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FIELD OPERATIONS PROCEDURE

**APRIL 2008
LABOR FORCE SURVEY
AND
2008 INFORMAL SECTOR SURVEY**

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FIELD OPERATIONS PROCEDURES

For April 2008 Labor Force Survey and 2008 Informal Sector Survey

A. Introduction

This field operations procedure has been prepared as a guide for the April 2008 Labor Force Survey (LFS) which shall be undertaken together with the 2008 Informal Sector Survey (ISS). The two surveys will be undertaken simultaneously in April 2008.

The April LFS shall gather labor force data based on the past week reference period using ISH Form 2.

The 2008 ISS is a nationwide data collection with the support of UNESCAP which aims to provide data for the estimation of employment in IS and informal sector enterprises through the LFS. It shall identify and construct a sampling frame of IS among household unincorporated enterprises.

B. Timetable of Operation

In order to have an efficient conduct of the April LFS and ISS, a national timetable of activities for LFS/ISS was prepared (Attachment A). It is the responsibility of all involved NSO Staff to see to it that the deadlines set in the timetable are met.

The provincial timetable for LFS enumeration and processing will be prepared by the respective regional offices and shall be sent to the Provincial Statistics Officers (PSOs).

The Regional Offices should provide the Income and Employment Statistics Division (**IESD**) a copy of their prepared Provincial Timetable on or before April 8, 2008.

C. Sample Barangays and/or EAs and Households

The April 2008 LFS and 2008 ISS shall use the four replicates covering 3,178 sample enumeration areas and about 51,000 sample households nationwide. This is to ensure the generation of reliable estimates of indicators of employment and social and economic data at the regional level. For this round, replicates 1 and 2 will use rotation group 10. The sample households for this replicates will all be new.

Replicates 3 and 4 will use rotation group 9. These are the same sample households used in the April 2007 LFS.

All sample households shall be interviewed for both LFS and ISS Form 1. There may be cases of additional households in the housing unit. These households will also be interviewed. However, the general rule is at the time of visit, interview no more than three households in a housing unit. Efforts must be exerted by the enumerators and the field office supervisors to avoid non-response.

D. Recruitment of SRs

Statistical Researchers (SRs) will be recruited to collect data for the two (2) surveys in addition to the available Statistical Coordination Officers/Other Staff in each NSO provincial office.

Priority in hiring will be given to those who have been involved in previous LFS, FIES and other household surveys. They should be highly commendable in his/her past accomplishments in field enumeration and can meet the required qualification that has been set by the office. They should have at least two (2) years college education.

The basis for determining the number of SRs to be hired in every province are the total workload, the expected number of completed interviews per manday for the two surveys and the travel time in going to and returning from the sample areas based on the latest information of travel information provided by the field offices.

E. Training

The training will be conducted in three (3) levels. The first level involves the training of task force members participated by selected central office personnel, regional statisticians and selected provincial staff on March 10 – 13, 2008. Selected IESD and HSD staff will train them.

The second level training shall be held at the Regional Offices and will be conducted on March 24 – 27, 2008. The task force members from the field offices and central office will train them.

The schedule for the third level training will be on March 31 – April 3, 2008. This will be attended by DSOs, SCOs and hired SRs. The training shall be conducted for four (4) days for the LFS/ISS.

Mock interview is to be conducted during the second and third level training to familiarize the participants with the concepts and procedures of the survey.

A field practice should also be conducted during the provincial training as an exercise in filling-up questionnaires and handling interview. After this practice, their experiences should be discussed so that the problems and/or errors will be resolved and corresponding solutions can be recommended.

F. Manuals, Questionnaires, Forms and Other Materials to be Used

The following are the LFS and ISS materials to be used:

1. ISH Form 2 questionnaire
2. LFS Enumerator's Manual
3. ISS Form 1 (Listing of Employed Persons)
4. ISS Form 2 questionnaire
5. ISS Enumerator's Manual
6. MS Form 6 (List of Sample Bgys./EAs and households)
7. Barangay Maps
8. Pencil, Eraser
9. Daily Accomplishment Report Form

After enumeration, all LFS/ISS forms whether used or unused shall be submitted by the enumerators to the Provincial Office.

G. Enumeration

The enumeration period will be from April 8 – 30, 2008 including Saturdays. The total mandays given to each enumerator to complete his/her workload will depend on the assigned sample areas but must not go beyond 20 days.

All households from the sample barangays/EAs shall be administered with LFS questionnaires (ISH Form 2) and ISS Form 1 while ISS Form 2 will be administered to selected samples only.

1. Standard Output Per Day

The expected output of completed interviews per manday may vary. For this survey round, the average output is 5 households per manday including travel time for areas with no sample informal sector operator.

Generally, the number of mandays by province is computed based on the above assumptions. However, special consideration on the travel time is given to some mountainous and island barangays.

2. Enumeration Procedures

The LFS questionnaire (ISH Form 2) shall be administered first followed by the ISS questionnaires.

Before proceeding to the enumeration area, the identification portion and the design codes of the ISH and ISS questionnaires should be filled-up. In filling-up the LFS questionnaires, the codes to be used for the province, city/municipality, barangay, enumeration area, Replicate, Stratum, PSU, and Rotation Group should be the codes specified in MS Form 6.

The HCN and SHSN will be taken from the List of Sample Households (MS Form 6).

As much as possible, the enumerators should bring with them the EN Manual as reference if they encounter some problems or questions in accomplishing the forms.

The daily accomplishments of the enumerators should be reported in ISH Form 1A (Attachment 2). Section M on page 12 discusses the procedures on filling-up the said form.

As soon as the enumeration in a barangay/EA has been completed, the questionnaires together with the updated list of the sample households for the barangay/EA should be submitted immediately to the provincial office for review so that if errors have been committed then it will be easier for the interviewer to re-contact the respondent and to correct the errors.

H. Supervision

The RDs, PSOs and selected DSOs/SCOs are provided funds for supervision. It is expected that there should always be strict supervision on the conduct of the survey.

All field personnel who will supervise during the operation should prepare an itinerary of travel to insure effective and close supervision of the enumerators. A copy of the itinerary of travel should always be available in the field office so that in case problems or other matters require the attention of a supervisor, then the enumerator can be located easily. Central Office personnel will also be assigned in the field during the enumeration and it will be important to contact the field staff to determine the status of the operation.

It is the responsibility of the supervisors to give prompt action to problems in the field. The RDs, PSOs and their assistants should visit enumerators within their jurisdiction to find out for themselves if instructions are being followed.

All field personnel who will supervise are required to fill-up ISH Form 1B.

During supervision, the following should be done:

1. Observe how the interview is being conducted. Errors noted should be pointed out to the ENs to avoid the same mistakes in succeeding interviews.
2. Scrutinize the accomplished questionnaires for correctness, completeness and consistency of entries and return the problem questionnaires to the ENs for verification of the incorrect entries.
3. Conduct a random re-interview of households/respondents to ensure that the ENs really visited and interviewed the sample households and eligible respondents.
4. Help solve problems encountered by enumerators such as refusals, callbacks and others.
5. Ensure that expected outputs of the ENs are met.
6. Ensure that the ENs who were trained were the ones conducting the interview.
7. Collect the questionnaires as well as accomplishment reports from the ENs.
8. Be available if the ENs need assistance in relation to the conduct of the surveys.
9. Fill-up the Supervisor's Report Form (Attachment 3) which shall be submitted to the Regional Office.

I. Dealing with Enumeration and Related Problems

1. Non-response

One of the problems of any survey undertaking is the failure to get complete information from some respondents. This may be due to the inability of enumerator to find an eligible respondent at home for the interview, refusal of the respondent to be interviewed or insufficient effort and concern by the field enumerators.

Revisiting the households who were not interviewed is one way of getting less incidence of non-response. As a general rule, the enumerator should make two callbacks or a total of three visits to the household.

If for any reason the respondent refuses to be interviewed, the enumerator should be tactful and patient in persuading the eligible respondents to be interviewed. The assurance that the information provided shall be held confidential and the degree of the respondents understanding of the purpose of the survey may convince the eligible respondent to grant an interview.

In case no member of the household is found at home and the neighbor informs the enumerator that the household would not be expected to be back within the enumeration period, he should make one last visit to the household to confirm the information. In case the household will be back within the enumeration period, make it a point to interview the household.

Starting July 2003 survey round, there will be no more replacement of households. Extra effort should be exerted to minimize non-responses.

2. Deferment of Interview

It is possible that even if the respondent is at home, he/she will refuse to be interviewed at that particular moment. In this instance, the enumerator should make an appointment with the respondent at his/her most convenient time. If the postponement of the interview is requested after completing ISH Form 2, the enumerator should ask at what time and date when he will return for interview.

Bear in mind that appropriate dealing with field problems lies heavily not only on the enumerators but also on the field supervisors. The supervisors should be responsive to the problems and difficulties presented by the enumerators during the survey period. The SRs must be closely supervised by their supervisors.

3. Lack of Forms

LFS questionnaires were sent to each province based on the sample households. Allocations likewise include questionnaires to be used for the second and third level training. Enough reserved forms were also provided to the provincial and regional offices, such that request for additional LFS questionnaires should be addressed to the PSO and RD.

ISS questionnaires were allocated for each province based on the number of sample households. ISS questionnaires were also provided for use during the second and third level training. Only minimal numbers of reserve questionnaires

for enumeration were sent to regional offices. It should be emphasized that proper handling of questionnaires should be observed to avoid their wastage.

4. Budget Related Problems

Problems regarding workload, mandays, hired SRs and budget should be forwarded to the Regional Directors for evaluation and appropriate action. All requests for additional funding should be supported with detailed workload distribution, itinerary of travel of EN, rates, and other justification to warrant an action on his part.

All budget related problems for this survey should be sent to the Central Office (through the Regional Director).

<p>TO: SOCORRO D. ABEJO OIC-Director, Household Statistics Department</p> <p>ATTENTION: EMMA A. FABIAN Chief, IESD</p>
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5. Problem Area

Some barangays may not be penetrated due to peace and order problem, calamities and other valid reasons. Situations such as these should be reported for appropriate action to the PSO and RD the soonest time possible. The enumeration may be postponed in case of flood or other calamities.

6. Accidents or injuries

Report immediately cases of accidents, injury or disability to the DSO, PSO and RD for appropriate action.

7. Transportation Related Problem

In some areas, transportation is available only 2 or 3 days. Special hire of vehicles should be avoided. The visit to these areas should be scheduled properly so as to avail regular means of transportation. Should the PSO consider the delay as not unduly affecting the national timetable, then the interviewer should be well advised to take the regular means of transportation. The pros and cons of different alternatives should be properly evaluated if additional funding is required, then sufficient justification should be sent to the RDs for evaluation and action.

J. DATA PROCESSING

1. Verification and review of questionnaires

The enumerators are expected to have verified the completeness of the questionnaires, correctness of the entries, consistency of the entries in the different related items, and the correctness of the codes that are entered in the boxes before the questionnaires are submitted to the DSO office. Use the new list of sample barangays/EAs provided for coding the region, provinces, municipalities and barangays.

The DSOs upon receipt of the questionnaires shall also review the forms and code the responses for occupation and kind of industry. The Provincial Staff (who attended the 2nd level training) should also help in the coding of the responses for occupation and industry. The four-digit code of PSIC and PSOC should be used for both LFS and ISS.

SRs assigned at the provincial capitals should submit the accomplished questionnaires to the Provincial Office as soon as a sample barangay is completely enumerated and reviewed. This will enable the Provincial Staff to start the manual processing of the questionnaires even at a time when the enumeration is still going on.

A general review of the questionnaires shall be done at the provincial offices. The Provincial Staff should see to it that each sample households in the LFS have the corresponding ISH Form 2 and ISS Form 1 and ISS Form 2, if selected as sample.

2. Manual Processing

The provincial staff and SCOs who are stationed in the Provincial Offices shall do the manual processing of the questionnaires. This process should include the folioing of the questionnaires, completeness and consistency checking of the responses, editing, coding and verification of totals.

The accomplished LFS/ISS questionnaires shall be folioed by each type of form. For LFS questionnaires, follow the same folioing as in the previous round. On other hand, a folio for ISS Form 1 and Form 2 shall consists one folio for each barangay/EA or PSU.

The questionnaires in every folio must be arranged consecutively. With the Sample Housing Serial Number (SHSN) as reference, arrange these questionnaires in ascending order with the lowest SHSN is on top and that with the highest SHSN at the bottom. Arrange also the HCN within SHSN in an

ascending order. Use long folders in covering a folio and a shoelace in binding it. Paste the CONTROL FORM on the cover page of the folio.

Manual editing, coding and verification should be done when the questionnaires are already folioed.

The following prescribed ballpen color should be used during editing.

Ballpen Color	Processor
Blue	Provincial Office Editor
Black	Regional Office Editors/Verifiers
Red	Central Office Editors/Verifiers

Machine Processing

Data entry of LFS questionnaires shall continue to be done in the provincial offices. Based on an encoding rate of 200 LFS questionnaires per day and a duration of about 15 days, no provision for hiring of encoders was made.

After the data entry, clean data files shall be sent to the regional office for certification pass.

LFS questionnaires shall remain in the provincial office for use as reference in processing of Col. 3 and 4 in the next LFS quarter.

Detailed instruction in the data entry for ISS Form 1 and Form 2 will be discussed in separate training to be scheduled at a later date.

K. Submission of Questionnaires/Forms, Narrative and Financial Report to Central Office

As in the previous LFS, data file (clean data file) of the LFS in electronic copy should be submitted by the Regional Office to Central Office on or before May 16, 2008 to this email addresses:

TO: E.Fabian@census.gov.ph

Or: E.Marquez@census.gov.ph

Clean data files of ISS in electronic copy should be submitted to the Central Office on or before June 16, 2008 to this email address:

TO: S.Deguzman@census.gov.ph

Narrative reports are used as basis for planning the future surveys, so all RDs and PSOs are required to submit the reports on time. As per timetable, the narrative reports are to be submitted by the PSOs and RDs to Central Office, **ATTN: IESD** within fifteen (15) days after the last day of scheduled enumeration period. The narrative report for LFS and ISS shall be prepared as one report only.

On the other hand, Provincial financial reports are to be submitted first to their regional offices. The regional office shall consolidate these financial report for submission to the Central Office, **ATTN: IESD** thirty (30) calendar days after the enumeration period.

L. Workload and Budgetary Allocation

The following items were used as basis in the computation of cost estimates by region/province:

1. The number of LFS/ISS samples
2. Four training days plus provision for travel time for DSOs, SCOs, SRs from provinces/districts outside the training center
3. Daily wage of P231.00 per day for statistical researchers outside NCR and P313.00 for NCR
4. Actual transportation fare based on travel information
5. Provisions were made for meal allowance equivalent to P80.00 during enumeration
6. Computation of mandays for enumeration were based on an average output of 5 households per day including travel time.
7. The number of days of supervision provided for the supervisors are as follows:

<i>Field Supervisor</i>	No. of Days for Supervision
RD	5
Regional Statistician	5
PSO	5
Provincial Statistician	5
DSO	8-10

M. How to Accomplish ISH Form 1A and ISH Form 1B

1. ISH Form 1A – ENs Daily Accomplishment Report

This shall be used to monitor the daily accomplishment of the enumerators and shall be submitted to his/her immediate supervisor after the completion of the enumeration of the sample barangay/EA. The ENs supervisors in turn shall submit the same to the Provincial Office after the enumeration period. Below are instructions on how to fill – up ISH Form 1A.

Instructions in Filling-up ISH Form 1A

- a) Write name, region and province on the space provided.
- b) Col. 1 – Enter the actual date when enumeration was conducted.
- c) Col. 2 – Enter the GEO-ID municipality/bgy/EA sample assigned.
- d) Col. 3 – Enter number of households successfully interviewed.
- e) Col. 4 & 5 – Enter number of LFS and FIES questionnaires.
- f) Col. 6 & 7 – Enter in these columns the number of callbacks encountered exclusive for each type of survey questionnaire.
- g) Col. 8 – Enter in the REMARKS portion any reason or comments that can be of use to the supervisor.
- h) The EN shall accomplish the form and shall sign above his/her printed name.

2. ISH Form 1B – Supervisor’s Report Form

The ISH Form 1B is the suggested Supervisor’s Report Form to be filled-up by the RDs/PSOs/Supervisors during supervision. ISH Form 1B was prepared to gather more information on the conduct of supervision of field personnel. As in previous survey rounds, the ISH Form 1B need not to be sent anymore to the Central Office but will instead be submitted to the regional offices as a guide and reference.

Instructions in Filling-up ISH Form 1B

Write the title of the survey, region and province on the space provided.

- a. Col. 1 – Enter the date when actual supervision was conducted.
- b. Col. 2 – Enter the codes for the type of supervision done; multiple entries are accepted.
- c) Col. 3 – Write the GEO – ID (Mun./Bgy/EA) of the area supervised.
- d) Col. 4 – Write the HCN of the sample household.
- e) Col. 5 – Write the name/position of the person supervised.
- f) Col. 6 – Enter codes for type of forms reviewed.
- g) Col. 7 – Write the findings/observations during the supervision.
- h) Col. 8 – Write the actions taken or what has been done for the errors/problems observed.
- i) Col. 9 – Write in the REMARKS portion any comments/suggestions or problems that may be encountered during supervision.

**APRIL 2008 LABOR FORCE SURVEY (LFS)/ WITH INFORMAL SECTOR
SURVEY (ISS) AND APRIL 2008 CONSUMER EXPECTATIONS SURVEY (CES)**

NATIONAL TIMETABLE OF ACTIVITIES

<i>ACTIVITY</i>	DATES
I. Preparatory Phase	
1. Preparation/printing of LFS/ISS/CES questionnaires, control forms	Feb. - Mar., 2008
2. Preparation/evaluation and finalization of field operation plan, cost estimates and workload and target dates for submission of survey forms	Feb. - Mar., 2008
3. Preparation/finalization of operational instructions, memo to RDs/PSOs/OICs travel orders	Feb. - Mar., 2008
4. Recruitment of Statistical Researchers	Mar. 2008
5. Allocation and shipment of survey materials	Mar. 2008
II. Training	
1. Task Force	
a. LFS/ISS	Mar.10 - 13, 2008
b. CES	Mar.14 -15, 2008
2. Second Level	
a. LFS/ISS	Mar.24 -27, 2008
b. CES	Mar.28 -29, 2008
3. Third Level	
a. LFS/ISS	Mar.31- Apr. 3, 2008
III. Enumeration/Supervision	
a. LFS/ISS	Apr. 8 - 30, 2008
b. CES	Apr. 1 - 11, 2008
IV. Data Processing and Submission	
1. ISH Form 2	
a. Manual/machine processing & data encoding at the Provincial Office	Apr. 14 - May 5, 2008
b. Submission of clean data files to Regional Office	Apr. 21 - May 12, 2008
c. Certification pass at Regional Offices	Apr. 28 - May 13, 2008
d. Submission of clean data files to Central Office	May 2 - May 16, 2008
e. Certification pass & ID validation at Central Office	May 6 - 30, 2008
f. Merging of data files	June 2 - 4, 2008
g. Collapsing & raking of data files	June 5 - 6, 2008
h. Generation of preliminary tables at Central Office	June 6 - 9, 2008
i. Evaluation of preliminary tables at Central Office	June 9 - 10, 2008

2. CES	
a. Manual processing at Provincial Office	Apr. 14, 2008
b. Submission of questionnaires at Regional Office	Apr. 15, 2008
c. Data encoding & verification at Regional Office	Apr. 16 - 17, 2008
d. Submission of encoded data files to Central Office	Apr. 18, 2008
e. Completeness check, reject listing, data validation	Apr. 21 - 25, 2008
f. Collapsing, merging and computation of final weights	Apr. 28 - 30, 2008
3. MS Form 6	
a. Transmittal of MS Form 6 to R.O.	May 2 - 15, 2008
b. Updating of MS Form 6 at R.O.	May 5 - 16, 2008
c. Submission of updated MS Form 6 (data file and hard copy) to C.O.	May 12 - 23, 2008
V. Submission of Required Reports and Other Forms to C.O.	
1. Narrative Report	
a. LFS (Attn: IESD)	May 15, 2008
b. ISS (Attn: IESD)	May 15, 2008
c. CES (Attn: IESD) (narrative & financial report)	Apr. 21, 2008
d. MS Form 6 (Attn: HSD)	June 16, 2008
2. Regional Consolidated Financial Report (LFS)	May 30, 2008
VI. Data Evaluation and Analysis	
1. LFS	
a. Preliminary Results	June 6 - 10, 2008
b. Final Results	June 16 - Jul. 18, 2008
VII. Publication of Results	
1. LFS	
a. Press Release	June 10, 2008
b. Special Release	Sept. 15, 2008
c. ISH Bulletin	Dec. 15, 2008
2. ISS	
a. Preparation of Report	Jan 2009
b. Submission of Report to UNESCAP	Dec 2009
3. CES	
a. Preparation of report	Apr. 28 - May 2, 2008
b. Submission of report to Bangko Sentral ng Pilipinas	May 5, 2008
VIII. Documentation	
a. ISS	Nov. 2008 - Mar. 2009
b. CES	May - Jul., 2008