

## **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!

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*Administrator*

Manila, Philippines  
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# TABLE OF CONTENTS

## FOREWORD

### CHAPTER I – INTRODUCTION 1

- 1.1 The Census of Population and Housing 1
- 1.2 Objectives of the 2000 Census of Population and Housing 2
- 1.3 Uses of Census Data 2
- 1.4 Date and Time Reference 3
- 1.5 Authority for the 2000 Census of Population and Housing 3
- 1.6 Census 2000 Field Organization 4
- 1.7 Confidentiality of Information 6

### CHAPTER II – THE ROLE OF AN ENUMERATOR 7

- 2.1 Designation of Enumerators 7
- 2.2 Duties and Responsibilities of an Enumerator 7
- 2.3 Relationship with the Team Supervisor 9
- 2.4 Supplies and Materials 11

### CHAPTER III – CENSUS CONCEPTS 13

- 3.1 Building 13
  - Definition of Building 13
  - Buildings to be Listed 13
- 3.2 Housing Unit 15
  - Definition of Housing Unit 15
  - How to Identify Housing Units in a Building 15
  - Housing Units to be Listed 18
- 3.3 Household 20
  - Definition of Household 20
  - Household Membership 21

**CHAPTER III – CENSUS CONCEPTS**

- 3.4 Institutional Living Quarter **23**
  - Definition of Institutional Living Quarter **23**
  - Institutional Living Quarters to be Listed **23**
- 3.5 Institutional Population **24**
  - Definition of Institutional Population **24**
  - Institutional Population Membership **24**
- 3.6 Whom to Enumerate **25**
  - Persons to be Included in the Enumeration **25**
  - Persons to be Excluded from the Enumeration **26**

**CHAPTER IV – CENSUS FORMS AND PROCEDURES 29**

- 4.1 Basic Census Forms **29**
- 4.2 Enumeration Area Assignment **31**
- 4.3 Listing and Enumeration Procedures **31**
- 4.4 How to Enumerate **35**
- 4.5 SAQ Procedures **42**
- 4.6 How to Handle Enumeration Problems **44**

**CHAPTER V - MAPPING AND CANVASSING 47**

- 5.1 Mapping **47**
  - How to Read a Map **47**
  - How to Update a Barangay/EA Map **49**
  - How to Prepare Block Maps **50**
  - How to Indicate the Location of Buildings on the Map **51**
  - How to Indicate Household Serial Numbers on the Map **53**
- 5.2 Canvassing an Enumeration Area **53**
  - General Instructions on How to Canvass an Enumeration Area **53**
  - How to Canvass an EA with Blocks **54**
  - How to Canvass an EA without Blocks **55**
  - How to Canvass Multi-Storey Buildings **56**
  - An Illustration of Systematic Canvassing **56**

**CHAPTER VI – HOW TO ACCOMPLISH CPH FORM 1 – LISTING SHEET 61**

- 6.1 Instructions on How to Fill Up CPH Form 1 **61**
- 6.2 Title Panel **61**
  - Serial Number **61**
- 6.3 Identification Panel **62**
  - Geographic Area Identification **62**
  - Random Start **64**
  - Certification **64**
- 6.4 Listing Items **65**
  - Line Number **65**
  - Column 1 - Day of Visit/Indicator **65**
  - Column 2 - Building Serial Number **66**
  - Column 3 - Housing Unit Serial Number **67**
  - Column 4 - Household Serial Number **69**
  - Column 5 - Institutional Living Quarters Serial Number **70**
  - Column 6 - Name of Household Head or Name/Type of Institution/Address **71**
  - Columns 7, 8, and 9 - Population Count **72**
  - Column 10 - Remarks **72**
- 6.5 Page Totals Panel **73**
  - Filling up of Column Totals **73**
- 6.6 Procedure for Successful Callbacks **74**
- 6.7 Illustration of correctly accomplished CPH Form 1 **74**
- 6.8 How to Identify and Select the Sample Households **77**
  - How to Draw Sample Households Using a 20% Sampling Rate **78**
  - How to Draw Sample Households Using a 10 % Sampling Rate **80**

**CHAPTER VII - HOW TO ACCOMPLISH CPH FORM 2 – HOUSEHOLD QUESTIONNAIRE 83**

- 7.1 Contents of CPH Form 2 **83**
- 7.2 Identification Items **84**

**CHAPTER VII - HOW TO ACCOMPLISH CPH FORM 2 – HOUSEHOLD QUESTIONNAIRE**

- Booklet Number **84**
- Geographic Identification **85**
- Column Number of Respondent **85**
- Name of Household Head **86**
- Address **86**
- Interview Record **86**
- Certification Portion **87**
- 7.3 Instructions on the Population Census Questions **88**
  - Column Number **88**
  - P1 Name and P2 Relationship to Household Head **89**
  - P3 Family Nucleus **92**
  - P4 Date of Birth **94**
  - P5 Birth Registration with Local Civil Registrar (LCR) **95**
  - P6 Age as of Last Birthday **95**
  - P7 Sex **97**
  - P8 Overseas Worker **97**
  - P9 Marital Status **97**
  - P10 Religious Affiliation **98**
  - P13 and P14 Disability **101**
  - P15 Ethnicity **104**
  - P22 Highest Educational Attainment **105**
  - P23 Residence 5 Years Ago **108**
- 7.4 Instructions on the Housing Census Questions **109**
  - B1 Type of Building/House **111**
  - B2 Construction Material of the Roof **113**
  - B3 Construction Material of the Outer Walls **116**
  - B4 State of Repair **117**

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**CHAPTER VII - HOW TO ACCOMPLISH CPH FORM 2 – HOUSEHOLD QUESTIONNAIRE**

B5 Year Building/House was Built **118**

D1 Floor Area of this Housing Unit **119**

H8 Tenure Status of the Lot **122**

7.5 Ending the Interview **123**

**CHAPTER VIII - HOW TO ACCOMPLISH CPH FORM 3 –SAMPLE HOUSEHOLD QUESTIONNAIRE 125**

8.1 Contents of CPH Form 3 **125**

8.2 Identification Items **125**

8.3 Instructions on the Population Census Questions **125**

Column Number **126**

P1 to P10 Name of Household Members to Religious Affiliation **126**

P11 and P12 Citizenship **126**

P13 to P15 Disability and Ethnicity **127**

P16 Literacy **127**

P17 and P18 Language **128**

P17 Able to Speak Filipino **128**

P18 Able to Speak English **128**

P19 School Attendance **128**

P20 Place of School **130**

P21 Type of School **132**

P22 and P23 Highest Educational Attainment and Residence 5 Years Ago **133**

P24 Residence 10 Years Ago **133**

P25 Usual Activity/Occupation **135**

P26 Kind of Business or Industry **140**

P27 Place of Work **143**

P28 Class of Worker **144**

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**CHAPTER VIII - HOW TO ACCOMPLISH CPH FORM 3 –SAMPLE  
HOUSEHOLD QUESTIONNAIRE**

- P29 Number of Children Born Alive **146**
- P30 Number of Children Still Alive **147**
- P31 Number of Children Born Alive from May 1, 1999 to  
April 30, 2000 **147**
- P32 Age at First Marriage **148**
- 8.4 Instructions on the Housing Census Questions **149**
  - B1 to B5 Type of Building the Year Building/House was Built and  
D1 Floor Area of This Housing Unit **149**
  - H1 Fuel for Lighting **149**
  - H2 Fuel for Cooking **152**
  - H3 to H4 Source of Water Supply for Drinking and/or for Cooking,  
for Laundry and/or Bathing **152**
  - H5 Tenure Status of the Housing Unit **156**
  - H6 Acquisition of Housing Unit **157**
  - H7 Sources of Financing **157**
  - H8 Tenure Status of the Lot **158**
  - H9 Monthly Rental of Housing Unit and/or Lot **158**
  - H10 Usual Manner of Garbage Disposal **159**
  - H11 Kind of Toilet Facility **160**
  - H12 Presence of Household Conveniences **162**
  - H13 Land Ownership **162**
  - H14 Language/Dialect Generally Spoken **163**
  - H15 Residence Five Years From Now **164**
- 8.5 Ending the Interview **164**

**CHAPTER IX - ENUMERATION OF INSTITUTIONAL POPULATION 167**

- 9.1 Who Will Enumerate the Institutional Population **167**
- 9.2 Persons to be Enumerated as Members of the Institutional  
Population **169**
- 9.3 How to Accomplished CPH Form 4 – Institutional Population  
Questionnaire **172**

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**CHAPTER IX - ENUMERATION OF INSTITUTIONAL POPULATION**

Booklet Number **172**

Geographic Identification **172**

Type of Institutional Living Quarters **172**

Address **173**

Column Number **174**

P1 Name **174**

P2 Residence Status **175**

P3 to P12 Date of Birth to Highest Grade Completed **175**

**CHAPTER X - HOW TO ACCOMPLISH OTHER CPH FORMS 179**

10.1 CPH Form 8 - Notice of Listing/Enumeration **179**

10.2 CPH Form 10 - Appointment Slip **180**

10.3 CPH Form 11 - EN's Accomplishment Report **182**

10.4 CPH Form 12 - EN's Quick Count Report **184**

Household Population **186**

Institutional Population **187**

10.5 CPH Form 18 - Barangay Chairman's Certification **189**

**CHAPTER XI – ADMINISTRATIVE AND FINANCIAL MATTERS 191**

11.1 Reporting to Your Team Supervisor **191**

11.2 Submitting Completed Work **191**

11.3 Review of Your Completed Work by the Team Supervisor **192**

11.4 Daily Time Record (CSC Form 48) **193**

11.5 Issuance of Certification **193**

11.6 Daily Output and Pay Rate **193**

11.7 Financial Forms **193**

Disbursement Voucher (General Form No. 5A) **196**

Reimbursement Expense Receipt (General Form No. 3A) **196**

Itinerary of Travel **197**

## **Appendix**

**Appendix 1 – Commonwealth Act No. 591 199**

**Appendix 2 – Batas Pambansa Blg. 72 203**

**Appendix 3 – 25 Steps of Census Taking and  
Approximating the Floor Area Using Pace Factor 207**

**Appendix 4 – CPH FORM 2 – Common Household Questionnaire 209**

**Appendix 5 – CPH FORM 3 – Sample Household Questionnaire 213**

**Appendix 6 – CPH FORM 4 – Institutional Population Questionnaire 217**

**Appendix 7 – CPH FORM 8 – Notice of Listing/Enumeration 221**

**Appendix 8 – CPH FORM 9 – Blank Barangay Map 223**

**Appendix 9 – CPH FORM 10 – Appointment Slip 225**

**Appendix 10 – CPH FORM 11 – EN's Accomplishment Report 227**

**Appendix 11 – CPH FORM 12 – EN's Quick Count Report 229**

**Glossary 231**

# 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 11<sup>th</sup> census of population and the 4<sup>th</sup> census of housing to be undertaken in this century since the first census was undertaken in 1903.

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.

<b>Census 2000</b>
<b>An inventory of:</b> <ul style="list-style-type: none"><li>• <b>Total Population</b></li><li>• <b>Total Housing Units and their characteristics.</b></li></ul>

## 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.

<b>Reference Period</b>
<b>as of 12:01 a.m., May 1, 2000</b>

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.

<b>Legal Basis</b>
<b>C. A. 591 B. P. 72 E. O. 121</b>



*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.

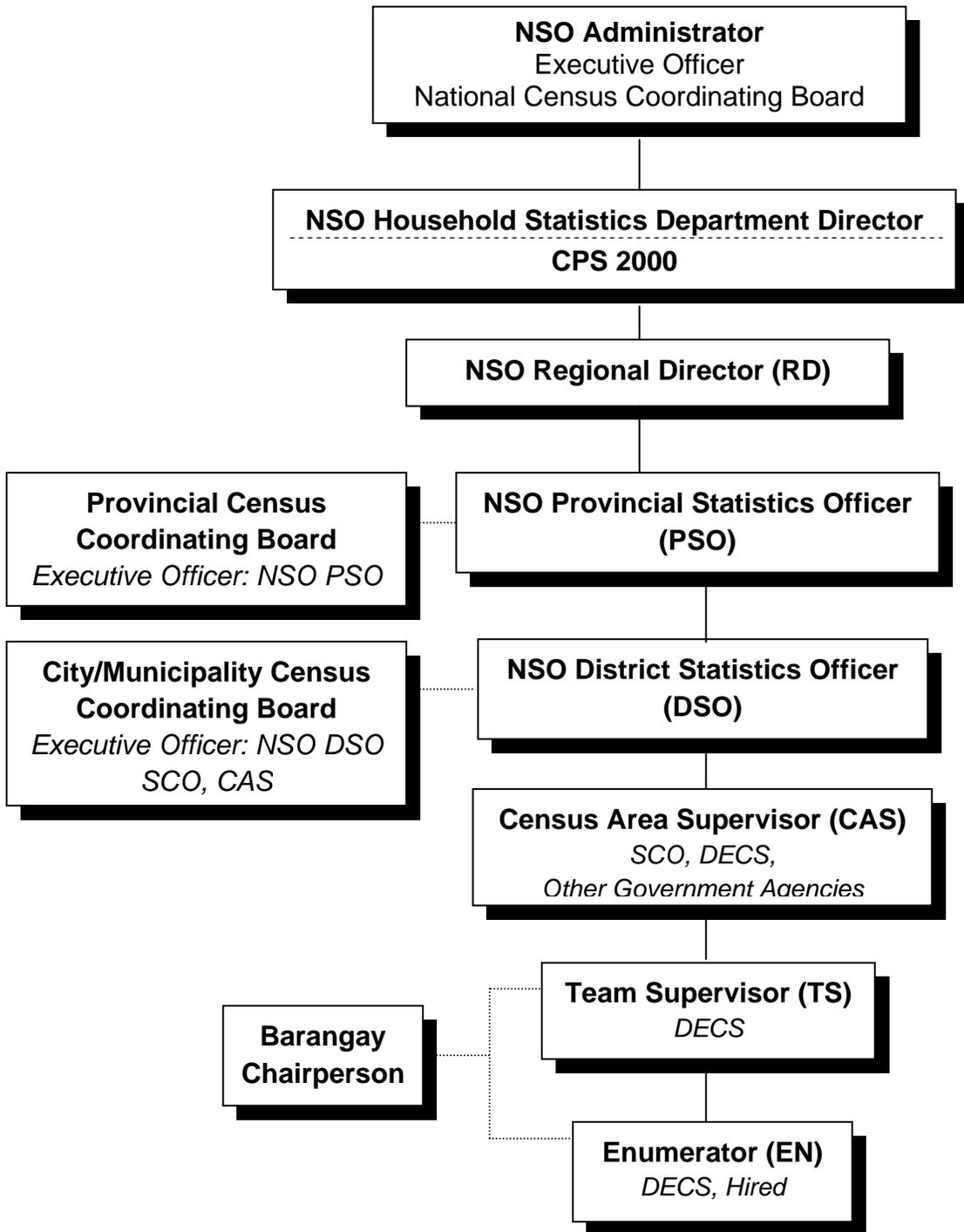
In the field, the NSO Regional Director (RD) will act as the regional census coordinator for his region and will be responsible for the operations in the region.

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 six 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:

- | <b>EN's Basic Duties</b>   |  |
|--|--|
| <ol style="list-style-type: none"> <li>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;</li> <li>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);</li> <li>3. To plot on the EA/block maps the relative location of buildings and households listed;</li> <li>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;</li> </ol> | <ul style="list-style-type: none"> <li>• <b>update the EA map/make block maps</b></li> <li>• <b>list all housing units and households</b></li> <li>• <b>plot location of buildings and households listed</b></li> <li>• <b>enumerate all households listed and code the necessary items</b></li> <li>• <b>fill-up accomplishment report</b></li> <li>• <b>prepare quick count report</b></li> <li>• <b>submit Certification of Barangay Chairperson</b></li> </ul> |
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;
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.

#### **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**

### **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:



- | <b>Responsibility of the TS</b>   |   |
|---|---|
| <p>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.</p> <p>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.</p> <p>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.</p> <p>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.</p> <p>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.</p> | <ol style="list-style-type: none"> <li><b>1. to ensure that the ENs do their work satisfactorily</b></li> <li><b>2. to distribute remaining workload to available/able ENs reasonably</b></li> <li><b>3. to make sure that the ENs work are according to standard procedure</b></li> <li><b>4. to check the EAs assigned to his/her ENs whether they are completely covered</b></li> <li><b>5. to provide his/her ENs with necessary field supplies</b></li> <li><b>6. to provide relevant information to the ENs</b></li> <li><b>7. to serve as link between his/her ENs and higher NSO officials</b></li> </ol> |



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. Barangay/Enumeration Area Map
13. Enumerator's Manual
14. Identification Card
15. Code Book
16. Philippine Standard Occupational Classification (PSOC)
17. Philippine Standard Industry Classification (PSIC)
18. CSC Form No. 48 - Daily Time Record

19. General Form No. 5(A) - Disbursement Voucher
20. General Form No. 3(A) - Reimbursement Expense Receipt
21. CPH Form 23 - Itinerary of Travel
22. 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.**

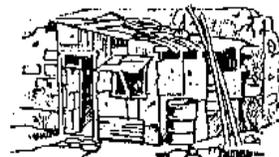
More specifically, ***the buildings to be listed*** are the following:

1. ***Residential buildings*** which are ***presently occupied*** by a household;



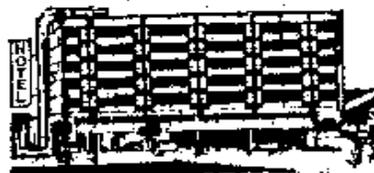
Residential buildings are buildings which, by the way they have been designed or constructed, are intended for abode such as single houses, multi-unit residential buildings, etc.

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.

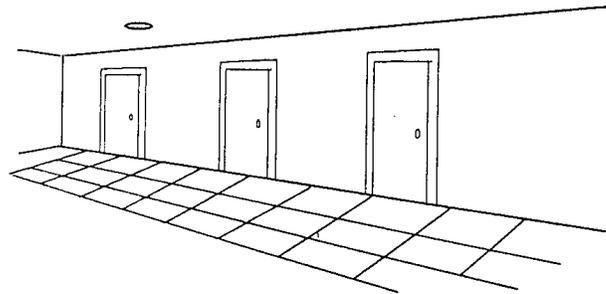
Discussed below are the guidelines on how to identify and count the housing units in a building.

**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**:

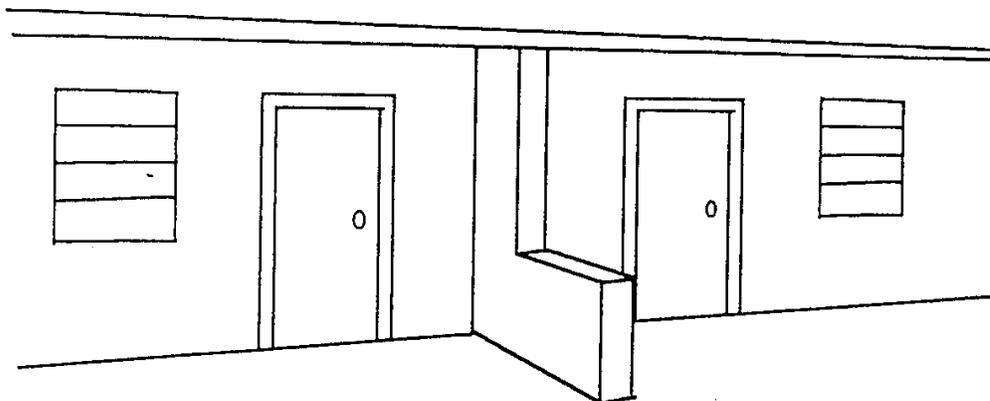
1. **Separateness** – the portion of a building **must have facilities for sleeping, preparing and taking meals**, and **its occupants must be isolated from other households** in the building by means of walls or permanent partitions; and
2. **Direct access** – the portion of the building **can be accessed 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*



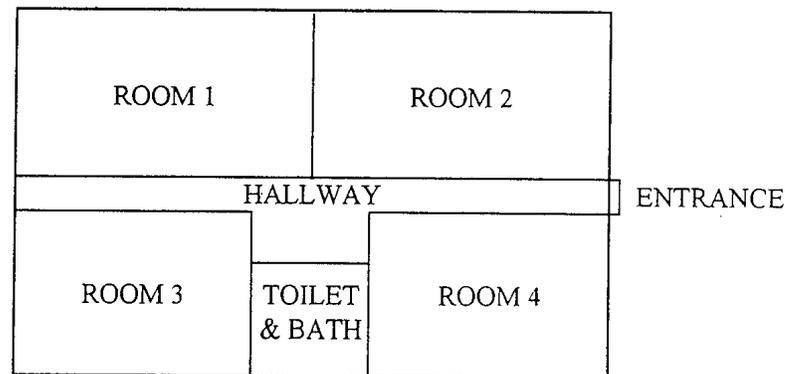
DIRECT ACCESS FROM A COMMON HALL



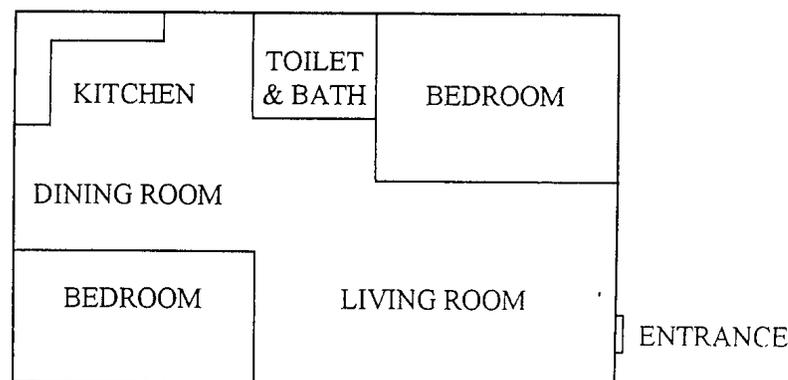
DIRECT ACCESS FROM THE OUTSIDE

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.

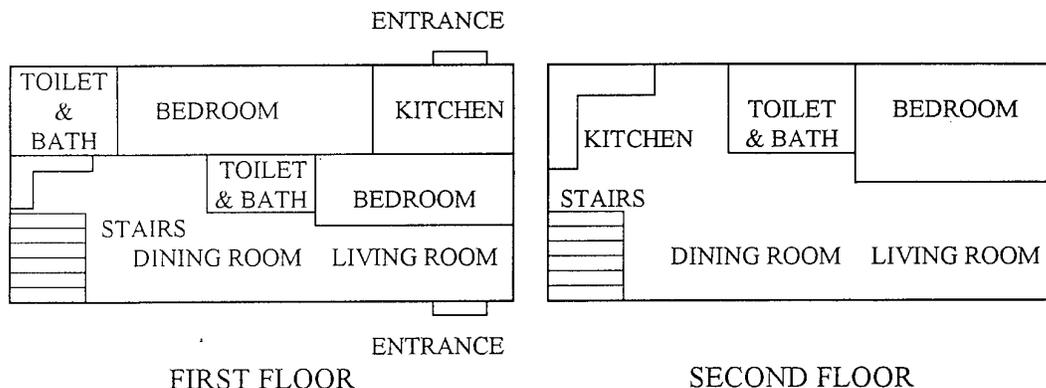


2. A *house has two rooms*. The occupants of the rooms share all other areas in the house including the kitchen and dining area. Since the occupants of either room have no private area for dining and have to pass through the common premises to reach their own room, this structure actually contains only 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 two (2) housing units; one is the unit on the ground floor covering only the area which has a bedroom, a kitchen and a toilet and bath, and the other one is the unit covering the rest of the ground floor and the entire second floor. Note that in this case, the second floor cannot be considered as a separate housing unit even though it has facilities for sleeping and preparing/taking meals because its access is only through the premises of the ground floor.



### Housing Units to be Listed

The 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. **To be included in the listing** are the following housing units:



1. ***Occupied or vacant housing units in single residential houses.***

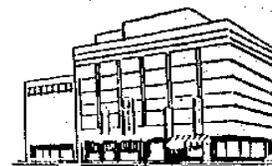
2. ***Occupied or vacant housing units in multi-unit residential buildings*** such as duplex, accessoria or row houses, condominiums, tenement houses, townhouses, etc.



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 **whose usual place of residence is the place where the household lives but are temporarily away** at the time of the census for any of the following reasons:
  - a. on vacation, business/pleasure trip or 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

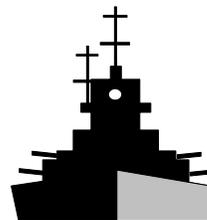
Institutional living quarters in operation at the time of the census are also to be listed in the listing sheet and to be assigned institutional living quarter serial numbers.

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.

<b><i>Census Forms</i></b>	<b><i>Description</i></b>
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

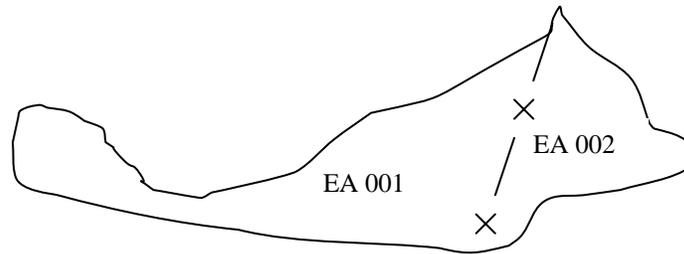
<b>Census Forms</b>	<b>Description</b>
	questions, namely: citizenship, language, literacy, school attendance, type of school, place of school, usual activity/occupation, kind of business/industry, place of work and some items on fertility. It also asks additional questions on household characteristics 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.**

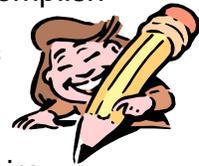
**Step 9. As you enter the building for enumeration, watch out for** basements, side and rear entrances of the building for they may lead to other living quarters. Look for two or more doorbells, electric meters, etc., which are **signs of separate living quarters**. Apply Steps 10 to 18 to each separate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

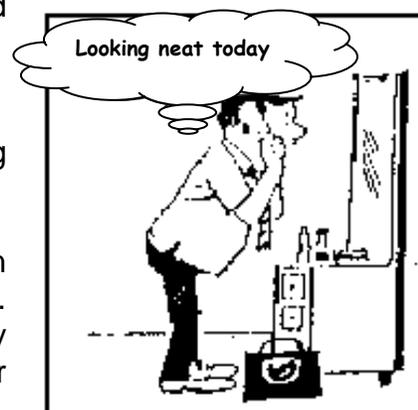
Interview any *responsible* member who can provide accurate answers to the questions and who can give information for the household. The head of the household or his spouse would be the most qualified respondent. Household helpers or boarders usually cannot give accurate information.

### 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.

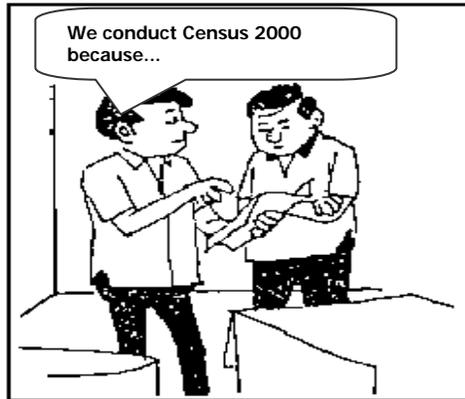
3. **Introduce yourself and the Census**

**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:

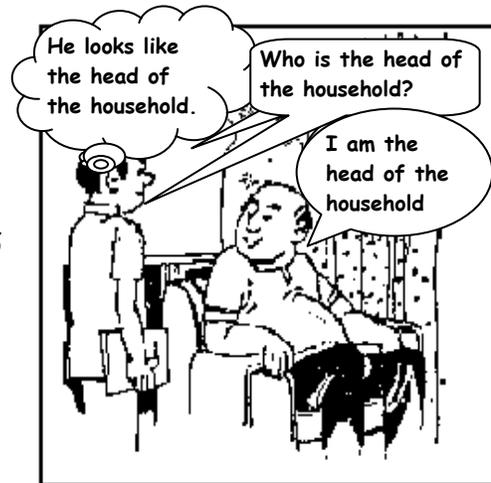


**“THE DATA THAT WILL BE OBTAINED FROM THIS UNDERTAKING WILL JUSTIFY THE CREATION OF A NEW REGION, PROVINCE, MUNICIPALITY OR BARRANGAY, OR THE CONVERSION OF A MUNICIPALITY INTO A CITY.”**

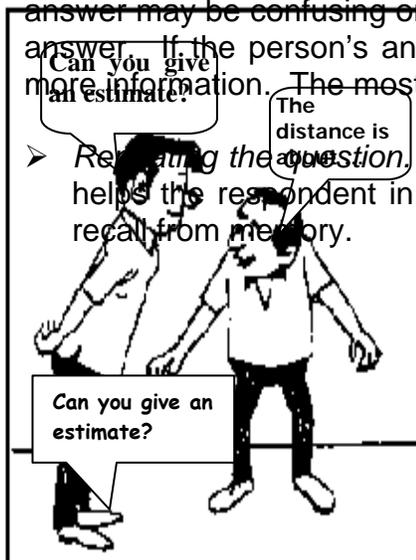
5. **Ask all the questions in the questionnaire.** Ask a question even if you think you already know the answer to it. What you think may not be the right answer.



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:

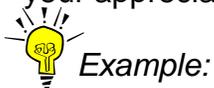


- **Repeating the question.** Asking the question several times sometimes helps the respondent in providing information, which he/she needs to recall from memory.

The distance is about...

- *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.



**“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.



*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.*

<b>P11</b> Is ____ a citizen of the Phil.? <i>[If yes, Skip to P13]</i>	<input checked="" type="radio"/> Yes <input type="radio"/> No	<input checked="" type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No
<b>P12</b> What country is ____ a citizen of? <i>[Please see code book]</i>	<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/>
<b>P13</b> Does ____ have any physical or mental disability? <i>[If no, Skip to P15]</i>	<input type="radio"/> Yes <input checked="" type="radio"/> No	<input type="radio"/> Yes <input checked="" type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> 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 alphanumeric 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**

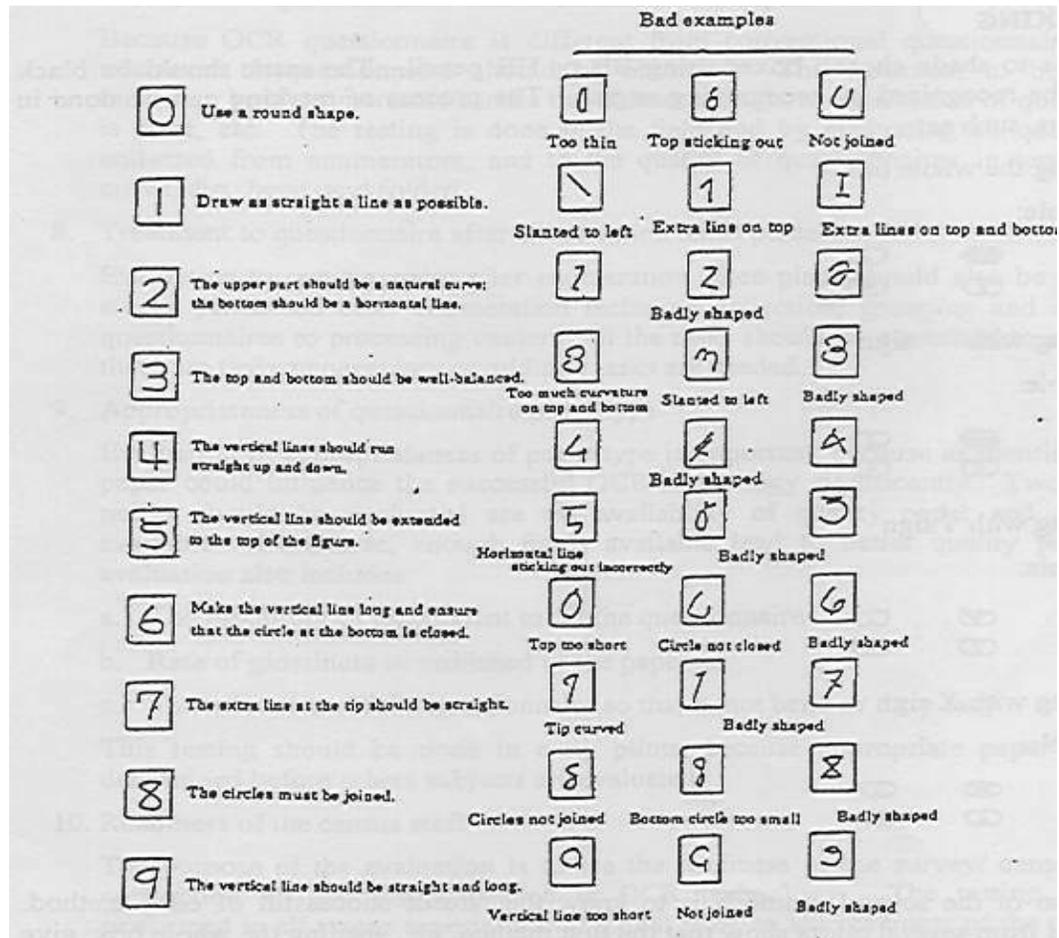
0	1	2	3	4	5	6	7	8	9
---	---	---	---	---	---	---	---	---	---

**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

0	1	0	2		
---	---	---	---	--	--

head of the household? (Please see code book)				
P3 Family Nucleus	<input type="radio"/> No Family <input type="radio"/> 1 <sup>st</sup> Family <input type="radio"/> 2 <sup>nd</sup> Family <input type="radio"/> 3 <sup>rd</sup> Family <input type="radio"/> 4 <sup>th</sup> Family and so forth	<input type="radio"/> No Family <input type="radio"/> 1 <sup>st</sup> Family <input type="radio"/> 2 <sup>nd</sup> Family <input type="radio"/> 3 <sup>rd</sup> Family <input type="radio"/> 4 <sup>th</sup> Family and so forth	<input type="radio"/> No Family <input type="radio"/> 1 <sup>st</sup> Family <input type="radio"/> 2 <sup>nd</sup> Family <input type="radio"/> 3 <sup>rd</sup> Family <input type="radio"/> 4 <sup>th</sup> Family and so forth	<input type="radio"/> No Family <input type="radio"/> 1 <sup>st</sup> Family <input type="radio"/> 2 <sup>nd</sup> Family <input type="radio"/> 3 <sup>rd</sup> Family <input type="radio"/> 4 <sup>th</sup> 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			
--	-------------	--	--	--

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.



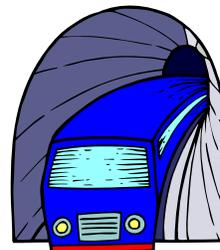
### 1. **No possible respondent at home or entire household is away.**

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

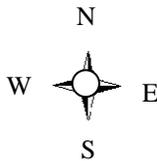
This chapter describes the detailed instructions and procedures for the mapping and canvassing operations. It discusses the instructions on how to read and update an enumeration area (EA) map. You will also learn how to canvass an EA, which involves locating an EA and developing an efficient and systematic 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

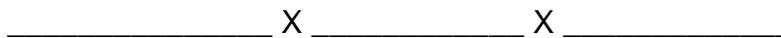


In general, maps are oriented to the North as indicated on the map sheet by an arrow pointing upwards. In the absence of this arrow it is presumed that the North is towards the top of the paper. However, the sketch map given to you may have the wrong orientation. Thus, you should check the orientation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



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 .....	x—x—x
Barangay boundary.....	_____
Road/street (indicate name) .....	<u>      (Name)      </u>
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.
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.

**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**



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.



*Sto. Domingo*

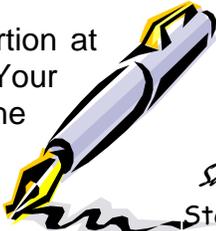
2. Before sketching, check that the orientation of the block is correct as indicated by the arrow symbol-pointing to the north at the right side of Blank Barangay Map.
3. Draw the general shape or contour of each block on the space provided for mapping. Indicate all its outer limits or boundaries (streets, 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.



*Stella Dantes*  
Stella Dantes

### **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.

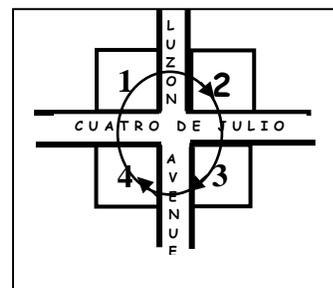
9. In areas with imaginary/disputed barangay boundaries confer with the EN assigned to the adjacent boundary as to how you will cover these. Inform your team supervisor(s) accordingly.

### How to Canvass an EA with Blocks



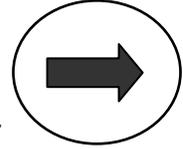
If you are assigned to an EA composed of blocks, use the following canvassing procedures:

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.

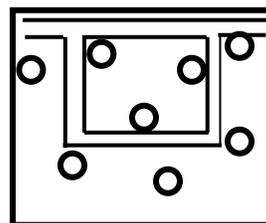
In a densely populated EA without blocks where the buildings are not systematically laid out, begin from one outer part of the EA, and proceed to the next part and so on until all the densely populated areas are covered. Sometimes buildings are in clusters and the clusters are separated from each other 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



Illustration 5.3  
HOW TO CANVASS AN EA WITH BLOCKS

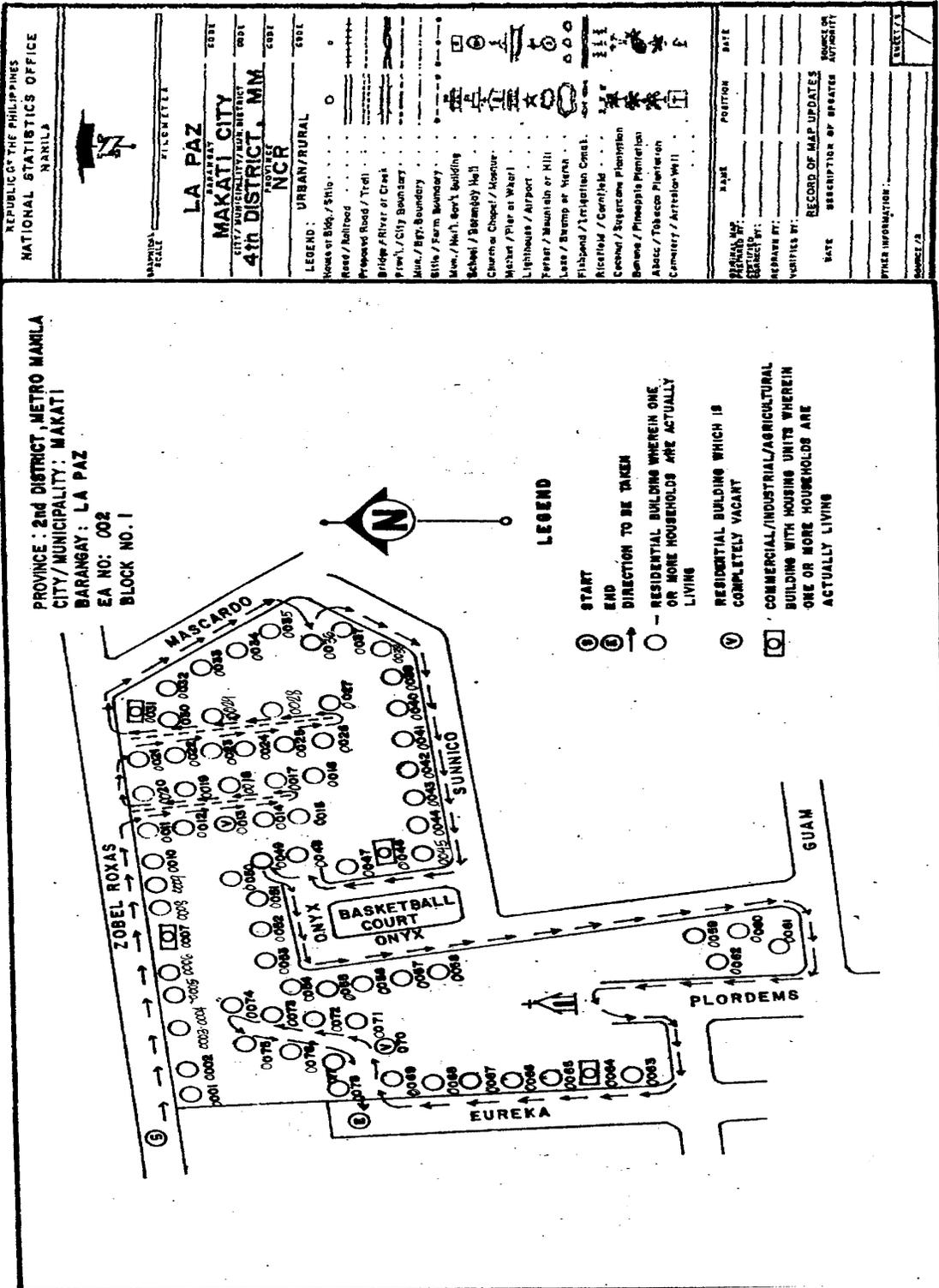
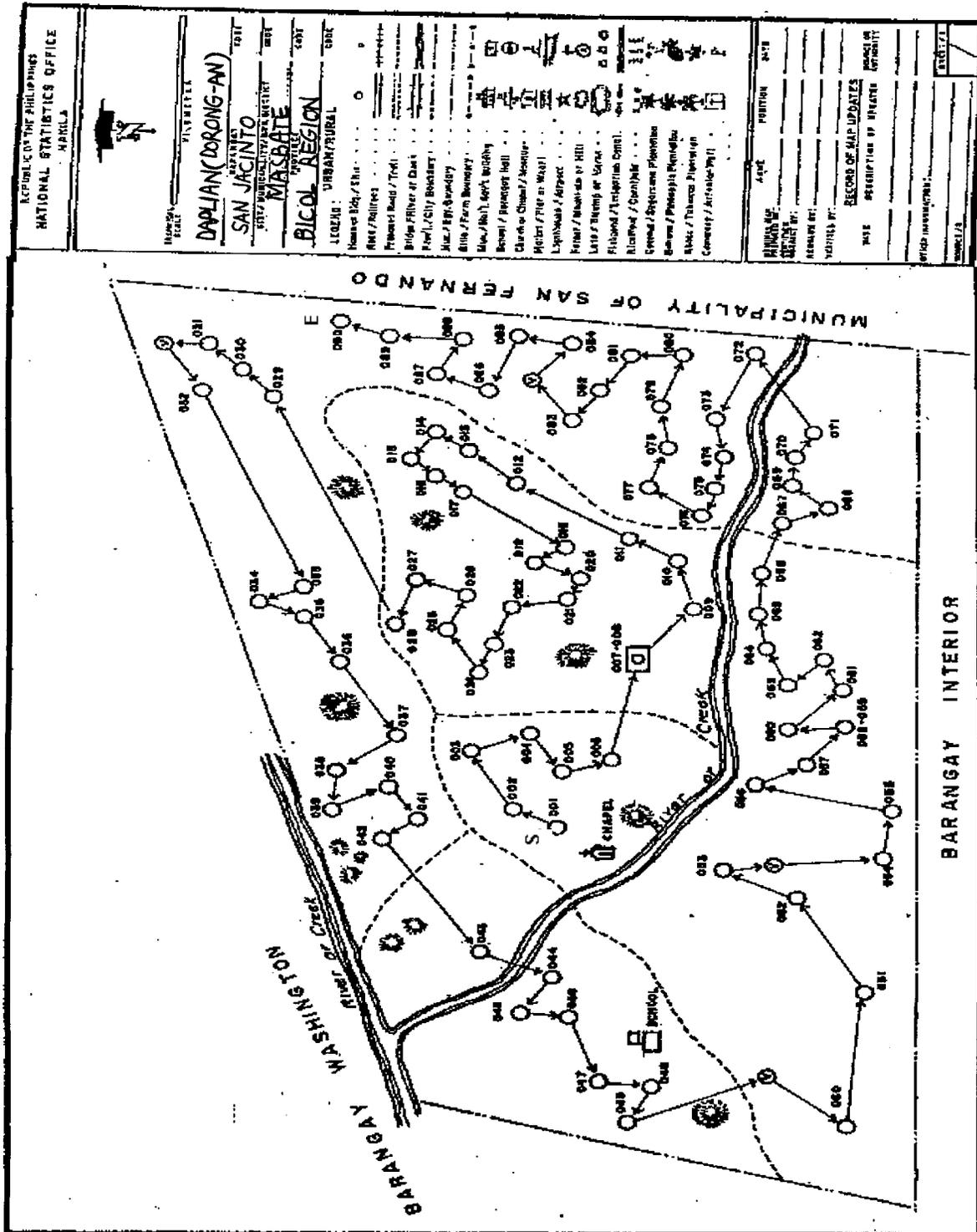




Illustration 5.5  
HOW TO CANVASS AN EA WITHOUT BLOCKS



# 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 Form 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.

<b>How to Enumerate Institutional Population</b>
<p>When there is no eligible respondent</p> <ul style="list-style-type: none"> <li>• Fill up geographic identification of CPH Form 4.</li> <li>• Write on the remarks portion of CPH Form 1 why no one was enumerated.</li> </ul>

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 :

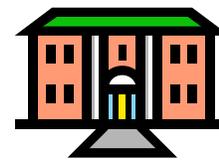
1. Write in big bold letters the word **INSTITUTIONAL** - (Name of Institution) on the line for Name of Household Head.
2. Fill up geographic identification portion. Replace "HOUSEHOLD SERIAL NUMBER" with "INSTITUTIONAL LIVING QUARTER SERIAL NUMBER" and write the serial number in the appropriate boxes. 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

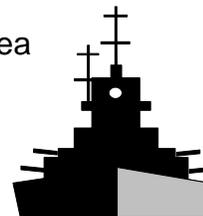
1. All prisoners in national prisons and reformatories (Welfareville).
2. Prisoners and detainees in provincial or city/municipal jails who have been continuously confined for six months or longer, including confinement in another jail elsewhere, as of May 1, 2000, or those whose sentence is for six 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   of booklet  .

#### 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	<b>Hotels, Motels, Lodging Houses, Dormitories, etc.</b> – These are establishments that provide lodging and meals and various personal services for the public.

<i>CODE</i>	<i>TYPES OF INSTITUTIONAL LIVING QUARTERS</i>
<b>2</b>	<b>Hospitals and Nurses' Home</b> – These are institutions where the needy, aged, young or where the sick or injured are given medical or surgical care.
<b>3</b>	<b>Welfare Institutions</b> – These are institutions intended for seeing or improving the welfare of disadvantaged social groups.
<b>4</b>	<b>Corrective and Penal Institutions</b> – These are living quarters intended for housing the prisoners and detainees.
<b>5</b>	<b>Convents, Nunneries, Seminaries, and Boarding Schools</b> – These are institutional living quarters intended for the housing of nuns, seminarians and other religious entities, and students.
<b>6</b>	<b>Military Camps and Stations</b> – These are camps established for the temporary accommodations of military men.
<b>7</b>	<b>Logging, Mining and Construction/Public Works Camps</b> – These are camps established for the housing of workers in mining, agriculture, public works or other types of enterprises.
<b>8</b>	<b>Ocean-going and Interisland/Coastal Vessels</b> – These are vessels that are used as living quarters of the crew members.
<b>9</b>	<b>Refugee Camps</b> – These are camps established for the housing of refugees.
<b>0</b>	<b>Others</b> – These are institutional living quarters not mentioned above.

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**Note:** The codes for types of institutional living quarters are found on the upper portion of the inside pages of the questionnaire.

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### **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.

<i>CODE</i>	<i>RESIDENCE STATUS</i>
<b>1</b>	Manager, director, in-charge
<b>2</b>	Staff member/employee, including physicians and nurses
<b>3</b>	Officer or enlisted man, trainee
<b>4</b>	Officer or crew member in merchant vessel
<b>5</b>	Priest/seminarian/nun
<b>6</b>	Lodger/boarder
<b>7</b>	Patient (hospital, sanitarium, etc.)
<b>8</b>	Inmate/ward (home for the aged, orphanage, etc.)
<b>9</b>	Prisoner/detainee
<b>0</b>	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		CODES FOR P2 – RESIDENCE STATUS			
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	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
P1 Who are the persons residing in this institutional living quarter as of May 1, 2000? <i>[Please enter the column number of the person or institutional population member]</i> LIST THE NAMES OF ALL MEMBERS OF THE INSTITUTIONAL POPULATION IN THE ORDER LISTED IN THE CODES FOR P2	COL. NO. OF MEMBER	COL. NO. OF MEMBER	COL. NO. OF MEMBER	COL. NO. OF MEMBER	
LAST NAME SANTOS FIRST NAME ✓ CHERRIE	01	02	03	04	DEL ROSARIO RACHEL DE VILLA MA. GISELLE
P2 What is _____'s position or status? <i>[Please see code listed above]</i>	1	6	6	6	
P3 In what month and year was _____ born? <i>[Please follow the format MM YYYY]</i>	11 1975 <small>MM YYYY</small>	08 1974 <small>MM YYYY</small>	04 1977 <small>MM YYYY</small>	12 1977 <small>MM YYYY</small>	
P4 Was _____'s birth registered with the LCR? <span style="float: right;">└</span>	<input checked="" type="radio"/> YES <input type="radio"/> NO <input type="radio"/> DON'T KNOW	<input checked="" type="radio"/> YES <input type="radio"/> NO <input type="radio"/> DON'T KNOW	<input checked="" type="radio"/> YES <input type="radio"/> NO <input type="radio"/> DON'T KNOW	<input checked="" type="radio"/> YES <input type="radio"/> NO <input type="radio"/> DON'T KNOW	
P5 What is _____'s age as of his/her last birthday?	24	25	23	22	
P6 Is _____ male or female?	<input type="radio"/> MALE <input checked="" type="radio"/> FEMALE	<input type="radio"/> MALE <input checked="" type="radio"/> FEMALE	<input type="radio"/> MALE <input checked="" type="radio"/> FEMALE	<input type="radio"/> MALE <input checked="" type="radio"/> FEMALE	
P7 What is _____'s marital status? <i>[Please cross out one of the selections]</i> <i>[For persons below 10 years old cross out single]</i>	<input checked="" type="radio"/> Single <input type="radio"/> Legally Married <input type="radio"/> Widowed <input type="radio"/> Divorced/Separated <input type="radio"/> Common Law/Live-in <input type="radio"/> Unknown	<input checked="" type="radio"/> Single <input type="radio"/> Legally Married <input type="radio"/> Widowed <input type="radio"/> Divorced/Separated <input type="radio"/> Common Law/Live-in <input type="radio"/> Unknown	<input checked="" type="radio"/> Single <input type="radio"/> Legally Married <input type="radio"/> Widowed <input type="radio"/> Divorced/Separated <input type="radio"/> Common Law/Live-in <input type="radio"/> Unknown	<input checked="" type="radio"/> Single <input type="radio"/> Legally Married <input type="radio"/> Widowed <input type="radio"/> Divorced/Separated <input type="radio"/> Common Law/Live-in <input type="radio"/> Unknown	
P8 What is _____'s religious affiliation? <i>[Please see code book]</i>	08	08	08	08	
P9 Does _____ have any physical or mental disability? <i>[If No Skip to P11]</i> <span style="float: right;">└</span>	<input type="radio"/> YES <input checked="" type="radio"/> NO	<input type="radio"/> YES <input checked="" type="radio"/> NO	<input type="radio"/> YES <input checked="" type="radio"/> NO	<input type="radio"/> YES <input checked="" type="radio"/> NO	
P10 What type of disability does _____ have? <i>[Please see code book]</i>	11	11	11	11	
P11 How does _____ classify himself/herself? Is he/she an Ibaloi, Kankanaey, Mangyan, Manobo, Chinese, Ilocano or what? <i>[Please see code book]</i>	02	02	17	17	
FOR PERSONS 5 YEARS OLD AND OVER					
P12 What is the highest grade/year completed by _____? <i>[Please see code book]</i> <span style="float: right;">└</span>	71	71	44	44	
REMARKS:					



# 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 on 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

—o—o—

..... FLORES, ALBINA .....  
(Name)

For the month of ..... MAY ..... 2000.

Official hours for arrival (Regular days .....  
and departure (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	5:00		
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

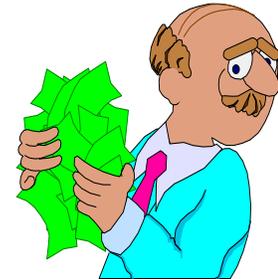
. Below is a table which shows the average daily output which you have to completed:

<b>Sampling Rate</b>	<b>Urban Area</b>	<b>Rural Area</b>
100%	9 households	6 households
20%	20 households	15 households
10%	22 households	17 households

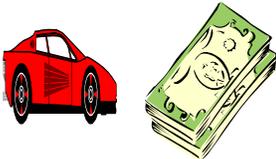
You are obliged to conform with the quota or average daily output because you will be compensated strictly based on your daily output. Take note however, that on the first few days of enumeration, the output rate will be lower than the average daily output rate. But on the succeeding days, the output 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.

## 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.