

## **Pretest 6 Report**

Pretest 6 was conducted primarily to provide inputs on the data processing option to be adopted for the actual enumeration. This pretest was conducted for the agriculture sector only. Furthermore, this was carried out in preparation for the pilot census in March 2002.

### ***Objectives***

Pretest 6 aimed to:

1. study the feasibility of using ballpen during enumeration as opposed to the use of pencil;
2. measure workload standards based on the revised (new layout) questionnaire as well as its format in terms of ease and comfort on the part of enumerators and supervisors alike;
3. test the data processing options utilizing the questionnaires used in this pretest;
4. assess the effectiveness of administrative and other CAF forms; and
5. determine problems, issues and concerns that may arise during the actual census operations.

### ***Date And Venue of the Pretest***

Pretest 6 was conducted on January 30 – 31, 2002 in the province of Cavite where majority of the households were involved in temporary crop farming and tending/raising of livestock and poultry. One barangay was visited each day. The enumeration was conducted in Barangay Batas, Silang on January 30, 2002 and Barangay Santiago, Gen. Trias on January 31, 2002.

### ***Participants***

The CAF 2002 Pretest 6 utilized 10 additional personnel who serve as enumerators. The provincial office of Cavite where the pretest was conducted hired these personnel. All applicants underwent written examination and interview, which were prepared and administered by the provincial office. The applicants were ranked from highest to lowest based on the result of their exam and interview. The Provincial Office Statistician or District Statistics Officer used the final ranking in selecting the required number of enumerators (ENs).

The following criteria for recruitment of enumerators were followed:

- a. Must meet the minimum education qualification standards, preferably college graduate, if not, completed at least second year college;
- b. Not more than 45 years old;
- c. Physically and mentally fit;
- d. Resident of the municipality, if not of the enumeration area, so as to be familiar with the place of assignment;
- e. Know the dialect spoken in the area of assignment;
- f. Must pass the written examination and personal interview;
- g. Preferably with experience in census/survey undertaking;
- h. With legible hand writing;
- i. With good moral character;
- j. With pleasing personality and ability to deal with the public tactfully; and
- k. Willing to render services related to all other census taking activities.

All hired personnel had executed service contract which was the basis for remuneration. They were expected to perform the following activities:

- a. Attend training, participate actively to gain an understanding of the concepts, definitions, and procedures regarding the conduct of the surveys and to know his/her responsibilities as ENs;
- b. Enumerate the sample households/establishments assigned to him/her and fill-out correctly said survey questionnaires;
- c. Evaluate/examine the survey questionnaire and see to it that all items are asked/filled up before leaving the household/establishment;
- d. Transmit all accomplished/collected questionnaires/survey forms to his/her supervisor on designated days or schedule;
- e. Keep all information collected strictly confidential by not showing to person/s other than his/her supervisor/s and other authorized NSO personnel;
- f. Fill-out daily his/her accomplishment and other administrative reports and submit to his/her supervisor/s as required; and
- g. Perform such other services as may be assigned by his/her supervisor/s and other authorized NSO personnel.

There were 17 participants for training and enumeration. Among the participants, eight (8) were hired enumerators, four (4) are Statistical Coordination Officers (SCOs) and one (1) Statistician from NSO-Cavite. On the other hand, two (2) were from the NSO-Central Office who served as trainers and supervisors.

The Regional Director (RD) of Region IV acted as resource person during the training while the OIC-PSO of Cavite acted as the overall supervisor.

### ***Training***

The training was conducted last January 28 – 29, 2002 at the Provincial Office of Cavite. Enumerator's Manual was discussed thoroughly. Mock interviews were done after the discussion of CAF Form 1 (List of Households, Agricultural and Fishing Operators) and CAF Form 2 (Agriculture Questionnaire).

Other than CAF forms 1 and 2, the following CAF and administrative forms were also used:

- CAF Form 7 – EN's Daily Accomplishment Report
- CAF Form 8 – Certification of Barangay Chairperson
- CAF Form 9 – Worksheet for Agriculture
- CAF Form 12 – CAS'/TS' Weekly Progress Report
- CAF Form 13 – Reinterview/Spotcheck/Observation Report
- CAF Form 18 – Certificate of Work Completed
- CAF Form 19 – Certificate of Appearance
- EN's Observation Report
- Daily Time Record

### ***Mechanics of the Pretest***

Coordination with the barangay officials was made to facilitate enumeration activities. A sketch map was provided to determine assignment of each enumerator. In turn, each of the enumerators was provided with the map as reference and each made a block map for his/her particular enumeration area.

All participants conducted the survey in each barangay. All wore white and blue shirt on the first and second day of enumeration, respectively, for easy identification. Furthermore, two (2) enumerators were assigned to one supervisor. A few barangay officials were around to provide support.

Listing of households was done to determine households with agricultural operators. The latter, in turn, were interviewed using CAF Form 2.

### **Debriefing**

Every afternoon after the field enumeration, debriefing, editing, coding and accomplishing of other CAF forms were done at the provincial office. Observations, problems as well as recommendations were also discussed.

### **Number of Households, Operators Interviewed and Interview Time**

A total of 156 households were listed in Barangay Batas. Of these households, 86 operators were listed but due to unavailability of some operators and time constraint, only 60 operators (70%) were enumerated. On the other hand, there were 216 households listed in Barangay Santiago and of these, 78 operators were listed but due to reasons cited above, only 67 operators (86%) were enumerated.

Moreover, it was observed that interviews using CAF Form 2 in Barangay Batas took an average time of 10 to 45 minutes while those in Barangay Santiago took an average time of 10 to 40 minutes.

**Table 7.5. Total Number of Households and Agricultural Operators Listed and Enumerated by Barangay.**

EA No.	Barangay Batas			Barangay Santiago		
	No. of HHs Listed	No. of Operators Listed	No. of Operators Enumerated	No. of HHs Listed	No. of Operators Listed	No. of Operators Enumerated
1	12	10	8	16	10	9
2	32	24	8	26	10	7
3	22	10	6	11	7	6
4	16	4	4	17	8	8
5	15	3	3	30	10	10
6	8	5	5	34	4	4
7	8	6	6	18	9	9
8	15	6	5	13	6	3
9	10	10	10	28	7	7
10	18	8	5	23	7	4
Total	156	86	60	216	78	67

**Table 2. Average Interview Time and Operators Interviewed Using CAF Form 2**

Type of Questionnaire	Average Range of Interview Time (In minutes)	Number of Operators Interviewed
Barangay Batas	10 – 45	60
Barangay Santiago	10 – 40	67
Total		127

Operators with 10-minute interview time were characterized as those, among others, with fewer parcels used for agricultural activities, fewer variety and number of crops planted, engaged in one single cropping season, no or fewer number of non-household members in agricultural work, had fewer household members and located in blocks and are clustered. On the other hand, operators with 45-minute interview time were those with more than

three parcels used for agricultural activities, more variety of crops planted, engaged in two or more cropping season, had more than three household members and were located far from one another.

### Characteristics of Operators with 10 and 45 Minutes Interview Time

Characteristics of Operator	
With 10 minutes interview time	With 45 minutes interview time
<ul style="list-style-type: none"> <li>Fewer number of parcels (3 or less) used for agricultural operation</li> </ul>	<ul style="list-style-type: none"> <li>There are more than 3 parcels used for agricultural activities</li> </ul>
<ul style="list-style-type: none"> <li>Fewer number and variety of crops planted (occupies only 1 column)</li> </ul>	<ul style="list-style-type: none"> <li>More variety of crops planted both for temporary and permanent/ industrial crops</li> </ul>
<ul style="list-style-type: none"> <li>Operator is engaged in fewer cropping season (less than 2)</li> </ul>	<ul style="list-style-type: none"> <li>Operator is engaged in two or more cropping seasons</li> </ul>
<ul style="list-style-type: none"> <li>Most operators are livestock and poultry farmer</li> </ul>	<ul style="list-style-type: none"> <li>Operator is either a crop farmer or a livestock and poultry farmer or both</li> </ul>
<ul style="list-style-type: none"> <li>Fewer equipment used (occupies only 1 column)</li> </ul>	<ul style="list-style-type: none"> <li>Different types of agricultural equipment used</li> </ul>
<ul style="list-style-type: none"> <li>No or fewer number of non-household members in agricultural work</li> </ul>	<ul style="list-style-type: none"> <li>There are more paid permanent non-household member than paid temporary non-household member in agricultural work</li> </ul>
<ul style="list-style-type: none"> <li>Operator has fewer household members (3 or less)</li> </ul>	<ul style="list-style-type: none"> <li>Operator has more than 3 household members</li> </ul>
<ul style="list-style-type: none"> <li>Most of the operators found are clustered, nearer from one another and located in blocks</li> </ul>	<ul style="list-style-type: none"> <li>Operators found are clustered but may be far from one another</li> </ul>

### Observations/Issues/Recommendations

Observation/Issue	Recommendations
<b>Operational</b>	
<b>CAF Forms</b>	
<ul style="list-style-type: none"> <li>It was observed that CAF Forms looked alike</li> <li>CAF Form 6 – Appointment Slip would be more effective if translated into local dialect</li> </ul>	<ul style="list-style-type: none"> <li>Different CAF Forms may be color coded</li> <li>CAF Form 6 will be translated into the respective local dialect and it will have blank spaces provided for the contact person and address</li> </ul>

<b>Observation/Issue</b>	<b>Recommendations</b>
<b><i>Enumerator's Manual</i></b>	
<ul style="list-style-type: none"> <li>Steps in the Steps to follow in the Listing of HHs, and Enumerating Agricultural, Fishing and/or Aquafarm Operators on page 23 are not in the proper order</li> <li>Column 10 of CAF Form 1 discussed fishing activities but it only includes catching of fish... and gathering of milkfish... on page 41</li> </ul>	<ul style="list-style-type: none"> <li>Step 3 (visit the Barangay Chairperson, or any Barangay Officer...) should be the first step</li> <li>Include in the discussion of column 10 of CAF Form 1 "culturing of fish..."</li> </ul>
<b><i>Hired Enumerators</i></b>	
Of the ten (10) required, only eight (8) enumerators were hired since two (2) of them were not able to come on time during the first day of training	The two supposedly hired enumerators were replaced by two (2) SCOs of the provincial office
<b><i>Training</i></b>	
Difficulty in writing the prescribed style or stroke	Add exercises for daily practice in writing
<b><i>Enumeration Supplies and Other Materials</i></b>	
No clipboards, bags and lacking of pens was experienced during enumeration	Provision of clipboards, bags and pens during enumeration is a must
<b><i>Weather</i></b>	
It was raining heavily in Bgy. Santiago during the last day	Umbrella and other rain-proof stuff should be provided to the enumerators
<b><i>Enumeration</i></b>	
<ul style="list-style-type: none"> <li>Difficulty in the performance of mapping and canvassing due to limited time</li> <li>Difficulty in the accomplishment of required CAF and administrative forms due to limited time</li> <li>No ID lace provided</li> <li>Warned of harassment and other similar cases</li> </ul>	<ul style="list-style-type: none"> <li>Add mandays for ocular inspection and/or field verification to accommodate mapping and canvassing (1 day for urban while 2 days for rural)</li> <li>Allot at least 30 minutes for winding up of accomplished work for ENs, TS, and CAS before the enumeration for the day ends</li> <li>As part of identification, ID lace should bear the name of NSO</li> <li>Team approach was adopted and immediate report of cases to supervisors and concerned officials was made</li> </ul>
<b><i>The Use of Ballpen for Filling Up of CAF Forms</i></b>	
<ul style="list-style-type: none"> <li>The use of ballpen for filling up CAF Forms became a problem when ink of uni ballpen was either too dried up or too wet</li> <li>ENs felt that their output were full of erasures</li> </ul>	<ul style="list-style-type: none"> <li>Some ENs use pencil and retrace the entries with ballpen</li> <li>Some ENs replace uni ballpen with other brands of ballpen</li> <li>Some ENs used additional form to transcribe entries in the form originally used during enumeration</li> </ul>
<b>Technical</b>	
<b><i>CAF Form 1 – List of Households, Agricultural and Fishing Operators</i></b>	
<ul style="list-style-type: none"> <li>Number of operators are tallied in every CAF Form 1 but not number of households</li> </ul>	<ul style="list-style-type: none"> <li>CAF Form 1 will be designed to include total number of households</li> </ul>

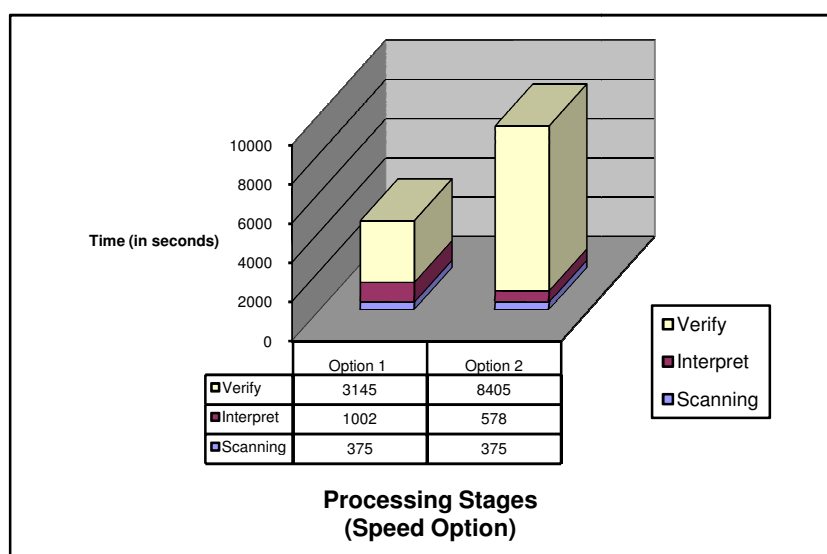
Observation/Issue	Recommendations
<ul style="list-style-type: none"> <li>If the respondent operates more than one type of aquafarm, OSN should be different for each type</li> </ul>	<ul style="list-style-type: none"> <li>Instructions will be provided in the manual. The appropriate form will be revised to accommodate such cases</li> </ul>
<b>CAF Form 2 – Agriculture Questionnaire</b>	
<ul style="list-style-type: none"> <li>Codes for responses in two columns should not be arranged alternately, i.e., first column: responses are 1, 3, 5 and 7; second column: responses are 2, 4 and 6</li> <li>Instructions like “See Codebook” should be reworded. Coding will only be done during editing and processing</li> </ul>	
<b>Section E – Crops</b>	
<ul style="list-style-type: none"> <li>Enumerators were confused in filling out the table for temporary and permanent and/or industrial crops, respectively</li> <li>Also, they were confused in filling out table for <i>Temporary Crops Only</i> if operator is into succession and intercropped/interplanted crops</li> <li>Some of the respondents misunderstood the concept of parcel as the area of the parcel</li> </ul>	<ul style="list-style-type: none"> <li>More instructions and examples will be provided in the manual</li> <li>Instructions and illustrations will be provided in the manual</li> <li>Parcel may be defined to the respondent before it is asked</li> </ul>

### Data Processing

A total of 139 CAF Form 2 questionnaires were filled up using black pen during the pretest. The questionnaires were processed using Option 1 – Full Interpretation and Option 2 – Minimum Interpretation only.

These questionnaires were scanned and subjected to recognition/interpretation software. Only one operator performed the processing for both data processing options.

In terms of speed, Option 1 proved to be the fastest processing scheme. Verification was minimized due to the use of black pen.



On the other hand, in terms of quality, Option 2 offers quality data with 0.31% error rate against the 0.49% of Option 1. Out of 70 forms, 10 were manually compared with the output text files.

Furthermore, a tally sheet was used to record the total characters that did not match the entries in the actual form. The percent of error was computed as follows:

Total characters that did not match the entries in the form

(Total characters X (Number of  
per form) sample forms)

