mark on the circle before NO.



6. After listing all members of the household in P1, ask the second question ***"Are there any other persons such as small children or infants that I have not listed?"*** Draw an "x" mark on the appropriate circle. If the answer is yes, add his name on the list. If two booklets are being used, draw an "x" mark on the appropriate circle on the second booklet 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. If there are empty columns after listing all the household members, affix your initial on the space provided for the surname on P1 for the first to the last empty cell.

Example:



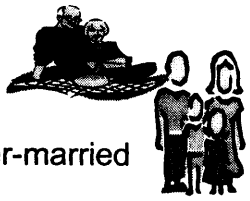
P3 Family Nucleus

Since the entries on the household membership follow the "Sequence of Listing" of members of the household (P2), the relationship of members of the household to the head should also conform to the same sequence so that the family nucleus (group) within the household may be easily identified.

Determine the number of families in the household strictly in accordance with the following definition.

A ***family*** is restricted to refer to a married couple or parents, or parent (either a father or mother) and their never-married children living together in the same household.

The following are the only three possible combinations for the formation of a conjugal family nucleus:



1. a married couple without children;
2. a married couple with one or more never-married children; or
3. one parent (either father or mother) with one or more never-married children.

You should be aware of the possibility that some households may not have any "family nucleus" such as:

1. orphaned brothers and sisters living together;
2. one-man household;
3. a related group of persons like students, friends, etc., forming one household; and
4. a related group of individuals like cousins, uncle and nephews or nieces, etc., (not on the level of parent and children) forming one household.

On the other hand, couples living together in consensual union without the benefit of a legal marriage should be regarded as those with family nucleus.

Draw an "x" mark on the appropriate circle in P3. For the 1st family, put an "x" on the second circle; for the 2nd family, the third ; for the 3rd family, the fourth; and for the 4th family, the fifth.

For persons having no family nucleus, draw an "x" mark on the first circle. A person is said to have no family nucleus if he does not belong to any of the four categories mentioned.

The following are examples of the number of families in a household with the corresponding codes to be reported in P3:

Member	P3 Code	No. of Families
1. Head	1	1
Wife	1	
Unmarried son	1	
2. Head	1	2
Wife	1	
Married son	2	
Daughter-in-law	2	
3. Head	1	1
Wife	1	
Unmarried son	1	
Domestic helper	0	

Member	P3 Code	No. of Families
4. Widow (Head)	1	2
Unmarried son	1	
Domestic helper	2	
Domestic helper's unmarried daughter	2	
5. Head	1	3
Wife	1	
Unmarried son	1	
Widowed daughter	2	
Widowed daughter's unmarried son	2	
Mother of wife	3	
Unmarried sister of wife	3	

NOTE: Do not confuse a family from that of a household. A household may consist of one or more families but a family should not have more than one household. If two or more households are living in the same building or housing unit, enumerate separately the members of each household.

P4 Date of Birth

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

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

Month	Code
January	01
February	02
March	03
April	04
May	05
June	06

Month	Code
July	07
August	08
September	09
October	10
November	11
December	12

Record the year of birth and enter this in the boxes provided for that purpose.

After exhaustive probing and the respondent still does not know the month and/or year of birth, write 9's in the boxes.

Example:

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

0	3		1	9	4	7

P5 Birth Registration with Local Civil Registrar (LCR)

Provisions of civil code and other laws in the country are concerned with the legal or civil rights of an individual. Civil rights could be granted only by the government and proof of one's claim to such rights is dependent on official registration, the legal purpose for which civil registration was designed. The birth of a person is one of the vital events for official registration. The recording of the occurrence of birth in the birth register is called birth registration. And the proof of such registration is the birth certificate with an LCR number.

After recording the date of birth of a person, ask the respondent ***"Was _____'s birth registered with the LCR?"***. Draw an "x" mark on the appropriate circle. When the birth of a member of the household is unknown to the respondent, verify from the member himself. If after probing the birth registration is still unknown, draw an "x" mark on the circle provided for the answer of **DON'T KNOW**.

P6 Age as of Last Birthday

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

For purposes of the census, **age as of last birthday** refers to the interval of time between the date of birth and before May 1, 2000, expressed in completed year. Thus, ages are recorded as whole numbers, counting the whole years completed **on or prior to May 1, 2000**.

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 space provided.

Here are some basic guidelines for your reference:

1. If during your visit, a member of the household has just celebrated his last birthday on or after May 1, 2000, then you have to report his/her age in his previous birthday. For example, a person has just celebrated his 24th birthday on May 2, 2000, the age to be reported for this person should be 23 and not 24.

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

3. For persons born before 1900 (aged 100 and over), code the age as follows:

100	—	Y0
101	—	Y1
102	—	Y2
103	—	Y3
104	—	Y4

105	—	Y5
106	—	Y6
107	—	Y7
108	—	Y8
109 & over	—	Y9

4. Note that the examples are expressed in whole years. Do not record ages such as 7 ½, 5 years and 2 mos., etc. Record the age according to the **last birthday prior to May 1, 2000.**

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 P6 for <u>every</u> household member.**

Age as of Last Birthday Conversion Table (see code book) 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.

P7 Sex

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.

Determine the sex of each household member by asking the question **"Is _____ male or female?".** The sex of each household member can be determined by his/her name or relationship to the head, but in some cases there is a need to ask the respondent whether the person is male or female. Some names such as Charlie, Florence, Neneng, Alex, Chito, Cielito, Christy, Loreto, Trinidad, Dakila, Resurreccion, Rosario, Joey, Regine, Gene (Jean), etc., could be those of male or female persons.

Draw an "x" mark on the circle before MALE, if the member is a male. Otherwise, draw an "x" mark on the circle before FEMALE.

P8 Overseas Workers

For persons below 10 years old, draw an "x" mark on the circle before NO without asking the question.

For persons 10 years old and over ask P8: **"Is ___ an overseas worker?"** If the member is an overseas worker, draw an "x" mark on the circle before YES in P8. Otherwise, draw an "x" mark on the circle before NO.

P9 Marital Status

Marital status refers to the personal status of each individual in reference to the marriage laws or customs of the country. It is the same as "civil status", the term usually used in official and private records, documents, transactions, etc., in the country. In Census 2000, the person's marital status shall be *as of the date of visit.*

For persons below 10 years old, draw an "x" mark on the circle before Single without asking the question. For persons 10 years old and over ask: ***"What is _____'s marital status?"*** Cross out the circle before the appropriate marital status reported by the respondent as defined in the next page.

○ 1 **Single**	a person who has never been married.
○ 2 **Legally Married**	a person married in a religious or civil ceremony, either living together with spouse at the time of visit, or temporarily living apart because his spouse is employed elsewhere or is in the Armed Forces, etc.
○ 3 **Widowed**	a married person whose spouse died and who has not remarried up to the time of visit.
○ 4 **Divorced/Separated**	a person who is permanently separated from his spouse, legally or through mutual consent. Also for a person whose marriage with another has been annulled or dissolved and can therefore remarry.
○ 5 **Common-law/ Live in**	person cohabiting or living consensually with another as husband and wife without the benefit of a legal marriage.
○ 6 **Unknown**	person whose marital status is not known to the respondent, or whose marital status is being concealed by the respondent.

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 marital status of any person. Disregard any knowledge you may have about the person and record only whatever is reported by the respondent.

P10 Religious Affiliation

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

Enter the code for the religious affiliation of each person as reported by the respondent. Use the Code Book as reference.

If the reported religious affiliation is not among the pre-coded answers provided in the questionnaire, write code **99**.

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

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

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

Indigenous peoples (IP) who practice the traditional religion or belief system may not belong to any church, unless they have been converted to one. If the member of the household, who is an IP, is baptized in any of the formal religions, the mentioned formal religious affiliation will be coded. However, if the IP respondent mentioned that the member of the household has faith in Kabunian, Apo na Mallari, Magbabaya, and so on, which refer to supreme deities in their language, the religious affiliation shall be coded as **92** for Traditional Religion. Tribal Religion is characterized by the observance of indigenous rituals venerating the dead ancestors and invoking divine intercession for good things in life.

Before proceeding with the last five items on CPH Form 2, look at the following example on how to complete P1 to P10.

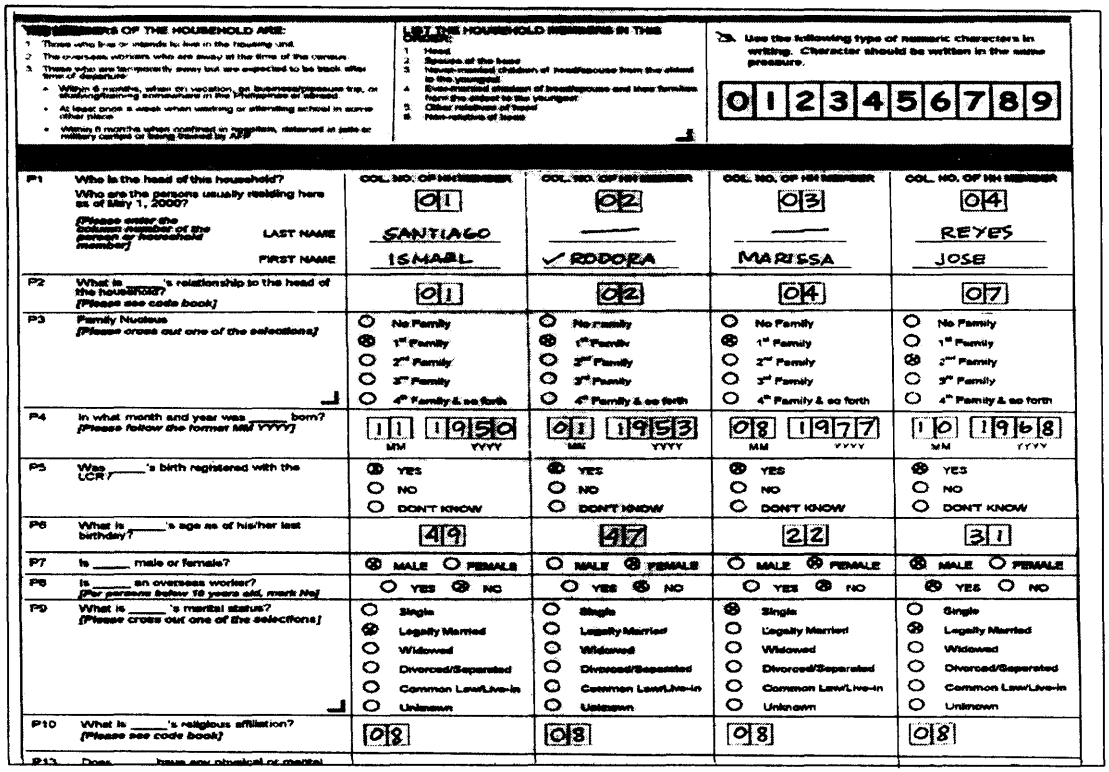
Filling-Up Questions P1 to P10 of CPH Form 2: An Example

Illustration 7.1 shows the household of Ismael Santiago aged 49 who lives with wife, Rodora who is 47 yrs. old, daughters Marissa, 22 yrs. old, and Karmela, 30 yrs. old and her husband Jose Reyes who is 31 yrs. old. Karmela and Jose have two children, Carlito, who is 7 yrs. old, and Ana, who is only 1 year old. Their religion is Roman Catholic. Another member of this household is a helper Alma Cruz, an Iglesia ni Kristo, who is 25 yrs. old and single. All the members of the household have been registered with the LCR.

The household members were born on the following dates:

Ismael	- November 10, 1950	Jose Reyes	- October 6, 1968
Rodora	- January 6, 1953	Carlito	- December 29, 1992
Marissa	- August 15, 1977	Ana	- November 15, 1999
Karmela	- March 26, 1970	Alma	- April 4, 1975

Illustration 7.1
HOW TO RECORD ITEMS P1 TO P10 OF CPH FORM 2



THE MEMBERS OF THE HOUSEHOLD ARE:
1. Those who live or intends to live in the housing unit.
2. The overseas workers who are away at the time of the census.
3. Those who are temporarily away but are expected to be back after time of departure:
   - Within 6 months, when on vacation, on business/pleasure trip, or studying/training somewhere in the Philippines or abroad
   - At least once a week when working or attending school in some other place
   - Within 6 months when confined in hospitals, detained in jails or military camps or being trained by AFP

LIST THE HOUSEHOLD MEMBERS IN THIS ORDER:
1 Head
2 Spouse of the head
3 Never-married children of head/spouse from the oldest to the youngest
4 Divorced/separated children of head/spouse and their families from the oldest to the youngest
5 Other relatives of head
6 Non-relatives of head

Use the following type of numeric characters in writing. Character should be written in the same pressure.

0 1 2 3 4 5 6 7 8 9

		COL. NO. OF HH MEMBER	COL. NO. OF HH MEMBER	COL. NO. OF HH MEMBER	COL. NO. OF HH MEMBER
P1	Who is the head of this household? Who are the persons usually residing here as of May 1, 2000? (Please enter the column number of the person or household member) LAST NAME / FIRST NAME	01 SANTIAGO ISMAEL	02 ✓RODORA	03 MARISSA	04 REYES JOSE
P2	What is ____'s relationship to the head of the household? (Please see code book)	01	02	04	07
P3	Family Nucleus (Please cross out one of the selections)	⊗ 1st Family	⊗ 1st Family	⊗ 1st Family	⊗ 2nd Family
P4	In what month and year was ____ born? (Please follow the format MM YYYY)	11 / 1950 (MM / YYYY)	01 / 1953	08 / 1977	10 / 1968
P5	Was ____'s birth registered with the LCR?	⊗ YES	⊗ YES	⊗ YES	⊗ YES
P6	What is ____'s age as of his/her last birthday?	49	47	22	31
P7	Is ____ male or female?	⊗ MALE	♀ FEMALE	♂ MALE	⊗ MALE
P8	Is ____ an overseas worker? (For persons below 10 years old, mark No)	⊗ NO	⊗ NO	⊗ NO	⊗ NO
P9	What is ____'s marital status? (Please cross out one of the selections)	⊗ Legally Married	⊗ Legally Married	⊗ Single	⊗ Legally Married
P10	What is ____'s religious affiliation? (Please see code book)	08	08	08	08

Use the following type of alpha characters in writing. Character should be written in the same pressure.

A B C D E F G H I J K L M N
Ñ O P Q R S T U V W X Y Z

HOUSEHOLD SIZE
1 Are there more than 6 members in this household? (Please cross out one of the selections below)
⊗ NO
○ YES (Please use another booklet)

2 Are there any other persons such as small children or infants who were not listed? (Please cross out one of the selections below)
⊗ NO
○ YES (Please add in the list)

		COL. NO. OF HH MEMBER	COL. NO. OF HH MEMBER	COL. NO. OF HH MEMBER	COL. NO. OF HH MEMBER
P1	Who is the head of this household? Who are the persons usually residing here as of May 1, 2000? (Please enter the column number of the person or household member) LAST NAME / FIRST NAME	05 KARMELA	06 CARLITO	07 ANA	08 CRUZ ALMA
P2	What is ____'s relationship to the head of the household? (Please see code book)	04	09	10	22
P3	Family Nucleus (Please cross out one of the selections)	⊗ 2nd Family	⊗ 2nd Family	⊗ 2nd Family	⊗ No Family
P4	In what month and year was ____ born? (Please follow the format MM YYYY)	03 / 1970 (MM / YYYY)	12 / 1992	01 / 1999	04 / 1975
P5	Was ____'s birth registered with the LCR?	⊗ YES	⊗ YES	⊗ YES	⊗ YES
P6	What is ____'s age as of his/her last birthday?	30	07	01	25
P7	Is ____ male or female?	♀ FEMALE	♂ MALE	♀ FEMALE	♀ FEMALE
P8	Is ____ an overseas worker? (For persons below 10 years old, mark No)	⊗ NO	⊗ NO	⊗ NO	⊗ NO
P9	What is ____'s marital status? (Please cross out one of the selections)	⊗ Legally Married	⊗ Single	⊗ Single	⊗ Single
P10	What is ____'s religious affiliation? (Please see code book)	08	08	08	04

P13 and P14 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. Data on disability will enable planners to prepare plans for rehabilitation, education development and preventive programs.

To identify household members who may have disabilities. A "screening" question is asked in column P13. For each household member, ask the respondent ***"Does _____ have any physical or mental disability?"***. If the answer is Yes, draw an "x" mark on the circle before YES in P13 and ask the question in P14: ***"What type of disability does _____ have?"***. If the answer in P13 is NO, draw an "x" mark on the circle before NO in P13 and **skip** to P15.

The specific types of disabilities and their respective codes are listed in the Code Book. Be sure to use this Code Book as your guide in probing for information and for coding the responses in column P14. If the answer of the respondent is other than the types of disability listed, write in the space provided the answer of the respondent. The description of the disabilities are given below:

CODE	DESCRIPTION	SHORT NAME
01	No useful sight in any of the two eyes. (Cannot distinguish objects in front of him). Persons may have some light perception (e.g., can realize that it is midday or midnight), but do not have usable sight. They need Braille materials for reading.	TOT-BLIND
02	With better eyesight than totally blind: can distinguish objects in front of him. However, even with eyeglasses cannot distinguish large letters. Practically, this person can walk without hitting his head against the wall, but cannot read anything. Included here as persons with severely limiting vision situations: central only or the sides only or only like a pie of a cake. Persons who can see some objects so that they can walk better and do some activities, but they cannot read printed text even with eyeglasses. They need Braille materials for reading.	PART-BLIND
03	With the better eye, even with eyeglasses, cannot distinguish regular size letters. Practically, can only read the bigger headlines in the newspapers. Included here are persons with limiting vision situations: central only or the sides only or only like a pie of a cake. Persons who, even with appropriate eyeglasses, need large print text (i.e., at least 18 points font) to read at a distance of one foot (30 cm.)	LOW VISION

CODE	DESCRIPTION	SHORT NAME
04	Cannot realize any regular sound. Practically the person does not react when somebody claps his hands behind his back. Person may still hear the blowing of a horn of a truck, or the beat of a drum, cannot understand words even with a hearing aid. Mute: There are almost no mute people. The normal case is the so-called "deaf-mute" which is for people who, because of deafness, did not learn to talk but they have all what is physically necessary to talk. Treat them as deaf.	**TOT-DEAF**
05	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).]	**PART- DEAF**
06	Person can understand words only if spoken very loud or close to the ear and (normally) has severe difficulties if there are other noises (e.g.,) of other people speaking in the room. Person can be helped with a hearing aid but still has difficulties understanding normal speech.	**HARD-HEAR**
07	Person at least 15 years old, is object of ridicule or has severely limited job opportunities because of either: - a general stammering problem which makes normal speech extremely difficult - or a cleft-palate or hare-lip that cannot be solved by current medical procedures	**ORAL DEFECT**
08	Person has only one useful hand. One arm is not usable (e.g., amputated, deformed or paralyzed arm). Included here are two artificial arms if they are rather useful (i.e., both arms are missing but are replaced with artificial arm).	**ONE HAND**
09	Person has no useful hands. Both arms are not usable (e.g., amputated, deformed and missing).	**NO HANDS**
10	Person has only one useful leg: walks with crutches and/or artificial leg and/or braces. Note (1) Walking with an artificial leg can be considered if it really prevents the person from holding most jobs. (2) If the person has two legs amputated but in such a way that artificial legs can be used, the person can still go to most places, including going up the stairs. It may be slower, but it is surely very different from a person in a wheelchair who cannot even climb a single step without help.	**ONE LEG**
11	Person has no useful legs or two legs unusable (e.g., normally sits in a wheelchair.)	**NO LEGS**
12	Regular/Mild cerebral palsy: person can still walk and do most activities or might only be slightly awkward and require no special assistance.	**CR-QUADRIP**

CODE	DESCRIPTION	SHORT NAME
	The term ***cerebral*** refers to the brain's two halves, or hemispheres, and ***palsy*** describes any disorder that impairs control of body movement. Thus, these disorders are not caused by problems in the muscles or nerves. Instead, faulty development or damage to motor areas in the brain disrupts the brain's ability to adequately control movement and posture. An individual with cerebral palsy may have difficulty with fine motor tasks, such as writing or cutting with scissors; experience trouble with maintaining balance and walking; or be affected by involuntary movements, such as uncontrollable writhing motion of the hands or drooling.	
13	Severe cerebral palsy: person is severely affected by the cerebral palsy or might be unable to walk and need extensive, lifelong care.	**CS-QUADRIP**
14	Regularly intellectually impaired: can be trained to be toilet trained, to wash himself, eat on his own and follow single instructions. Included here are those with Down Syndrome (Mongoloids) and most autistic (persons with autism). Note, not included are slow learners and persons who can travel alone.	**IR-RETARDED**
15	Severely intellectually impaired: cannot be toilet trained, eat alone, severe autism, etc.	**IS-RETARDED**
16	Regularly impaired by mental illness: actually under psychiatric care or should be under psychiatric care (but do not have the money) as well as patients who recovered within the last three years (to consider the problem that so many becomes sick again). Included here are most persons with epilepsy even if the origin of their problem is very different, people treat them a bit the same as the mentally ill, they have more difficulties obtaining jobs, etc.	**PR-MENTALLY ILL**
17	Severely impaired by mental illness: persons needing hospitalization or having been hospitalized within the last three years (as mentioned above, to consider the fact that so many become sick again).	**PS-MENTALLY ILL**
18	Regularly multiple impaired. Multiple impairment is always a severe disability, yet among those with multiple impairment, one can be much lighter than the others whom we call severely multiple handicapped. Examples, are one arm and one leg unusable, mentally retarded and some physical defect.	**MR-IMPAIR-MENT**

CODE	DESCRIPTION	SHORT NAME
19	Severely multiple impaired. Examples are both legs and both arms paralyzed (quadriplegic); deaf and blind, and severely cerebral palsied and blind.	MS-IMPAIR-MENT

P15 Ethnicity

Ethnicity is a primary sense of belonging to an ethnolinguistic group; it is consanguineal in nature, meaning, the ties are reckoned by blood and traced through the family tree. Thus, the **item refer to the members of the household's identity of self-ascription, as one belonging to a group, by blood**.

Ethnolinguistic grouping denotes genealogical and paternal lineage to any of the Philippine group of native population. This group has continuously lived as organized community on communally bounded and defined territory, and who have, under claims of ownership since time immemorial, occupied, possessed and utilized such territories, sharing common bonds of language, customs, traditions and other distinctive cultural traits ..... (and) shall likewise include peoples who are regarded as indigenous on account of their descent.....". This also includes those who have been displaced or from their traditional domains or who may have resettled outside their domains.

Cases of mixed ancestry, that is, parents belonging to different ethnic groups may occur. The family being bilateral just like any Filipino family, respondents have a choice whether or not to indicate the paternal or maternal branch as the reference point of their ethnic classification. The children of mixed marriages may follow the ethnic affiliation of a parent with whom he/she has more association. However, for children who do not talk yet at the time of census, their ethnicity would be that of the mother.

Ask the respondent the question in P15: ***"How does _____'s classify himself/herself? Is he/she an Ibaloi, Kankanaey, Mangyan, Manobo, Chinese, Ilocano or what?"*** for all members of the household. The ethnicity and their corresponding codes for this item are listed in the Code Book. If it is not among the pre-coded answers, write the ethnicity on the space provided but not touching the code boxes.

NOTE: Items P22 and P23 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, leave columns P22 and P23 blank.

P22 Highest Educational Attainment

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

Highest educational attainment refers to the highest grade or year completed in school, college or university as of May 1, 2000. This may be any one of the specific grades or years in elementary, high school, post secondary school, college and post-baccalaureate levels of schooling. It also includes pre-school education.

Ask the question in P22: ***"What is the highest grade/year completed by _____?"*** for all persons 5 years old and over. Enter in P22 the two-digit code corresponding to the highest educational attainment, which are listed in the Code Book.

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" or "High School" is insufficient.

Examples:

1. Enter **11** if the person has only completed Grade 1, **13** for Grade 3 or **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 – **21**.

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

Post Secondary 1 year is the highest grade completed by a person who has taken a post secondary course for at least a year but has not yet completed the course at the time of Census 2000. Consider, for example, a person who at the time of the census is a 2nd year student of a 2-year course in Automotive Technology. Since he has finished his

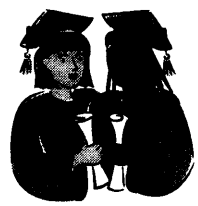
1st year in Automotive Technology, he is considered under this category and the correct code is **31**.

Post Secondary 2 years is the highest grade completed by a person who has taken at least two year but has not yet completed the course at the time of Census 2000. The appropriate code for this is **32**.

In order to determine whether the vocational/technical course reported by the respondent is under post secondary 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 post secondary 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, post secondary.



If the person has successfully completed his post secondary education, enter the code of the course/certificate completed in the code boxes and specify its title and corresponding duration on the space provided. The codes (**50 – 58**) are provided in the Code Book.

Examples:

		Code
2-Yr. Associate in Arts	-	**50**
2-Yr. Certificate in Physical Education	-	**51**
6-Mo. Basic Computer System	-	**54**
6-Mo. Auto Diesel Technology	-	**56**

Take note of the following cases:

1. If a person finished a post secondary course and is currently a 1st year college student, his post secondary course should be reported.

2. If a person is currently enrolled in a (6-month or 1-year) post secondary course but has not finished the course, he should be reported as a high school graduate.

3. If a person is currently in 1st year college or post secondary, do not assume that he is only a high school graduate. Verify if he has taken/completed other courses (degree or non-degree courses).

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 may either be **60** to **68,** depending on the college course finished. Different categories are listed in the Code Book.

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

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

Examples:

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

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

For a college graduate, enter the corresponding code of the specific Bachelor's or higher degree obtained. The codes (**60 – 68**) are provided in the Code Book.

Examples:

	Codes
B.S. Commerce -	**63**
B.S. Chemical Engineering -	**65**
B.S. Math -	**64**

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

Post-baccalaureate refers to any course for which an under graduate 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 **71**. The same rule applies to graduate students who are still working for their master's degree, taking doctorate studies and for a person who have completed masters or doctoral degree. For both cases enter **71**.

If an unusually high "highest educational attainment" 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.

P23 Residence 5 Years Ago

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

Ask the question in P23: ***"In what city/municipality did _____ reside on May 1, 1995?"*** Enter code **0008** in P23 if the person's residence 5 years ago is the same as his present residence.

However, if his residence 5 years ago was in another city/municipality, write the name of the city/municipality and province on the space provided.

For those whose residence 5 years ago is in a foreign country, enter code **0007** in the code box.

If the respondent does not know the residence of the members of the household 5 years ago, ask the person himself about his residence 5 years ago. However, if the person cannot recall the name of the city/municipality and province where he lived 5 years ago after exhaustive probing, enter code **0009** for unknown in the code box.

Complete names of provinces should be written when provinces like Ilocos, Negros, Davao and Bicol were provided. Ask the respondent whether, he/she means Ilocos Norte or Ilocos Sur, Negros Oriental or Occidental, Davao del Sur, Davao del Norte or Davao Oriental and what particular province in the Bicol Region.

In cases where the respondent knows only the province but not the municipality, enter the correct code of the province in the first two code boxes and code **99** for the last two boxes.

Filling Up Questions P13 to P15, P22 and P23

Example:

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

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

7.4 INSTRUCTIONS ON THE HOUSING CENSUS QUESTIONS

The housing portion consists of questions on building characteristics (B1 to B5), housing unit characteristic (D1) and household characteristics (H10).

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

1. For all housing questions, categories are presented with circles before them. **ONLY ONE CIRCLE MUST BE CROSSED OUT.**

2. Fill up items B1 to B4 (Type of Building/House, Construction Material of the Roof, Construction Material of the Outer Walls, and State of Repair) by observation. Even before you enter the building, you can already determine the answer to these questions. However, if doubtful, ask the respondent.

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

Illustration 7.2

HOW TO RECORD ITEMS P13 to P15, P22 and P23 OF CPH FORM 2

P13	Does ____ have any physical or mental disability? *[If No Skip to P15]*	○ YES ⊗ NO	○ YES ⊗ NO	⊗ YES ○ NO	○ YES ⊗ NO
P14	What type of disability does ____ have? *[Please see code book]*			04	
P15	How does ____ classify himself/herself? Is he/she an Ilokano, Kankanaey, Mangyan, Manobo, Chinese, Ilocano or what? *[Please see code book]*	17	17	17	07
P22	What is the highest grade/year completed by ____? *[Please see code book]*	65	65	43	65
P23	RESIDENCE 5 YEARS AGO In what city/municipality did ____ reside on May 1, 1995? Foreign Country 0007 / Same City/Municipality 0008 / Unknown 0009 — *If another city/municipality, specify city/municipality and province* *[Please see code book]*	0008 CITY/MUNICIPALITY ____ PROVINCE	0008 CITY/MUNICIPALITY ____ PROVINCE	0008 CITY/MUNICIPALITY ____ PROVINCE	0008 CITY/MUNICIPALITY ____ PROVINCE

P13	Does ____ have any physical or mental disability? *[If No Skip to P15]*	○ YES ⊗ NO	○ YES ⊗ NO	○ YES ⊗ NO	○ YES ⊗ NO
P14	What type of disability does ____ have? *[Please see code book]*				
P15	How does ____ classify himself/herself? Is he/she an Ilokano, Kankanaey, Mangyan, Manobo, Chinese, Ilocano or what? *[Please see code book]*	17	17	17	41
P22	What is the highest grade/year completed by ____? *[Please see code book]*	53	11		00
P23	RESIDENCE 5 YEARS AGO In what city/municipality did ____ reside on May 1, 1995? Foreign Country 0007 / Same City/Municipality 0008 / Unknown 0009 — *If another city/municipality, specify city/municipality and province* *[Please see code book]*	0008 CITY/MUNICIPALITY ____ PROVINCE	0008 CITY/MUNICIPALITY ____ PROVINCE	____ CITY/MUNICIPALITY ____ PROVINCE	6506 LEBAK CITY/MUNICIPALITY SULTAN KUDARAT PROVINCE

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

   a. Ask question B5 Year Built, only from the respondent of any household in the same building, preferably from the first household interviewed.

   b. Transcribe the same entries for B1 to B5 to the corresponding questionnaire items for other households living in the same building.

Ask Item D1 Floor Area from any household in the housing unit. If there are two or more households living in the same housing unit, ask this item from any of the households, preferably from the first household interviewed. Transcribe the same entries for D1 to the questionnaires of the other households residing in the same housing unit.

B1 Type of Building/House

The distribution of households by type of building supplies information about the available housing accommodation at the time of the census, patterns of living, and building trends. Such details are essential for planning future housing needs. For housing programmes, information is required on the number of households that need to be provided with housing. The number of households living in marginal housing units (commercial/industrial/agricultural buildings used as living quarters such as barns, warehouses, mills, offices, etc., and other housing units such as boats, caves, etc.) provides a first approximation of this element of housing needs.

Cross out the circle the applicable type of building occupied by the household. The types of building are as follows:

○ **1** Single House - This is an independent structure intended for one household separated by open space or walls from all other structures. It includes the so-called "nipa hut" or a small house that is built as a more or less permanent housing unit or a "barong-barong" made of salvaged/makeshift/improvised materials.
○ **2** Duplex - This is a structure intended for two households, with complete living facilities for each. It is divided vertically or horizontally into two separate housing units which are usually identical.
○ **3** Multi-Unit Residential (3 or more units) - This is a building intended for residential use only, consisting of 3 or more housing units. These houses may consist of one or more storeys in a row of three or more

housing units, separated from each other by walls extending from the ground to the roof or a building having floors to accommodate three or more housing units.

Example:

a. Apartment Building – a structure usually of several stories, made up of three or more independent entrances from internal halls or courts. An apartment has one common entrance from the outside.
b. Accesoria – a one or two-floor structure divided into three or more housing units, each housing unit having its own separate entrance from the outside. Another name for accesoria is row house.
c. Residential Condominium – a high-rise building where the housing units are owned individually but the land and other areas and facilities are owned in common.

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

○ **4** Commercial/Industrial/Agricultural - These buildings are not intended mainly for human habitation but used as living quarters of households at the time of the census.

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

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

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

○ **5** Institutional Living Quarters - Hotels, motels, inns, boarding houses, dormitories, pensions and lodging houses fall within this category. This group comprises permanent structures which provide lodging and/or meals on fee basis. Institutional buildings are buildings intended for persons confined to receive medical, charitable or other care/treatment such as hospital and orphanages, for persons detained such as jails and penal colonies, and other buildings like convents, school dormitories, etc.

Also included in this category are camps which are defined sets of premises originally intended for the temporary accommodation of

persons with common activities or interests like military camps, and other camps established for the housing of workers in mining, agriculture, public works or other types or enterprises.
○ **6** Other Housing Units - This refers to living quarters which are not intended for human habitation nor located in permanent buildings but which are nevertheless, used as living quarters at the time of the census. Caves, old railroad cars, other natural shelters and mobile housing units such as trailer, barge, cart, boat, etc., fall within this category.

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

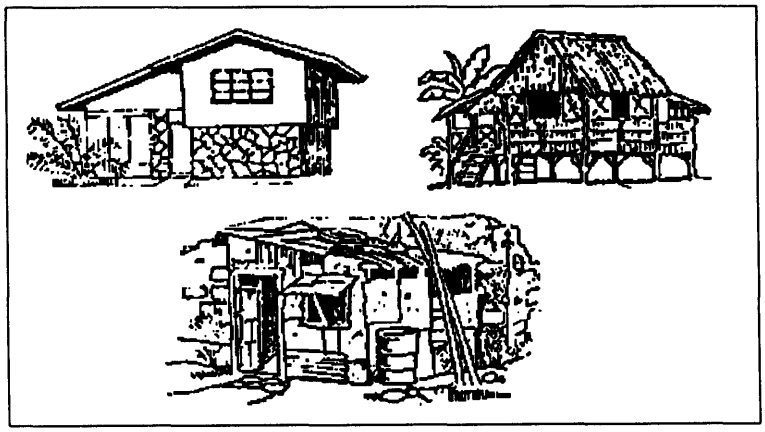
B2 Construction Material of the Roof

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

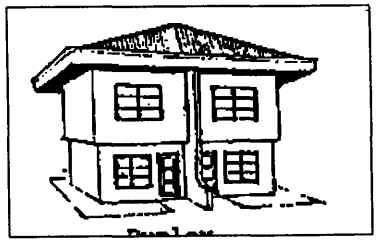
This indicator provides data in evaluating construction statistics, programme implementation, and for estimating the investment, past and future, in housing construction. It also determines how many of the households are housed in structurally acceptable housing units. Structural acceptability of housing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

Cross out the circle opposite the kind of material used in the construction of the roof. This item can be answered through observation but if your are in doubt, ask the respondent.

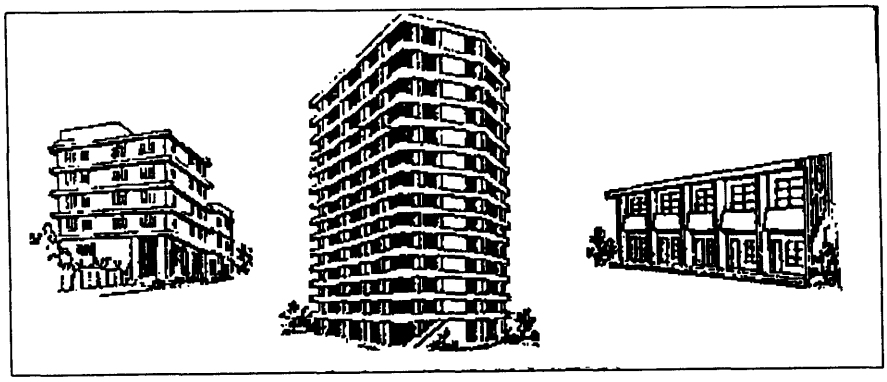
Illustration 7.3
TYPES OF BUILDINGS



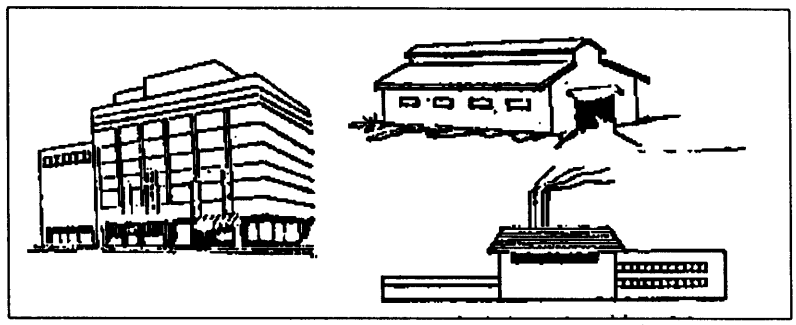
Single House



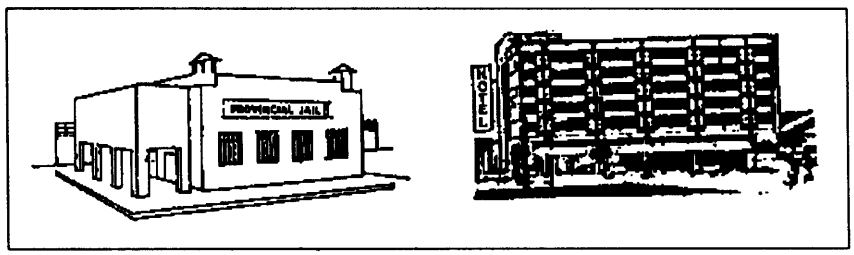
Duplex



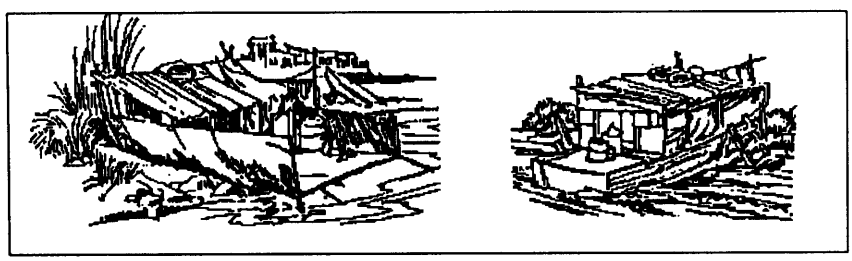
Multi-unit Residential



Commercial/Industrial/Agricultural



Institutional Living Quarters



Other Housing Units

The kinds of construction materials of the roof are as follows:

- ○ **1** Galvanized Iron/aluminum
- ○ **2** Tile/concrete/clay tile
- ○ **3** Half galvanized iron and half concrete
- ○ **4** Wood
- ○ **5** Cogon/nipa/anahaw
- ○ **6** Asbestos
- ○ **7** Makeshift/salvaged/improvised materials
- ○ **8** Others, specify _____

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

Bamboo when used as roofing is included in category of **Wood**.

Housing units in structures such as culverts, bridges, etc. should have a marked circle opposite **Makeshift/salvaged/improvised materials.**

B3 Construction Materials of the Outer Walls

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

The kinds of construction materials of the walls are as follows:

- ○ **01** Concrete/brick/stone
- ○ **02** Wood
- ○ **03** Half concrete/brick/stone and half wood
- ○ **04** Galvanized iron/aluminum
- ○ **05** Bamboo/sawali/cogon/nipa
- ○ **06** Asbestos
- ○ **07** Glass
- ○ **08** Makeshift/salvaged/improvised materials
- ○ **09** Others, specify _____
- ○ **10** No walls

For a house or building in which half of the storeys are walled with concrete/brick/stone and the other half, with

wood, marked the circle opposite the category **Half concrete/brick/stone and half wood.** Mark also this category wherein the walls are made of about half of each of the two groups of materials.

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

Housing units in non-building structures such as culverts, bridges, etc. should have a marked circle of category **Makeshift/Salvaged/Improvised Materials**.

Cross out the circle of category **Others** and specify the kind of material used for the outer walls if it is not one of those mentioned above.

B4 State of Repair

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

Determine the current state of repair of the building/house and cross out the circle opposite the appropriate selection.

- ○ **1 Needs no repair/needs minor repair** - This building is usually new or has a good building maintenance, i.e., no deterioration is apparent from the outside.
- ○ **2 Needs major repair** - The building cannot fully protect the occupants from the elements (rain, wind, temperature). It may have cracks in the interior walls, leaking roof, holes on the floors, broken windows, etc. which can only be mended by major repair.
- ○ **3 Dilapidated/condemned** - This building is beyond repair. Dilapidated parts are found in pillars, roofs and outer walls needing renovation. Condemned buildings, wherein substandard materials/procedures were used in the construction or which are structurally defective, are also included here.
- ○ **4 Under renovation/being repaired** - This is a building that was fully constructed and finished but is now being repaired for some deterioration or damages. This also includes buildings being renovated to make additional structures or to modify/repair existing structures.

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

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

○ **6 Unfinished construction** - This is a partly constructed building but at the time of visit, construction is temporarily or permanently stopped, that is, no construction activity is going on for quite sometime.

B5 Year Building/House was Built

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

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

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

Cross out the circle opposite the appropriate selection.

○ **01** 2000
○ **02** 1999
○ **03** 1998
○ **04** 1997
○ **05** 1996
○ **06** 1991-1995
○ **07** 1981-1990
○ **08** 1971-1980
○ **09** 1961-1970
○ **10** 1960 or earlier
○ **98** Not applicable
○ **99** Don't Know

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

Examples:

a. 1960 or earlier
   Prior to 1945 - President was either Osmeña, Laurel, Quezon, Quirino, Magsaysay or Garcia
   1957 - Death of President Magsaysay in a plane crash

b. 1961 - 1970
   1961 - Diosdado Macapagal was elected president
   1965 - Ferdinand Marcos was elected president
   1968 - Ruby Towers was ruined by an earthquake
   1969 - Ferdinand Marcos was re-elected (Sergio Osmeña, Jr. was the presidential candidate by the other party then)

c. 1971 - 1980
   1972 - President Marcos declared Martial Law
   1978 - Elections for Interim National Assembly (Ninoy Aquino was a candidate)

d. 1981 - 1990
   1981 - Pope John Paul II came to the Philippines
   1983 - Former Senator Benigno Aquino was assassinated
   1986 - President Corazon Aquino was proclaimed president via People's Power/February Revolution
   1990 - Destructive earthquake that shaked Luzon

e. 1991 - 1995
   1991 - Eruption of Mt. Pinatubo
   1992 - Proclamation of President Fidel Ramos as the 12th president of the Philippine Republic
   1995 - Pagoda tragedy in Bocaue, Bulacan

f. 1996 - Ormoc tragedy

g. 1998 - Cebu Pacific crashed in Cagayan de Oro City
   Centennial Year Celebration
   Proclamation of President Joseph Estrada

D1 Floor Area of the Housing Unit

Density of occupancy in terms of floor area per person is a measure of the adequacy of housing. In line with the aim of housing policy to provide adequate

housing space to a level consistent with the maintenance of health of the occupants, it is important in planning to adopt housing standards.

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

Cross out the circle of the selection made.

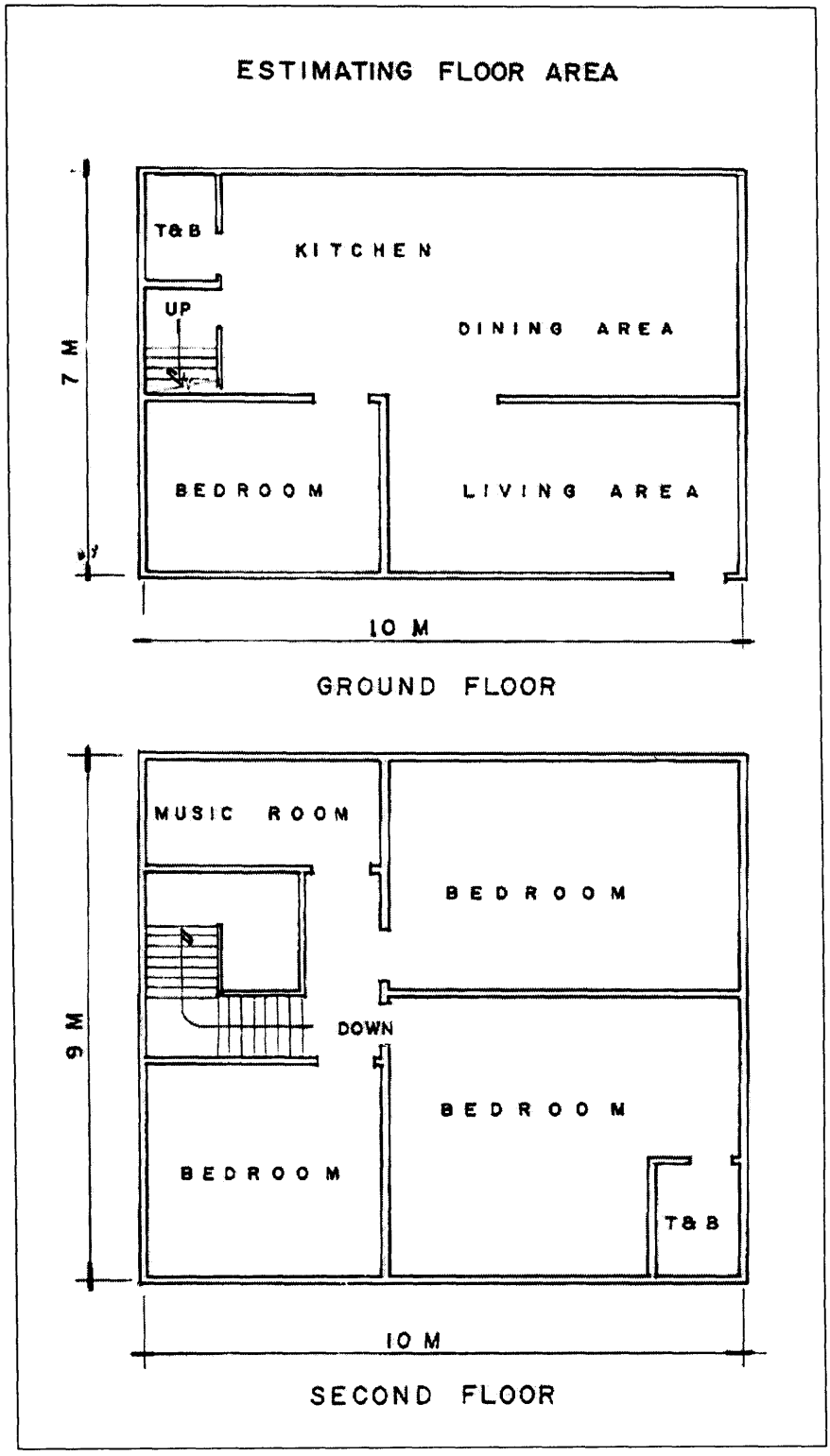
		Square Meters	Square Feet
○	**01**	less than 10	less than 108
○	**02**	10 - 19	108 - 209
○	**03**	20 - 29	210 - 317
○	**04**	30 - 49	218 - 532
○	**05**	50 - 69	533 - 748
○	**06**	70 - 89	749 - 963
○	**07**	90 - 119	964 - 1286
○	**08**	120 - 149	1287 - 1609
○	**09**	150 - 199	1610 - 2147
○	**10**	200 and over	2148 and over

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

There are many ways in approximating the total floor area. You may use any method which is more convenient to you. You may use a **meter** stick, visual approximation (using your eyes only) or your **pace factor** (see Appendix 4). In case the respondent does not know the floor area of the housing unit, you can approximate the floor area using any of the above mentioned methods. Familiarize yourself with the length of a meter so that you can do **visual approximation**.

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

Illustration 7.3
ESTIMATING FLOOR AREA



To get the estimated floor area (EFA) of the ground floor, use the following formula:

$$EFA_{GROUND\ FLOOR} = 10 \text{ meters} \times 7 \text{ meters} = 70 \text{ sq. m.}$$

Using the same procedure for the second floor,

$$EFA_{SECOND\ FLOOR} = 10 \text{ meters} \times 9 \text{ meters} = 90 \text{ sq. m.}$$

To get the TOTAL ESTIMATED FLOOR AREA of the housing unit, which will be the answer to the inquiry ***"What is the estimated floor area of this housing unit?"***

$$EFA_{GROUND\ FLOOR} + EFA_{SECOND\ FLOOR} = 70 + 90 = 160 \text{ sq.m.}$$

For this example, mark the circle opposite the range of values that includes the given answer, in this case, of category ***150-199****.*

H8 Tenure Status of the Lot

Ask the respondent the question, ***"Do you own or amortize this lot occupied by your household or do your rent, rent-free with consent of owner, or rent-free without consent of owner?***

Cross out the circle corresponding to the tenure status of the lot on which the housing unit is built.

The categories of tenure status of the lot are as follows:

- ○ **1** **Owned/being amortized** - Ownership of land includes mere occupancy of any public land in rural areas. This also includes house owners paying the land on installment basis or holders of certificate of land under the Land Reform Program or house/lot awardees of housing loan from PAGIBIG, SSS, GSIS or commercial banks.
- ○ **2** **Rented** - There is a fixed amount paid by the occupant in cash or in kind.
- ○ **3** **Rent-free with consent of owner** - The household occupies the lot with the permission of the owner and without paying any rent in cash or in kind to the owner, tenant/lessee or subtenant/sub-lessee.
- ○ **4** **Rent-free without consent of owner** – The household occupies the lot without the permission of the owner.

Filling Up the Housing Questions: An Example

Illustration (7.4) shows an example of the correct way of filling up the housing census questions.

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 when it ended and complete the other items such as final result of visit and the population items in the Interview Record the time the interview ended and complete the other items in the Interview Record. Then sign the Certification portion. Before leaving the household, thank the respondent for his/her cooperation.

Illustration 7.4

HOW TO RECORD HOUSING ITEMS OF CPH FORM 2

B1 TYPE OF BUILDING/HOUSE
[Please cross out one of the selections below]

- ⊗ Single house
- O Duplex
- O Multi-unit residential (three units or more)
- O Commercial/industrial/agricultural (office, factory, rice mill, etc.)
- O Institutional living quarters (hotel, hospital, etc.)
- O Other housing unit (boat, cave, etc.)

B2 CONSTRUCTION MATERIAL OF THE ROOF
[Please cross out one of the selections below]

- O Galvanized iron/aluminum
- ⊗ Tile concrete/clay tile
- O Half galvanized iron and half concrete
- O Wood
- O Cogon/nipa/anahaw
- O Asbestos
- O Makeshift/salvaged/improvised materials
- O Others, specify_____

B3 CONSTRUCTION MATERIALS OF THE OUTER WALLS
[Please cross out one of the selections below]

- ⊗ Concrete/brick/stone
- O Wood
- O Half concrete/brick/stone/and half wood
- O Galvanized iron/aluminum
- O Bamboo/sawali/cogon/nipa
- O Asbestos
- O Glass
- O Makeshift/salvaged/improvised materials
- O Others, specify_____
- O No walls

B4 STATE OF REPAIR
Determine the current condition of the building / house
[Please cross out one of the selections below]

- ⊗ Needs no repair/needs minor repair
- O Needs major repair
- O Dilapidated/condemned
- O Under renovation/being repaired
- O Under construction
- O Unfinished construction

B5 YEAR BUILDING/HOUSE WAS BUILT
When was this building/house built?
[Please cross out one of the selections below]

- O 2000
- O 1999
- O 1998
- ⊗ 1997
- O 1996
- O 1991 - 1995
- O 1981 - 1990
- O 1971 - 1980
- O 1961 - 1970
- O 1960 or earlier
- O Not applicable
- O Don't know

D1 FLOOR AREA OF THE HOUSING UNIT
What is the estimated floor area of this housing unit?
[Please cross out one of the selections below]

	SQUARE METER	SQUARE FEET
O	Less than 10	Less than 108
O	10 – 19	108 – 209
O	20 – 29	210 – 317
O	30 – 49	318 – 532
O	50 – 69	533 – 748
O	70 – 89	749 – 963
⊗	90 – 119	964 – 1286
O	120 – 149	1287 – 1609
O	150 – 199	1610 – 2147
O	200 and over	2148 and over

H8 TENURE STATUS OF THE LOT
Do you own or amortize this lot occupied by your household or do you rent it, do you occupy it rent-free with consent of owner or rent-free without consent of owner?
[Please cross out one of the selections below]

- ⊗ Owned/being amortized
- O Rented
- O Rent-free with consent of owner
- O Rent-free without consent of owner

REMARKS:

CHAPTER VIII

HOW TO ACCOMPLISH CPH FORM 3 – SAMPLE HOUSEHOLD QUESTIONNAIRE

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

8.1 CONTENTS OF CPH FORM 3

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

Like CPH Form 2, CPH Form 3 contains questions on population and housing. However, the population portion of CPH Form 3, which contains additional questions (P11-P12, P16-P21 and P24-P32), aims to gather not only more data on the demographic and social characteristics of the population but also on their economic characteristics.

The housing portion contains questions on building characteristics (B1 to B5); housing unit characteristic (D1); and household characteristics and amenities (H1 to H15).

8.2 IDENTIFICATION ITEMS

Refer to Sec. 7.2 (p. 84-87) for the instructions in filling up these items.

8.3 INSTRUCTIONS ON THE POPULATION CENSUS QUESTIONS

In accomplishing the population portion of CPH Form 3, take note **that P1 to P15 will be filled up for all persons; P16 to P23, for persons 5 years old** and over; **P24 to P28, for persons 10 years old** and over; and **P29 to P32, only for females 15 to 49 years old.**

During the interview, you must always refer to the age of the person in P6 since it is an indicator whether a certain question is still applicable to the person.

Enter the codes or cross out the circle, as the case may be, for the answer of the respondent. The pre-coded answers are found in the **Code Book**. If the answer of the respondent is not among the pre-coded answers, write the answer on the space provided in the particular cell outside the code boxes.

Column Number

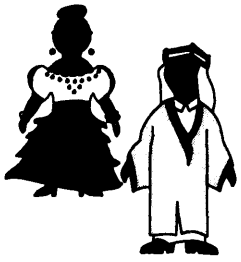
Refer to Section 7.3 (p. 88 for the instructions in filling this up.)

P1 to P10 Name of Household Members to Religious Affiliation

Follow the instructions and concepts in Section 7.3. (pp. 89-99) in filling up the same items in CPH Form 2.

Refer to Illustration 7.1 (p. 100) on how to record items P1 to P10.

P11 and P12 Citizenship



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

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

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

Ask the question in P11: ***"Is _____ a citizen of the Philippines"*** for all persons. This question determines who among the members of the household are citizens of the Philippines and who are not. If the household member is a citizen of the Philippines, cross out circle for the category **Yes** and skip to P13. However, if the household member is not a citizen of the Philippines, mark the circle before NO in P11 and ask the question in P12: ***"What country is _____ a citizen of"***.

Enter the appropriate code for the country of citizenship of household members who are not Filipinos. The codes are listed in the Code Book.

For persons with dual citizenship, both aliens, inquire which one should be reported and enter the code for the preferred country of citizenship. However, for those with dual citizenship, Filipino and an alien citizenship, cross out the circle for Yes in P11.

For persons whose citizenship is other than those provided with codes at the bottom of the questionnaire, write on the space provided the name of the country to where they owe legal allegiance to.

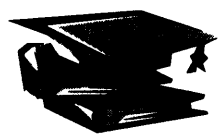
If the person being interviewed hesitates to answer this question, remind him that the information will be held strictly confidential and no reference to individual persons will be made.

P13 to P15 Disability and Ethnicity

Follow the instructions and concepts in Section 7.3. (pp. 101 - 104) in filling up these items.

NOTE: Items P16 to P32 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 leave the boxes and circles for questions P16 and P32 blank.

P16 Literacy



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

Simple ***literacy*** is the ability to read and write a simple message. A person is literate when he can both read and write a simple message in any language or dialect. A person who cannot both read and write a simple message, like "**Census 2000 count me in**" is illiterate. Also consider a person illiterate if he is capable of reading and writing only his own name or numbers, as well as a person who can read but not write, or vice versa.

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

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

Ask the question in P16: ***"Can ____ read and write a simple message in any language or dialect?"*** Enter "**x**" mark in the circle before YES, for those

persons who are literate, or cross out the circle for NO, for those persons who are illiterate.

P17 and P18 Language

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

P17 Able to Speak Filipino

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

Ask the question in P17: ***"Is _____ able to speak Filipino/Tagalog?"*** for all persons 5 years old and over. Cross out circle for Yes if the members of the household can speak Filipino/Tagalog, else cross out circle for No. A person is said to be able to speak Filipino if he understands the language and can communicate in Tagalog even with a very limited vocabulary. A person who understands Filipino/Tagalog but cannot communicate in Filipino/Tagalog at all is considered not able to speak Filipino/Tagalog.

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

P18 Able to Speak English

Ask the question in P18: ***"Is _____ able to speak English?"*** for all persons 5 years old and over. Place "**x**" mark in the circle appropriated for category Yes or No. A person is said to be able to speak English if he understands the language and can communicate in English even with a very limited vocabulary. A person who understands English but cannot communicate in English at all is considered not able to speak English language.

P19 School Attendance

Data on school attendance provide a description of the school-age population actually in school. The proportion of the school-age population, which

is able to take advantage of the educational system, is necessary in the assessment of the adequacy of the educational system of the country.

Ask the respondent the question in P19: ***"Did _____ attend school at any time from June 1999 to March 2000?"*** for all persons 5 years old and over. If the answer is Yes, cross out the circle for this category; otherwise, place an "**x**" in the circle for No.

School Attendance means attendance at any educational institution, public or private, for formal academic education at the elementary, high school, college or university level at any time during the school year June 1999 to March 2000.

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

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

Examples:

a. Eulogio "Amang" Rodriguez Institute of Science and Technology (EARIST)
b. San Carlos Rural High School

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

Examples:

a. A-I Driving School
b. CWL Vocational Center
c. Twinkle Twinkle Little Star Day Care Center

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

If a person was enrolled at the beginning of the school year or on the second semester but subsequently dropped out from school, draw an "x" mark on the circle corresponding the answer YES.

If an answer of Yes is given for a person who is old enough to have graduated from college (25 years old and over), verify the answer, especially in barangays far from colleges and universities, before drawing an "x" mark on the circle corresponding the answer YES.

Filling Up Questions P11 to P19 of CPH Form 3: An Example

Illustration 8.1 shows how to fill-up P11 to P19 of CPH Form 3 based on the information from the household of Ismael Santiago. Among the household members, only Carlito attended school from June 1999 to March 2000. Alma can read and write only in Filipino/Tagalog.

P20 Place of School

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

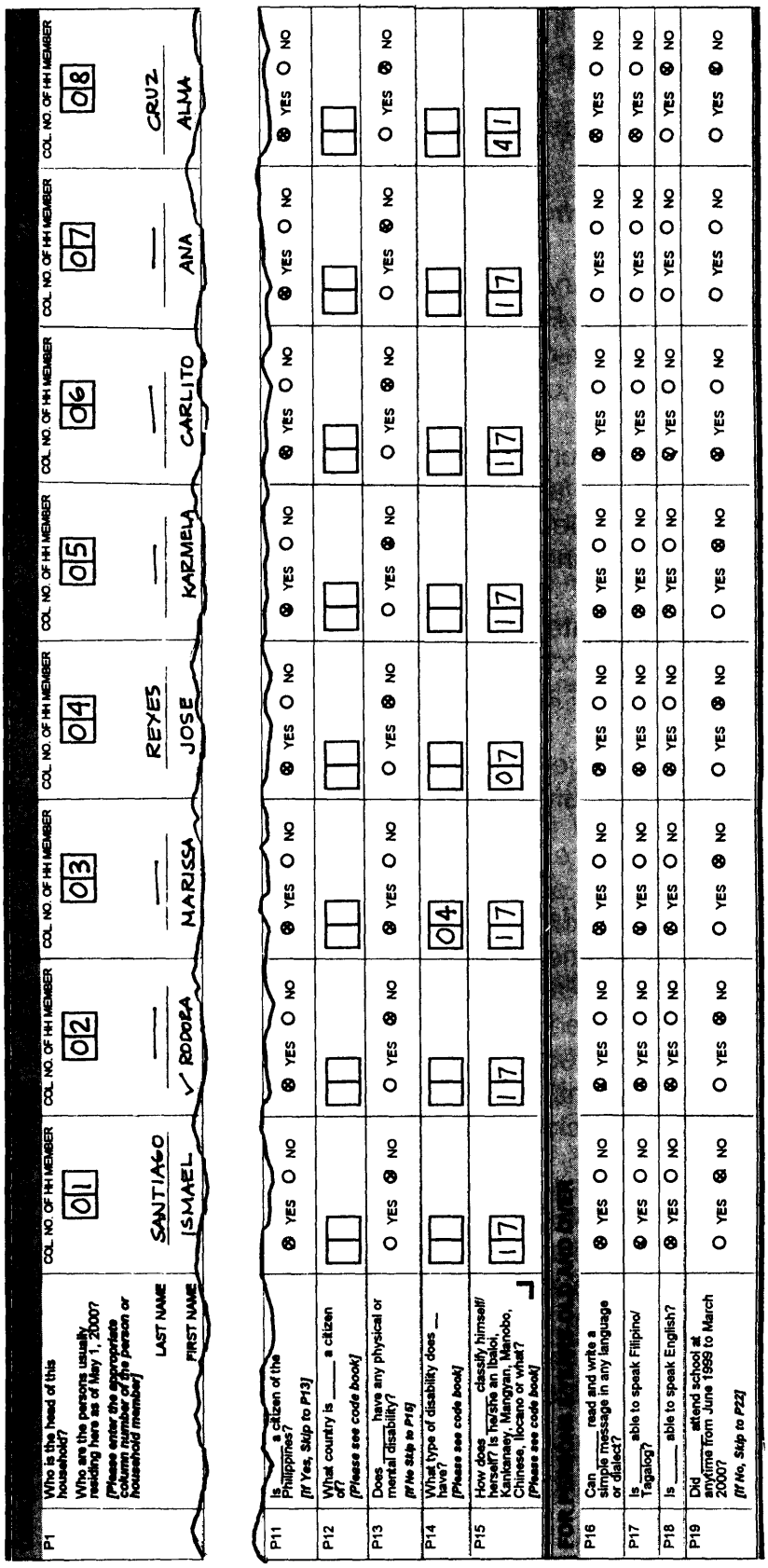
For every person 5 years old and over and whose answer in P19 is YES, ask the question ***"In what city/municipality did _____ attend school?"***.

For a person whose place of school is the same as his present residence, that is the school is located within the city/municipality where he resides, enter code **0008** in the code box. However, if the place of school is in another city/municipality, specify on the space provided the province and city/municipality where he attends school. Codes of province and municipal names are included in the Code Book. Enter code **0007** for those whose place of school is in a foreign country.

Complete names of provinces should be written when provinces like Ilocos, Negros, Davao and Bicol were provided. Ask the respondents whether, they mean Ilocos Norte or Ilocos Sur, Negros Oriental or Occidental, Davao del Sur, Davao del Norte or Davao Oriental and what particular province in the Bicol Region.

Illustration 8.1

HOW TO RECORD ITEMS P11 TO P19



P21 Type of School

For all persons 5 years old and over, whose answer in P19 is Yes and there is an entry in P20, ask the respondent the question in P21: ***"What type of school?"***. Cross out the circle corresponding to the selected category. If the answer is for "Government/Public" or "Private", proceed to ask the question in P21, otherwise, skip to P23.

Public schools are those schools entirely subsidized by the national government as mandated by the Constitution. Free government elementary and secondary schools have been established in many barangays throughout the country. Preschool education, however, are mostly offered by private sector. Public colleges and universities are classified into three categories, as follows:

1. Chartered state universities and colleges are institutions that enjoy autonomy under a self-governing board of regents chaired by the Secretary of the Department of Education, Culture and Sports (DECS) or by his or her designated representative.

2. Non-chartered state colleges are higher educational institutions offering higher education courses. Many of them evolved from technical schools such as schools of arts and trades (SATs), agriculture, and others.

3. Community colleges are mostly outgrowths of barangay high schools located in rural areas and offer degree programs including graduate programs.

Private schools are those schools subsidized by a private person or a group of persons. Some of the secondary and post secondary schools are private stock (non-sectarian) or non-corporations. Private colleges and universities are governed by corporation laws. Such institutions have their respective board of directors or trustees and are either stock or non-stock corporations. Institutions with religious affiliations are classified as sectarian schools and are non-stock organizations.

Madrasah and **Others** refer to schools that provide alternative learning system. This alternative learning system is classified as non-formal and informal educational systems. However, such entities are not accredited by the Department of Education, Culture and Sports. Learning systems like schools of living traditions which are organized by indigenous communities and supported by the National Commission for Culture and the Arts are categorized as **Others**.

P22 and P23 Highest Educational Attainment and Residence 5 Years Ago

Refer to Section 7.3 (p. 105-109) in filling up this item.

NOTE: Items P24 to 28 are to be accomplished only for household members who are at least 10 years old. If a household member is younger than 10 years of age, leave the circles and boxes for answers to questions P24 to P32 blank.

P24 Residence 10 Years Ago

The question on residence 10 years ago pertains to the place where a person was residing 10 years ago. Data on this are collected to fill the missing information on migration between 1990 and 1995.

Ask the question in P24: ***"In what city/municipality did _____ reside on May 1, 1990?"***. Enter code **0008** in P24 if the person's residence 10 years ago is the same as his present residence. However, if his residence 10 years ago was in another city/municipality, write the name of the city/municipality and province on the space provided.

For those whose residence 10 years ago was in a foreign country, enter code **0007** in the code box.

If the respondent does not know the residence of the members of the household 10 years ago, ask the person himself about his residence 10 years ago. However, if the person cannot recall the name of the city/municipality and province where he lived 10 years ago after exhaustive probing, enter code **0009** for unknown in the code box.

Complete names of provinces should be written when provinces like Ilocos, Negros, Davao and Bicol were provided. Ask the respondent whether, he/she means Ilocos Norte or Ilocos Sur, Negros Oriental or Occidental, Davao del Sur, Davao del Norte or Davao Oriental and what particular province in the Bicol Region.

In cases where the respondent knows only the province where the member resided ten years ago, enter appropriate code of the province in the first two code boxes and code **99** for the last two boxes.

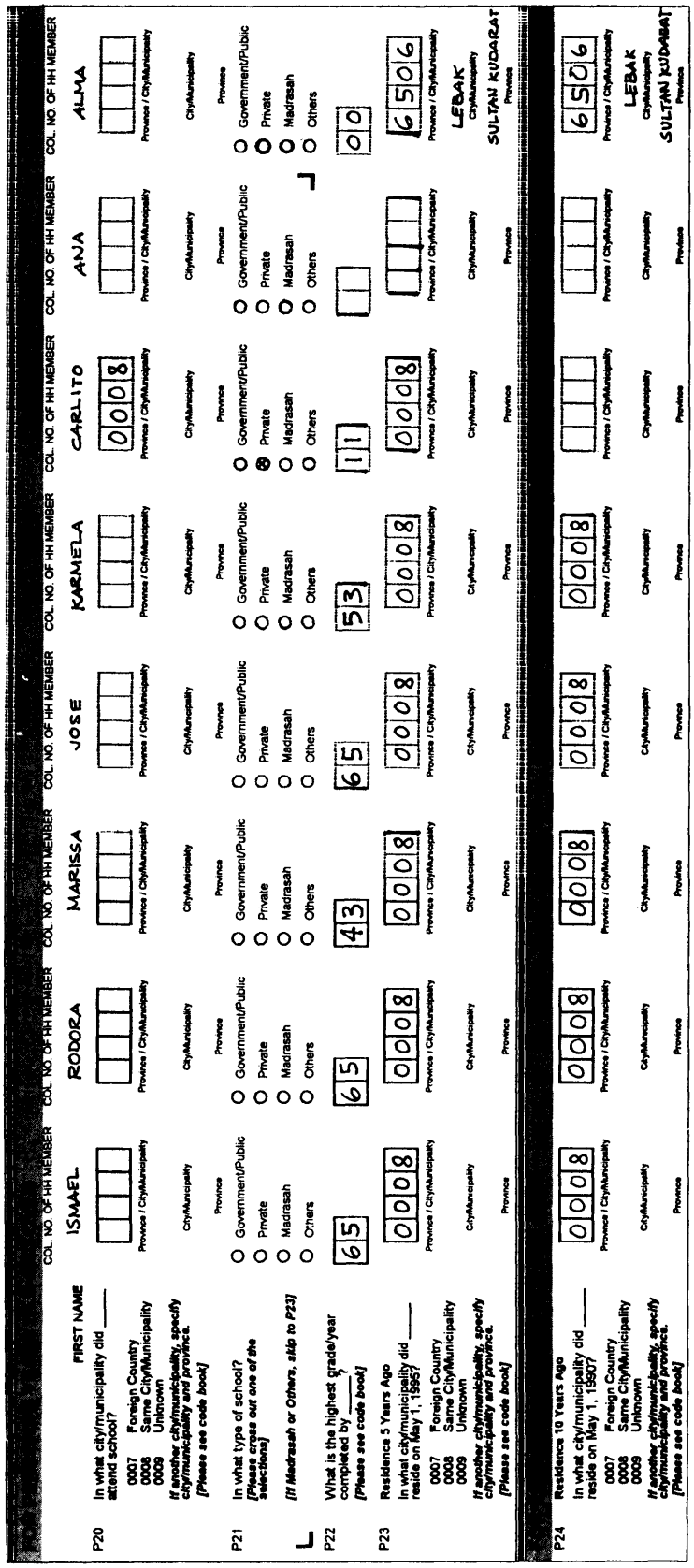
Filling Up Questions P20 to P24 of CPH Form 3: An Example

The illustration below shows the same household of Ismael Santiago.

Among the household members, only Carlito attended school from June 1999 to March 2000. He attended a private school in their city.

Illustration 8.2

HOW TO RECORD ITEMS P20 TO P24



		COL. NO. OF HH MEMBER		COL. NO. OF HH MEMBER		COL. NO. OF HH MEMBER		COL. NO. OF HH MEMBER		COL. NO. OF HH MEMBER		COL. NO. OF HH MEMBER	
	FIRST NAME	ISMAEL		RODORA		MARISSA		JOSE		KARMELA		CARLITO	ANA	ALMA
P20	In what city/municipality did ___ attend school? 0007 Foreign Country 0008 Same City/Municipality 0009 Unknown *If another city/municipality, specify city/municipality and province.* *[Please see code book]*		Province / City/Municipality		Province / City/Municipality		Province / City/Municipality		Province / City/Municipality		Province / City/Municipality	0008 Province / City/Municipality	Province / City/Municipality	Province / City/Municipality
P21	In what type of school? *[Please cross out one of the selections]* *[If Madrasah or Others, skip to P23]*	○ Government/Public ○ Private ○ Madrasah ○ Others	City/Municipality Province	○ Government/Public ○ Private ○ Madrasah ○ Others	City/Municipality Province	○ Government/Public ○ Private ○ Madrasah ○ Others	City/Municipality Province	○ Government/Public ○ Private ○ Madrasah ○ Others	City/Municipality Province	○ Government/Public ○ Private ○ Madrasah ○ Others	City/Municipality Province	○ Government/Public ● Private ○ Madrasah ○ Others	City/Municipality Province	○ Government/Public ○ Private ○ Madrasah ○ Others
P22	What is the highest grade/year completed by ___? *[Please see code book]*	65		65		43		65		53		11		00
P23	Residence 5 Years Ago In what city/municipality did ___ reside on May 1, 1995? 0007 Foreign Country 0008 Same City/Municipality 0009 Unknown *If another city/municipality, specify city/municipality and province.* *[Please see code book]*	0008	Province / City/Municipality City/Municipality Province	0008	Province / City/Municipality City/Municipality Province	0008	Province / City/Municipality City/Municipality Province	0008	Province / City/Municipality City/Municipality Province	0008	Province / City/Municipality City/Municipality Province	0008	Province / City/Municipality City/Municipality Province	6506 Province / City/Municipality LEBAK City/Municipality SULTAN KUDARAT Province
P24	Residence 10 Years Ago In what city/municipality did ___ reside on May 1, 1990? 0007 Foreign Country 0008 Same City/Municipality 0009 Unknown *If another city/municipality, specify city/municipality and province.* *[Please see code book]*	0008	Province / City/Municipality City/Municipality Province	0008	Province / City/Municipality City/Municipality Province	0008	Province / City/Municipality City/Municipality Province	0008	Province / City/Municipality City/Municipality Province	0008	Province / City/Municipality City/Municipality Province		Province / City/Municipality City/Municipality Province	6506 Province / City/Municipality LEBAK City/Municipality SULTAN KUDARAT Province

National Statistics Office

P25 Usual Activity/Occupation

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

Ask the question in P25: ***"What was _____'s usual activity/occupation during the past twelve months?"*** for all persons 10 years old and over. Write in the space provided the type of activity/occupation of the person. This will be coded later using the Code Book.

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

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

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

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

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

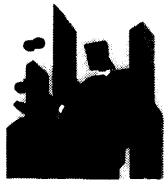
1. work for pay (wage, salary, commission, tips, etc.);
2. work for profit in own farm, business, private practice of a profession or trade, and;
3. work without pay on own family farm or business.

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

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

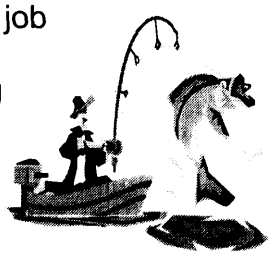
Take note of the following cases:

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



2. If for several years a person had been a school teacher but on May 1, 2000 has already quit his teaching job and is operating a palay farm, his usual occupation is still an elementary school teacher.

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



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

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

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

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

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

Jobs/Occupations which need special care in reporting

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

Unacceptable Entries	Acceptable Entries
Agent	Insurance agent, real estate agent, etc. Note that a PNP agent should be reported as "enlisted man", "PNP lieutenant", etc. Report as "police detective" or "private detective".
Apprentice	An entry should include both occupation and the word "apprentice". The correct entry should be apprentice plumber, apprentice printer, etc.
Assemblers	Specify type of machinery or products being assembled, e.g., mechanical machinery assembler, electrical machinery assembler, wood and related materials product assembler, etc.
Attendant	Bar attendant, hospital attendant, etc.
Businessman	Wholesale merchant, retailer, manager, etc.
Clerk	Accounting clerk, filing clerk, records clerk, etc.
Collector	Bill collector, garbage collector, market collector, toll collector, etc.
Contractor	A contractor is engaged principally in obtaining building and/or other contracts and supervising the work. He should be reported as "building contractor", "road contractor", etc.

Unacceptable Entries	Acceptable Entries
Craftsmen or Skilled Worker	Specify type of skill such as miner, quarry worker, bricklayer carpenter, roofer, plumber, pipe fitter, spray painter, metal molder, sheet metal worker, blacksmith, toolmaker, metal worker, metal grinder, metal polisher, motor vehicle mechanic and fitter, radio and TV services, telephone installer, electrical line installer, glass engraver, printing engraver, basket weaver, wood treater, cabinet maker, etc.
Driver	Tricycle driver, taxi driver, jeepney driver, heavy equipment driver, calesa driver, light van driver, bus driver, tram driver, heavy truck driver, heavy van driver, etc.
Employee	Specify whether the employee is a statistician, receptionist, typist, etc.
Engineer	Civil engineer, mining engineer, marine engineer, etc.
Factory Worker	Weaver, knitter, sewer, tinsmith, etc.
Farmer	Rice farmer, corn farmer, sugarcane farmer, coconut farmer, etc.
Farm Worker	Skilled rice farm worker, skilled corn farm worker, etc.; farmhand, farm laborer, etc.
Fireman	Locomotive fireman, city fireman (for city fire department), fire fighter (as in airfields), etc.
Fisherman	Fisherman in deep-sea, fishpen, fishpond, coastal, inland, etc.; fishpond operator, prawn grower, prawn farm machinery operator, etc.
Foreman	Foreman-carpenter, foreman-electrician, etc.
Government official	Specify position such as mayor, congressman, senator, cabinet secretary, asst. cabinet secretary, commissioner, and justice. Councilor, barangay chairman, barangay councilman, etc.
Helper	Store helper, bakery helper, etc.
Inspector	Meat inspector, market inspector, etc.
Manager	Board Director, specialized company manager such as: production and operations manager, finance and administration manager, personnel and industrial relations manager, sales and marketing manager, advertising and public relations manager, supply and distribution manager, computing services manager, research and development manager, small firm manager, etc.

Unacceptable Entries	Acceptable Entries
Mechanic	Auto mechanic, airplane mechanic, radio mechanic, etc. Do not confuse mechanic with machinist who is a skilled craftsman and who constructs and repairs all kinds of metal parts, tools, and machines through the use of blueprints, machine and hand tools, and precision measuring instruments.
Midwife	Differentiate the "licensed midwife" from the "practical midwife", "hilot', etc.
Nurse	Registered nurse, practical nurse, nurse's aide, etc.
Operator	Bulldozer operator, elevator operator, telephone operator, mining plant operator, mineral ore and stone treating plant operator, well driller and borer, ore smelting operator, metal melter, caster and rolling-mill operator, metal heat-treating plant operator, metal drawer and extruder, glass and ceramics kiln operator, papermaking plant operator, chemical processing plant operator, power-generating plant operator, steam turbine operator, automated assembly-line operator, machine tool operator, chemical products machine operator, rubber and plastic products machine operator, wood. products machine operator, printing machine operator, binding machine operator, paper and paperboard products machine operator, spinning and winding machine operator, weaving and knitting machine operator, sewing and embroidering machine operator, textile bleaching, dyeing and cleaning machine operator, meat and fish processing machine operator, dairy products machine operator, grain and spice milling machine operator, fruit, vegetable and nut processing machine operator, sugar processing and refining machine operator, tea, coffee, cocoa and chocolate preparing and producing machine operator, tobacco products processing machine operator, brewer and wine and other beverage machine operator, etc.
Police	Police officer, detective, patrolman, traffic police, etc. Note that in municipalities with a small police force an entry of policeman may be satisfactory.
Secretary	The title "secretary" should be used for persons doing secretarial work in an office. The secretary who is an elected or appointed officer of a corporation, firm or other organization, should be reported as "executive secretary".
Supervisor	Principal, superintendent, sales supervisor, teacher-supervisor, transport supervisor, housekeeping supervisor, farm overseer, etc.
Teacher	Elementary school teacher, high school teacher, professor, instructor, substitute teacher or teaching assistant (elementary, high school or college), private tutor, university instructor, vocational-technical skill instructor, specialized

Unacceptable Entries	Acceptable Entries
	trainer such as sales trainer, management trainer, instructor-trainer, etc.
Technician	Civil engineering technician, quantity surveyor, surveyor's technician, mining technician, electrical engineering technician, electronics engineering technician, telecommunications technician, mechanical engineering technician, aeronautical engineering technician, automotive engineering technician, chemical engineering technician, metallurgical technician, mining engineering technicians; production engineering technician, draftsman, etc. Note that an engineering graduate or a licensed engineer is an engineer by qualification but may be hired as a technician and performing technician jobs. Report him as a technician, specifying his field.
Unskilled Laborer	Whenever possible, specify the unskilled laborer as "street sweeper", "janitor", "stevedore", etc.

P26 Kind of Business or Industry

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

For persons 10 years old and over with report of gainful usual activity/occupation in P25, ask the question in P26: ***"In what kind of business or industry did _____ work during the past twelve months?"*** However, for persons 10 years old and over who are non-gainful workers (housewife, students, retiree, disabled, etc.) and for those below 10 years old, leave P26 blank.

The entries in this column and in P25 should be consistent with each other. The business or industry should describe specifically and adequately the character and nature of business or industry or the place where the work is being performed in connection with the job or occupation, such as palay farm, sari-sari store, gold mine, leather shoe factory, rice mill, etc. Do not be satisfied with answers like firm names such as Soriano & Co., LM Enterprise, etc., since they do not necessarily describe the business or activity. Probe and try to elicit from the respondent information about the **kind of product** (if manufacturing firm) or the **kind of service** that the company is engaged in.

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

If work is for government office or institution, the name of the office, bureau, public school, etc. may be accepted. If work is for the executive branch of a local government, indicate whether provincial, city or municipal government.

Moreover, when the government office engages in services other than administrative such as education, communication, health, transportation, construction, etc., persons working in such office must be reported in their corresponding activity, such as railroad, airport, insurance, high school, highway construction, etc.

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

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

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

Example:

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

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

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

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

Industries which need special care in classification

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

Unacceptable Entries	Acceptable Entries
Agency	Real estate agency, travel agency, etc.
Assembly Plant	Motor vehicle assembly plant, motor/bicycle assembly plant, etc.
Box Factory	Paper box factory, wooden box factory, etc.
Business	Wholesale/retail of fish, dry goods/textiles retail, etc.
Buying and Selling	Egg wholesale, vegetable retail, etc.
Canning Factory	Fruit canning factory, fish canning factory, etc.
Factory	Candy factory, soap factory, etc.
Farm	Corn farm, sugar cane farm, etc.
Fishing	Fishpond, lake or river fishing, deep-sea fishing, etc.
Manufacturing	Manufacture of household appliances, garments, toys, etc.
Mill	Rice or corn mill, flourmill, sugar mill, knitting mill, etc.
Mining	Coal mine, gold mine, copper mine, etc.
Office	Law office, life insurance company, savings or commercial bank, etc.
Plant	Ice plant, electric power plant, etc.

Unacceptable Entries	Acceptable Entries
Private Firm	Specify kind of business engaged in by firm
Repair Shop	Shoe repair shop, radio repair shop, auto repair shop, welding shop, etc.
Shoe Factory	Leather shoe factory, rubber shoe factory, wooden shoe factory, etc.
Shop	Dress shop, beauty parlor, barber shop, etc.
Store	Wholesale dry goods store, sari-sari store, etc.
Textile	Knitting, weaving or spinning mill, etc.

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

P27 Place of Work

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

Ask the question in P27, ***"In what city/municipality did _____ work during the past 12 months?"*** for every person 10 years old and over.

For persons whose place of work is the same as his present residence, that is, the establishment or office where he works is located within the city/municipality where he resides, enter **0008** in P27. However, if the place of work is in another city/municipality, specify on the space provided the city/municipality and province where he works.

For persons whose place of work is in foreign country as in the case of overseas workers, enter **0007** in the code box.

For traveling salesman and their helpers, drivers and conductors of public utilities, officers and crew of inter-island vessels or of commercial fishing vessels,

report the location of establishment or its branch office from which their trip originated and to which they report on their return. If there are two branches or more of these branches, including the main office, report the location of the branch where they usually collect their salaries or wages.

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

Complete names of provinces should be written when provinces like Ilocos, Negros, Davao and Bicol were provided. Ask the respondent whether, he/she means Ilocos Norte or Ilocos Sur, Negros Oriental or Occidental, Davao del Sur, Davao del Norte or Davao Oriental and what particular province in the Bicol Region.

In cases where the respondent knows only the province where the member is working, enter appropriate code of the province in the first two code boxes and code **99** for the last two boxes.

P28 Class of Worker

The question P28 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 usual occupation recorded in P25.

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

1. ***Worked for private household (Domestic Services)***. 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 any paid 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 enterprise/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 P26 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.

NOTE: Questions P29 to P32 are different fertility indicators and should be asked for all females 15-49 years old. These fertility indicators are indispensable bases for studying the prospects of population growth, the probable development of the population's age structure and its possible effects on economic and social changes.

P29 Number of Children Born Alive

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

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

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

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

1. **Stillbirth** – a birth in which the fetus never showed any sign of life at the time of delivery.

2. **Adopted** – a child or ward who is considered part of the family although may not be related by blood to the guardian.

3. **Stepchild** – a child of a woman's husband by a previous marriage.

Entry for this column should consist of two digits; thus, for women with 1 to 9 live-born children, prefix **0**.

Examples: **01, 02, 03, 04, 05,** etc.

In the case of a woman who has not given birth to a live baby, enter **00** in this column.

P30 Number of Children Still Alive

Data on the number of children still living serve as indicators of the mortality of live-born children.

The entry in this column refers to the live-born children reported in P29. Ask the question in P30: ***"How many of these are still living?"***

Enter in this column the number of children who are still alive as of census date, **12:01 A.M. of May 1, 2000** whether such children are presently living with the household or not. Prefix **0** to entries less than 10.

In no case should the number in P30 exceed that in P29. If it does, verify from the respondent. It is possible that the respondent got mixed-up in reporting the number of children.

Thus, if a woman has an entry of **03** in P29, the same number should be reported in P30 if all 3 children are still living as of census date.

If the entry in P29 is **00**, enter also **00** in P30.

P31 Number of Children Born Alive from May 1, 1999 to April 30, 2000

Data on the number of births in the last twelve months can be used in estimating the current fertility of women. These also serve as bases for studying the prospects of population growth, the probable development of the population's age structure and its possible effects on the economy and society.

The question in P31, ***"How many children were born alive to _____ from May 1, 1999 to April 30, 2000?"*** is applicable to every woman aged 15-49 years old including the widowed, separated or divorced. However, you need not ask the question for those with **00** entries in P29.

The question refers to the number of children born alive to a woman during the last 12 months, from May 1, 1999 to April 30, 2000. Prove further if the respondent gives an answer of two or more children born alive to a woman (which is unusual but possible). It is possible that a respondent will erroneously include a stillbirth or miscarriage, or a child born before or after the reference period of 12 months.

An answer of two or more children born alive to a woman is acceptable in cases of twins, triplets, etc., or if there was rather a short interval between two live-births, say one was born in May 1999 and the other in April 2000.

Enter the actual number of children born alive in the past twelve months like **1** for one child born alive, **2** for two children, and **3** for three live-born children and so on. If no child was born alive to the woman, enter **0.**

P32 Age at First Marriage

Age at first marriage when tabulated with number of children ever born provides information on the fertility patterns of women on their first marriage.

Ask the question ***"What was _____'s age at first marriage?"*** only for females aged 15 years old to 49 years old and with entries of either of codes **2, 3, 4, 5** or **6** in P9 (Marital Status).

Marriage here may either be a legal or consensual union (where the man and woman decide to live together without the benefit of clergy or civil ceremony).

Enter in this column the age when the woman first entered married life or a consensual union, even if she was married more than once. Normally in legal marriages, it is the age when the marriage was solemnized. In cases wherein the spouses lived together before legal marriage, the age to be reported would be the age when the spouses began to live together. In a consensual marriage, it is the age of the woman when she and the man began to live together as husband and wife.

Filling Up Questions P25 to P32 of CPH Form 3: An Example

See the illustration 8.3 for the correct way of filling up the items P25 to P32.

Ismael Santiago works as an architect in a private enterprise in the same municipality dealing with building constructions. His wife, Rodora serves as a

nurse for 20 years at the Philippine General Hospital, Manila. However, only last April 2000, she decided to quit working and be a plain housewife. Karmela is a secretary in the same enterprise where his father is working. Her husband, Jose is working as an electrical engineer in Saudi Arabia.

Rodora got married to Ismael at the age 21. She had three children, but her only son died a few days after he was born. Her daughter, Karmela got married to Jose at the age of 22. Karmela had two children, both still alive. Anna, her youngest, was born only last January 1999.

8.4 INSTRUCTIONS ON THE HOUSING CENSUS QUESTIONS

The general instructions that can guide you in filling up the housing portion are in Section 7.4 (p. 109).

B1 to B5 Type of Building to Year Building/House was Built and D1 Floor Area of the Housing Unit

Refer to Section 7.4 (pp. 111 - 122) for filling up the same items in CPH Form 2.

H1 Fuel for Lighting

The proportion of households with access to electricity can provide planners useful indication of areas where community lighting needs to be extended. Data on types of fuel can be analyzed to forecast future demands for various sources of energy and hence plan for power installations.

Cross out the circle opposite the category which corresponds to the fuel used by the household for its lighting facility. If the household is using electricity, mark the circle for this item even if it is not used most of the time. If two or more types of lighting are used, except electricity, e.g., kerosene and oil, oil and candles, etc., report the type of lighting which is used most of the time. Cross out the circle, therefore, of the category corresponding to the type of lighting used more often than the other. The types of fuel for lighting and their codes are as follows:

- O **1** Electricity
- O **2** Kerosene (gaas)
- O **3** Liquefied petroleum gas (LPG)
- O **4** Oil (vegetable, animal, etc.)
- O **5** Others, specify _____

If the household uses a generator, report the fuel being used to run the generator.

Refer to Illustration 8.4 for the different types of fuel for lighting.

Illustration 8.3
HOW TO RECORD ITEMS P25 TO P32 OF CPH FORM 3

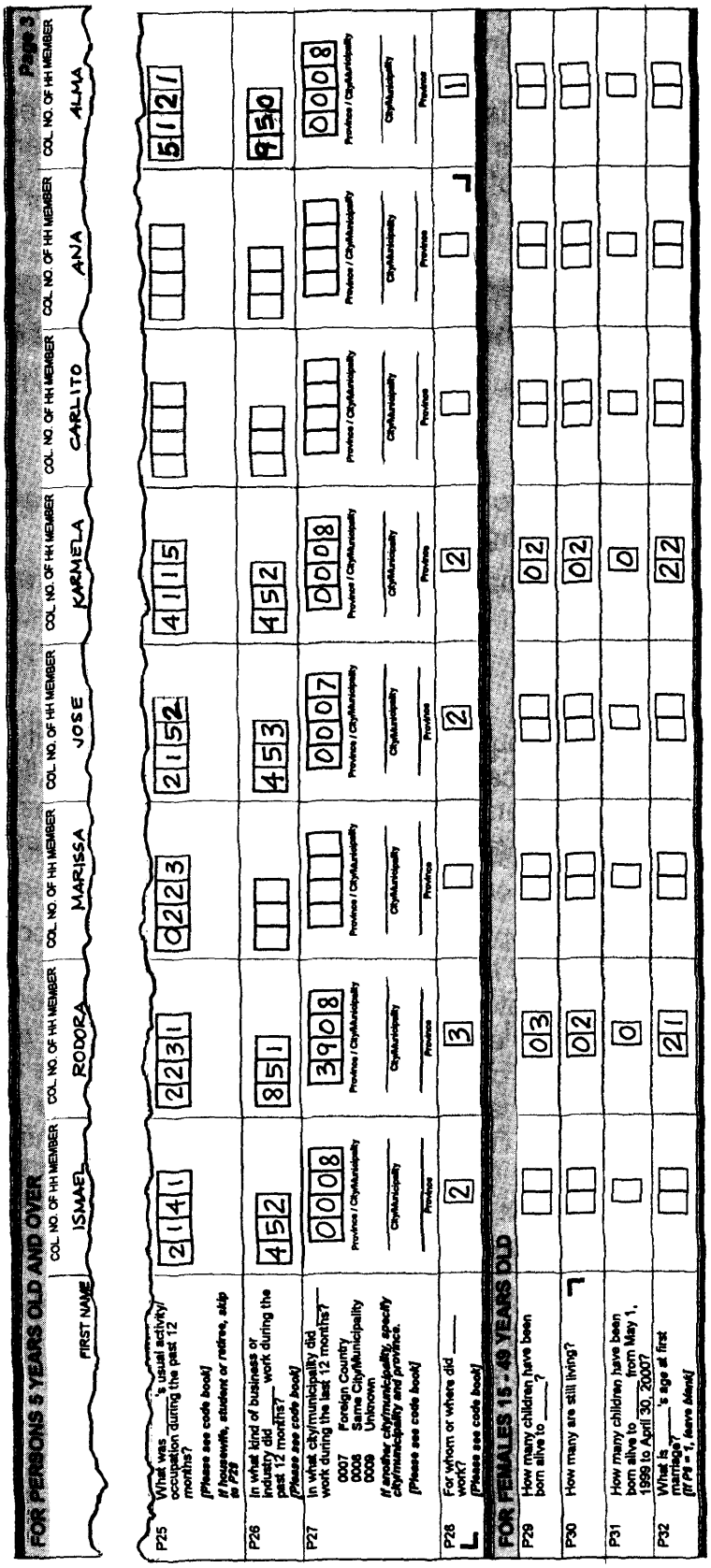
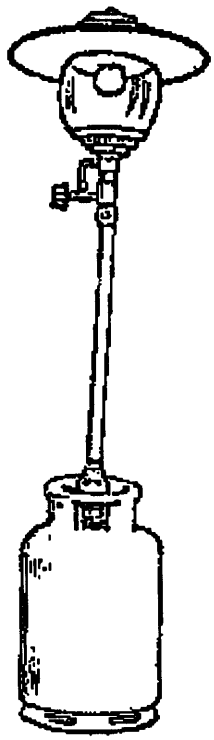
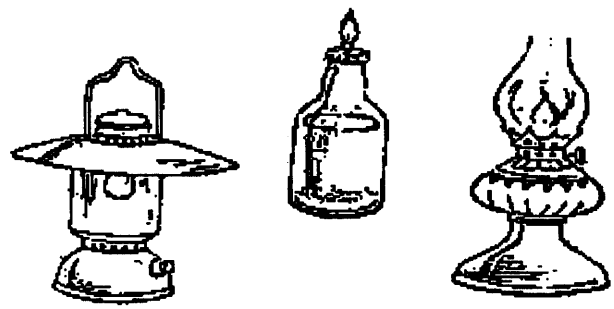


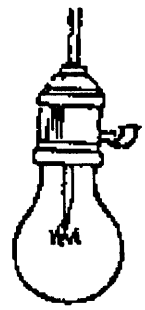
Illustration 8.4
FUEL FOR LIGHTING

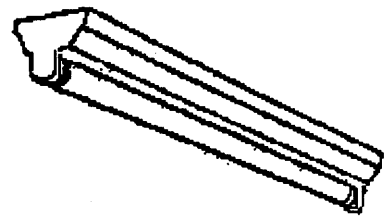


LPG



Kerosene





Electricity

Oil

Others

H2 Fuel for Cooking

The information on fuel for cooking is relevant in assessing energy planning decisions, energy conservation programs and in developing marketing strategies. It also serves as a benchmark for the study of changes in household energy used and user patterns over time. It is also useful in monitoring supply and demand requirements for alternative fuels.

The question in H2 asks for the kind of fuel the household users most of the time for cooking. Mark the corresponding circle for the appropriate item. If two or more kinds of cooking fuel are used, e.g., electricity and LPG; LPG and wood; kerosene and charcoal; etc., report the fuel which is used most of the time for cooking.

- O **1** Electricity
- O **2** Kerosene (gaas)
- O **3** Liquefied petroleum gas (LPG)
- O **4** Charcoal
- O **5** Wood
- O **6** Others, specify _____
- O **7** None

For power from generators, report the fuel used to run the generator.

See illustration 8.5 for the different kinds of fuel for cooking.

H3, H4 Source of Water Supply for Drinking and/or Cooking, for Laundry and/or Bathing

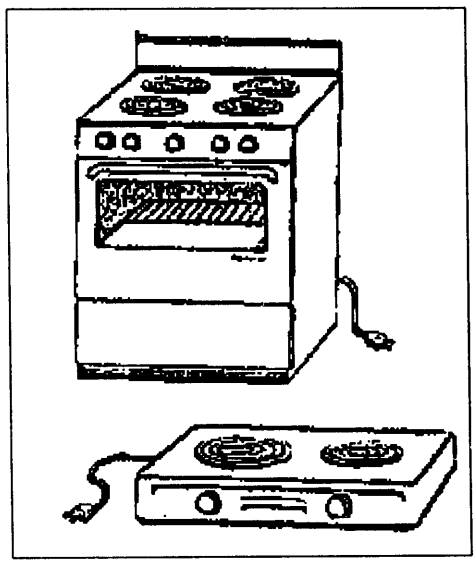
The information on main source of drinking water provides the number of households with ready access to a potable water supply, as well as the availability of piped water for each housing unit. The provision of a piped water installation for every housing unit should be one of the primary objectives of housing policy as well as of public health policy.

Determine from the respondent the household's main source of water for drinking and/or cooking (H3) and for laundry and/or bathing (H4). Enter the appropriate code in the box provided. If there are two or more sources of water for drinking, report the source used most of the time during the past twelve months.

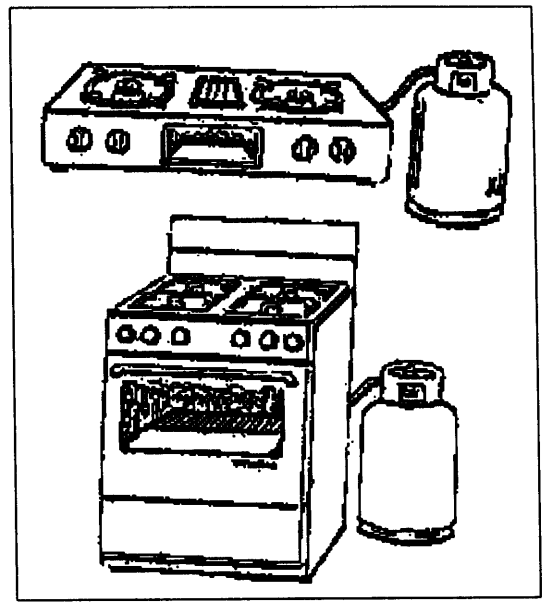
The different sources of drinking water and their codes are as follows:

- O **01** **Own use, faucet, community water system** - The household gets its water supply from a faucet inside the house/yard directly connected to a water pipeline from the community water system such as the Metropolitan Waterworks and Sewerage System (MWSS) or the local water network system.

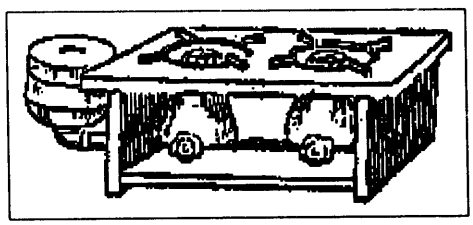
Illustration 8.5
FUEL FOR COOKING



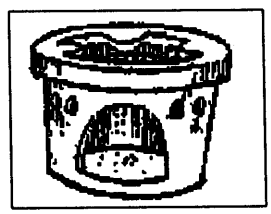
Electricity



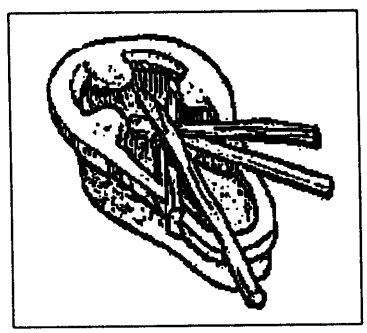
Liquefied Petroleum Gas



Kerosene



Charcoal



Wood

The method on how they purify the water or the real source of water is irrelevant. Thus, for water systems which have deep well as their source of water, report under this category as long as they subscribe to community water system.

O **02 Shared, faucet, community water system** - The household gets its water supply from the faucet of another household, establishment, or office, which is connected to the community water system.

O **03 Own use, tubed/piped deep well** - Water is taken from a tubed/piped well which is at least 100 feet (5 ximkm{(on(:8(neet pipes or 30 meters deep) and for private use of the household or households in the same building or compound.

O **04 Shared, tubed/piped deep well** - Water is taken from a deep well, which is at least 100 ft. or 30 meters deep of another household, establishment, or office or from a deep well which was constructed for public use.

O **05 Tubed/piped shallow well** - Water is taken from a tubed/piped well which is less than 100 feet deep.

O **06 Dug Well** - The household gets its water supply from a well, which may be provided with a protective device against contamination or pollution. A shallow well (dug and with water depository) which is provided with a pump and cover and is free from seepage from the side, and an ordinary dug well ("balon") also belong to this type.

O **07 Spring, lake, river, rain, etc.** - The household gets its water supply from natural bodies of water, or water is accumulated from rainfall.

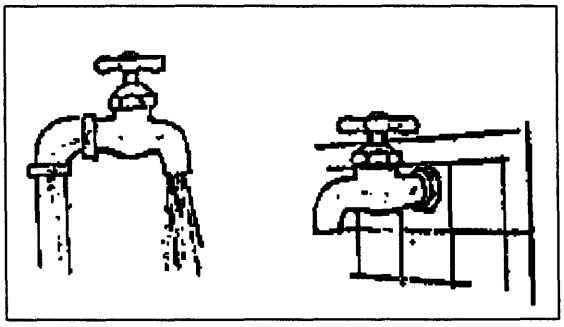
O **08 Peddler** - Included in this item are water bought in tanks, drums, pails, etc. (peddler). These are the usual sources of water supply of households in low water pressure areas with no community water system.

O **09 Bottled Water** - Mineral/distilled water bought in bottles, or gallons are under this category.

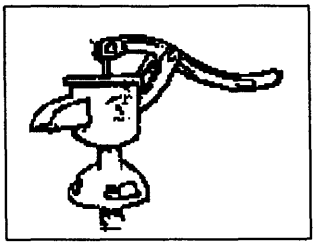
O **10 Others, Specify** - Includes other sources not mentioned in categories 1 to 9 above.

Refer to Illustration 8.6 for the different sources of water supply.

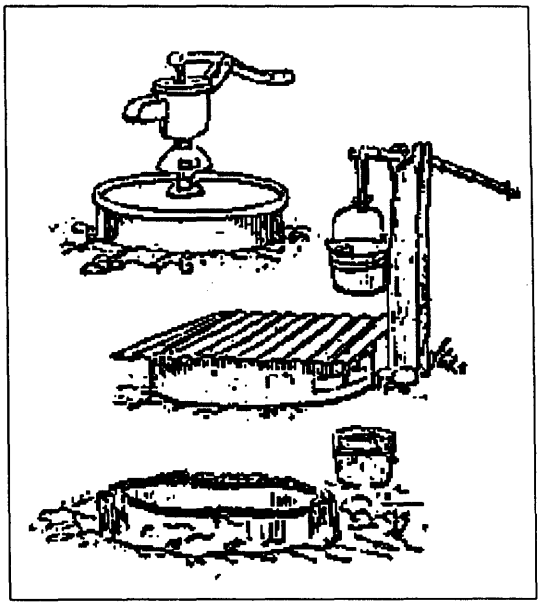
Illustration 8.6
SOURCES OF WATER SUPPLY



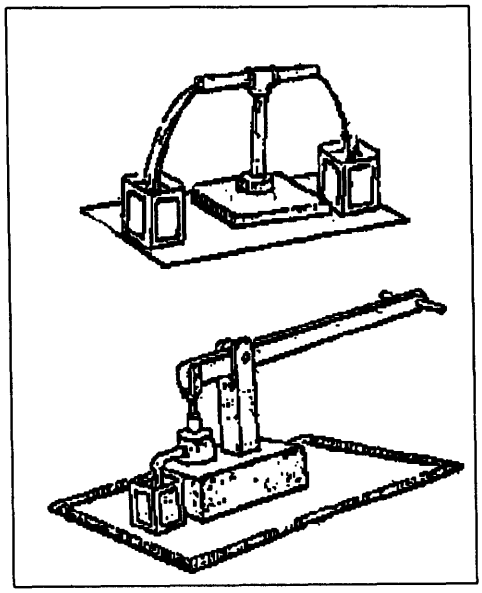
Faucet



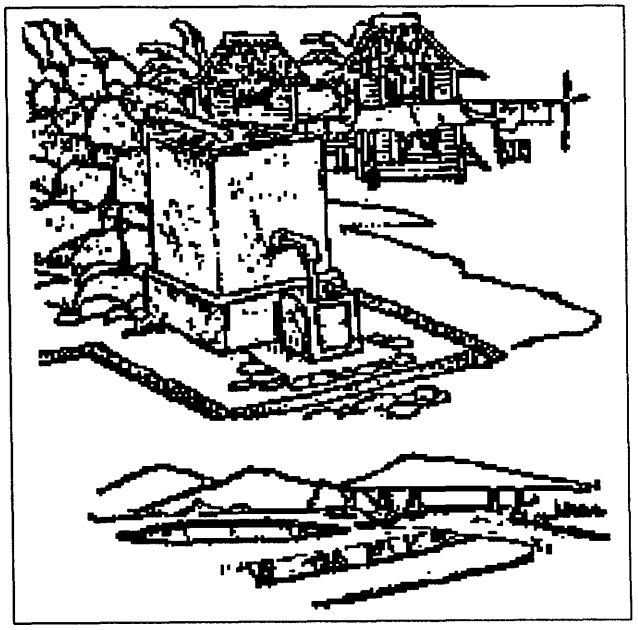
Tubed/Piped Shallow Well



Dug Well



Tubed/Piped Deep Well



Spring, Lake, River,
Rain, etc.

H5 Tenure Status of the Housing Unit

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

Housing Unit. A structurally separate and independent place of abode which, by the way it has been constructed, converted, or arranged is intended for habitation by one household.

Ask the respondent the question, ***"Do you own or amortize this housing unit occupied by your household or do you rent, rent-free with consent of owner, or rent-free without consent of owner?"***

Cross out the circle corresponding to the tenure status of the housing unit by the household.

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

- O **1 Owned/being amortized** - if the household is the owner and has legal possession of the housing unit or the household claims to own it. Included also are those housing units which are being amortized or paid on installment basis.

- O **2 Rented** - if the occupant actually pays rent either in cash or in kind.

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

- O **4 Rent-free without consent of owner** - if the household occupies the housing unit without the consent or knowledge of the owner. Examples are squatters who are occupying public and private buildings.

Specifically:

1. if the crossed out answer in H5 is Rented, skip to H9.
2. if the crossed out answer in H5 is Rent-free w/ consent of owner or Rent-free w/o consent of owner, skip to H10

H6 Acquisition of Housing Unit

Ask the question in H6, ***"How did you acquire this housing unit?"*** only if the entry in H5 is Owned/being amortized. Mark the circle which describes how the household acquired the housing unit.

The different categories for this item and their corresponding codes are:

- O **1 Purchased**
- O **2 Constructed by the owner/occupants with or without the help of friends/relatives**
- O **3 Constructed by hired/skilled workers** - The owner of the housing unit took charge of purchasing construction materials and hiring construction workers and directly supervised the construction of the housing unit
- O **4 Constructed by an organized contractor** - The owner entered into a contract with a general contractor for the latter to supply either labor only or both labor and materials
- O **5 Inherited**
- O **6 Others (lottery, gift)**

If the answer in this question is Inherited or Others (lottery, gift), skip to H8.

H7 Sources of Financing

The data on source(s) of financing give information on the extent to which housing assistance is provided by the government. Specifically, these will monitor government participation in terms of financing or administering the construction of new residential units.

Ask the question in H7 only if an answer in H6 is Purchased, Constructed by owner/occupants with or without the help of friends/relatives, Constructed by hired/skilled workers, or Constructed by an organized contractor.

The different sources of financing and the corresponding method of selections are follows:

Yes	No	
O	O	Own resources/interest-free loans from relatives/friends
O	O	Government assistance: PAG-IBIG, SSS, GSIS, DBP, etc.
O	O	Private banks/foundations/cooperatives
O	O	Employer assistance
O	O	Private persons
O	O	Others, specify _____

For each of these sources of financing, mark each circle with an **x** for Yes or No responses.

If the household has availed of a source of financing not included on those listed, cross out the circle for Yes in "Others" and specify the source of financing, otherwise, mark the circle for No.

H8 Tenure Status of the Lot

Refer to Section 7.4 (p. 122) for filling up this item in CPH Form 2.

Specifically, if the crossed out answer in H5 is Owned/being amortized, Rent-free w/ consent of owner or Rent-free w/o consent of owner, skip to H10. If the answer in H5 is code 1, proceed to the next question.

H9 Monthly Rental of Housing Unit or Lot

The information on monthly rental of housing unit or lot is used in reviews of government housing policy, and in considering matters such as the need for rent controls. It enables analysis of income level to rental level for particular groups.

Ask the question in H9, ***"How much is the monthly rental?"*** only if entry in H5 or H8 is "Rented".

The total monthly rental of the housing unit should exclude rental for furnishings and payment for electricity and water. Rental for the housing unit, which includes furnishings, or payment for electricity and water, can be estimated by subtracting the estimated rental for furnishings or amount for the consumption of water and electricity from the total monthly rental.

Report the monthly rental even if the rent is still unpaid or paid by someone who is not a household member.

Cross out the circle corresponding to the range of cost of monthly rental of housing unit or lot.

O **1** Below P100
O **2** 100 - 199
O **3** 200 - 499
O **4** 500 - 999
O **5** 1,000 - 1,999
O **6** 2,000 - 4,999
O **7** 5,000 - 9,999
O **8** 10,000 and over

H10 Usual Manner of Garbage Disposal

The proportion of households with access to sanitary manner of garbage disposal provides knowledge of the environmental living conditions and is therefore essential for health planners in the formulation of plans and programs to improve general health conditions.

Inquire from the respondent the manner by which the household disposes its kitchen garbage such as leftover food, peelings of fruits and vegetables, fish and chicken entrails, etc. If the household has various ways of disposing its kitchen garbage, ask for the manner used most of the time.

Described below are some of the more common methods of disposal used in the country. Determine which of these methods best describes the practice of the household. Cross out the circle of one of the selections below.

- O **1 Picked-up by service garbage truck** - when the local government or a private contractor manages the systematic collection of garbage in the community through the use of garbage trucks/carts.

- O **2 Dumping in individual pit (not burned)** - when garbage is simply thrown in pits whether inside the yard or vacant lots and left to decay.

- O **3 Burning** - when the household dumps its garbage in an open space or pit and burns it.

- O **4 Composting** - when garbage is composted, that is, allowed to decay under controlled conditions and the composted materials are collected later for use as soil conditioner or fertilizer.

- O **5 Burying** - when the garbage is thrown in pit and then covered with soil.

- O **6 Feeding to animals** - when the garbage is given to animals as feed.

- O **7 Others, specify** - if the household you are interviewing disposes its kitchen garbage in a manner different from those mentioned above (thrown in esteros, vacant lots, rivers, etc.).

H11 Kind of Toilet Facility

The data on kind of toilet facility provide the minimum data required for the evaluation of facilities available to the housing units. Like safe drinking water source, a sanitary toilet facility is a measure to prevent diseases and improve the health condition of household members. This indicator likewise determines the sanitation status of households.

Cross out the circle corresponding to the type of toilet facility used by the household.

The different types of toilet facilities commonly used in buildings and houses throughout the country are:

O **1 Water-sealed, sewer/septic tank, used exclusively by the household**

O **2 Water-sealed, sewer/septic tank, shared with other households**

O **3 Water-sealed, other depository, used exclusively by the household**

O **4 Water-sealed, other depository, shared with other households**

Water sealed - as the name implies, is the type of toilet where after water is flushed or poured into the bowl, a small amount of water is left in the bowl and seals the bottom of the bowl from the pipe leading to the depository.

Sewer/septic tank - a tank in which the solid matter or sewage is accumulated to be disintegrated by bacteria. This is commonly called "Poso Negro".

Other Depository - if the depository is other than a sewer/septic tank.

O **5 Closed Pit** - it is a type of toilet without a water-sealed bowl and the depository is constructed usually of large circular tubes made of concrete or clay covered on top and has a small opening. It may or may not have a box for sitting or squatting over the opening; e.g., antipolo, etc.

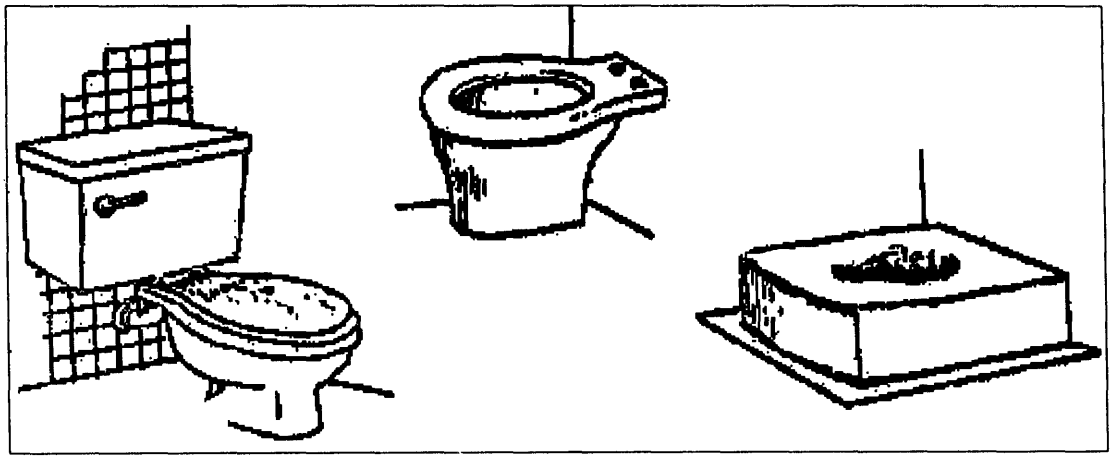
O **6 Open pit** - it is the same as closed pit but without covering.

O **7 Other (pail system, etc.)** - classify here a toilet wherein fecal matter is accumulated in a pail to be picked up for disposal from time to time or any kind of toilet facility not belonging to the preceding types.

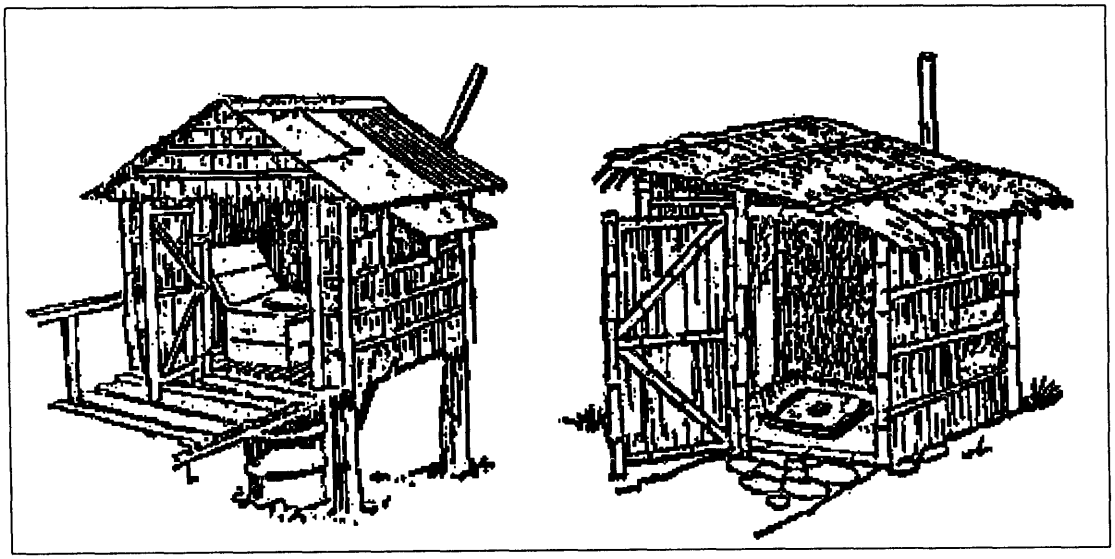
O **8 None** - for households using no toilet facility.

Refer to Illustration 8.7 for the different types of toilet facilities.

Illustration 8.7
TYPE OF TOILET FACILITIES



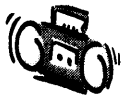
Water-sealed



Closed pit

H12 Presence of Household Conveniences

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



For the different household conveniences listed, cross out the circle to indicate Yes or No answer to the inquiry "***Does this household have the following household conveniences in working condition?***"

Yes	No	
O	O	Radio/radio cassette
O	O	Television set
O	O	Refrigerator/freezer
O	O	Video cassette/recorder
O	O	Telephone/cellphone
O	O	Washing machine
O	O	Motorized vehicle

The category Radio/radio cassette includes transistor, radiophone, stereo or karaoke. The motorized vehicle includes motorcycle, car/jeep/van, motorized banca/boat and tractor.

Exclude here radios, televisions, telephones/cellphones, refrigerators/ freezers, video cassette recorder, washing machine, motorcycles, cars/jeeps/vans and motorized bancas/boats that have not been in working condition for six months or longer (although intended to be repaired). Also exclude those motor vehicles (i.e, motorcycles, cars/jeeps/vans or motorized bancas/boats) which are used exclusively for business purposes.

H13 Land Ownership

For land ownership, cross out the circle opposite the categories mentioned to indicate a Yes or No answer to the inquiry "***Does any member of this household own the following?***"

Yes	No	
O	O	Other residential land(s)
O	O	Agricultural land(s), landowner
O	O	Agricultural land(s) acquired through CARP, Agrarian Reform Beneficiary
O	O	Other land(s)

If a household owns residential land(s), cross out the circle opposite the category "Other residential land(s)" for Yes, otherwise, mark the circle for No. Do the same for succeeding categories.

The third category "Agricultural land(s) acquired through CARP, agrarian reform beneficiary" pertains to land ownership through the Comprehensive Agrarian Reform Program.

1. Emancipation Patent Holder (EP)– this refers to an agrarian reform beneficiary whose land title was acquired through operation land transfer (OLT) program, or rice and corn lands under P.D. 27.

2. Certificate of Landownership Award (CLOA) – this refers to an agrarian reform beneficiary whose land title was acquired under the Comprehensive Agrarian Reform Law (CARL), better known as R.A. 6657. Such title is awarded to agrarian reform beneficiaries in private lands acquired thru voluntary land transfer, compulsory acquisition; and in DAR settlement and landed estates.

3. Homestead Patent (HP) – refers to an agrarian reform beneficiary in settlement areas whose land title was awarded prior to 1989.

4. Leasehold Contract (LC) - refers to tenurial instrument awarded to a lessee in landowner's retained area.

The fourth category "Other Land(s)" include commercial lands, industrial lands, ancestral domains and ancestral lands. The last two categories are distinguished from Torrens Title, and other tenurial instruments granted by a government agency or by the court.

H14 Language/Dialect Generally Spoken

Language/dialect generally spoken at home provides a measure of the linguistic homogeneity or difference in the population. It can also be used to measure the extent of actual use of the language/dialect within a household.

Ask the question in H14, ***"What is the language/dialect generally spoken at home by members of this household?"***

The languages/dialects and their corresponding codes can be found in the Code Book.

If two or more languages/dialects are spoken in the household, enter the code for the language/dialect which is commonly spoken by majority of the household members.

Note that "Visaya" is not a dialect. Inquire if it is Hiligaynon (Ilonggo), Cebuano, Waray, etc.,

H15 Residence Five Years From Now

Ask the question in H17: ***"In what city/municipality does this household intends to reside on May 1, 2005?"***. Enter code **0008** in H15 if the household's intends to reside 5 years from now in the same present residence. However, if the household would like to reside 5 years from now in another city/municipality, write the name of the city/municipality and province on the space provided. Codes shall be transcribed later using the Code Book.

Complete names of provinces should be written when provinces like Ilocos, Negros, Davao and Bicol were provided. Ask the respondent whether, he/she means Ilocos Norte or Ilocos Sur, Negros Oriental or Occidental, Davao del Sur, Davao del Norte or Davao Oriental and what particular province in the Bicol Region.

For those household who intends to reside 5 years from now in a foreign country, enter code **0007** in the code box.

Filling Up the Housing Questions: An Example

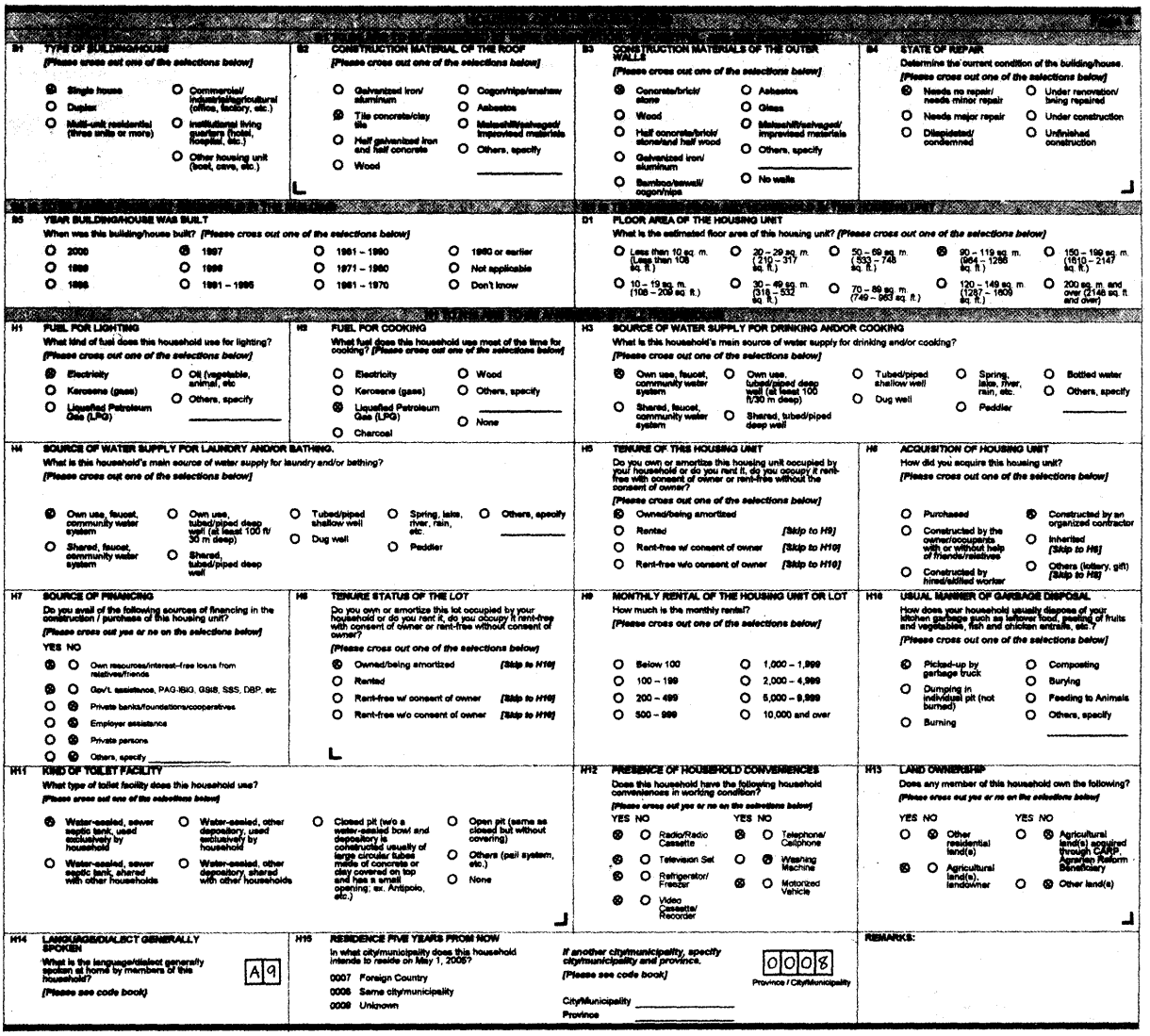
Illustration (8.8) on the next three pages shows an example of the correct way of filling up the housing census questions.

8.5 ENDING THE INTERVIEW

Refer to Sec. 7.5 (p. 123) on how to end an interview.

Illustration 8.8

HOW TO RECORD HOUSING ITEMS OF CPH FORM 3



H1 FUEL FOR LIGHTING
What kind of fuel does this household use for lighting?
[Please cross out one of the selections below]
● Electricity
○ Kerosene (gas)
○ Liquefied Petroleum Gas (LPG)
○ Oil (vegetable, animal, etc
○ Others, specify

H2 FUEL FOR COOKING
What fuel does this household use most of the time for cooking? *[Please cross out one of the selections below]*
○ Electricity
○ Kerosene (gas)
● Liquefied Petroleum Gas (LPG)
○ Charcoal
○ Wood
○ Others, specify
○ None

H3 SOURCE OF WATER SUPPLY FOR DRINKING AND/OR COOKING
What is this household's main source of water supply for drinking and/or cooking?
[Please cross out one of the selections below]
● Own use, faucet, community water system
○ Own use, tubed/piped deep well (at least 100 ft/30 m deep)
○ Shared, faucet, community water system
○ Shared, tubed/piped deep well
○ Tubed/piped shallow well
○ Dug well
○ Spring, lake, river, rain, etc.
○ Peddler
○ Bottled water
○ Others, specify

H4 SOURCE OF WATER SUPPLY FOR LAUNDRY AND/OR BATHING
What is this household's main source of water supply for laundry and/or bathing?
[Please cross out one of the selections below]
● Own use, faucet, community water system
○ Own use, tubed/piped deep well (at least 100 ft/ 30 m deep)
○ Shared, faucet, community water system
○ Shared, tubed/piped deep well
○ Tubed/piped shallow well
○ Dug well
○ Spring, lake, river, rain, etc.
○ Peddler
○ Others, specify

H5 TENURE OF THIS HOUSING UNIT
Do you own or amortize this housing unit occupied by your household or do you rent it, do you occupy it rent-free with consent of owner or rent-free without the consent of owner?
[Please cross out one of the selections below]
● Owned/being amortized
○ Rented *[Skip to H9]*
○ Rent-free w/ consent of owner *[Skip to H10]*
○ Rent-free w/o consent of owner *[Skip to H10]*

H6 ACQUISITION OF HOUSING UNIT
How did you acquire this housing unit?
[Please cross out one of the selections below]
○ Purchased
○ Constructed by the owner/occupants with or without help of friends/relatives
○ Constructed by hired/skilled worker
● Constructed by an organized contractor
○ Inherited *[Skip to H8]*
○ Others (lottery, gift) *[Skip to H8]*

H7 SOURCE OF FINANCING
Do you avail of the following sources of financing in the construction / purchase of this housing unit?
[Please cross out yes or no on the selections below]

YES	NO	
●	○	Own resources/interest-free loans from relatives/friends
●	○	Gov't. assistance, PAG-IBIG, GSIS, SSS, DBP, etc
○	●	Private banks/foundations/cooperatives
○	●	Employer assistance
○	●	Private persons
○	●	Others, specify _____

H8 TENURE STATUS OF THE LOT
Do you own or amortize this lot occupied by your household or do you rent it, do you occupy it rent-free with consent of owner or rent-free without consent of owner?
[Please cross out one of the selections below]
● Owned/being amortized *[Skip to H10]*
○ Rented
○ Rent-free w/ consent of owner *[Skip to H10]*
○ Rent-free w/o consent of owner *[Skip to H10]*

H9 MONTHLY RENTAL OF THE HOUSING UNIT OR LOT
How much is the monthly rental?
[Please cross out one of the selections below]
○ Below 100
○ 100 – 199
○ 200 – 499
○ 500 – 999
○ 1,000 – 1,999
○ 2,000 – 4,999
○ 5,000 – 9,999
○ 10,000 and over

H10 USUAL MANNER OF GARBAGE DISPOSAL
How does your household usually dispose of your kitchen garbage such as leftover food, peeling of fruits and vegetables, fish and chicken entrails, etc.?
[Please cross out one of the selections below]
● Picked-up by garbage truck
○ Dumping in individual pit (not burned)
○ Burning
○ Composting
○ Burying
○ Feeding to Animals
○ Others, specify

H11 KIND OF TOILET FACILITY
What type of toilet facility does this household use?
[Please cross out one of the selections below]
● Water-sealed, sewer septic tank, used exclusively by household
○ Water-sealed, sewer septic tank, shared with other households
○ Water-sealed, other depository, used exclusively by household
○ Water-sealed, other depository, shared with other households
○ Closed pit (w/o a water-sealed bowl and depository is constructed usually of large circular tubes made of concrete or clay covered on top and has a small opening; ex. Antipolo, etc.)
○ Open pit (same as closed but without covering)
○ Others (pail system, etc.)
○ None

H12 PRESENCE OF HOUSEHOLD CONVENIENCES
Does this household have the following household conveniences in working condition?
[Please cross out yes or no on the selections below]

YES	NO		YES	NO	
●	○	Radio/Radio Cassette	●	○	Telephone/ Cellphone
●	○	Television Set	○	●	Washing Machine
●	○	Refrigerator/ Freezer	●	○	Motorized Vehicle
●	○	Video Cassette/ Recorder			

H13 LAND OWNERSHIP
Does any member of this household own the following?
[Please cross out yes or no on the selections below]

YES	NO		YES	NO	
○	●	Other residential land(s)	○	●	Agricultural land(s) acquired through CARP/ Agrarian Reform Beneficiary
●	○	Agricultural land(s), landowner	○	●	Other land(s)

H14 LANGUAGE/DIALECT GENERALLY SPOKEN
What is the language/dialect generally spoken at home by members of this household?
[Please see code book]
A 9

H15 RESIDENCE FIVE YEARS FROM NOW
In what city/municipality does this household intends to reside on May 1, 2006?
0007 Foreign Country
0008 Same city/municipality
0009 Unknown

If another city/municipality, specify city/municipality and province.
[Please see code book]
City/Municipality _____
Province _____
0 0 0 8
Province / City/Municipality

REMARKS:

CHAPTER IX

ENUMERATION OF INSTITUTIONAL POPULATION

This chapter discusses the detailed instructions on how to accomplish CPH Form 4 - the Institutional Population Questionnaire. This questionnaire which is a 4-page booklet gathers information about persons considered part of the institutional population.

9.1 WHO WILL ENUMERATE THE INSTITUTIONAL POPULATION

You will be able to determine how and who will enumerate the institutional population as soon as you have accomplished CPH 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, motels, dormitories, lodging houses and boarding houses, which have 20 or less residents, you will have to list and interview each resident and accomplish CPH Form 4. Do not forget to write in the remarks column of CPH Form 1 "c/o (your name)".

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

- Contact the manager/head/person-in-charge of the institution. Explain to him/her the objectives and methodology of the census.

How to Enumerate Institutional Population

1. For 20 or less members
   - list and interview each resident
2. For more than 20 members
   - Contact head of the institution
   - Request his/her staff to fill CPH Form 4.
   - If the head requires you to interview the members, you have to do no. 1
   - Ask the number of males and females
   - Leave CPH Form 4
   - Write "c/o TS" in the remarks portion of CPH Form 1
   - Inform the head of institution that the TS will collect the accomplished CPH Form 4 after a week.

- Request him/her to ask his/her staff to fill in CPH Form 4 with the aid of their records and based on the instructions provided in CPH Form 8. However, if the institution's manager requests that the residents be individually interviewed, you should do the interview and follow the procedure as in Case 1 above.

- Before you leave CPH Form 4 to the manager/head/person-in-charge, ask him the total number of female and male population in the institutional living quarter and enter in columns 9 and 10, respectively of CPH Form 1. Leave as many CPH Form 4 as may be required, depending on the number of residents of the institution.

- Inform him/her that the accomplished CPH From 4 will be collected by your TS (give his/her name) exactly a week after your visit. Do not forget to write in the remarks column of CPH Form 1 "c/o TS".

Case 3. For institutional living quarters wherein nobody is eligible for enumeration, assign CPH Form 4. Fill up only the geographic identification (city/municipality, province, barangay, enumeration area number, the serial number, type of institutional living quarters and address). Write on the remarks column of CPH Form 1 "c/o (your name)" and the reason why no one was enumerated.

How to Enumerate Institutional Population

When there is no eligible respondent

- Fill up geographic identification of CPH Form 4.
- Write on the remarks portion of CPH Form 1 why no one was enumerated.

If you encounter an institutional living quarter in your EA and you do not have CPH Form 4, proceed to enumerate the members of that institutional living quarter using CPH Form 2 as an improvised CPH Form 4. The information will be transcribed to the appropriate form by your team supervisor.

In this case, be sure to :

1. Write in big bold letters the word **INSTITUTIONAL** - (Name of Institution) on the line for Name of Household Head.

2. Fill up geographic identification portion. Replace "HOUSEHOLD SERIAL NUMBER" with "INSTITUTIONAL LIVING QUARTER SERIAL NUMBER" and write the serial number in the appropriate boxes. Also replace "COL. NUMBER OF RESPONDENT" with "TYPE OF INSTITUTIONAL LIVING QUARTERS" and write-in the code for type of institution in the first box and leaving the second box blank.

3. Replace the question on relationship to the household head with a question on the residence position or status of the member of institutional living quarters.

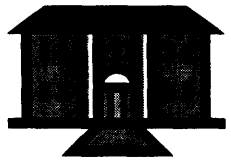
4. Leave the item on Family Nucleus, Overseas Workers and Residence 5 Years Ago blank.

5. Fill up rows P4 to P7, P9 to P10, P13 to P15 and P22 to record the characteristics of the residents of the institutional living quarters.

6. Transcribe the entries of these improvised questionnaires in CPH Form 4 later.

9.2 PERSONS TO BE ENUMERATED AS MEMBERS OF THE INSTITUTIONAL POPULATION

The following are to be included as members of institution for each type of institutional living quarters:



a. Hotels, Motels, Inns, Pension and Lodging houses, dormitories, etc.

   1. Proprietor, manager and employees living in the establishment, except those living therein with their own families and those who usually go home to their respective families at least once a week.

   2. Permanent lodgers/boarders (those who have stayed or are expected to stay for one year or longer) and those temporary lodgers/boarders who have stayed for six months or longer as of May 1, 2000, or have been away from their own families for the same period. However, exclude those who usually go home at least once a week.

   3. Lodgers/boarders who are not residents of the Philippines and who have been in the Philippines for one year or longer as of May 1, 2000, 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 of UN, ILO, USAID officials who, like diplomatic representatives, are subject to reassignment to other countries after their tour of duty in the Philippines, and members of their families.

b. Hospitals and Nurses' Home

1. All patients, including those confined, in mental hospitals, leprosaria or leper colonies, pavilions of tuberculosis sanitaria where patients stay more or less permanently, and rehabilitation centers for drug addicts.

2. Patients who have been confined for six months or longer as of May 1, 2000 in other kinds of hospitals and in wards for temporary confinement in tuberculosis sanitaria.

3. Nurses in nurses' homes who do not usually go home at least once a week.

4. Staff members and employees living in hospitals/nurses' homes, except those living therein with their families and those who usually go home at least once a week.

c. Welfare Institutions (Home for the aged and Infirm, Orphanage, Boys' Town, etc.)

1. All inmates or wards, including those who have just been confined.

2. Staff members and employees living in the institutions, except those living therein with their families and those who usually go home at least once a week.

d. Corrective and Penal Institutions

1. All prisoners in national prisons and reformatories (Welfareville).

2. Prisoners and detainees in provincial or city/municipal jails who have been continuously confined for six months or longer, including confinement in another jail elsewhere, as of May 1, 2000, 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, seminaries, etc. However, priests or ministers of sects other than the Roman Catholic Church who live in the convent or house close to

church or chapel with their own families are to be considered as members of households.

2. Students in boarding school (schools where students are required to stay in the school campus).

3. Staff members, employees and helpers living in the premises, except those living therein with their own families and those who usually go home at least once a week.

f. Military Camps, Stations (PC, Army, Air Force and Navy) and Philippine Military Academy (PMA)

1. Officers and enlisted men/draftees, except those who live in the premises with their own families and those who usually sleep most nights with households or in hotels, lodging places or dormitories. Include those belonging to the unit in the camp or station but who are away on military operation or mission or aboard naval vessels, except those whose families are living in the camp or station (their own families will report them).

2. PMA cadets and trainees whose training will last for six months or longer.

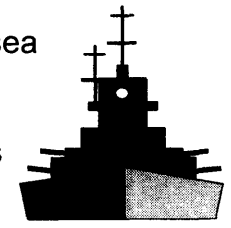
3. Detainees who have been continuously confined for six months or longer, including confinement in another camp or station elsewhere, as of May 1, 2000.

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 (bedding, 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 Inter-island/Coastal Vessels or Deep-sea Fishing Vessels



1. Filipino crew members of ocean-going vessels (whose own families live in the Philippines) at port as of 12:01 A.M. May 1, 2000, except those who

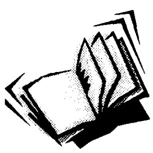
usually go home to their own families in the Philippines at least once every six months.

2. Any crew member of inter-island/coastal vessel or deep-sea fishing vessel at port on any day during the enumeration, if the crew member has no home other than the vessel.

i. Refugee Camps

1. Filipino citizens working and living inside the camps except those living therein with their own families and those who usually go home to their respective families at least once a week.

9.3 HOW TO ACCOMPLISH CPH FORM 4 - INSTITUTIONAL POPULATION QUESTIONNAIRE



One booklet of CPH Form 4 may contain information for twelve (12) persons.

The cover page of the questionnaire contains the geographic identification and the certification portion, while the inside pages consist of items P1 to P12 to be gathered from the institutional population.

Booklet Number

There are two boxes allotted for this item. Refer to the instructions in Section 7.2 (p. 84), but this time prefix zero (0) when the booklet number is less than ten, e.g., booklet [0][1] of booklet [0][2].

Geographic Identification

Transcribe the province, city/municipality, barangay, enumeration area and their corresponding codes from CPH Form 1. Copy the building serial number and institutional living quarter serial number from columns 2 and 5, respectively, of the listing page.

Type of Institutional Living Quarters

Identify the institutional living quarters as to its type and enter the code in accordance with the following coding scheme.

CODE	TYPES OF INSTITUTIONAL LIVING QUARTERS
1	**Hotels, Motels, Lodging Houses, Dormitories, etc.** – These are establishments that provide lodging and meals and various personal services for the public.

CODE	TYPES OF INSTITUTIONAL LIVING QUARTERS
2	**Hospitals and Nurses' Home** – These are institutions where the needy, aged, young or where the sick or injured are given medical or surgical care.
3	**Welfare Institutions** – These are institutions intended for seeing or improving the welfare of disadvantaged social groups.
4	**Corrective and Penal Institutions** – These are living quarters intended for housing the prisoners and detainees.
5	**Convents, Nunneries, Seminaries, and Boarding Schools** – These are institutional living quarters intended for the housing of nuns, seminarians and other religious entities, and students.
6	**Military Camps and Stations** – These are camps established for the temporary accommodations of military men.
7	**Logging, Mining and Construction/Public Works Camps** – These are camps established for the housing of workers in mining, agriculture, public works or other types of enterprises.
8	**Ocean-going and Interisland/Coastal Vessels** – These are vessels that are used as living quarters of the crew members.
9	**Refugee Camps** – These are camps established for the housing of refugees.
0	**Others** – These are institutional living quarters not mentioned above.

Note: The codes for types of institutional living quarters are found on the upper portion of the inside pages of the questionnaire.

Address

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

Column Number

Every questionnaire is provided with 12 columns for recording names and characteristics of the institutional living quarters. Each column has two empty boxes at the uppermost part. In these you will write the *column number.* This number automatically identifies each member of the institutional living quarters. Thus, the first member is entered on the first column with column number 01; the second member will be on the second column with column number 02; and so on. And just like in CPH Form 2 and 3, put a check mark before the first name of the respondent.

Ask the respondent the questions located on the upper right portion of the inside pages of the form. Cross out the appropriate circle assign to one of the answers to the question ***"Are there more than 12 members in this institutional living quarters?"***. You will be guided how to use another booklet for this institutional living quarters.

Next ask the respondent the question ***"How many persons are residing in this institutional living quarters as of May 1, 2000?".*** Write the given answer in the boxes provided. When the members are more than 20, the enumeration will be done by the manager/head of the institution, and the TS will collect the questionnaires. The answer provided will also help you in determining whether or not you have listed all the members of the institutional living quarters in P1. As you ask this question, be sure to explain to the respondent on whom to include.

If the institution has more than 12 members, get another booklet and the next column number for the next institutional member will be in sequence to the last column number indicated in the first booklet of CPH Form 4 that was just accomplished.

Whenever you accomplish more than one CPH Form 4, be sure to indicate the number of booklets as required in the cover page of the questionnaire.

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 for P2. However, if a mistake is committed in the order of entering the names, let the list stand as is.

P2 Residence Status

Identify the residence status of the member by entering the code in accordance with the following coding scheme.

CODE	RESIDENCE STATUS
1	Manager, director, in-charge
2	Staff member/employee, including physicians and nurses
3	Officer or enlisted man, trainee
4	Officer or crew member in merchant vessel
5	Priest/seminarian/nun
6	Lodger/boarder
7	Patient (hospital, sanitarium, etc.)
8	Inmate/ward (home for the aged, orphanage, etc.)
9	Prisoner/detainee
0	Others

Note that in a particular type of institutional living quarters, only one or two or a few of the codes are applicable. For instance, the proprietor (manager) of a hotel and his employees who do not live with their own families in the hotel and do not usually go home at least once a week will be coded, respectively, **1** – manager, director, in-charge and **2** - staff member, employee, etc.

P3 to P12 Date of Birth to Highest Grade Completed

For items in columns P3 to P12, follow the instructions given for the same items in CPH Form 2 as discussed in Sec. 7.3 (pp. 92-100) of this manual. However, take note of the discrepancy in the numbering of items such as P3 Date of Birth in CPH Form 4, this is P4 in CPH Form 2.

Refer to Illustration 9.1 for the correct way of filling up the institutional population questionnaire.

Illustration 9.1
HOW TO FILL-UP CPH FORM 4
(for first 4 members)

CODES FOR TYPES OF INSTITUTIONAL LIVING QUARTER

1 Hotels, lodging houses, dormitories, etc.
2 Hospital and nurses' home
3 Welfare institution
4 Corrective and penal institution
5 Convents, nunneries, seminaries and boarding school
6 Military camps and stations
7 Logging, mining and construction/public works camps
8 Ocean-going and interisland/coastal vessels
9 Refugee camps
0 Others

CODES FOR P2 – RESIDENCE STATUS

1 Manager, director, in-charge
2 Staff member/employee including physicians and nurses
3 Officer/enlisted man, trainee
4 Officer/crew member in merchant vessel
5 Priest, seminarian, nun
6 Lodger or boarder
7 Patient (hospital, sanitarium, etc.)
8 Inmate/ward (home for the aged, orphanage)
9 Prisoner, detainee
0 Others

DEMOGRAPHIC INFORMATION FOR ALL PERSONS

		COL. NO. OF MEMBER 01	COL. NO. OF MEMBER 02	COL. NO. OF MEMBER 03	COL. NO. OF MEMBER 04
P1	Who are the persons residing in this institutional living quarter as of May 1, 2000? *[Please enter the column number of the person or institutional population member]* LIST THE NAMES OF ALL MEMBERS OF THE INSTITUTIONAL POPULATION IN THE ORDER LISTED IN THE CODES FOR P2 — LAST NAME	SANTOS	——	DEL ROSARIO	DE VILLA
	FIRST NAME	CHERRIE	ROSEMARIE	RACHEL	MA. GISELLE
P2	What is _____'s position or status? *[Please see code listed above]*	1	6	6	6
P3	In what month and year was _____ born? *[Please follow the format MM YYYY]*	11 1975 (MM YYYY)	08 1974 (MM YYYY)	04 1977 (MM YYYY)	12 1977 (MM YYYY)
P4	Was _____'s birth registered with the LCR?	⊗ YES O NO O DON'T KNOW	⊗ YES O NO O DON'T KNOW	⊗ YES O NO O DON'T KNOW	⊗ YES O NO O DON'T KNOW
P5	What is _____'s age as of his/her last birthday?	24	25	23	22
P6	Is _____ male or female?	O MALE ⊗ FEMALE	O MALE ⊗ FEMALE	O MALE ⊗ FEMALE	O MALE ⊗ FEMALE
P7	What is _____ 's marital status? *[Please cross out one of the selections]* *[For persons below 10 years old, cross out single]*	⊗ Single O Legally Married O Widowed O Divorced/Separated O Common Law/Live-in O Unknown	⊗ Single O Legally Married O Widowed O Divorced/Separated O Common Law/Live-in O Unknown	⊗ Single O Legally Married O Widowed O Divorced/Separated O Common Law/Live-in O Unknown	⊗ Single O Legally Married O Widowed O Divorced/Separated O Common Law/Live-in O Unknown
P8	What is _____'s religious affiliation? *[Please see code book]*	08	08	08	08
P9	Does _____ have any physical or mental disability? *[If No Skip to P11]*	O YES ⊗ NO	O YES ⊗ NO	O YES ⊗ NO	O YES ⊗ NO
P10	What type of disability does __ have? *[Please see code book]*				
P11	How does _____ classify himself/herself? Is he/she an Ibaloi, Kankanaey, Mangyan, Manobo, Chinese, Ilocano or what? *[Please see code book]*	02	02	17	17

FOR PERSONS 5 YEARS OLD AND OVER

P12	What is the highest grade/year completed by _____? *[Please see code book]*	71	71	44	44

REMARKS:

Illustration 9.1

HOW TO FILL-UP CPH FORM 4 (con't.)

(for 17th-20th members)

Use the following type of numeric/alpha characters in writing. Character should be written in the same pressure.

A B C D E F G H I J K L M N
Ñ O P Q R S T U V W X Y Z
0 1 2 3 4 5 6 7 8 9

DEFINITION OF INSTITUTIONAL POPULATION

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

		COL. NO. OF MEMBER	COL. NO. OF MEMBER	COL. NO. OF MEMBER	COL. NO. OF MEMBER
P1	Who are the persons residing in this institutional living quarter as of May 1, 2000? *[Please enter the column number of the person or institutional population member]*	17	18	19	20
	LIST THE NAMES OF ALL MEMBERS OF THE INSTITUTIONAL POPULATION IN THE ORDER LISTED IN THE CODES FOR P2 — LAST NAME	RICARDO	——	——	CRISANTO
	FIRST NAME	JASMINE	PERCIVAL	JEROME	ALDRIN
P2	What is _____'s position or status? *[Please see code listed above]*	6	6	6	6
P3	In what month and year was _____ born? *[Please follow the format MM YYYY]*	09 (MM) 1974 (YYYY)	12 (MM) 1975 (YYYY)	06 (MM) 1978 (YYYY)	12 (MM) 1979 (YYYY)
P4	Was _____'s birth registered with the LCR?	⊗ YES ○ NO ○ DON'T KNOW	⊗ YES ○ NO ○ DON'T KNOW	⊗ YES ○ NO ○ DON'T KNOW	⊗ YES ○ NO ○ DON'T KNOW
P5	What is _____'s age as of his/her last birthday?	25	24	21	20
P6	Is _____ male or female?	○ MALE ⊗ FEMALE	⊗ MALE ○ FEMALE	⊗ MALE ○ FEMALE	⊗ MALE ○ FEMALE
P7	What is _____'s marital status? *[Please cross out one of the selections]* *[For persons below 10 years old, cross out single]*	○ Single ○ Legally Married ○ Widowed ⊗ Divorced/Separated ○ Common Law/Live-in ○ Unknown	⊗ Single ○ Legally Married ○ Widowed ○ Divorced/Separated ○ Common Law/Live-in ○ Unknown	⊗ Single ○ Legally Married ○ Widowed ○ Divorced/Separated ○ Common Law/Live-in ○ Unknown	⊗ Single ○ Legally Married ○ Widowed ○ Divorced/Separated ○ Common Law/Live-in ○ Unknown
P8	What is _____'s religious affiliation? *[Please see code book]*	08	08	08	06
P9	Does _____ have any physical or mental disability? *[If No Skip to P11]*	○ YES ⊗ NO	○ YES ⊗ NO	○ YES ⊗ NO	○ YES ⊗ NO
P10	What type of disability does __ have? *[Please see code book]*				
P11	How does _____ classify himself/herself? Is he/she an Ibaloi, Kankanaey, Mangyan, Manobo, Chinese, Ilocano or what? *[Please see code book]*	07	07	07	02
P12	What is the highest grade/year completed by _____? *[Please see code book]*	44	45	44	43

REMARKS:

CHAPTER X

HOW TO ACCOMPLISH OTHER CPH FORMS

This chapter contains detailed instructions on when to use and how to fill up CPH Forms 6, 9, 10, 11 and 20.

10.1 CPH FORM 6 - NOTICE OF LISTING/ENUMERATION

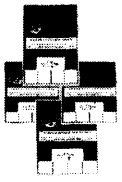
This form, which comes in the form of a sticker, is used for control purposes. Its presence indicates that a particular housing unit or institutional living quarter has been enumerated. As EN, you should post this form to each housing unit or institutional living quarter that you have interviewed. Attach also this form to institutional living quarter wherein you have distributed CPH Form 4.

Before you post CPH Form 6 to the housing unit, line out the word "institution" and print on the space provided the household serial number. If two or more households occupy the same housing unit, indicate all serial numbers of households covered under one notice form by writing the first household serial number and the last household serial number, separated by a hyphen. Thus, for a housing unit having three households with serial numbers 0025, 0026 and 0027, simply write on the space provided the household serial numbers **0025 - 0027**. Indicate also the date you have completely enumerated the housing unit/institutional living quarter.

If the housing unit is occupied by person/s who is/are excluded from enumeration, write "8888", if vacant, "9999", or if vacation/rest house, "8889".

For institutional living quarters, line out the word "household" and print on the space provided the institutional living quarter serial number.

Attach as many stickers as there are housing units in a building. For an institutional living quarter with housing unit, attach separate CPH Form 6, one for the institutional living quarters and another for the housing unit.



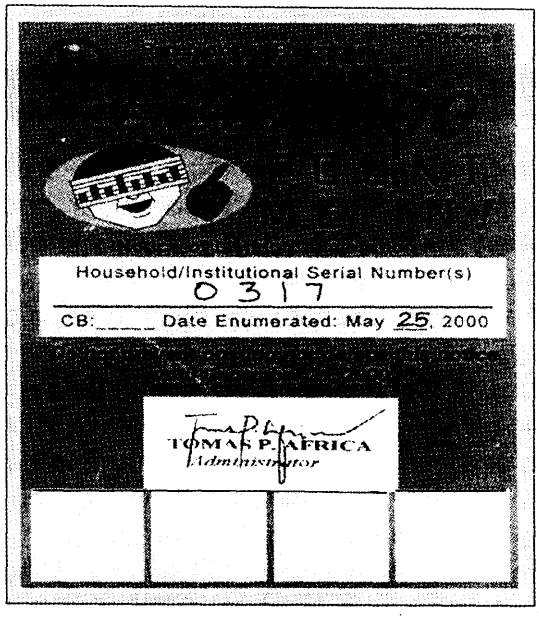
Place the sticker on a convenient and conspicuous part of the main entrance to the housing unit or institutional living quarters. If a household is meant to be revisited because you failed to interview an eligible respondent during your first visit, place the sticker without indicating the HSN, and check CB

for callback. You will enter a date on the date enumerated only after you are able to get information about the household.

Illustration 10.1 shows the correct way of filling up CPH Form 6.

Illustration 10.1

HOW TO FILL-UP CPH FORM 6



10.2 CPH FORM 9 - APPOINTMENT SLIP

You will need this form if during the first visit, there is no responsible respondent in the household to provide information and you need to callback at some later date. This will serve as your appointment slip with a responsible member of the household.

Try to ascertain the availability of the person whom you wish to interview and consider this in making the appointment. Inquire from children, maids or neighbors the best day and time for a callback. State on CPH Form 9 the time and date you will revisit the household, and affix your signature. Make sure that you also indicate the same time and date on the remarks column of CPH Form 1. You have to maintain a record of your appointments so that you can keep track of your scheduled visits properly.

Leave CPH Form 9 to any member of the household (such as the maid, a son/daughter of the household young enough to be a respondent) that you want

to revisit to make the household aware of your future visit. If no one can receive the notice, put in the mailbox or in a conspicuous place near the entrance/ door.

Illustration 10.2
HOW TO FILL-UP CPH FORM 9

CPH Form 9

TO: MS. GISELLE GONDA

CENSUS OF POPULATION AND HOUSING

Republic of the Philippines
NATIONAL STATISTICS OFFICE

APPOINTMENT SLIP

CPH Form 9

MAY 10, 2000
Date

We are currently conducting the 2000 Census of Population and Housing (Census 2000) to gather data on socio-economic characteristics of the households and to take stock of housing units in the country.

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:

MAY 11, 2000
at 10:30 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.

ALBINA FLORES
Enumerator
(Signature over printed name)

10.3 CPH FORM 10 - EN'S ACCOMPLISHMENT REPORT

CPH Form 10 (EN's Accomplishment Report) 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 columns 7 to 9 of CPH Form 1. You should use a separate sheet for each barangay/EA you are assigned to enumerate.

You should fill out a line in CPH Form 10 (column 1 through column 11) each time a page of CPH 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 CPH Form 10:

1. Sheet ___ of ____ Sheets

Enter 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 for the EA/barangay.

2. Geographic Identification

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

3. Column 1 - Serial No.

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

4. Column 2 – Period

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

5/4 – 5/5 to indicate the period May 4 to May 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.

5. Column 3 – Male

Copy the number of males in the page total for column 8 of CPH Form 1.

6. Column 4 – Female

Copy the number of females in the page total for column 9 of CPH Form 1.

7. Column 5 – Page Total

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

8. Column 6 – 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 column 6 to the last cumulative total or the entry in column 7 appearing on the previous line.

9. Column 7 – No. of Households/Institutions

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

10. Column 8 – No. of Callbacks

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

11. Columns 9 and 10 – Institutional Population

Copy the total institutional male population from the page total under column 8 of CPH From 1. Do the same for the institutional female population from column 9 of CPH Form 1.

12. Column 11 – Remarks

Enter in column 11 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

13. Row Totals

At the end of the enumeration for the EA, add all entries in column 3 for males. Enter the sum on the last line. Similarly, add entries in the column for females and daily total in columns 4 and 5, respectively. Check if the total in column 5 is equal to the last cumulative total in column 6. If not, verify your additions in both columns. The sum of columns 4 and 5 should also equal the total in column 6.

Add entries in column 7 for the number of households/institutions. Do the same for columns 9 and 10.

14. Print your name and affix your signature on the line "Prepared by:"

15. The TS should also print his/her name and affix his/her signature after he/she has reviewed or verified the entries in the form.

Illustration 10.3 shows an example of a correctly filled-up CPH Form 10 – EN's Accomplishment Report.

10.4 CPH FORM 11 - ENUMERATOR'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 CPH Form 11 – EN's Quick Count Report each time a page of CPH Form 1 is completely filled-up. The data for this form are to be taken from the page totals panel of CPH Form 1. You should fill-up a line of CPH Form 11 after you fill-up a line in CPH Form 10 since you will derive the entries for both forms from CPH Form 1.

You should submit to your TS all accomplished CPH Form 11 when he/she collects these from you, usually, every Wednesday. Your TS in turn will submit all CPH Form 11 he/she has collected to his/her CAS every week, usually on Friday.

Illustration 10.3
HOW TO FILL-UP CPH FORM 10

CPH Form 10 Sheet 1 of 1 sheets

Republic of the Philippines
NATIONAL STATISTICS OFFICE

2000 Census of Population and Housing

EN's Accomplishment Report

Province NCR II Barangay STO. DOMINGO
Municipality QUEZON CITY EA No. 004

CPH Form 1 Serial No. (1)	Period mm/dd to mm/dd (2)	Household Population				No. of House-holds/ Institu-tions (7)	No. of Call-backs (8)	Institutional Population		Remarks (11)
		Male (3)	Female (4)	Sheet Total (5)	Cumulative Total (6)			Male (9)	Female (10)	
0073277A	5/4 - 5/5	30	28	58	58	15/0	–	–	–	2HH w/SAB
0073278	5/5	31	35	66	124	14/0	1	–	–	
0073281A	5/5 - 5/6	32	35	67	191	14/1	–	20	31	
0073285	5/6	29	32	61	252	15/0	2	–	–	
0073291A	5/8	21	38	59	311	15/0	–	–	–	
0073298	5/8 - 5/9	24	28	52	363	15/0	–	–	–	
0073301A	5/9	35	27	62	425	12/0	3	–	–	
0073308	5/9 - 5/10	31	34	65	490	12/1	–	0	14	
0073311A	5/10	29	37	66	556	13/2	–	10	0	
0073318	5/10	22	31	53	609	13/0	1	–	–	
TOTAL		284	325	609		138/4	7	30	45	

Instruction: To be accomplished by the enumerator daily.

Prepared by: Albina Flores
ALBINA FLORES
Sign over Printed Name

Verified by: _____
Sign over Printed Name

The following instructions should be followed in filling up CPH Form 11:

1. Geographic Identification

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

2. Column (1) – CPH Form 1 Serial No.

   Copy the serial no. of the completed page of CPH Form 1 which contains the data you will be recording in this line.

3. Column (2) – No. of Bldgs.

   From CPH Form 1, copy the number indicated in the cell intersected by the row named "TOTAL" and by the column named "BUILDING SERIAL NUMBER".

4. Column (3) – No. of HU

   From CPH Form 1, copy the number indicated in the cell intersected by the row named "TOTAL" and by the column named "HOUSING UNIT SERIAL NUMBER".

5. Column (4) – No. of Households

   From CPH Form 1, copy the number indicated in the cell intersected by the row named "TOTAL" and by the column named "HOUSEHOLD SERIAL NUMBER".

6. Column (5) – No. of Institutions

   From CPH Form 1, copy the number indicated in the cell intersected by the row named "TOTAL" and by the column named "INSTITUTIONAL SERIAL NUMBER".

Household Population

7. Columns (6) – TOTAL

   From CPH Form 1, copy the number indicated in the cell intersected by the row named "TOTAL HOUSEHOLD POPULATION" and by the column named "TOTAL".

8. Column (7) – Male

From CPH From 1, copy the number indicated in the cell intersected by the row named "TOTAL HOUSEHOLD POPULATION" and by the column named "MALE".

9. Column (8) – Female

From CPH From 1, copy the number indicated in the cell intersected by the row named "TOTAL HOUSEHOLD POPULATION" and by the column named "FEMALE".

Institutional Population

10. Column (9) – TOTAL

From CPH Form 1, copy the number indicated in the cell intersected by the row named "TOTAL INSTITUTIONAL POPULATION" and by the column named "TOTAL".

11. Column (10) – Male

From CPH Form 1, copy the number indicated in the cell intersected by the row named "TOTAL INSTITUTIONAL POPULATION" and by the column named "MALE".

12. Column (11) – Female

From CPH Form 1, copy the number indicated in the cell intersected by the row named "TOTAL INSTITUTIONAL POPULATION" and by the column named "FEMALE".

13. Column (12) – CB

This refers to the number of callbacks. Count the number of households and institutions that were not successfully interviewed and which are scheduled for a callback on a later date.

14. Column (13) – Date Accomplished

Copy the date of visit as written in CPH Form 1. If there are two dates listed, copy the later date. Write the date in the format mm/dd (e.g. 05/06 for May 6).

15. Prepared by and Date Prepared

Print your name, affix your signature over your printed name and enter the date when the last entry/ies were made.

16. Verified by and Date Verified

The space for the name and signature of verifier will be filled out by your TS after he/she has checked the entries in CPH Form 11 against CPH form 1.

Illustration 10.4 provides an example of a correctly filled-out CPH Form 11 – EN's Quick Count Report.

Illustration 10.4

HOW TO FILL-UP CPH FORM 11

CPH Form 11
(Accomplished in Duplicate)

Republic of the Philippines
NATIONAL STATISTICS OFFICE
Manila

2000 Census of Population and Housing
EN's Quick Count Report

Province :	NCR II		7	4
Municipality :	QUEZON CITY		0	4
Barangay :	STO. DOMINGO	0	6	5
EA Code :		0	0	4

CPH Form 1 Serial No. (1)	Number of Bldgs (2)	Number of HU (3)	No. of House-holds (4)	No. of Institu-tions (5)	TOTAL (6)	Male (7)	Female (8)	TOTAL (9)	Male (10)	Female (11)	CB (12)	Date Accomp-lished (13)
007327A	15	15	15	0	58	30	28	0	0	0	0	5/5
007327B	14	13	14	0	66	31	35	0	0	0	1	5/5
007328A	12	15	14	1	67	32	35	51	20	31	0	5/6
007328B	13	15	13	0	61	29	32	0	0	0	2	5/6
007329A	11	14	15	0	59	21	38	0	0	0	0	5/8

Prepared by: Albina Flores
ALBINA FLORES

Verified by: _____

Date Prepared: 5/8/2000

Date Verified: _____

10.5 CPH FORM 20 - CERTIFICATION OF BARANGAY CHAIRPERSON

This is a certification of the Barangay Chairperson that the barangay has been covered and enumerated in the Census 2000 during the specified period.

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

If the barangay has more than one EA, your TS will be responsible for securing the Barangay Chairperson's signature. However, if more than one TS is assigned to the barangay, the CAS will secure the Barangay Chairperson'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 the census.

Illustration 10.5 shows an example of how CPH Form 20 should be completed.

Illustration 10.5
HOW TO FILL-UP CPH FORM 20

CPH Form 20

Republic of the Philippines

Province NCR II
City/Municipality QUEZON CITY
Barangay STO. DOMINGO

CERTIFICATION

This is to certify that the 2000 Census of Population and Housing has been conducted in this barangay from MAY 11 to MAY 23, in accordance with the procedures prescribed by the National Statistics Office.

Date MAY 25, 2000
Place STO. DOMINGO, Q. C.

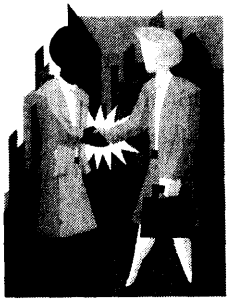
CHING MARQUEZ
Barangay Chairperson

CHAPTER XI

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.

11.1 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 CPH Form 11 – 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 page (CPH Form 1) for the EA and your CPH Form 10.

11.2 SUBMITTING COMPLETED WORK

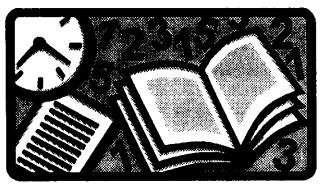
Upon completion of an EA, submit the following to your TS:

1. Map of the barangay/EA received from your supervisor and/or the EA map/block maps you have drawn/sketched in the Blank Barangay Map.
2. CPH Form 1 – Listing Page
3. All remaining accomplished questionnaires/forms which you still have:
   a. CPH Form 2/3/4
   b. CPH Form 10
   c. CPH Form 11 (last report)
   d. CPH Form 20 – Certification of Barangay Chairperson

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

1. Enumerator's Manual
2. Code Book
3. PSOC
4. PSIC
5. Census Identification Card
6. Clipboard, if any
7. All unused forms and materials

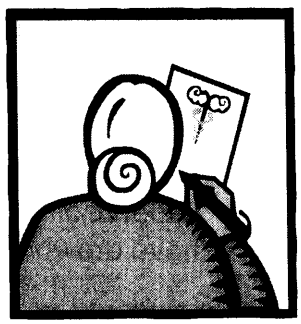
Preparing Questionnaires for Submission



Edit each questionnaire before submitting these to your TS. 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.

11.3 REVIEW OF YOUR COMPLETED WORK BY THE TEAM SUPERVISOR



Your TS 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.

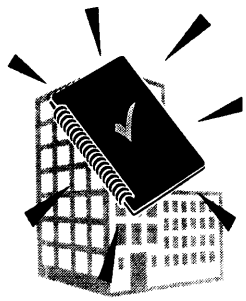
Each review consists of the following:

1. A detailed check of the EA map if buildings, households and landmarks are properly plotted.

2. A detailed check of CPH Form 1 - Listing Page to see that required entries have been made and that all the households listed have corresponding questionnaire and the number of males and females in the household or institutional living quarters listed in the listing booklet conform with that in the 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, folded unnecessarily, and so forth.

11.4 DAILY TIME RECORD (CSC FORM 48)



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).

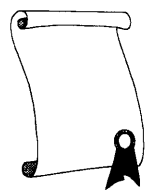
Fill up the Daily Time Record (DTR) each day you have worked as an enumerator. The "ARRIVAL" column corresponds to the time you have begun enumerating the first household/institutional living quarters for the day and the "DEPARTURE" column, the time you have finished enumerating the last household/institutional 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 of the designated line.

Be diligent and honest in reporting your working hours.

Illustration 11.1 shows how to fill out Daily Time Record.

11.5 ISSUANCE OF CERTIFICATION



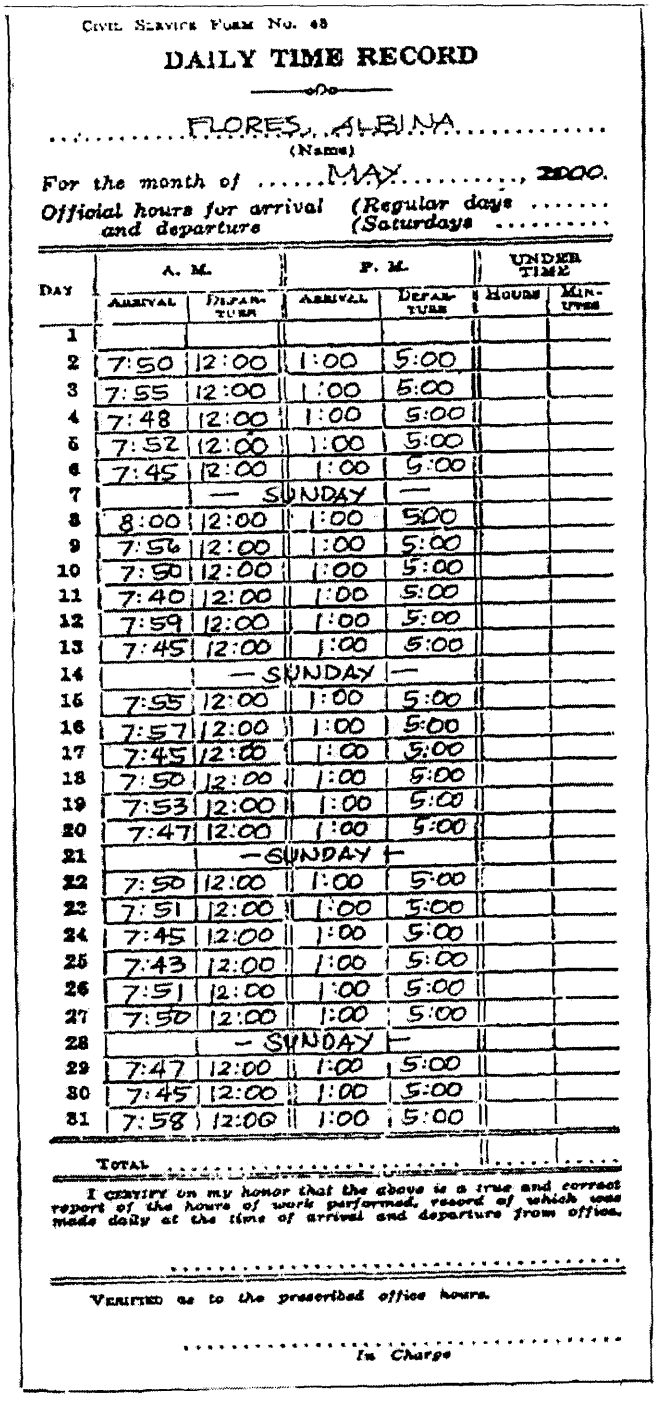
After you have been cleared of all responsibilities and accountabilities, you will be issued by the Provincial Statistics Officer a Certificate of Appearance (CPH Form 21) which will be the basis for payment of wages/honorarium or other financial claims in connection with the discharge of your duties as enumerator. You will not be paid your wages/honorarium or claims for travelling expenses without these certifications.

11.6 DAILY OUTPUT AND PAY RATE

Daily Output

The average daily output expected of you varies depending on the sampling rate of the municipality.

Illustration 11.1
HOW TO FILL UP DAILY TIME RECORD



CIVIL SERVICE FORM No. 48

DAILY TIME RECORD

FLORES, ALBINA
(Name)

For the month of MAY, 2000.

Official hours for arrival and departure (Regular days .....
(Saturdays .....

DAY	A. M.		P. M.		UNDER TIME	
	ARRIVAL	DEPARTURE	ARRIVAL	DEPARTURE	HOURS	MINUTES
1						
2	7:50	12:00	1:00	5:00		
3	7:55	12:00	1:00	5:00		
4	7:48	12:00	1:00	5:00		
5	7:52	12:00	1:00	5:00		
6	7:45	12:00	1:00	5:00		
7		— SUNDAY		—		
8	8:00	12:00	1:00	500		
9	7:56	12:00	1:00	5:00		
10	7:50	12:00	1:00	5:00		
11	7:40	12:00	1:00	5:00		
12	7:59	12:00	1:00	5:00		
13	7:45	12:00	1:00	5:00		
14		— SUNDAY		—		
15	7:55	12:00	1:00	5:00		
16	7:57	12:00	1:00	5:00		
17	7:45	12:00	1:00	5:00		
18	7:50	12:00	1:00	5:00		
19	7:53	12:00	1:00	5:00		
20	7:47	12:00	1:00	5:00		
21		— SUNDAY		—		
22	7:50	12:00	1:00	5:00		
23	7:51	12:00	1:00	5:00		
24	7:45	12:00	1:00	5:00		
25	7:43	12:00	1:00	5:00		
26	7:51	12:00	1:00	5:00		
27	7:50	12:00	1:00	5:00		
28		— SUNDAY		—		
29	7:47	12:00	1:00	5:00		
30	7:45	12:00	1:00	5:00		
31	7:58	12:00	1:00	5:00		
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 and departure from office.

.....

VERIFIED as to the prescribed office hours.

.....
In Charge

Below is a table which shows the average daily output which you have to completed:

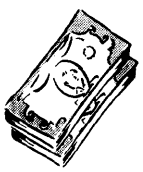
Enumeration Rate	Urban Area	Rural Area
100%	9 households	6 households
20%	20 households	15 households
10%	22 households	17 households

You are obliged to conform with the quota or average daily output because you will be compensated strictly based on your daily output. Take note however, that on the first few days of enumeration, the output rate will be lower than the average daily output rate. But on the succeeding days, the output rate may even exceed the daily output.

Pay Rate

Teacher enumerators will be paid an honorarium commensurate to the actual number of days worked, including training days, but not to exceed P 5,000.00. They will be given service credits for actual services rendered including training.

On the other hand, non-teacher (reserve) enumerators will be paid as stipulated in their respective service contracts.



In addition to your daily rate, transportation expenses incurred in connection with census work shall be paid by NSO.

It is important for you to know that NSO reserves the right to withhold payment and certification of number of days rendered under the following circumstances:

1. unfinished work, that is, when a part of your area of assignment is not covered;

2. unsatisfactory performance, that is, when errors in your work are observed and not rectified; and

3. incomplete submission of accomplished and unused listing booklets, questionnaires, administrative forms or financial forms.

You may submit your claims through your supervisor who, in turn will submit them to the Provincial Office for processing. Actual payment of your

money claims will be effected by the Disbursing Officer of the NSO Provincial Office. More detailed guidelines on the payment of honorarium and other money claims shall be explained by the trainer.

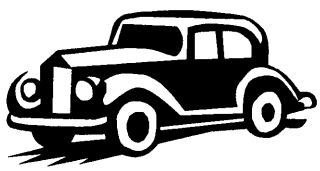
11.7 FINANCIAL FORMS

Claims for payment should be accomplished using the Disbursement Voucher (General Form 5A). It should be accompanied by the acceptable supporting papers such as: duly accomplished Daily Time Record (CSC Form 48), Reimbursement Expense Receipt (General Form 3A), Itinerary of Travel, Certificate of Appearance, bus tickets, etc.

Disbursement Voucher (General Form No. 5A)

This form is used in claiming per diems and transportation expenses/allowance. This voucher can either be prepared for you by the office secretary or you can prepare it yourself.

Reimbursement Expense Receipt (General Form No. 3A)



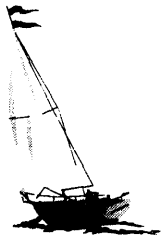
Reimbursement Expense Receipt (RER) shall be used by those who are authorized to claim for expenses on meals, rentals of transportation like calesa, tricycle, pedicab, jeepney, taxi, etc.

Write on the form the name of city/municipality, province and the date on which the expense was incurred. Write your name and your designation legibly on the appropriate lines, then the amount you are reimbursing in words and in figures. Write what you have paid for like meal expenses, transportation expenses, etc. For transportation expenses, write the place where started and the destination and purpose of travel for which the vehicle was rented.

Then, let the person receiving the payment sign his name on the line for the signature of the payee, his address, and residence tax number.

The witness part is optional; that is, it may or may not be filled-up.

Itinerary of Travel (CPH Form 23)



The itinerary of travel must be filled up every time you make a financial claim. Print the required information on the form: your name, position (EN/SCO, etc.), official station (office address), and the purpose of travel (listing, enumeration of EA, etc.)

Write the date(s), the place or the area visited, the time you departed/arrived from/to the place, the mode of transportation, the allowable expenses incurred and the total expenses incurred (add up the transportation expenses incurred, per diem and allowance).

Sign below the line, which is denoted by "Prepared by:"

Print also the name of the Approving Officer (the PSO) on the designated line. Have your supervisor initial below the PSO's name if your supervisor is not the PSO.

Note that the Itinerary of Travel, DTR, and RER are supporting papers for your voucher.

APPENDIX 1

COMMONWEALTH ACT NO. 591

AN ACT CREATING A BUREAU OF THE CENSUS AND STATISTICS, TO CONSOLIDATE STATISTICAL ACTIVITIES OF THE GOVERNMENT THEREIN.

Be it enacted by the National Assembly of the Philippines:

SECTION 1. Bureau of the Census and Statistics is created.

SECTION 2. The powers, functions, and duties of the Bureau of the Census and Statistics shall be as follows:

(a) To collect by enumeration, sampling or other methods, statistics and other information concerning population, agricultural conditions, the area and production of crops, the number of livestock, the production of livestock products, exports, imports, commerce, industrial and commercial enterprises, prices, employment, wages, stock of commodities, agricultural and other properties, social and economic institutions, and such other statistics as the President of the Philippines by executive order may direct;

(b) To compile and classify all such statistical data and information and to publish the same for the use of the Government and the people;

(c) To prepare for and undertake all censuses of population, agriculture, industry and commerce;

(d) To conduct, for statistical purposes, investigations and studies of social and economic problems and conditions;

(e) To compile and classify statistical and other data for other branches and dependencies of the government, upon the approval of the President of the Philippines;

(f) To carry out and administer the provisions of Act Numbered Thirty-seven Hundred and Fifty-three, entitled "An Act to Establish a Civil Register";

(g) To make and publish, from time to time, estimates of population, agricultural production, income and number of livestock.

SECTION 3. The collection of data and information prescribed in section two may be secure by the mailing or delivery of the necessary questionnaire or form and explanatory matter to the persons best qualified to furnish such data or information and in which case, the proprietor official, government official or employee, partner, director or legal representative, to whom such questionnaire or form is marked or delivered, shall be required to accomplish, or form personally or cause the same to be accomplished by his duly authorized agent or representative. Any person who fails or refuses to accomplish, mail or deliver such questionnaire or form received by him to the Bureau of Census and Statistics within thirty days of its receipt by him; or any person who, in accomplishing any such questionnaire or form knowingly gives data or information which shall prove to be materially untrue in any particular; or any person who signs such questionnaire or form after it has been accomplished in the knowledge that it is untrue in any particular shall, upon conviction, be punished by a fine of not more than six hundred pesos or by imprisonment for not more than six months, or by both.

SECTION 4. Data furnished the Bureau of the Census and Statistics by an individual, corporation, partnership, institution or business enterprise shall not be used as evidence in any court or any public office either as evidence for or against the individual, corporation, association, partnership, institution or business enterprise from who such data emanate; nor shall such data or information be divulged to any person except authorized employees of the Bureau of the Census and Statistics, acting in the performance of their duties; nor shall such data be published except in the form of summaries or statistical tables in which no reference to an individual, corporation, association, partnership, institution or business enterprise shall appear. Any person violating the provisions of this section shall, upon conviction, be punished by a fine of not more than six hundred pesos or by imprisonment for not more than six months, or both.

SECTION 5. The Bureau of the Census and Statistics shall be under the executive direction and supervision of the President of the Philippines. Such personnel as may be necessary for the proper and efficient performance of the duties prescribed by this Act shall be appointed by the President of the Philippines, - upon recommendation of the Director of the

Bureau of the Census and Statistics, at such rates of salaries as may be fixed in accordance with Commonwealth Act Number Four Hundred and Two, entitled "An Act to provide for classification of civilian positions and standardization of salaries in the Government".

At anytime after its organization, the President of the Philippines is authorized to place the Bureau of the Census and Statistics under the direct supervision and control of the executive department.

SECTION 6. The Bureau of the Census and Statistics shall have one assistant chief, who shall be known respectively, as the Director and Assistant Director of the Bureau of the Census and Statistics. The Director of the Bureau of the Census and Statistics shall receive the same compensation as that received by the directors of bureaus mentioned in sub-paragraph (4), sub-section (a) of section five of Commonwealth Act Number Four Hundred and Two, and the Assistant Director of the Bureau of the Census and Statistics, the same compensation as that received by assistant directors of bureaus mentioned in sub-paragraph (5) of said sub-section (a) of section five of the same Act. The Director and Assistant Director of the Bureau of the Census and Statistics, shall be appointed by the President of the Philippines, with the consent of the Commission on appointments of the National Assembly.

SECTION 7. The powers, functions, and duties of the Division of Statistics of the Department of Agriculture and Commerce, those of the Director of the National Library under the provisions of Act Number Thirty-seven Hundred Fifty-three, and those of the Statistics Division of the Bureau of Customs, are transferred to the Bureau of the Census and Statistics.

SECTION 8. The President of the Philippines is authorized to transfer personnel, equipment, unexpended appropriations, if any, records, documents, supplies and other property from the Commission of the Census created by Commonwealth Act Number One Hundred and Seventy to the Bureau of Census and Statistics, upon or prior to the completion of the census taken pursuant to the provisions of Commonwealth Act Number One Hundred and Seventy.

SECTION 9. The President of the Philippines is authorized until June Thirty, Nineteen Hundred and Forty-one, the provisions of existing laws to the contrary notwithstanding, to transfer by executive order the functions, appropriations, equipment, property, records, and personnel of any bureau, office or part thereof, engaged in the collection, compilation, and publication of statistics can be accomplished thereby.

Any action taken by the President pursuant to this authority shall be reported by him to the National Assembly at the next regular session thereof and shall be valid and subsisting until the National Assembly shall provide otherwise.

SECTION 10. This Act shall take effect upon its approval.

Approved, August 19, 1940.

APPENDIX 2

BATAS PAMBANSA BLG. 72

Batas Pambansa Blg. 72 (An Act Providing for the Taking of an Integrated Census Every Ten Years Beginning in the Year Nineteen Hundred and Seventy Two, and for Other Purposes).

REPUBLIC OF THE PHILIPPINES
Batasang Pambansa
Second Regular Session

Begun and held in Quezon City, Metropolitan Manila, on Monday, the twenty-third day of July, nineteen hundred and seventy-nine.

(BATAS PAMBANSA BLG. 72)

AN ACT PROVIDING FOR THE TAKING OF AN INTEGRATED CENSUS EVERY TEN YEARS BEGINNING IN THE YEAR NINETEEN HUNDRED AND EIGHTY, AND FOR OTHER PURPOSES.

Be it enacted by the Batasang Pambansa in session assembled:

SECTION 1. A national census of population and other related data shall be taken every decade beginning in 1980, in accordance with plans prepared by the National Statistics Office, without prejudice to the undertaking of special censuses on agriculture, industry, commerce, housing and other sectors as may be approved by the National Economic and Development Authority.

SECTION 2. There is hereby created the National Census Coordinating Board to be composed of the Minister of Economic Planning, as Chairman, the Minister of the Justice, the Minister of National Defense, the Minister of Labor, the Minister of Public Works, the Minister of Transportation and Communications, the Minister of Public Highways, the Minister of Agriculture, the Minister of Natural Resources, the Minister of Public Information, and the Minister of Local Government and Community Development, as members, with the Executive Director of the National Statistics Office as Executive Officer of the Board.

The censuses shall be under the supervision and coordination of the National Census Coordinating Board which shall issue such rules and regulations as may be necessary for the successful undertaking and completion of the censuses provided in this Act.

SECTION 3. There shall be established a provincial, city and municipal census board in each province, city and municipality, as the case may be, which shall provide such facilities and assistance as may be required by the National Census Coordinating Board. The boards shall be under the supervision and control of the National Census Coordinating Board.

SECTION 4. The Provincial Census Board shall be composed of the Provincial Governor, as Chairman, and the Division Superintendent of Schools, or in case of provinces with more than one school division, the Division Superintendent designated by the National Statistics Coordinating Board, as Vice Chairman, the District Highway Engineer, or in the case of provinces which have two or more highway engineering districts, the one that may be designated by the National Coordinating Board, the Provincial Development Officer, the Provincial Assessor, and the Provincial Agriculturist, as members, with the Provincial Statistics Officer as the Executive Officer.

The City Census Board shall be composed of the City mayor, as Chairman, and the City Superintendent of Schools, as Vice Chairman, the City Engineer, the City Development Officer, and the City Assessor, as members, with the City Census Officer as the Executive Officer.

The Municipal Census Board shall be composed of the Municipal Mayor, as Chairman, and the District Supervisor, the Municipal Agriculturist, the Station Commander, the Municipal Treasurer, and the Municipal Development Officer, as members, with the Municipal Census Officer/Census Supervisor as the Executive Officer.

SECTION 5. The National Census Coordinating Board and the local census boards may call upon any ministry, bureau, office, agency or instrumentality of the Government for any assistance in the performance of their duties.

SECTION 6. The first day of May of every regular census year is hereby designated as the reference date for the census. The collection of data will be by enumeration and the respondent shall be the head or any responsible member of the household.

SECTION 7. Public school teachers shall be employed for enumeration work and for such service shall be paid an honorarium as

may be determined by the National Census Coordinating Board but in no case not less than two hundred-fifty pesos and shall received service credits equivalent to the number of days rendered in census work. Other government employees whose services are engaged for census work shall be entitled to such allowances as shall be prescribed by the National Census Coordinating Board payable from census funds. The census herein taken at the barangay level shall be certified to by the corresponding barangay captain.

SECTION 8. Before the end of the year 1980 and of every census year thereafter, a count of the population by province, city, municipality and barangay shall be published by the National Statistics Office. The final population count as determined from the processed census returns shall be considered official for all purposes upon proclamation by the President (Prime Minister).

SECTION 9. Data gathered pursuant to this Act shall not be used as evidence in any court or public office or for or against any person, except in a criminal case for violation of Section 10 of this Act, nor shall such data be divulged to any person except to authorized employees of the National Statistics Office, acting in the performance of their duties; nor shall such data be published except in the form of summaries or statistical tables in which no reference to an individual shall appear. Any person violating any provision of this Section shall be punished by a fine of not more than five hundred pesos or by imprisonment of not more than six months, or both.

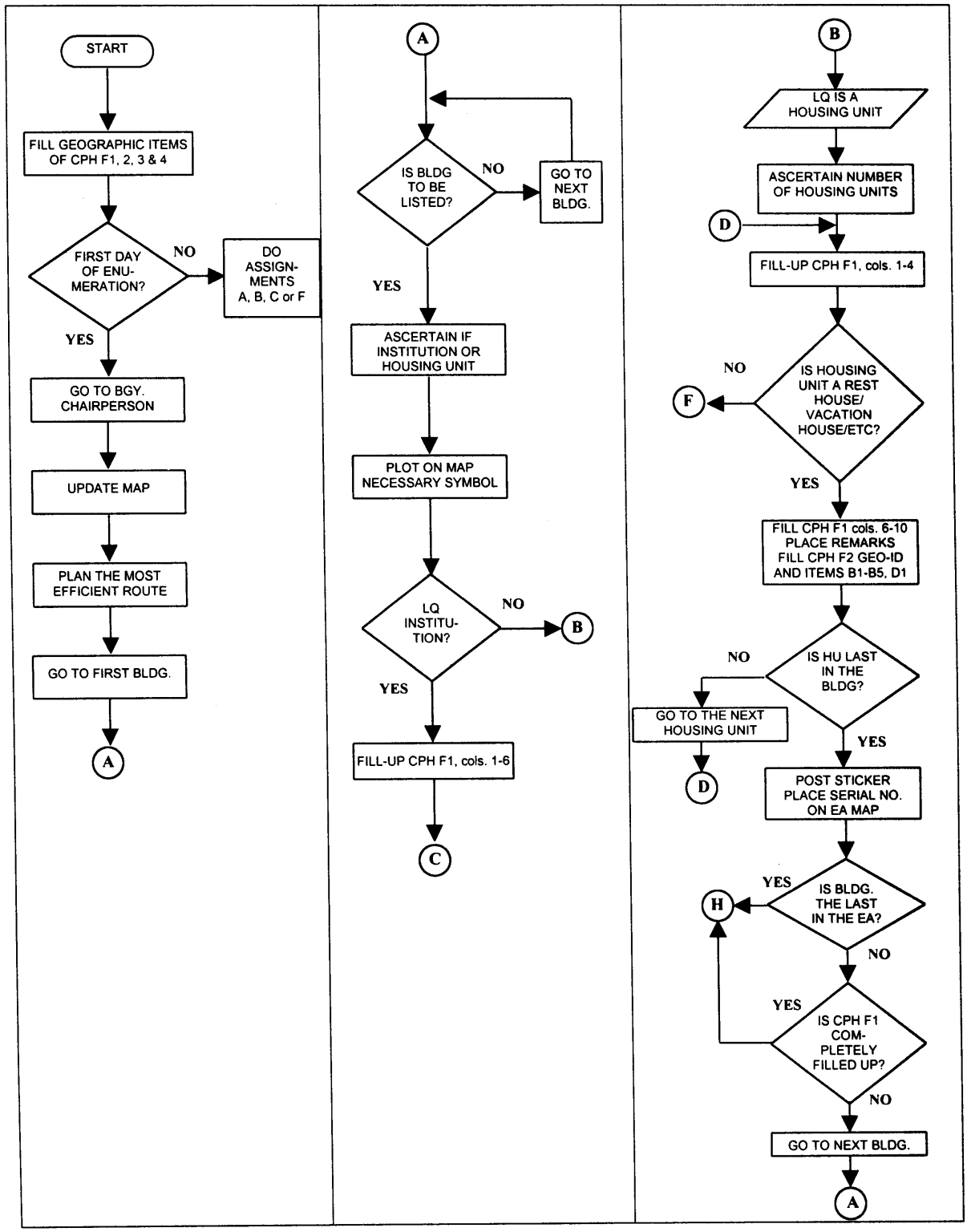
SECTION 10. Any respondent as provided for in Section 6 who unjustifiably refuses to furnish the information called for in the census questionnaire, or knowingly certifies or gives data or information which shall be prove to be materially untrue in any particular, shall be guilty of an offense under this Act and shall, upon conviction, be punished by a fine of not more than five hundred pesos or by imprisonment of not more than three months, or both.

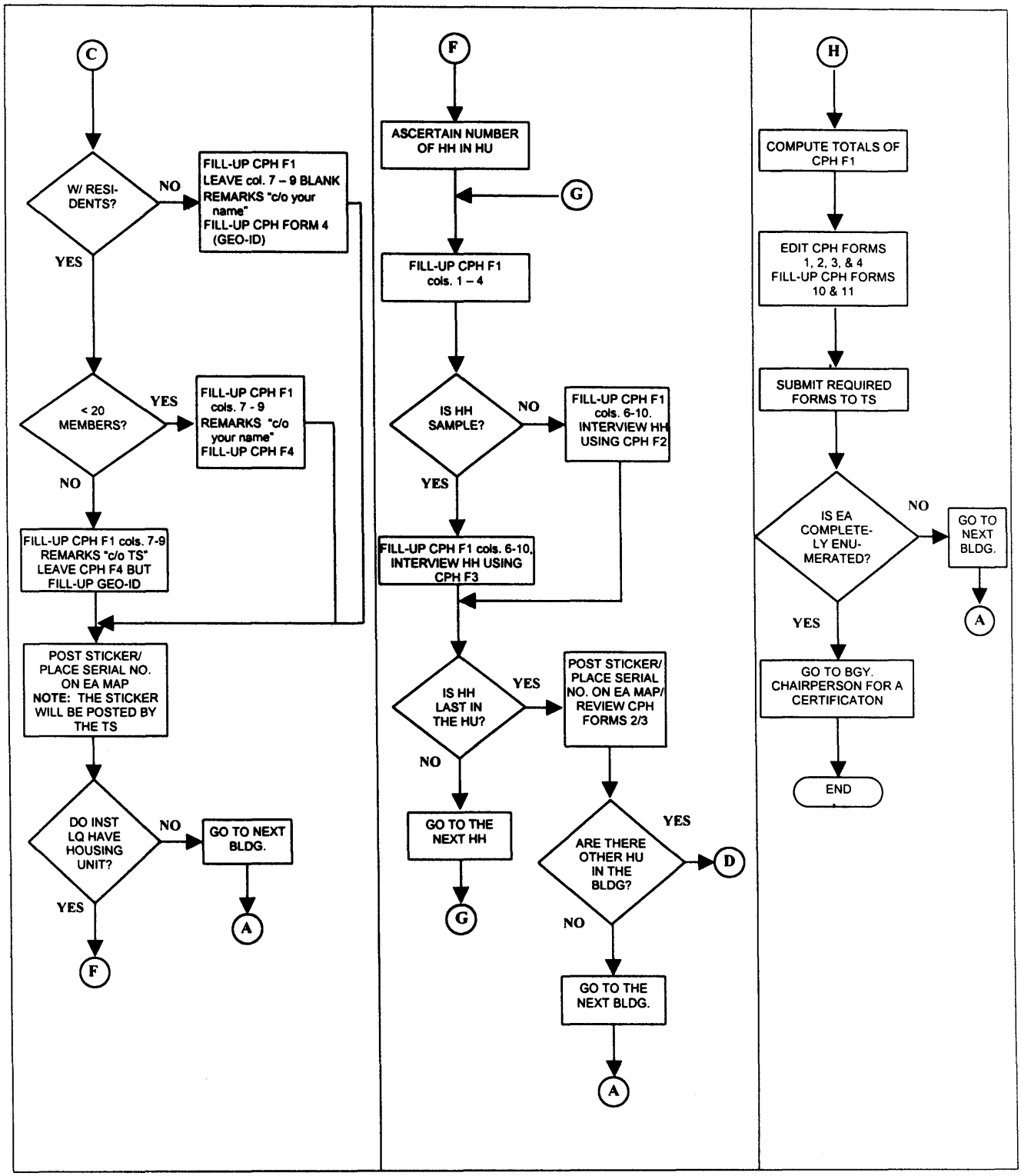
SECTION 11. The amount necessary for the holding of censuses shall be charged to the appropriations available for the purpose in the corresponding Appropriate Act.

SECTION 12. This Act shall take effect upon its approval.

Approved, June 11, 1980

APPENDIX 3
TWENTY-FIVE STEPS OF CENSUS TAKING




C
W/ RESI-DENTS?
NO
FILL-UP CPH F1
LEAVE col. 7 – 9 BLANK
REMARKS "c/o your name"
FILL-UP CPH FORM 4 (GEO-ID)
YES
< 20 MEMBERS?
YES
FILL-UP CPH F1 cols. 7 - 9
REMARKS "c/o your name"
FILL-UP CPH F4
NO
FILL-UP CPH F1 cols. 7-9
REMARKS "c/o TS"
LEAVE CPH F4 BUT FILL-UP GEO-ID
POST STICKER/ PLACE SERIAL NO. ON EA MAP
NOTE: THE STICKER WILL BE POSTED BY THE TS
DO INST LQ HAVE HOUSING UNIT?
NO
GO TO NEXT BLDG.
A
YES
F
F
ASCERTAIN NUMBER OF HH IN HU
G
FILL-UP CPH F1 cols. 1 – 4
IS HH SAMPLE?
NO
FILL-UP CPH F1 cols. 6-10. INTERVIEW HH USING CPH F2
YES
FILL-UP CPH F1 cols. 6-10. INTERVIEW HH USING CPH F3
IS HH LAST IN THE HU?
YES
POST STICKER/ PLACE SERIAL NO. ON EA MAP/ REVIEW CPH FORMS 2/3
NO
GO TO THE NEXT HH
G
ARE THERE OTHER HU IN THE BLDG?
YES
D
NO
GO TO THE NEXT BLDG.
A
H
COMPUTE TOTALS OF CPH F1
EDIT CPH FORMS 1, 2, 3, & 4
FILL-UP CPH FORMS 10 & 11
SUBMIT REQUIRED FORMS TO TS
IS EA COMPLETE-LY ENU-MERATED?
NO
GO TO NEXT BLDG.
A
YES
GO TO BGY. CHAIRPERSON FOR A CERTIFICATON
END

APPENDIX 4
APPROXIMATING THE FLOOR AREA USING PACE FACTOR

Pacing refers to the normal steps that a person does in walking. Distances can be measured on foot but a simple and careful pacing procedure is required. Distance is calculated by counting the number of steps between two points and multiplying by the average length of pace called your pace factor.

To determine your average length of pace, proceed as follows:

1) With a measuring tape or any similar device, measure the distance between two points -- about 10 meters.

2) Walk the distance at least 3 times in each direction (a total of 6 times). Walk normally; that is, your step must not be unusually long or unusually short. Count the number of steps taken each time.

3) Compute the average number of paces for the six trips. For example, the counts of steps taken on the six trips are 12, 13, 11, 12, 14, and 13, add up the six counts and divide by 6 (75 / 6) to get the average pace which is 12.5.

4) Divide the distance that was laid to get the average length of pace by the average number of pace. In this example, 10 meters is divided by 12.5 (10/ 12.5) to get an average of 0.8.

Given your pace factor, you can now approximate the length and width of the housing unit to get its floor area.

For example, you counted 20 paces from one end of the wall of the housing unit to the opposite end of the wall and you counted another 15 paces from another distance just perpendicular to the first distance you paced. The length of the housing unit would be 16 (20 x 0.8). The width of the housing unit would be 12 (15 x 0.8). Therefore, the estimated floor area of the housing unit is 192 sq. meters.

APPENDIX 5

CPH FORM 2 – COMMON HOUSEHOLD QUESTIONNAIRE

CPH FORM 2
MAY 1, 2000

NSCB Approval No. NSO-9920-02
Expires on: Dec. 31, 2000

FORM 2

Republic of the Philippines
NATIONAL STATISTICS OFFICE
Manila

2000 CENSUS OF POPULATION AND HOUSING

COMMON HOUSEHOLD QUESTIONNAIRE

CONFIDENTIALITY:

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

All information is held strictly **CONFIDENTIAL.**

GENERAL INSTRUCTIONS

- The Census 2000 Form will be processed by a computerized imaging system.
- Please write neatly and legibly; use only NSO-supplied pencils when filling-up this form.
- Use clean erasers when making corrections.
- Complete all population and housing information to maintain data accuracy and consistency.
- Do not make unnecessary folds and creases on the form.
- Do not write unnecessary marks or comments on the form.

HOW TO FILL-UP THE CENSUS FORM

- Write the appropriate digits (0 ... 9) in the designated boxes. Please make sure each digit is written neatly inside each box as shown here.
- Write a cross mark on the circle to indicate selection. Please make sure the cross mark is written neatly inside the circle as shown here.

BOOKLET ☐ OF ☐ BOOKLETS

PROVINCE ☐☐

CITY/MUNICIPALITY ☐☐

BARANGAY ☐☐☐

ENUMERATION AREA ☐☐☐

BUILDING SERIAL NUMBER ☐☐☐☐

HOUSING UNIT SERIAL NUMBER ☐☐☐☐

HOUSEHOLD SERIAL NUMBER ☐☐☐☐

COL. NUMBER OF RESPONDENT ☐☐

NAME OF HOUSEHOLD HEAD

ADDRESS
HOUSE NUMBER AND STREET NAME OR NAME OF SITIO

INTERVIEW RECORD

NUMBER OF VISITS	NUMBER 1	NUMBER 2	NUMBER 3	SUMMARY
DATE OF VISIT (MM DD YYYY)	☐☐ ☐☐ ☐☐☐☐	☐☐ ☐☐ ☐☐☐☐	☐☐ ☐☐ ☐☐☐☐	NUMBER OF VISITS ☐
TIME BEGAN (HOUR:MINUTE)	☐☐ ☐☐	☐☐ ☐☐	☐☐ ☐☐	RESULT OF VISIT ☐
TIME ENDED (HOUR:MINUTE)	☐☐ ☐☐	☐☐ ☐☐	☐☐ ☐☐	HH MEMBERS ☐☐
RESULT OF VISIT	☐	☐	☐	MALES ☐☐
NEXT VISIT				
DATE (MM DD YYYY)	☐☐ ☐☐ ☐☐☐☐	☐☐ ☐☐ ☐☐☐☐	☐☐ ☐☐ ☐☐☐☐	FEMALES ☐☐
TIME (HOUR:MINUTE)	☐☐ ☐☐	☐☐ ☐☐	☐☐ ☐☐	

RESULT OF VISIT
1 Completed
2 Partly Completed
3 Refused
4 Postponed
5 SAQ
6 Household Not Around/No Respondent Around
7 Others, Specify:

CERTIFICATION

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

ENUMERATOR (SIGNATURE OVER PRINTED NAME) _____ DATE ACCOMPLISHED _____ TEAM SUPERVISOR (SIGNATURE OVER PRINTED NAME) _____ DATE REVIEWED _____

PAGE 2

THE MEMBERS OF THE HOUSEHOLD ARE:

1. Those who live or intends to live in the housing unit.
2. The overseas workers who are away at the time of the census.
3. Those who are temporarily away but are expected to be back after time of departure:
   - Within 6 months, when on vacation, on business/pleasure trip, or studying/training somewhere in the Philippines or abroad.
   - At least once a week when working or attending school in some other place.
   - Within 6 months when confined in hospitals, detained in jails or military camps or being trained by AFP.

LIST THE HOUSEHOLD MEMBERS IN THIS ORDER:

1. Head
2. Spouse of the head
3. Never-married children of head/spouse from the oldest to the youngest
4. Ever-married children of head/spouse and their families from the oldest to the youngest
5. Other relatives of head
6. Non-relative of head

Use the following type of numeric characters in writing. Character should be written in the same pressure.

0	1	2	3	4	5	6	7	8	9

		COL. NO. OF HH MEMBER	COL. NO. OF HH MEMBER	COL. NO. OF HH MEMBER	COL. NO. OF HH MEMBER
P1	Who is the head of this household? Who are the persons usually residing here as of May 1, 2000? *[Please enter the column number of the person or household member]* LAST NAME FIRST NAME				
P2	What is _____'s relationship to the head of the household? *[Please see code book]*				
P3	Family Nucleus *[Please cross out one of the selections]*	○ No Family ○ 1st Family ○ 2nd Family ○ 3rd Family ○ 4th Family & so forth	○ No Family ○ 1st Family ○ 2nd Family ○ 3rd Family ○ 4th Family & so forth	○ No Family ○ 1st Family ○ 2nd Family ○ 3rd Family ○ 4th Family & so forth	○ No Family ○ 1st Family ○ 2nd Family ○ 3rd Family ○ 4th Family & so forth
P4	In what month and year was _____ born? *[Please follow the format MM YYYY]*	MM YYYY	MM YYYY	MM YYYY	MM YYYY
P5	Was _____'s birth registered with the LCR?	○ YES ○ NO ○ DON'T KNOW	○ YES ○ NO ○ DON'T KNOW	○ YES ○ NO ○ DON'T KNOW	○ YES ○ NO ○ DON'T KNOW
P6	What is _____'s age as of his/her last birthday?				
P7	Is _____ male or female?	○ MALE ○ FEMALE	○ MALE ○ FEMALE	○ MALE ○ FEMALE	○ MALE ○ FEMALE
P8	Is _____ an overseas worker? *[For persons below 10 years old, mark No]*	○ YES ○ NO	○ YES ○ NO	○ YES ○ NO	○ YES ○ NO
P9	What is _____'s marital status? *[Please cross out one of the selections]* *[For persons below 10 years old, cross out single]*	○ Single ○ Legally Married ○ Widowed ○ Divorced/Separated ○ Common Law/Live-in ○ Unknown	○ Single ○ Legally Married ○ Widowed ○ Divorced/Separated ○ Common Law/Live-in ○ Unknown	○ Single ○ Legally Married ○ Widowed ○ Divorced/Separated ○ Common Law/Live-in ○ Unknown	○ Single ○ Legally Married ○ Widowed ○ Divorced/Separated ○ Common Law/Live-in ○ Unknown
P10	What is _____'s religious affiliation? *[Please see code book]*				
P13	Does _____ have any physical or mental disability? *[If No Skip to P15]*	○ YES ○ NO	○ YES ○ NO	○ YES ○ NO	○ YES ○ NO
P14	What type of disability does ____ have? *[Please see code book]*				
P15	How does _____ classify himself/herself? Is he/she an Ibaloi, Kankanaey, Mangyan, Manobo, Chinese, Ilocano or what? *[Please see code book]*				
P22	What is the highest grade/year completed by _____? *[Please see code book]*				
P23	**RESIDENCE 5 YEARS AGO** In what city/municipality did ____ reside on May 1, 1995? Foreign Country 0007 Same City/Municipality 0008 Unknown 0009 *If another city/municipality, specify city, municipality and province* *[Please see code book]*	CITY/MUNICIPALITY PROVINCE	CITY/MUNICIPALITY PROVINCE	CITY/MUNICIPALITY PROVINCE	CITY/MUNICIPALITY PROVINCE

PAGE 3

Use the following type of alpha characters in writing. Character should be written in the same pressure.

A	B	C	D	E	F	G	H	I	J	K	L	M	N
Ñ	O	P	Q	R	S	T	U	V	W	X	Y	Z	

HOUSEHOLD SIZE

1. Are there more than 8 members in this household? *[Please erase out one of the selections below]*
   - O YES *[Please use another booklet]*
   - O NO
2. Are there any other persons such as small children or infants who were not listed? *[Please erase out one of the selections below]*
   - O YES *[Please add in the list]*
   - O NO

DEMOGRAPHIC INFORMATION FOR ALL PERSONS

Page 3

		COL. NO. OF HH MEMBER	COL. NO. OF HH MEMBER	COL. NO. OF HH MEMBER	COL. NO. OF HH MEMBER
P1	Who is the head of this household? Who are the persons usually residing here as of May 1, 2000? *[Please enter the column number of the person or household member]* LAST NAME / FIRST NAME	☐☐	☐☐	☐☐	☐☐
P2	What is ____'s relationship to the head of the household? *[Please see code book]*	☐☐	☐☐	☐☐	☐☐
P3	Family Nucleus *[Please cross out one of the selections]*	O No Family O 1st Family O 2nd Family O 3rd Family O 4th Family & so forth	O No Family O 1st Family O 2nd Family O 3rd Family O 4th Family & so forth	O No Family O 1st Family O 2nd Family O 3rd Family O 4th Family & so forth	O No Family O 1st Family O 2nd Family O 3rd Family O 4th Family & so forth
P4	In what month and year was ____ born? *[Please follow the format MM YYYY]*	☐☐ ☐☐☐☐ MM YYYY	☐☐ ☐☐☐☐ MM YYYY	☐☐ ☐☐☐☐ MM YYYY	☐☐ ☐☐☐☐ MM YYYY
P5	Was ____'s birth registered with the LCR?	O YES O NO O DON'T KNOW	O YES O NO O DON'T KNOW	O YES O NO O DON'T KNOW	O YES O NO O DON'T KNOW
P6	What is ____'s age as of his/her last birthday?	☐☐	☐☐	☐☐	☐☐
P7	Is ____ male or female?	O MALE O FEMALE	O MALE O FEMALE	O MALE O FEMALE	O MALE O FEMALE
P8	Is ____ an overseas worker? *[For persons below 10 years old, mark No]*	O YES O NO	O YES O NO	O YES O NO	O YES O NO
P9	What is ____'s marital status? *[Please cross out one of the selections]* *[For persons below 10 years old, cross out single]*	O Single O Legally Married O Widowed O Divorced/Separated O Common Law/Live-in O Unknown	O Single O Legally Married O Widowed O Divorced/Separated O Common Law/Live-in O Unknown	O Single O Legally Married O Widowed O Divorced/Separated O Common Law/Live-in O Unknown	O Single O Legally Married O Widowed O Divorced/Separated O Common Law/Live-in O Unknown
P10	What is ____'s religious affiliation? *[Please see code book]*	☐☐	☐☐	☐☐	☐☐
P13	Does ____ have any physical or mental disability? *[If No Skip to P15]*	O YES O NO	O YES O NO	O YES O NO	O YES O NO
P14	What type of disability does ____ have? *[Please see code book]*	☐☐	☐☐	☐☐	☐☐
P15	How does ____ classify himself/herself? Is he/she an Ibaloi, Kankanaey, Mangyan, Manobo, Chinese, Ilocano or what? *[Please see code book]*	☐☐	☐☐	☐☐	☐☐

FOR PERSONS 5 YEARS OLD AND OVER

P22	What is the highest grade/year completed by ____? *[Please see code book]*	☐☐	☐☐	☐☐	☐☐
P23	**RESIDENCE 5 YEARS AGO** In what city/municipality did ____ reside on May 1, 1995? Foreign Country 0007; Same City/Municipality 0008; Unknown 0009 *If another city/municipality, specify city/ municipality and province* *[Please see code book]*	☐☐☐☐ CITY/MUNICIPALITY ____ PROVINCE	☐☐☐☐ CITY/MUNICIPALITY ____ PROVINCE	☐☐☐☐ CITY/MUNICIPALITY ____ PROVINCE	☐☐☐☐ CITY/MUNICIPALITY ____ PROVINCE

PAGE 4

HOUSING CENSUS QUESTIONS

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

B1 TYPE OF BUILDING/HOUSE
[Please cross out one of the selections below]

- O Single house
- O Duplex
- O Multi-unit residential (three units or more)
- O Commercial/industrial/agricultural (office, factory, rice mill, etc.)
- O Institutional living quarters (hotel, hospital, etc.)
- O Other housing unit (boat, cave, etc.)

B2 CONSTRUCTION MATERIAL OF THE ROOF
[Please cross out one of the selections below]

- O Galvanized iron/aluminum
- O Tile concrete/clay tile
- O Half galvanized iron and half concrete
- O Wood
- O Cogon/nipa/anahaw
- O Asbestos
- O Makeshift/salvaged/improvised materials
- O Others, specify _____

B3 CONSTRUCTION MATERIALS OF THE OUTER WALLS
[Please cross out one of the selections below]

- O Concrete/brick/stone
- O Wood
- O Half concrete/brick/stone/and half wood
- O Galvanized iron/aluminum
- O Bamboo/sawali/cogon/nipa
- O Asbestos
- O Glass
- O Makeshift/salvaged/improvised materials
- O Others, specify _____
- O No walls

B4 STATE OF REPAIR
Determine the current condition of the building / house
[Please cross out one of the selections below]

- O Needs no repair/needs minor repair
- O Needs major repair
- O Dilapidated/condemned
- O Under renovation/being repaired
- O Under construction
- O Unfinished construction

B5 IS TO BE ASKED FROM ANY HOUSEHOLD IN THE BUILDING

B5 YEAR BUILDING/HOUSE WAS BUILT
When was this building/house built?
[Please cross out one of the selections below]

- O 2000
- O 1999
- O 1998
- O 1997
- O 1996
- O 1991 - 1995
- O 1981 - 1990
- O 1971 - 1980
- O 1961 - 1970
- O 1960 or earlier
- O Not applicable
- O Don't know

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

D1 FLOOR AREA OF THE HOUSING UNIT
What is the estimated floor area of this housing unit?
[Please cross out one of the selections below]

	SQUARE METER	SQUARE FEET
O	Less than 10	Less than 108
O	10 – 19	108 – 209
O	20 – 29	210 – 317
O	30 – 49	318 – 532
O	50 – 69	533 – 748
O	70 – 89	749 – 963
O	90 – 119	964 – 1286
O	120 – 149	1287 – 1609
O	150 – 199	1610 – 2147
O	200 and over	2148 and over

H8 IS TO BE ANSWERED BY ALL HOUSEHOLDS

H8 TENURE STATUS OF THE LOT
Do you own or amortize this lot occupied by your household or do you rent it, do you occupy it rent-free with consent of owner or rent-free without consent of owner?
[Please cross out one of the selections below]

- O Owned/being amortized
- O Rented
- O Rent-free with consent of owner
- O Rent-free without consent of owner

REMARKS:

APPENDIX 6

CPH FORM 3-
SAMPLE HOUSEHOLD QUESTIONNAIRE

CPH FORM 3
MAY 1, 2000

NSCB Approval No. NSO-9920-03
Expires on: Dec. 31, 2000

FORM 3

Republic of the Philippines
NATIONAL STATISTICS OFFICE
Manila

2000 CENSUS OF POPULATION AND HOUSING

SAMPLE HOUSEHOLD QUESTIONNAIRE

CONFIDENTIALITY:

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

All information is held strictly CONFIDENTIAL.

GEOGRAPHIC IDENTIFICATION

BOOKLET ☐ OF ☐ BOOKLETS

PROVINCE

CITY/MUNICIPALITY

BARANGAY

ENUMERATION AREA

BUILDING SERIAL NUMBER

HOUSING UNIT SERIAL NUMBER

HOUSEHOLD SERIAL NUMBER

COL. NUMBER OF RESPONDENT

NAME OF HOUSEHOLD HEAD

ADDRESS

HOUSE NUMBER AND STREET NAME OR NAME OF SITIO

GENERAL INSTRUCTIONS

1. The Census 2000 Form will be processed by a computerized imaging system.
2. Please write neatly and legibly; use only NSO-supplied pencils when filling-up this form.
3. Use clean erasers when making corrections.
4. Complete all population and housing information to maintain data accuracy and consistency.
5. Do not make unnecessary folds and creases on the form.
6. Do not write unnecessary marks or comments on the form.

HOW TO FILL-UP THE CENSUS FORM

- Write the appropriate digits (0 ... 9) in the designated boxes. Please make sure each digit is written neatly inside each box as shown here.
- Write a cross mark on the circle to indicate selection. Please make sure the cross mark is written neatly inside the circle as shown here.

INTERVIEW RECORD

	NUMBER 1	NUMBER 2	NUMBER 3
VISIT NUMBER			
DATE OF VISIT MM DD YYYY			
TIME BEGAN HOUR MINUTE			
TIME ENDED HOUR MINUTE			
RESULT OF VISIT			
NEXT VISIT DATE MM DD YYYY			
TIME HOUR MINUTE			

SUMMARY

NUMBER OF VISITS

RESULT OF VISIT

HH MEMBERS

MALES

FEMALES

RESULT OF VISIT
1 Completed
2 Partly Completed
3 Refused
4 Postponed
5 SAQ
6 Household Not Around/ No Respondent Around
7 Others, Specify: _____

CERTIFICATION

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

ENUMERATOR (SIGNATURE OVER PRINTED NAME) — DATE ACCOMPLISHED

TEAM SUPERVISOR (SIGNATURE OVER PRINTED NAME) — DATE REVIEWED

PAGE 2

DEMOGRAPHIC INFORMATION FOR ALL PERSONS — Page 2

		COL. NO. OF HH MEMBER	COL. NO. OF HH MEMBER	COL. NO. OF HH MEMBER	COL. NO. OF HH MEMBER	COL. NO. OF HH MEMBER	COL. NO. OF HH MEMBER	COL. NO. OF HH MEMBER	COL. NO. OF HH MEMBER
P1	Who is the head of this household? Who are the persons usually residing here as of May 1, 2000? *(Please enter the column number of the person or household member)* LAST NAME FIRST NAME								
P2	What is ____'s relationship to the head of the household? *(Please see code book)*								
P3	Family Nucleus *(Please cross out one of the selections)* O No Family O 1st Family O 2nd Family O 3rd Family O 4th Family and so forth	O No Family O 1st Family O 2nd Family O 3rd Family O 4th Family and so forth	O No Family O 1st Family O 2nd Family O 3rd Family O 4th Family and so forth	O No Family O 1st Family O 2nd Family O 3rd Family O 4th Family and so forth	O No Family O 1st Family O 2nd Family O 3rd Family O 4th Family and so forth	O No Family O 1st Family O 2nd Family O 3rd Family O 4th Family and so forth	O No Family O 1st Family O 2nd Family O 3rd Family O 4th Family and so forth	O No Family O 1st Family O 2nd Family O 3rd Family O 4th Family and so forth
P4	In what month and year was ____ born? *(Please fill-in using MM YYYY)* MM YYYY	MM YYYY	MM YYYY	MM YYYY	MM YYYY	MM YYYY	MM YYYY	MM YYYY
P5	Was ____'s birth registered with the LCR? O YES O NO O DON'T KNOW	O YES O NO O DON'T KNOW	O YES O NO O DON'T KNOW	O YES O NO O DON'T KNOW	O YES O NO O DON'T KNOW	O YES O NO O DON'T KNOW	O YES O NO O DON'T KNOW	O YES O NO O DON'T KNOW
P6	What is ____'s age as of his/her last birthday?							
P7	Is ____ male or female? O MALE O FEMALE	O MALE O FEMALE	O MALE O FEMALE	O MALE O FEMALE	O MALE O FEMALE	O MALE O FEMALE	O MALE O FEMALE	O MALE O FEMALE
P8	Is ____ an overseas worker? *(For persons below 10 years old, mark No)* O YES O NO	O YES O NO	O YES O NO	O YES O NO	O YES O NO	O YES O NO	O YES O NO	O YES O NO
P9	What is ____'s marital status? *(Please cross out one of the selections)* *(For persons below 10 years old, cross out single)* O Single O Legally Married O Widowed O Divorced/Separated O Common Law/ Live-in O Unknown	O Single O Legally Married O Widowed O Divorced/Separated O Common Law/ Live-in O Unknown	O Single O Legally Married O Widowed O Divorced/Separated O Common Law/ Live-in O Unknown	O Single O Legally Married O Widowed O Divorced/Separated O Common Law/ Live-in O Unknown	O Single O Legally Married O Widowed O Divorced/Separated O Common Law/ Live-in O Unknown	O Single O Legally Married O Widowed O Divorced/Separated O Common Law/ Live-in O Unknown	O Single O Legally Married O Widowed O Divorced/Separated O Common Law/ Live-in O Unknown	O Single O Legally Married O Widowed O Divorced/Separated O Common Law/ Live-in O Unknown
P10	What is ____'s religious affiliation? *(Please see code book)*							
P11	Is ____ a citizen of the Philippines? O YES O NO *(If Yes, Skip to P13)*	O YES O NO	O YES O NO	O YES O NO	O YES O NO	O YES O NO	O YES O NO	O YES O NO
P12	What country is ____ a citizen of? *(Please see code book)*							
P13	Does ____ have any physical or mental disability? O YES O NO *(If No Skip to P14)*	O YES O NO	O YES O NO	O YES O NO	O YES O NO	O YES O NO	O YES O NO	O YES O NO
P14	What type of disability does ____ have? *(Please see code book)*							
P15	How does ____ classify himself/ herself? Is he/she an Ibaloi, Kankanaey, Mangyan, Manobo, Chinese, Ilocano, Tagalog, etc? *(Please see code book)*							
FOR PERSONS 5 YEARS OLD AND OVER								
P16	Can ____ read and write a simple message in any language or dialect? O YES O NO	O YES O NO	O YES O NO	O YES O NO	O YES O NO	O YES O NO	O YES O NO	O YES O NO
P17	Is ____ able to speak Filipino/ Tagalog? O YES O NO	O YES O NO	O YES O NO	O YES O NO	O YES O NO	O YES O NO	O YES O NO	O YES O NO
P18	Is ____ able to speak English? O YES O NO	O YES O NO	O YES O NO	O YES O NO	O YES O NO	O YES O NO	O YES O NO	O YES O NO
P19	Did ____ attend school at anytime from June 1999 to March 2000? *(If No, Skip to P23)* O YES O NO	O YES O NO	O YES O NO	O YES O NO	O YES O NO	O YES O NO	O YES O NO	O YES O NO

PAGE 3

Use the following type of numeric/alpha characters in writing. Character should be written in the same pressure.

A B C D E F G H I J K L M N
Ñ O P Q R S T U V W X Y Z
0 1 2 3 4 5 6 7 8 9

THE MEMBERS OF THE HOUSEHOLD ARE:
1. Those who live or intends to live in the housing unit.
2. The overseas workers who are away at the time of the census.
3. Those who are temporarily away but are expected to be back after time of departure
   - Within 6 months, when on vacation, on business/pleasure trip, or studying/training somewhere in the Philippines or abroad
   - At least once a week when working or attending school in some other place.
   - Within 6 months when confined in hospitals, detained in jails or military camps or being trained by AFP

LIST THE HOUSEHOLD MEMBERS IN THIS ORDER:
1. Head
2. Spouse of the head
3. Never-married children of head/spouse
4. Ever-married children of head/spouse and their families from the oldest to the youngest
5. Other relatives of head
6. Non-relative of head

HOUSEHOLD SIZE
1. Are there more than 8 members in this household? *[Please erase out one of the subsidiaries below]*
   ○ YES *[Please use another booklet]*
   ○ NO
2. Are there any other persons such as small children or infants who were not listed? *[Please erase out one of the subsidiaries below]*
   ○ YES *[Please add in the list]*
   ○ NO

Page 3

FOR PERSONS 5 YEARS OLD AND OVER

	FIRST NAME								
P20	In what city/municipality did ___ attend school? 0007 Foreign Country 0008 Same City/Municipality 0009 Unknown *If another city/municipality, specify city/municipality and province.* *[Please see code book]*	Province / City/Municipality City/Municipality Province	Province / City/Municipality City/Municipality Province	Province / City/Municipality City/Municipality Province	Province / City/Municipality City/Municipality Province	Province / City/Municipality City/Municipality Province	Province / City/Municipality City/Municipality Province	Province / City/Municipality City/Municipality Province	Province / City/Municipality City/Municipality Province
P21	In what type of school? *[Please erase out one of the subsidiary]* *[If Madrasah or Others, skip to P23]*	○ Government/Public ○ Private ○ Madrasah ○ Others	○ Government/Public ○ Private ○ Madrasah ○ Others	○ Government/Public ○ Private ○ Madrasah ○ Others	○ Government/Public ○ Private ○ Madrasah ○ Others	○ Government/Public ○ Private ○ Madrasah ○ Others	○ Government/Public ○ Private ○ Madrasah ○ Others	○ Government/Public ○ Private ○ Madrasah ○ Others	○ Government/Public ○ Private ○ Madrasah ○ Others
P22	What is the highest grade/year completed by ___? *[Please see code book]*								
P23	Residence 5 Years Ago In what city/municipality did ___ reside on May 1, 1997? 0007 Foreign Country 0008 Same City/Municipality 0009 Unknown *If another city/municipality, specify city/municipality and province.* *[Please see code book]*	Province / City/Municipality City/Municipality Province	Province / City/Municipality City/Municipality Province	Province / City/Municipality City/Municipality Province	Province / Municipality City/Municipality Province	Province / City/Municipality City/Municipality Province	Province / City/Municipality City/Municipality Province	Province / City/Municipality City/Municipality Province	Province / City/Municipality City/Municipality Province
P24	Residence 10 Years Ago In what city/municipality did ___ reside on May 1, 1992? 0007 Foreign Country 0008 Same City/Municipality 0009 Unknown *If another city/municipality, specify city/municipality and province.* *[Please see code book]*	Province / City/Municipality City/Municipality Province	Province / City/Municipality City/Municipality Province	Province / City/Municipality City/Municipality Province	Province / City/Municipality City/Municipality Province	Province / City/Municipality City/Municipality Province	Province / City/Municipality City/Municipality Province	Province / City/Municipality City/Municipality Province	Province / City/Municipality City/Municipality Province
P25	What was ___'s usual activity/ occupation during the past 12 months? *[Please see code book]* *If housewife, student or retiree, skip to P28*								
P26	In what kind of business or industry did ___ work during the past 12 months? *[Please see code book]*								
P27	In what city/municipality did ___ work during the last 12 months? 0007 Foreign Country 0008 Same City/Municipality 0009 Unknown *If another city/municipality & specify city/municipality and province.* *[Please see code book]*	Province / City/Municipality City/Municipality Province	Province / City/Municipality City/Municipality Province	Province / City/Municipality City/Municipality Province	Province / City/Municipality City/Municipality Province	Province / City/Municipality City/Municipality Province	Province / City/Municipality City/Municipality Province	Province / City/Municipality City/Municipality Province	Province / City/Municipality City/Municipality Province
P28	For whom or where did ___ work? *[Please see code book]*								

FOR FEMALES 15 – 49 YEARS OLD

P29	How many children have been born alive to ___?								
P30	How many are still living?								
P31	How many children have been born alive to ___ from May 1, 1999 to April 30, 2007?								
P32	What is ___'s age at first marriage? *[If answer is P0 = single, leave blank]*								

PAGE 4

APPENDIX 7

CPH FORM 4 – INSTITUTIONAL POPULATION QUESTIONNAIRE

CPH FORM 4
MAY 1, 2000

NSCB Approval No. NSO-9920-04
Expires on: Dec. 31, 2000

FORM 4

Republic of the Philippines
NATIONAL STATISTICS OFFICE
Manila

2000 CENSUS OF POPULATION AND HOUSING

INSTITUTIONAL POPULATION QUESTIONNAIRE

CONFIDENTIALITY:

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

All information is held strictly **CONFIDENTIAL.**

GUIDELINES

GENERAL INSTRUCTIONS

- The Census 2000 Form will be processed by a computerized imaging system.
- Please write neatly and legibly; use only NSO-supplied pencils when filling-up this form.
- Use clean erasers when making corrections.
- Complete all population information to maintain data accuracy and consistency.
- Do not make unnecessary folds and creases on the form.
- Do not write unnecessary marks or comments on the form.

HOW TO FILL-UP THE CENSUS FORM

- Write the appropriate digits (0 ... 9) in the designated boxes. Please make sure each digit is written neatly inside each box as shown here.
- Write a cross mark on the circle to indicate selection. Please make sure the cross mark is written neatly inside the circle as shown here.

GEOGRAPHIC IDENTIFICATION Page 1

BOOKLET ☐☐ OF ☐☐ BOOKLETS

PROVINCE	☐☐
CITY/MUNICIPALITY	☐☐
BARANGAY	☐☐☐
ENUMERATION AREA	☐☐☐
BUILDING SERIAL NUMBER	☐☐☐☐
INSTITUTIONAL LIVING QUARTER SERIAL NUMBER	☐☐☐☐
TYPE OF INSTITUTIONAL LIVING QUARTERS *[Please see codes inside]*	☐
NAME OF INSTITUTIONAL LIVING QUARTERS	
ADDRESS (NUMBER AND STREET NAME OR NAME OF SITIO)	

CENSUS PROPER

NUMBER OF VISITS	NUMBER 1	NUMBER 2	NUMBER 3
DATE OF VISIT MM DD YYYY	☐☐ ☐☐ ☐☐☐☐	☐☐ ☐☐ ☐☐☐☐	☐☐ ☐☐ ☐☐☐☐
TIME BEGAN HOUR:MINUTE	☐☐ ☐☐	☐☐ ☐☐	☐☐ ☐☐
TIME ENDED HOUR:MINUTE	☐☐ ☐☐	☐☐ ☐☐	☐☐ ☐☐
RESULT OF VISIT	☐	☐	☐
NEXT VISIT			
DATE MM DD YYYY	☐☐ ☐☐ ☐☐☐☐	☐☐ ☐☐ ☐☐☐☐	☐☐ ☐☐ ☐☐☐☐
TIME HOUR:MINUTE	☐☐ ☐☐	☐☐ ☐☐	☐☐ ☐☐

SUMMARY

NUMBER OF VISITS	☐
RESULT OF VISIT	☐
TOTAL MEMBERS	☐☐☐
MALES	☐☐☐
FEMALES	☐☐☐

RESULT OF VISIT
1 Completed
2 Partly Completed
3 Refused
4 Postponed
5 SAQ
6 No Respondent Around
7 Others, Specify:

CERTIFICATION

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

ENUMERATOR (SIGNATURE OVER PRINTED NAME) | DATE ACCOMPLISHED | TEAM SUPERVISOR (SIGNATURE OVER PRINTED NAME) | DATE REVIEWED

PAGE 2

CODES FOR TYPES OF INSTITUTIONAL LIVING QUARTER

1 Hotels, lodging houses, dormitories, etc.
2 Hospital and nurses' home
3 Welfare institution
4 Corrective and penal institution
5 Convents, nunneries, seminaries and boarding school
6 Military camps and stations
7 Logging, mining and construction/public works camps
8 Ocean-going and interisland/coastal vessels
9 Refugee camps
0 Others

CODES FOR P2 – RESIDENCE STATUS

1 Manager, director, in-charge
2 Staff member/employee including physicians and nurses
3 Officer/enlisted man, trainee
4 Officer/crew member in merchant vessel
5 Priest, seminarian, nun
6 Lodger or boarder
7 Patient (hospital, sanitarium, etc.)
8 Inmate/ward (home for the aged, orphanage)
9 Prisoner, detainee
0 Others

DEMOGRAPHIC INFORMATION FOR ALL PERSONS **Page 2**

		COL. NO. OF MEMBER	COL. NO. OF MEMBER	COL. NO. OF MEMBER	COL. NO. OF MEMBER
P1	Who are the persons residing in this institutional living quarter as of May 1, 2000? *[Please enter the column number of the person or institutional population member]* LIST THE NAMES OF ALL MEMBERS OF THE INSTITUTIONAL POPULATION IN THE ORDER LISTED IN THE CODES FOR P2 — LAST NAME / FIRST NAME	☐☐	☐☐	☐☐	☐☐
P2	What is _____'s position or status? *[Please see code listed above]*	☐	☐	☐	☐
P3	In what month and year was _____ born? *[Please follow the format MM YYYY]*	☐☐ ☐☐☐☐ MM YYYY	☐☐ ☐☐☐☐ MM YYYY	☐☐ ☐☐☐☐ MM YYYY	☐☐ ☐☐☐☐ MM YYYY
P4	Was _____'s birth registered with the LCR?	○ YES ○ NO ○ DON'T KNOW	○ YES ○ NO ○ DON'T KNOW	○ YES ○ NO ○ DON'T KNOW	○ YES ○ NO ○ DON'T KNOW
P5	What is _____'s age as of his/her last birthday?	☐☐	☐☐	☐☐	☐☐
P6	Is _____ male or female?	○ MALE ○ FEMALE	○ MALE ○ FEMALE	○ MALE ○ FEMALE	○ MALE ○ FEMALE
P7	What is _____'s marital status? *[Please cross out one of the selections]* *[For persons below 10 years old, cross out single]*	○ Single ○ Legally Married ○ Widowed ○ Divorced/Separated ○ Common Law/Live-in ○ Unknown	○ Single ○ Legally Married ○ Widowed ○ Divorced/Separated ○ Common Law/Live-in ○ Unknown	○ Single ○ Legally Married ○ Widowed ○ Divorced/Separated ○ Common Law/Live-in ○ Unknown	○ Single ○ Legally Married ○ Widowed ○ Divorced/Separated ○ Common Law/Live-in ○ Unknown
P8	What is _____'s religious affiliation? *[Please see code book]*	☐☐	☐☐	☐☐	☐☐
P9	Does _____ have any physical or mental disability? *[If No Skip to P11]*	○ YES ○ NO	○ YES ○ NO	○ YES ○ NO	○ YES ○ NO
P10	What type of disability does __ have? *[Please see code book]*	☐☐	☐☐	☐☐	☐☐
P11	How does _____ classify himself/herself? Is he/she an Ibaloi, Kankanaey, Mangyan, Manobo, Chinese, Ilocano or what? *[Please see code book]*	☐☐	☐☐	☐☐	☐☐
FOR PERSONS 6 YEARS OLD AND OVER					
P12	What is the highest grade/year completed by _____? *[Please see code book]*	☐☐	☐☐	☐☐	☐☐

REMARKS:

PAGE 3

Use the following type of numeric/alpha characters in writing. Character should be written in the same pressure.

A B C D E F G H I J K L M N
Ñ O P Q R S T U V W X Y Z
0 1 2 3 4 5 6 7 8 9

DEFINITION OF INSTITUTIONAL POPULATION

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

DEMOGRAPHIC INFORMATION FOR ALL PERSONS

		COL. NO. OF MEMBER	COL. NO. OF MEMBER	COL. NO. OF MEMBER	COL. NO. OF MEMBER
P1	Who are the persons residing in this institutional living quarter as of May 1, 2000? *[Please enter the column number of the person or institutional population member]* LIST THE NAMES OF ALL MEMBERS OF THE INSTITUTIONAL POPULATION IN THE ORDER LISTED IN THE CODES FOR P2 LAST NAME FIRST NAME	☐☐	☐☐	☐☐	☐☐
P2	What is _____'s position or status? *[Please see code listed above]*	☐	☐	☐	☐
P3	In what month and year was _____ born? *[Please follow the format MM YYYY]*	☐☐ ☐☐☐☐ MM YYYY	☐☐ ☐☐☐☐ MM YYYY	☐☐ ☐☐☐☐ MM YYYY	☐☐ ☐☐☐☐ MM YYYY
P4	Was _____'s birth registered with the LCR?	O YES O NO O DON'T KNOW	O YES O NO O DON'T KNOW	O YES O NO O DON'T KNOW	O YES O NO O DON'T KNOW
P5	What is _____'s age as of his/her last birthday?	☐☐	☐☐	☐☐	☐☐
P6	Is _____ male or female?	O MALE O FEMALE	O MALE O FEMALE	O MALE O FEMALE	O MALE O FEMALE
P7	What is _____ 's marital status? *[Please cross out one of the selections]* *[For persons below 10 years old, cross out single]*	O Single O Legally Married O Widowed O Divorced/Separated O Common Law/Live-in O Unknown	O Single O Legally Married O Widowed O Divorced/Separated O Common Law/Live-in O Unknown	O Single O Legally Married O Widowed O Divorced/Separated O Common Law/Live-in O Unknown	O Single O Legally Married O Widowed O Divorced/Separated O Common Law/Live-in O Unknown
P8	What is _____'s religious affiliation? *[Please see code book]*	☐☐	☐☐	☐☐	☐☐
P9	Does _____ have any physical or mental disability? *[If No Skip to P11]*	O YES O NO	O YES O NO	O YES O NO	O YES O NO
P10	What type of disability does __ have? *[Please see code book]*	☐☐	☐☐	☐☐	☐☐
P11	How does _____ classify himself/herself? Is he/she an Ibaloi, Kankanaey, Mangyan, Manobo, Chinese, Ilocano or what? *[Please see code book]*	☐☐	☐☐	☐☐	☐☐
FOR PERSONS 7 YEARS OLD					
P12	What is the highest grade/year completed by _____? *[Please see code book]*	☐☐	☐☐	☐☐	☐☐

REMARKS:

PAGE 4

INSTITUTIONAL POPULATION MEMBERSHIP

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 6 months or more at the time of the census
4. Boarders in residential houses provided that their number is 10 or more. (Note: If the number of boarders in a house is less than 10, they will be considered members of regular households, not institutional)
5. Patients in hospitals who are confined for at least 6 months
6. Wards in orphanages
7. Inmates of penal colonies or prison cells
8. Seminarians, nuns in convents, monks
9. Soldier residing in military camps
10. Workers in mining and similar camps

Are there more than 12 members in this institution? ***[Please cross out one of the selections below]***

O YES ***[Please use another booklet]***

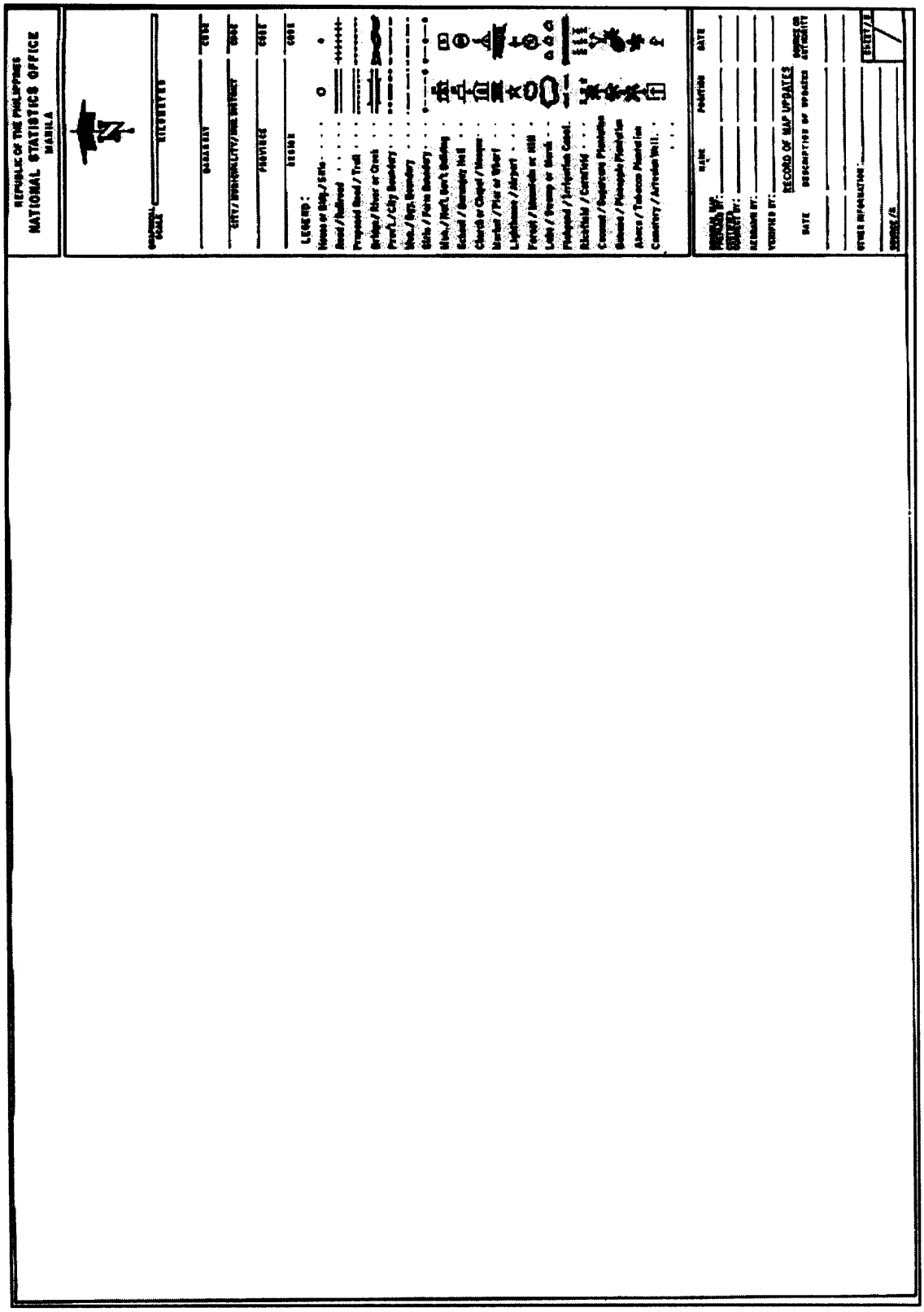
O NO

		COL. NO. OF MEMBER	COL. NO. OF MEMBER	COL. NO. OF MEMBER	COL. NO. OF MEMBER
P1	Who are the persons residing in this institutional living quarter as of May 1, 2000? ***[Please enter the column number of the person or institutional population member]*** LIST THE NAMES OF ALL MEMBERS OF THE INSTITUTIONAL POPULATION IN THE ORDER LISTED IN THE CODES FOR P2 — LAST NAME / FIRST NAME	☐☐	☐☐	☐☐	☐☐
P2	What is ____'s position or status? ***[Please see code listed above]***	☐	☐	☐	☐
P3	In what month and year was ____ born? ***[Please follow the format MM YYYY]***	☐☐ MM ☐☐☐☐ YYYY	☐☐ MM ☐☐☐☐ YYYY	☐☐ MM ☐☐☐☐ YYYY	☐☐ MM ☐☐☐☐ YYYY
P4	Was ____'s birth registered with the LCR?	O YES O NO O DON'T KNOW	O YES O NO O DON'T KNOW	O YES O NO O DON'T KNOW	O YES O NO O DON'T KNOW
P5	What is ____'s age as of his/her last birthday?	☐☐	☐☐	☐☐	☐☐
P6	Is ____ male or female?	O MALE O FEMALE	O MALE O FEMALE	O MALE O FEMALE	O MALE O FEMALE
P7	What is ____'s marital status? ***[Please cross out one of the selections]*** ***[For persons below 10 years old, cross out single]***	O Single O Legally Married O Widowed O Divorced/Separated O Common Law/Live-in O Unknown	O Single O Legally Married O Widowed O Divorced/Separated O Common Law/Live-in O Unknown	O Single O Legally Married O Widowed O Divorced/Separated O Common Law/Live-in O Unknown	O Single O Legally Married O Widowed O Divorced/Separated O Common Law/Live-in O Unknown
P8	What is ____'s religious affiliation? ***[Please see code book]***	☐☐	☐☐	☐☐	☐☐
P9	Does ____ have any physical or mental disability? ***[If No Skip to P11]***	O YES O NO	O YES O NO	O YES O NO	O YES O NO
P10	What type of disability does ____ have? ***[Please see code book]***	☐☐	☐☐	☐☐	☐☐
P11	How does ____ classify himself/herself? Is he/she an Ibaloi, Kankanaey, Mangyan, Manobo, Chinese, Ilocano or what? ***[Please see code book]***	☐☐	☐☐	☐☐	☐☐
	FOR PERSONS 5 YEARS OLD AND OVER				
P12	What is the highest grade/year completed by ____? ***[Please see code book]***	☐☐	☐☐	☐☐	☐☐

REMARKS:

APPENDIX 8
CPH FORM 6 – NOTICE OF LISTING/ENUMERATION

APPENDIX 9
BLANK BARANGAY MAP



APPENDIX 10
CPH FORM 9 – APPOINTMENT SLIP

CPH Form 9

TO: _____

APPOINTMENT SLIP

CPH Form 9

_____
Date

2000

CENSUS OF POPULATION AND HOUSING

Republic of the Philippines
National Statistics Office

We are currently conducting the 2000 Census of Population and Housing (Census 2000) to gather data on socio-economic characteristics of the households and to take stock of housing units in the country.

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:

_____ , 2000
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 11

CPH FORM 10 – EN's ACCOMPLISHMENT REPORT

CPH Form 10 Sheet ..... of _____ sheets

Republic of the Philippines
NATIONAL STATISTICS OFFICE

2000 Census of Population and Housing

EN's Accomplishment Report

Province _____ Barangay _____
Municipality _____ EA No. _____

CPH Form 1 Serial No. (1)	Period mm/dd to mm/dd (2)	Household Population				No. of Households/ Institutions (7)	No. of Call-backs (8)	Institutional Population		Remarks (11)
		Male (3)	Female (4)	Sheet Total (5)	Cumulative Total (6)			Male (9)	Female (10	
TOTAL										

Instruction: To be accomplished by the enumerator daily.

Prepared by: _____ Verified by: _____
Sign over Printed Name Sign over Printed Name

APPENDIX 12
CPH FORM 11 – EN's QUICK COUNT REPORT

CPH Form 11
(Accomplished in Duplicate)

Republic of the Philippines
NATIONAL STATISTICS OFFICE
Manila

2000 Census of Population and Housing

EN's Quick Count Report

Province :			
Municipality :			
Barangay :			
EA Code :			

CPH Form 1 Serial No. (1)	Number of Bldgs (2)	Number of HU (3)	No. of House-holds (4)	No. of Institu-tions (5)	[redacted] TOTAL (6)	Male (7)	Female (8)	TOTAL (9)	Male (10)	Female (11)	C B (12)	Date Accomp-lished (13)

Prepared by: _____ Verified by: _____

Date Prepared: _____ Date Verified: _____

APPENDIX 13

TRANSLATION GUIDE - BICOL

POPULATION CENSUS QUESTIONS

Item No. CPH Forms 2 & 3	Item No. CPH Form 4	Question
P1		Siisay an namamayo/padre de pamilya kaining harong? Siisay an mga permanenteng nag-iistar digdi kan May 1, 2000?
P2		Ano an relasyon ni _____ sa namamayo kaining harong?
P4	P3	Anong bulan asin taon namundag si _____?
P5	P4	Ano narehistro an pagkamundag ni _____ sa LCR?
P6	P5	Ano an edad ni _____ kan huri niyang kompleanyo?
P7	P6	Ano si _____, lalake o babae?
P8		Ano si _____, nagtatrabaho sa ibang nasyon?
P9	P7	Ano si _____, may-agom o dai?
P10	P8	Ano an relihiyon ni _____?
P11		Ano si _____, Filipino Citizen?
P12		Anong nasyon citizen si _____?
P13	P9	Ano si _____igua nin diperensyang pisikal o mental?
P14	P10	Anong klaseng diperensya igua si _____?
P15	P11	Saen ikina-klasipika ni _____ an sadiri niya? Ano siya Ibaloi, Kankaney, Mangyan, Manobo, Chinese, Ilokano o ano?
P16		Ano si _____, nakakabasa asin nakakasurat nin simpleng mensahe sa maski anong lenguahe o tataramon?
P17		Ano si _____, tataong magtaram nin Filipino?
P18		Ano si _____, tataong magtaran nin English?
P19		Ano si _____, naka-eskwela sa laog kan June 1999 to March 2000?
P20		Sa anong siyudad/munisipalidad nag-eskwela si _____?
P21		Anong klaseng eskwelahan?
P22	P12	Ano an pinakahalangkaw na grado/taon an nakompleto ni _____?
P23		Sa anong siyudad/munisipalidad naka-istar si _____ kaidtong May 1, 1995?
P24		Sa anong siyudad/munisipalidad naka-istar si _____ kaidtong May 1, 1990?
P25		Ano an pirmihang trabaho ni _____ kan nakaaging doseng bulan?
P26		Sa anong klaseng negosyo o industriya nagtatrabaho si _____ kan nakaaging doseng bulan?
P27		Sa anong siyudad/munisipalidad nagtrabaho si _____ kan nakaaging doseng bulan?
P28		Kay isay o saen si _____ nagtrabaho/nagtatrabaho?
P29		Pirang aki an namundag na buhay ni _____?
P30		Pira pa an nabubuhay?
P31		Pirang aki an namundag na buhay ni _____ magpoon May 1, 1999 sagkod April 30, 2000?
P32		Pira an edad ni _____ sa primerong pag-agom?

INSTITUTIONAL POPULATION QUESTION

Item No. CPH Form 4	Question
P1	Ano an estado o posisyon ni _____?

HOUSING CENSUS QUESTIONS

Item No. CPH Forms 2 & 3	Question
B5	Kasuarin itinugdok/ginibo ining harong/edipisyo?
D1	Pira an karkuladong sukol kan sa indong kaharongan?
H1	Anong ginagamit nindong pang-ilaw?
H2	Ano an pirmihan nindong ginagamit na panggatong sa pagluto?
H3	Saen hale an iniinom nindong tubig/pagluto?
H4	Saen hale an tubig na ginagamit nindo sa paglaba/pankarigos?
H5	Ano sadiri mo o hinuhulugan ining harong na nai-istaran nindo o inuupahan, libre ang pag-istar na may permiso kan may-adi o libre ang pag-istar pero daing permiso kan may-adi?
H6	Papano mo napundar ining harong nindong iniistaran?
H7	Ano ika nag-utang sa mga minasunod na nagpapautang sa pagpatugdok/pagbakal kaining harong nindo?
H8	Ano sadiri mo o hinuhulugan ining dagang natutugdukan kan saindong harong o inuupahan, libre ang pag-istar na may permiso kan may-adi o libre ang pag-istar pero daing permiso kan may-adi?
H9	Gurano an arkila/upa kada bulan?
H10	Papano nindo tinatapok an saindong ati/basura sa kusina siring kan mga tadang pagkaon, ubak nin prutas asin gulay, nilimpya sa sira asin manok sagkod iba pa?
H11	Anong klaseng pasilidad an ginagamit nindo?
H12	Iguá sa harong na ini nin mga minasunod na kaginhawahan sa pagtatrabaho?
H13	Iguang miembro kan harong na ini na may pag-aadi kan mga minasunod? (harongan na daga, sakahon na daga, maski anong klaseng daga)
H14	Ano an lenguahe o tataramon na pig-gagamit nindo digdi sa saindong harong?
H15	Sa anong siyudad/munisipalidad nindo binabalak na mag-estar sa maabot na May 1, 2005?

TRANSLATION GUIDE - CEBUANO

POPULATION CENSUS QUESTIONS

Item No. CPH Forms 2 & 3	Item No. CPH Form 4	Question
P1		Kinsa and pangulo niining maong panimalay? Kinsa ang nagpuyo isip miyembro niining panimalay niadtong May 1, 2000
P2		Ig-unsa man si _____ sa pangulo niining maong panimalay?
P4	P3	Unsang bulana ug tuiga si _____ natawo?
P5	P4	Narehistro ba ang pagkatawo ni _____ sa opisina sa Local Civil Registrar?
P6	P5	Pila ang edad ni _____ sa iyang kina-ulahiang pag-adlaw?
P7	P6	Si _____ lalaki o babaye?
P8		Si _____ overseas worker/tua sa gawas sa nasod nagtrabaho?
P9	P7	Unsay estado ni _____? (ulitawo,/dalaga, minyo, bulag sa bana/asawa o biyudo/a)
P10	P8	Unsa and tinuhuan/relihiyon ni _____?
P11		Si _____ Pilipino ba?
P12		Unsa and nasudnong pagkatawo ni _____ ?
P13	P9	Si _____ aduna bay kakulian o diperensya sa panglawas o pangutok?
P14	P10	Unsa ang klase sa kakulian o diperensya ni _____?
P15	P11	Unsang klase o pundok sa mga tawo si _____ nahasakop? (sama sa Ibaloi, Kankanaey, Mangyan, Manobo, Insek, Ilocano o unsa man)
P16		Makahibalo ba si _____ mobasa o mosulat ug mensahe sa bisan klaseng pinulongan o sinultihan?
P17		Makahibalo ba si _____ motinagalog?
P18		Makahibalm be si _____ moiningles?
P19		Diha ba'y panahon nga si _____ naka-eskuyla gikan sa Hunyo 1999 ngadto sa Marso 2000?
P20		Diin nga siyudad o lungsod si _____ nag-eskuyla?
P21		Unsa ang matang sa eskuylahan?
P22	P12	Unsay kinatas-ang grado ang natapos ni _____?
P23		Diing siyudad o lungsod si _____nagpuyo niadtong Mayo 1, 1995?
P24		Diing siyudad o lungsod si _____nagpuyo niadtong Mayo 1, 1990?
P25		Unsa ang kasagarang trabaho o pangita ni _____ sa miaging dose ka bulan?
P26		Unsa ang klase sa negosyo o industriya si _____ nagtrabaho sa miaging dose ka bulan?
P27		Diing siyudad o lungsod si _____ nagtrabaho sa miaging dose ka bulan?
P28		Kang kinsa o asa si _____ nanarbaho?
P29		Pila ang anak nga natawong buhi ni _____ ?
P30		Pila ka buok anak ang buhi hangtod karon?
P31		Pila ang anak nga natawong buhi ni _____ gikan sa Mayo 1, 1999 ngadto sa Abril 30, 2000?
P32		Pila may edad ni _____ sa dihang siya nagminyo (unang pagminyo)?

INSTITUTIONAL POPULATION CENSUS QUESTIONS

Item No. CPH Form 4	Question
P2	Unsa ang katungdanan o posisyon ni _____?

HOUSING CENSUS QUESTIONS

Item No. CPH Forms 2 & 3	Question
B5	Kanus-a natukod kining building/edipisyo o balay pinuy-anan?
D1	Unsa ang gidak-on niining balaya?
H1	Unsa ang gigamit sa panimalay para sa pangsuga?
H2	Unsa ang kasagarang gigikanan sa tubig nga gigamit sa panimalay para sa pagluto?
H3	Unsa ang kasagarang gigikanan sa tubig nga gigamit sa panimalay para sa pag-inom/pagluto?
H4	Unsa ang kasagarang gigikanan sa tubig ang gigamit sa panimalay para sa paglaba/pagkaligo?
H5	Gipanag-iya ba ninyo o gidata-datahan kining inyong gipuy-an, o nag-abang ba, o libre ang inyong pagpuyo nga adunay pagtugot sa tag-iya o wala bay abang apan wala puy pagtugot sa tag-iya?
H6	Giunsa ninyo pagpanag-iya kining inyong pinuy-anan?
H7	Nakakuha ka ba ug kwarta nga imong gigamit para sa pagtukod o pagpalit niining maong pinuy-anan gikan sa?
H8	Gipanag-iya ba ninyo o gidata-datahan kining inyong lote inyong gipuy-an, o nag-abang ba, o libre ang inyong pagpuyo nga adunay pagtugot sa tag-iya o walay abang apan wala puy pagtugot sa tag-iya?
H9	Pila ang inyong abang kada bulan?
H10	Unsa ang mga paagi sa paglabay sa inyong basura sa kusina o sa pagkaon nga napan-os, panit sa prutas o utanon, sulod sa ginhawaan sa isda, manok ug uban pa?
H11	Unsa ang mga klase sa pasilidad ang gigamit niining inyong panimalay?
H12	Aduna ba kamo niining mga mosunod nga butang o appliances nga ania sa panimalay ug maayo pa ang kondisyon?
H13	Aduna bay miyembro niining inyong panimalay nga nanag-iya niining mosunod nga kabtangan? (yuta nga umahan, yuta nga residential o uban pang klase sa yuta)
H14	Unsa ang gigamit nga pinulongan sa mga miyembro niining inyong panimalay?
H15	Sa asang siyudad o lungsod ang inyong giplanohanan nga puy-an sa umaabot nga Mayo 1, 2005?

TRANSLATION GUIDE - HILIGAYNON

POPULATION CENSUS QUESTIONS

Item No. CPH Forms 2 & 3	CPH Form 4	Question
P1		Sin-o ang pangulo sa sini nga panimalay? Sin-o ang mga masami naga-estar diri sang Mayo 1, 2000?
P2		Ano ang relasyon ni _____ sa pangulo sang panimalay?
P4	P3	Ano nga bulan kag tuig si _____ natawo?
P5	P4	Sang matawo si _____narehistro sia sa LCR?
P6	P5	Pila ang edad ni _____ sang nagligad niya nga kaadlawan?
P7	P6	Si _____ lalaki o babae?
P8		Si _____ abroad/nagatrabaho sa iban nga pungsod?
P9	P7	May bana/asawa o wala si _____?
P10	P8	Ano ang relihiyon ni _____?
P11		Ano ang nasyonalidad ni _____?
P12		Ano nga pungsod?
P13	P9	May kasablagan si _____pisikal ukon mental?
P14	P10	Ano nga kasablagan may ara siya _____?
P15	P11	Ano pagkabig niya sa iya kaugalingon? Siya bala Ibaloi, Kankaney, Mangyan, Chinese, Ilocano ukon ano pa?
P16		Makabalo bala si _____ magbasa kag magsulat sang simple nga mensahe sang bisan ano nga linggwahe ukon hambal?
P17		Makahibalo maghambal sang Tagalog si _____?
P18		Makahibalo maghambal sang English si _____?
P19		Nakaeskwela si _____ sa bisan ano nga oras umpisa Hunyo 1999 hasta Marso 2000?
P20		Sa diin nga banwa/ciudad nagaeskwela si _____?
P21		Ano nga klase sang eskwelahan?
P22	P12	Ano ang pinakamataas nga grado/anyo ang tinataposan ni_____?
P23		Sa diin nga banwa/ciudad naga-estar sang Mayo 1, 1995 si _____?
P24		Sa diin nga banwa/ciudad naga-estar sang Mayo 1, 1990 si _____?
P25		Ano ang masami nga trabaho sang nagligad nga 12 ka bulan ni _____?
P26		Sa ano nga negosyo ukon industriya naga- obra sang nagligad nga dose ka bulan si _____?
P27		Sa diin nga banwa/ciudad nagatrabaho sang nagligad nga 12 ka bulan si _____?
P28		Sa kay sin-o ukon sa diin si _____ nagatrabaho?
P29		Pila ka kabataan ang ginbata nga buhi ni _____?
P30		Pila sa ila ang buhi sa subong?
P31		ka kabataan ang natawo nga buhi halin sang Mayo 1, 1999 hasta Abril 30, 2000?
P32		Pila ang edad ni _____ sang una niya nga pagpangasawa /pakasal?

INSTITUTIONAL POPULATION CENSUS QUESTIONS

Item No. CPH Form 4	Question
P2	Ano ang posisyon ukon estado ni _____?

HOUSING CENSUS QUESTIONS

Item No. CPH Forms 2 & 3	Question
B5	Ka san-o ining balay gin-obra/gintukod?
D1	Sa imo pagbulubanta pila ang kalaparon sining balay?
H1	Ano nga klase sang gatong ang inyo ginagamit sa soga?
H2	Ano nga gatong ang masami nga ginagamit sa pag pangluto?
H3	Sa diin ninyo ginakuha ang tubig nga inyo ginainom/pangluto?
H4	Ano ang ginakuhaan ninyo nga tubig para panglaba/pampaligo?
H5	Ang balay nga inyo gina-estaran inyo ukon naga arkila lang, libre nga may pahanugot sa tag-iya ukon libre nga wala sang pahanugot sa tag-iya?
H6	Paano mo ma-agum ining balay?
H7	Naka agum/nakahulam para pagbakal ukon patindug sining balay
H8	Ang lote nga inyo gina-estaran inyo gid ukon nag-arkila lang, libre nga may pahanugot sa tag-iya ukon libre nga wala sang pahanugot sa tag-iya?
H9	Pila ang bulanan nga arkila?
H10	Paano ninyo ginahaboy ang inyo basura parehas sang nabilin nga pagkaon(damog), panit sang prutas kag ulutanon, isda kag iban?
H11	Ano nga mga gamit nga may ari ining panimalay nga ginagamit?
H12	Ining panimalay may mga kagamitan nga naga gana pa?
H13	May-ara bala meyimbro sang panimalay nga nagapanag-iya sang mga masunod: (iban pa nga duta para balalayan, duta nga ulomhan, kag iban pa nga kaduta-an)?
H14	Ano nga linggwahe/panghambal ang ginahambal sang mga miyembro sining panimalay?
H15	Sa diin nga banwa/ciudad kamo may tuyo maga-estar sa Mayo 1, 2005?

TRANSLATION GUIDE - IFUGAO

POPULATION CENSUS QUESTIONS

Item No. CPH Forms 2 & 3	CPH Form 4	Question
P1		Ngadan di ulo ituwen pamilya? Ngadan day ni-haad ituwen balen ingganay madatngan di Mayo 1, 2000?
P2		Kapin-anum ____ nan daulo i tuwen pamilya?
P4	P3	Ngadan di bulan ya tawon hi ni-ayyaman _____?
P5	P4	An nitudok hi upisinan di LCR?
P6	P5	Kaatna'y tawon _____ din naudi an algon di nitungowana?
P7	P6	An babai hiyana ono lalaki?
P8		An mungunu _____ udum an boble (bokon hitu Pilipinas)?
P9	P7	An nalahin ono uge pay?
P10	P8	Nagdan di relihiyon _____?
P11		An hiya ya mi-ad hitun Pilipinas?
P12		Da-anan boble' nibilangan _____?
P13	P9	An wada'y dipekton di adol ono nomnon mu?
P14	P10	Ngadan diye an klasen dipekto?
P15	P11	Ngada'y pangibilangan _____ nitaguwana? Ibaloi, Kankanauy,Mangyan, Monobo, Inhik, Ilokano, ono ngadan?
P16		An mabalinan _____ an muntudok ya munbidbid hi kumpulmin hapit?
P17		An mabalin muntagalog hi _____?
P18		An mabalinan _____ an humapit hi inglit?
P19		An wada'y nunitkulan _____ nipalpu Junyo 99-Marso 2000?
P20		Da-ana'y nunitkulan _____?
P21		Ngadan diye an klasen itkul?
P22	P12	Ngadan di kangatuwan an gradoh nagibbun _____?
P23		Da-ana'y boble kawad-an _____ hidin Mayo 1, 1995?
P24		Da-anay boble kawad-am hidin May 1, 1990?
P25		Ngadan di ngunun _____ din nalah-uh an 12 bulan?
P26		Da-ana'y nun ngunuwan _____ hinan nala-uh an 12 bulan?
P27		Ngadan diye'n kumersiyo ono industriya an nun ngunuwan _____hidin naudin 12 bulan?
P28		Para hi ngadan an tagu ono boble di nungunuwan/punngunuwana _____?
P29		Kaatna da di matagu'n in-ayyam _____?
P30		Kaatna day matagu pay ad uwani?
P31		Kaatna day in-ayyam _____ an matagu nipalpu Mayo 1, 1999-Abril 30, 2000?
P32		Katnay tawon _____ hidin nalahina na?

INSTITUTIONAL POPULATION CENSUS QUESTIONS

Item No. CPH Form 4	Question
P2	Ngadan di saad ono ihtadon _____?

HOUSING CENSUS QUESTIONS

Item No. CPH Forms 2 & 3	Question
B5	Kan-unay nakapya-an tuwe an bale?
D1	Kaatnay kabilog na?
H1	Ngadan di pundilag tun bale?
H2	Ngaan di kanayun an punha-angan yu?
H3	Ngadan di kalpuwan di liting an inumon yu/punha-ang yu?
H4	Da-anay e yu humaguban hi pun labah yu/pun amo yu?
H5	An baybayadam tun bale ono abangam ono libre an miha-adan?
H6	Nganey inat mu an nangibagi I tuwe an bale?
H7	An binanom I datuwe an munpagawat nan pihu an pangapyam/pangatang mo ituwe an bale?
H8	On kuwam tun luta, abangam, libri'y abang, ono pama-ag ot kiha-adan yu?
H9	Ka-atna'y abang hi binulan?
H10	Daana'y punwilihan yuh rugit an malpuh kusina yu?
H11	Ngadan da'y
H12	An wada datuwe an usaron an pun ngunuh nunhituwan?
H13	An wada'y udum hi kuwa yu an luta an punhaadan hi bale ono payo ono muyong ?
H14	Ngadan di punhapit yu an pamilya?
H15	Da-anay boble pinhod tun pamilyam an kihaadan hitun umali an Mayo 1, 2005?

TRANSLATION GUIDE - ILOCANO

POPULATION CENSUS QUESTIONS

Item No.		Question
CPH Forms 2 & 3	CPH Form 4	
P1		Asino ti dadaulo daytoy a sangkabbalayan? Asino dagiti nagnanaed ditoy agingga iti Mayo 1, 2000?
P2		Ania ti relasyon ni _____iti dadaulo daytoy a sangakabbalayan?
P4	P3	Ania a bulan ken tawen ti pannakayanak ni _____?
P5	P4	Nairehistro kadi ti pannakayanak ni _____ iti LCR?
P6	P5	Mano ti tawen ni _____ iti maudi a panagkasangayna?
P7	P6	Lalaki wenno babai kadi ni _____?
P8		Agtrabtrabaho kadi ni _____ iti ballasiw-taaw?
P9	P7	Ania ti estado ni _____ iti biag?
P10	P8	Ania ti religion ni _____?
P11		Umili kadi ni _____ iti Filipinas?
P12		Ania a nasyon ti pagilian ni _____?
P13	P9	Adda kadi pisikal wenno mental a depekto ni _____?
P14	P10	Ania a klase ti depekto ni _____?
P15	P11	Ania ti pakaidasigan ni _____? Isuna kadi ket Ibaloy, Kankanaey, Mangyan, Manobo, Intsik, Ilokano wenno ania?
P16		Makasao ken makasurat kadi ni _____ iti simple a mensahe iti ania man a lengguahe wenno pagsasao?
P17		Makasao kadi ni _____ iti Filipino?
P18		Makasao kadi ni _____ iti Ingles?
P19		Nageskwela kadi ni _____ iti aniaman nga oras manipud iti Hunio, 1999 agingga iti Marso 2000?
P20		Iti ania a siudad/ili ti nageskwelaan ni _____?
P21		Ania a klase nga eskwelaan?
P22	P12	Ania ti kangatoan a grado ti nalpas ni _____?
P23		Iti ania a siudad/ili ti nagindegan ni _____ idi Mayo 1, 1995?
P24		Iti ania a siudad/ili ti nagindegan ni _____ idi Mayo 1, 1990?
P25		Ania ti kangrunaan a pagsapulan ni _____ iti napalabas a sangapulo ket dua a bulan?
P26		Iti ania a negosyo wenno industria ti nagtrabahoan ni _____ iti napalabas a sangapulo ket dua a bulan?
P27		Iti ania a siudad/ili ti nagtrabahoan ni _____ iti napalabas a sangapulo ket dua a bulan?
P28		Asino wenno sadino ti nagtrabahoan ni _____?
P29		Mano ti nayanak ni _____?
P30		Mano kadagitoy ti sibibiag pay?
P31		Mano ti nayanak ni _____ manipud Mayo 1, 1999 agingga iti Abril 30, 2000?
P32		Mano't tawen ni _____ iti umuna a pannakiasawa na?

INSTITUTIONAL POPULATION CENSUS QUESTIONS

Item No. CPH Form 4	Question
P2	Ania ti puesto ni _____ wenno estado na iti biag?

HOUSING CENSUS QUESTIONS

Item No. CPH Forms 2 & 3	Question
B5	Kaano a nabangon daytoy a patakder/balay?
D1	Mano a metro kuadrado ti kalawa daytoy a patakder/balay?
H1	Ania ti us-usarenyo a pagsilaw?
H2	Ania ti masansan nga usarenyo a pagluto?
H3	Ania ti paggapuan ti danum nga inumenyo/a paglutoyo?
H4	Ania ti paggapuan ti danum a paglabayo/pagdigosyo?
H5	Kukuayo kadi wenno tintinnaganyo daytoy pagnaedanyo wenno abanganyo, libre ti abangna nga adda pammalubos ti akinkukua wenno libre't abangna nga awan pammalubos ti akinkukua?
H6	Kasano ti pannakagun-odyo itoy balayyo?
H7	Adda kadi bulodyo manipud kadagitoy sumaganad nga agpapautang, iti pinangpatakder/pinanggatangyo kadaytoy balayyo?
H8	Kukuayo kadi wenno tintinnaganyo daytoy lote nga inokupar ti balayyo wenno abanganyo, libre ti abangna nga adda pammalubos ti akinkukua, wenno libre ti abangna nga awan pammalubos ti akinkukua?
H9	Mano ti binulan a pagbayadyo?
H10	Kasano iti masansan a panangidalimanekyo kadagiti basura iti kusina a kas iti tedda a makan, ukis ti bungbunga ken nateng, siit ti lames ken tulang ti manok, kdp?
H11	Ania a klase ti kubetayo?
H12	Adda kadi kukuayo kadagitoy sumaganad a kasangkapan?
H13	Adda kadi siasino man kadakayo a sangkabbalayan ti agtagikua kadagitoy sumaganad? (Sabali pay a lote a pagtakderan iti balay, talon, kdp. a daga)
H14	Aniati lengguahe/pagsasao ti kangrunaan nga ar-aramatenyo?
H15	Iti ania a siudad/ili ti panggepyo a pagindegan inton Mayo 1, 2005?

TRANSLATION GUIDE - KAPAMPANGAN

POPULATION CENSUS QUESTIONS

Item No. CPH Forms 2 & 3	Item No. CPH Form 4	Question
P1		Ninu ing buntuk ning paniilyang iti? Ninu ring taung taganang makatuknang keti angga ngening Mayo 1, 2000?
P2		Nanu ing kaugnayan nang _____ king buntuk ning pamilyang iti?
P4	P3	Nanung bulan at banwa ya mibait i _____ ?
P5	P4	Makarehistru king LCR ing pangabait na?
P6	P5	Pilan neng banwa twa i _____ ketang tawli nang aldo beytan?
P7	P6	Lalaki ya o babai _____?
P8		I _____ magobra ya king aliwang bansa?
P9	P7	Nanu ing estado civil nang _____?
P10	P8	Nanu ing relihyun nang _____?
P11		Memalen yang Pilipino i _____?
P12		Nanung bansa ya memalen i _____?
P13	P9	Atin yang kapansanan king pamikakatawan o karamdaman king utak?
P14	P10	Nanung uring karaindarnan atin ya.7
P15	P11	Makananu nang uryan ing keang sarili? Metung yang Ibaloi, Kankaney, Mangyan, Manobo, Isik, Ilocano o nanu ya?
P16		Byasa yang mainasa at sumulat simpling mensahe king nanu mang salita?
P17		Byasa yang magsalitang Pilipino?
P18		Byasa yang magsalitang Ingles?
P19		Megaral ya king eskwela manibat Hunyo 1999 anggang Marzo 2000?
P20		Nukaring lunsud o balen ya megaral king eskwela?
P21		Nanu yang uring eskwela?
P22	P12	Nanung gradu o antas ing pekainatas nang ayafi?
P23		Nukarin yang lunsud/balen manuknangan ketang Mayo 1, 1995?
P24		Nukarin yang lunsud/balen manuknangan ketang Mayo 1, 1960?
P25		Nanu ing pangkaraniwan nang obra / kapanintunan kilub ning labing-adwang bulan a milabas?
P26		King nanung uring negosyo o industriya ya megobra _____ kilub ning labing-adwang bulan a milabas?
P27		Nukaring lunsud o balen ya megobra kilub ning milabas a labing-adwang bulan?
P28		Kaninu o nukarin ya makipagobra o mekipagobra?
P29		Pilan la ring anak nang mibait mabye?
P30		Pilan la pa ring mabye?
P31		Pilan la ring anak nang mibait makye manibat Mayo 1, 1999 anggang Abril 30, 2000?
P32		Pilan yang banwa twa i_____ king mumunang kasal?

INSTITUTIONAL POPULATION CENSUS QUESTIONS

Item No. CPH Form 4	Question
P2	Nanu ing kabilyan nang _____?

HOUSING CENSUS QUESTIONS

Item No. CPH Forms 2 & 3	Question
B5	Kapilan ya megawa ing bilding o bale ini?
D1	Nanu mo ing sukad ning bale ini?
H1	Nanu ing gagamitan nang sulu ning pamilyang iti?
H2	Nanu ing panangab a karaniwan nang gagamitan maglutu ning pamilyang iti?
H3	Nukarin manibatan ing danum a inuman da ring pamilyang deti/paglutu ning pamilyang iti?
H4	Nukarin manibatan ing danum a pamipi ra king pibalebale iti/pandilu ding pamilyang deti??
H5	Bandi ye o babaldugan ye iting bale tutuknangan yo o upaan ye, peintulutan nakong tuknang alang upa ning makibande o alang upa at alang paintulut ning maki-bandi?
H6	Makananu yeng ikwa ing bale iti?
H7	Pasaup kayu karing makatuking paparam salapi king pamipagawa / pangasali ning bale ite?
H8	Bandi ye o babaldugan ye ing loting katatalakaran ning kekong bale o upaan ye, peintulutan nakong alang upa ning makibande, o alang upa at alang paintulut ning maki-bandi?
H9	Magkanu ing bulanan a upa?
H10	Makananu nang yugse ning kekong pamilya ing basura antimo ing tagan-tagan a pamangan, pibalatan prutas at gule, asan, bituka't bulbul manuk at aliwa pa?
H11	Nanu ing facilidad a gagamitan ning pamilyang iti?
H12	Atin ya ing pamilyang iti karing makatuking *appliances* a masalese mamandar?
H13	Ating miyembru ning parnilyang iti a ating bandi karing makatuke? (Aliwang loting pagbalenan, gabun a tatamnan, at aliwang gabon?
H14	Nanung lenggwahe / dialekto ing karaniwan dang gagamitan king bale ding myembru ning pamillyang iti?
H15	Nukaring lunsud / balen ya babalak manuknangan ing parnilyang iti keng Mayo 1, 2005?

TRANSLATION GUIDE - TAGALOG

POPULATION CENSUS QUESTIONS

Item No. CPH Forms 2 & 3	CPH Form 4	Question
P1		Sino ang namumuno sa sambahayang ito? Sino ang taong palagiang nakatira sa sambahayang ito (as of Mayo 1, 2000)?
P2		Ano ang relasyon ni _____ sa namumuno ng sambahayang ito?
P4	P3	Anong buwan at taon ipinanganak si _____?
P5	P4	Ang kapanganakan ba ni _____ ay nakarehistro sa LCR?
P6	P5	Ilang taon si _____ noong huli niyang kaarawan?
P7	P6	Si _____ ba ay lalaki o babae?
P8		Si _____ ba ay nagtatrabaho sa ibang bansa?
P9	P7	Ano ang estadong sibil ni _____?
P10	P8	Ano ang relihiyon ni _____?
P11		Si _____ ba ay Pilipino?
P12		Si _____ ba ay mamamayan ng anong bansa?
P13	P9	Si _____ ba ay may kapansanan sa pisikal o pag-iisip?
P14	P10	Anong uri ng kapansanan mayroon si _____?
P15	P11	Paano ni _____ inu-uri ang kanyang sarili? Siya ba ay Ibaloi, Kankanaey, Mangyan, Manobo, Intsik, Ilokano o ano?
P16		Si _____ ba ay marunong bumasa at sumulat ng simpleng mensahe sa kahit na anong lengguwahe o diyalekto?
P17		Si _____ ba ay nakakapagsalita ng Pilipino?
P18		Si _____ ba ay nakakapagsalita ng Ingles?
P19		Si _____ ba ay pumasok sa paaralan kahit minsan simula Hunyo 1999 hanggang Marso 2000?
P20		Saang bayan si _____ pumasok ng paaralan?
P21		Anong uri ng paaralan?
P22	P12	Ano ang pinakamataas na grado/taon ang natapos ni _____?
P23		Saang bayan tumira si _____ noong Mayo 1, 1995?
P24		Saang bayan tumira si _____ noong Mayo 1, 1990?
P25		Ano ang palagiang trabaho ni _____ nitong nakaraang 12 buwan?
P26		Anong uri ng negosyo o industriya si _____ nagtrabaho nitong nakaraang 12 buwan?
P27		Saang bayan si _____ nagtrabaho nitong nakaraang 12 buwan?
P28		Kanino o saan si _____ nagtrabaho?
P29		Ilan ang ipinanganak ni _____ na buhay?
P30		Ilan ang buhay pa?
P31		Ilan ang ipinanganak ni _____ na buhay mula Mayo 1, 1999 hanggang Abril 30, 2000?
P32		Ano ang edad ni _____ noong unang nag-asawa?

INSTITUTIONAL POPULATION CENSUS QUESTIONS

Item No. CPH Form 4	Question
P2	Ano ang posisyon o estado ni _____?

HOUSING CENSUS QUESTIONS

Item No. CPH Forms 2 & 3	Question
B5	Kailan itinayo ang gusali o bahay na ito?
D1	Ano ang sukat ng bahay na ito?
H1	Ano ang panggatong na ginagamit ng sambahayang ito bilang ilaw?
H2	Ano ang panggatong na ginagamit ng sambahayang ito sa pagluluto?
H3	Ano ang pangunahing pinagkukunan ninyo ng tubig na inumin?
H4	Ano ang pangunahing pinagkukunan ninyo ng tubig na inumin/sa pagluluto?
H5	Ano ang pangunahing pinagkukunan ninyo ng tubig na ginagamit sa paglalaba/panliligo?
H6	Ito bang bahay na inyong tinitirahan ay sa inyo o hinuhulugan, o inuupahan, inuupahan ng libre na may pahintulot ng may-ari, o inuupahan ng libre na walang pahintulot ng may-ari?
H7	Paano ninyo naging pag-aari ang bahay na ito?
H8	Kayo ba ay nangailangan ng puhunan sa mga sumusunod na institusyong pinansyal para sa pagpapagawa o pagbili ng bahay na ito?
H9	Ito bang lote na tinitirikan ng inyong bahay ay sa inyo o hinuhulugan, o inuupahan, inuupahan ng libre na may pahintulot ng may-ari, o inuupahan ng libre na walang pahintulot ng may-ari?
H10	Magkano ang buwanang upa?
H11	Paano ninyo kalimitan itinatapon ang inyong basura sa kusina tulad ng tirang pagkain, balat ng prutas at gulay, lamang loob ng isda at manok at iba pa?
H12	Anong uri ng pasilidad ang ginagamit ng sambahayang ito?
H13	Ang sambahayan bang ito ay mayroon ng sumusunod na kagamitan sa bahay na nagagamit pa?
H14	Mayroon bang miyembro ng sambahayang ito na nagmamay-ari ng alin man sa sumusunod? (iba pang lupa na puwedeng tirikan ng bahay, iba pang lupa na puwedeng taniman o iba pang lupa)
H15	Ano ang lengguwahe/dialekto na malimit gamitin ng miyembro ng sambahayang ito? Saang bayan gustong manirahan ng sambahayang ito sa pagdating ng Mayo 1, 2005?

TRANSLATION GUIDE - WARAY

POPULATION CENSUS QUESTIONS

Item No.		
CPH Forms 2 & 3	CPH Form 4	Question
P1		Hin-o an mangulo hine nga panimaly? Hira hin-o man nga mga tawo an naukoy gud denhi tikang han Mayo 1, 2000?
P2		Ano an relasyon ni _____ ngadto han mangulo han pamilya?
P4	P3	Ano nga bulan og tuig hi _____ natawo?
P5	P4	An pagkatawo ni _____ narehistro ba ha LCR?
P6	P5	Pira an kan _____ edad han iya katapusan nga pag birthday?
P7	P6	Hi _____ lalake o babaye?
P8		Hi _____ overseas worker ba hiya?
P9	P7	Ano iton kan _____ estado ha kinabuhi?
P10	P8	Ano iton kan _____ relehiyon?
P11		Hi _____ citizen ba hiya ha Pilipinas?
P12		Ano nga nasud nga hi _____ citizen hiya?
P13	P9	Hi _____ may ada ba depekto ha lawas ug ha panlawas?
P14	P10	Ano nga klase hin depekto nga may ada hiya?
P15	P11	.Ano man iton kan _____ pagkilala ha iya? Hiya ba Ibaloi, Kankanay, Mangyan, Manobo, Intsik, Ilokano o ano pa?
P16		Hi _____ nakakasurat ngan nakakabasa ba hin yano nga mensahe ha bisan ano nga yinaknan?
P17		Hi _____ nakakayakan ba hin Pilipino?
P18		Hi _____ nakakayakan ba hin English?
P19		Hi _____ nakaeskuwela ba ha bisan ano nga takna tikang han Hunyo 1999 ngadto ha Marso 2000?
P20		Ano nga cuidad o bungto hi _____ na escuwela?
P21		Ano nga klase hin escuwelahan?
P22	P12	Ano nga gihahataasi nga grado an nahuman ni _____?
P23		Ha diin nga cuidad o munisipyo nga nag-ukoy hi _____ hadton Mayo 1, 1995?
P24		Ano nga cuidad o bungto nga hi _____ nag-ukoy hadton Mayo 1, 1990?
P25		Ano an perme nga trabaho _____ ha naglabay nga dose ka bulan?
P26		Ano nga klase hin pag-alayon o industriya ngahi _____ nakapag-trabaho dida han nakalabay nga dose ka bulan?
P27		Ano nga cuidad o munisipyo nga nakadto an kan_____ trabaho? Ha nakalabay nga dose ka bulan?
P28		Ha kan kanay man o diin man hi _____ nagtrabho?
P29		Pira man nga kabataan an natawo nga buhi ngadto kan _____ ?
P30		Pipira pa man iton buhi yana?
P31		Pipira man nga kabataan an natawo nga buhi ngadto kan _____ tikang han Mayo 1, 1999 ngadto ha Abril 30, 2000?
P32		An kan _____ edad han siyahan niya nga paka-asawa?

INSTITUTIONAL POPULATION CENSUS QUESTIONS

Item No. CPH Form 4	Question
P2	Ano iton kan _____ katungdanan?

HOUSING CENSUS QUESTIONS

Item No. CPH Forms 2 & 3	Question
B5	Kakan-o ine nga balay pagtindugo?
D1	Ano iton sukol hiton kahaluagon hine nga iyo puroy-anan?
H1	Ano nga klase hin pagsuga iton kanan panimalay ginagamit?
H2	Ano nga sungo iton kanan panimalay urog nga ginagamit ha pagluto?
H3	Ha diin man nga tubig titikang iton kanan panimalay ginagamit nga pag-inom/pagluto?
H4	Ha diin man nga tubig titikang iton kanan panimalay ginagamit ha pag-laba/pag-karigo?
H5	Nagtatag-iya ka ba o ginhuhulugan mo ba ine nga iyo inookyan han iyo panimalay, o naplete, waray plete, kay tugot hiton tag-iya o waray plete ngan deri tugot hiton tag-iya?
H6	Ano nga paagui na iyo man ine nga puruy-anan?
H7	Nagpahimolos ba kamo hine nga makukuhaan hin panggastos hiton pagtukod/pag palit hine nga puruy-anan
H8	Nagtatag-iya ka ba o gihuhulugan mo ba an lote nga inookoparan han iyo panimalay o na plete, waray plete kay tugot hiton tag-iya, o waray plete ngan deri tugot hiton tag-iya?
H9	Ano iton binulan nga plete.?
H10	Ginpapatiunan-o han paghapil han iyo panimalay han kanan kusina mga basura sugad hiton salin nga pagkaon, parot hin prutas og otanon, kanan isda ug manok tinae ug iba pa?
H11	Ano nga klase hin facilidades nga ginamit han iyo panimalay?
H12	Ine nga panimalay mayada ba hine mga garamiton nga naandar pa?
H13	May ada ba kaapi han hine nga panimalay nga nagtatag-iya hine? (Iba nga baralayan nga lote, tuna nga urumhan, iba nga tuna)
H14	Ano gud nga yinaknan an agsob gamiton ha balay han mga kaapi han panimalay?
H15	Ano nga cuidad/bungto nga ine nga panimalay may plano nga aadto hira uukoy han Mayo 1, 2005?

GLOSSARY

ADMINISTRATIVE FORM: A form (generally without questions) that is used to keep records, control flow of materials or report progress. For example, CPH Form 18 – Certification of Work Completed, CPH Form 20 – Certificate of Appearance.

ADOPTED: A child or ward who is considered part of the family although may not be related by blood to the guardian.

BARANGAY: The smallest political subdivision of the country.

BIRTH REGISTRATION: This refers to the recording of the occurrence of birth in the birth register.

BLOCK: Areas that are bounded on all sides by visible features such as streets, roads, railroad tracks, rivers, etc., or by invisible features such as city/municipality or province limits.

BLOCK MAPPING: Sketching/drawing the enlarged block of an area on a separate sheet of long bond paper.

BOUNDARY: A line, either physical or invisible, that defines an area of land (for example, block, enumeration area). Physical boundaries include bodies of water, roads, streets, highways, railroad tracks, etc. Invisible boundaries include provincial boundaries (for example, city limits, county lines, etc.), property boundaries, nonexistent roads, etc.

BUILDING: Any independent free-standing structure comprising of one or more rooms or other spaces, covered by a roof and enclosed within external walls or dividing walls that extended from the foundation to the roof.

BUILDING SERIAL NUMBER: A three-digit identification number assigned to each building in the enumeration area.

CALLBACK: A revisit to the household to obtain desired information.

CANVASSING: A door-to-door visit in the entire EA to look for enumeration units to list ensuring complete coverage of the area.

CENSUS DAY: The reference date of the census. For the Census 2000, the Census day is May 1, 2000.

DIRECT ACCESS: An entrance to living quarter directly from the outside of the building or through a common hall.

DISABILITY: This 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.

ENUMERATION: Interviewing persons to obtain census information, then recording the information on questionnaires and other census forms.

ENUMERATION AREA: A delineated geographic area which usually consists of about 300 to 400 households.

ETHNICITY: A primary sense of belonging to an ethnolinguistic group; it is consanguineal in nature, meaning, the ties are reckoned by blood and traced through the family tree.

ETHNOLINGUISTIC GROUP: A group that has continuously lived as organized community on communally bounded and defined territory, and who have, under claims of ownership since time immemorial, occupied, possessed and utilized such territories, sharing common bonds of language, customs, traditions and other distinctive cultural traits ..... (and) shall likewise include peoples who are regarded as indigenous on account of their descent.....". This also includes those who have been displaced or from their traditional domains or who may have resettled outside their domains.

FAMILY: This is restricted to refer to legally or consensually married couple or parents, or parent (either a father or mother) and their never-married children living together in the same household.

FLOOR AREA: This is the space enclosed by the exterior wall of the housing unit.

HIGHEST EDUCATIONAL ATTAINMENT: This is the highest grade or year completed in school, college or university as of May 1, 2000. This also includes pre-school education.

HOUSEHOLD: A social unit consisting of a person living alone or a group of persons who sleep in the same housing unit and have common arrangements for the preparation and consumption of food.

HOUSEHOLD HEAD: The person responsible for the organization and support of the household or the person acknowledged as such by the other members of the household.

HOUSEHOLD SERIAL NUMBER: A three-digit identification number assigned to each household in all housing units in the enumeration area.

HOUSING CENSUS QUESTIONS: The questions which apply to the building, housing unit and household. It is necessary to obtain information for both occupied and vacant housing units.

HOUSING UNIT: A structurally separate and independent place of abode which, by the way it has been constructed, converted, or arranged is intended for habitation by one household.

HOUSING UNIT SERIAL NUMBER: A three-digit identification number assigned to each housing unit in the enumeration area.

INDUSTRY: This is the nature or character of the business or enterprise or the place wherein the person works.

INSTITUTIONAL LIVING QUARTERS: A structurally separated and independent place of abode intended for habitation by large groups of individuals.

INSTITUTIONAL POPULATION: Persons who are living in institutional living quarters.

LAST RESORT INFORMATION: The minimum amount of information required for a housing unit and the people who live there. Last resort should be obtained only after two callbacks.

LISTING: The process of simultaneously listing the units in the enumeration area.

LITERACY: This is the ability to read and write a simple message.

LIVING QUARTER: A structurally separated and independent place of abode. They may (a) have been constructed, built, converted or arranged for human habitation, provided that they are not at the time of the census used wholly for other purposes or (b) although not intended for habitation but actually being used as such at the time of the census.

MAPPING: The process of updating and verifying the boundaries and physical features of the EA map.

MARITAL STATUS: This refers to the personal status of each individual in reference to the marriage laws or customs of the country. It is the same as "civil status".

MULTI-UNIT STRUCTURE: A structure containing three or more housing units.

NON-RESIDENTIAL BUILDINGS: Buildings which, by the way they have been designed or constructed, are intended for purposes other than as abode.

NUMBER OF CHILDREN BORN ALIVE: This measures the lifetime fertility of a woman up to the moment the data are collected.

OCCUPATION: This is the kind of job or business which a person was engaged in most of the time during the last twelve months preceding the interview.

OCCUPIED HOUSING UNIT: A housing unit wherein a household lives at the time of the census.

OVERSEAS WORKER: A member of household who is currently out of the country due to overseas employment. He/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. Immigrants are excluded.

POPULATION CENSUS QUESTIONS: The questions which apply to the individual persons.

QUESTIONNAIRE: A form on which a respondent's answers to census questions are recorded.

RELIGIOUS AFFILIATION: This refers to a particular system of beliefs, attitudes, emotions and behaviors constituting man's relationship with the powers and principalities of the universe.

RESIDENTIAL BUILDING: Buildings which, by the way they have been designed or constructed, are intended for abode.

RESPONDENTS: Any responsible member of the household who provides answers to questions and gives information for the household.

ROOM: A space in the building enclosed by walls reaching from the floor to the ceiling or roof covering, for at least to a height of 1.8 meters which are of a permanent or semi-permanent structure, of a size large enough to hold a bed for an adult or at least has an area of 3 square meters.

SCHOOL ATTENDANCE: This means the attendance at any educational institution, public or private, for formal academic education at the

elementary, high school, college or university level at any time during the school year June 1999 to March 2000.

"SKIP" INSTRUCTIONS: Instructions on the questionnaire indicating whether specific question(s) should be answered or left blank.

STEPCHILD: A child of a woman's husband by a previous marriage.

STILLBIRTH: A birth in which the infant never showed any sign of life at the time of birth.

USUAL ACTIVITY: See occupation.

USUAL PLACE OF RESIDENCE: The place where the person usually resides. This may be the same as or different from the place where he was found at the time of the census. As a rule, it is the place where he usually sleeps.

VACANT HOUSING UNIT: A housing unit wherein no household lives at the time of the census enumeration. A unit from which the occupants are only temporarily absent is NOT considered vacant.