

Field Operations Manual

2010 CPH



2010 Census of Population and Housing



National Statistics Office
Philippines

2010 CPH



Field Operations Manual

FOREWORD

In May 2010, the National Statistics Office will carry out the 2010 Census of Population and Housing nationwide. This national undertaking is the country's 13th census of population and the 5th census of housing. Aimed to take stock of the country's population and housing units, the census also gathers information on basic socio-economic and demographic characteristics of the population and selected characteristics of the housing units. The results of this activity are useful to policymakers, planners, and researchers.

The conduct of any census such as the 2010 Census of Population and Housing involves a variety of tasks to be implemented at various phases of the census operation, starting from planning up to dissemination of results. The complexity of the operation is a primary reason for the necessity of making instructions in written form.

The 2010 CPH **Field Operations Manual** serves as guide to census supervisors in ensuring that the procedures used in the entire operation are followed accordingly as planned. The manual, commonly called as the **FOM**, discusses the significant activities of the census undertaking and defines the tasks of supervisors in each phase of the operation. As a reference material, this manual shall also be used in tandem with the Enumerator's Manual, the Supervisor's Manual, and the manuals for data processing.

Involvement in census undertakings requires a deep sense of dedication among census personnel. All census supervisors therefore are enjoined to perform their functions faithfully and dutifully to ensure the success of the 2010 Census of Population and Housing.


CARMELITA N. ERICATA
Administrator

Manila, Philippines
January 2010

TABLE OF CONTENTS



Foreword **iii**

List of Abbreviations and Acronyms **xii**

CHAPTER 1 – INTRODUCTION 1

- 1.1 Objectives of the 2010 CPH **2**
- 1.2 Authority for the 2010 CPH **3**
- 1.3 Reference Date and Time **3**
- 1.4 Rundown of General Operational Procedures **3**
- 1.5 The 2010 CPH Field Coordination Organization **5**
- 1.6 Timetable of the 2010 CPH Major Activities **8**
- 1.7 COMELEC Timeline **9**
- 1.8 Description of the 2010 CPH Forms **9**
- 1.9 Description of the 2010 CPH Manuals **15**
- 1.10 Activities of NSO Field Offices **16**

CHAPTER 2 – COORDINATION ACTIVITIES OF THE FIELD OFFICES 18

- 2.1 Activities to be Coordinated **18**
- 2.2 Census Coordinating Boards **23**
- 2.3 Monitoring and Reporting of Coordination Activities **27**

CHAPTER 3 – INFORMATION, EDUCATION AND COMMUNICATIONS PROGRAM 29

- 3.1 Information, Education and Communications Strategies at the National Level **29**
- 3.2 Information, Education and Communications Strategies at the Local Levels **30**
- 3.3 Common Information, Education and Communications Strategies for All Levels **31**
- 3.4 Submission of IEC Plans **33**
- 3.5 The 2010 CPH Logo **34**
- 3.6 Information, Education and Communications Materials **35**

CHAPTER 4 – ALLOCATION AND SHIPMENT OF CENSUS MATERIALS AND SUPPLIES 36

- 4.1 Printing of Forms and Manuals 36
- 4.2 Procurement of Supplies and Materials 38
- 4.3 Transport of Census Materials 39
- 4.4 Allocation of Census Materials for Training and Enumeration 42
- 4.5 Problems on Procurement of Census Supplies and Materials 47

CHAPTER 5 – WORKLOAD ANALYSIS 48

- 5.1 Allocation of ENs, TSs, ACASs, and CASs 48
- 5.2 Evaluation of Workload Analysis by EA/Barangay 51

CHAPTER 6 – RECRUITMENT AND HIRING, AND DUTIES AND RESPONSIBILITIES OF CENSUS PERSONNEL 53

- 6.1 Census Personnel to be Utilized 53
- 6.2 Procedures for the Recruitment and Hiring of Census Personnel 55
- 6.3 Qualifications of Census Personnel to be Designated/Hired 57
- 6.4 Prohibition of Hiring of Relatives 62
- 6.5 Selection Process for Hiring of Census Personnel 66
- 6.6 Execution of Contract of Service 66
- 6.7 Duties and Responsibilities of Census Personnel 67

CHAPTER 7 – MAPPING AND OTHER PRE-ENUMERATION ACTIVITIES 80

- 7.1 Map Preparation 80
- 7.2 Establishment of 2010 CPH Headquarters 83
- 7.3 Area Assignment and Familiarization 83
- 7.4 Strategies for Enumeration of Special Areas 87

CHAPTER 8 – TRAINING 92

- 8.1 Training Programs 92
- 8.2 Training on Field Enumeration 93
- 8.3 Training on Manual Processing 96
- 8.4 Training for Machine Processing 97
- 8.5 Training Evaluation 98
- 8.6 Preparation and Submission of Training Plan for Enumeration and Reports 99

CHAPTER 9 – FIELD ENUMERATION 103

- 9.1 Instructions on Travel and Quality Control Activities 103
- 9.2 Role of Field Officers in Field Supervision 105
- 9.3 Role of Central Office Supervisors in Field Supervision 110
- 9.4 How to Deal with Enumeration Problems 111
- 9.5 Other Concerns for Field Enumeration 115

CHAPTER 10 – PROGRESS MONITORING AND EVALUATION 117

- 10.1 Objectives of the Progress Monitoring and Evaluation 117
- 10.2 Flow of Progress Monitoring Operation 118
- 10.3 Progress Monitoring System Reports 121
- 10.4 Monitoring Operation 129
- 10.5 Registering the Cellular Phone 131
- 10.6 Progress Monitoring Data Processing System 132
- 10.7 Evaluation of Progress Monitoring Results 133
- 10.8 Scrutiny of Questionnaires When Validating Questionable Counts 135
- 10.9 Safeguards to the PMS Reports 136
- 10.10 Accountability of NSO Field Personnel 137
- 10.11 Other Technical Concerns/Problems 137
- 10.12 Public Concern for Enumeration 138

CHAPTER 11 – POST-ENUMERATION ACTIVITIES 139

- 11.1 Bundling, Packaging and Transmission of Census Materials After Enumeration 139
- 11.2 Receipt and Control at the District Office 141
- 11.3 Receipt and Control at the Provincial Office 142
- 11.4 Checking for Completeness of EA/Barangay Returns (CPH Forms 1, 2, 3, 4, and 5, and Barangay/EA/Block Maps) 144
- 11.5 Transmittal of Maps 145
- 11.6 Issuance of Clearance (CPH Form 27) 145
- 11.7 Preparation of Narrative Reports by the RDs, PSOs, DSOs, CASs, and ACASs 147

CHAPTER 12 – DATA PROCESSING 150

- 12.1 Overview of Data Processing 150
- 12.2 Stages of Data Processing 151
- 12.3 Manual Processing 152
- 12.4 Machine Processing 158
- 12.5 Post Data Capture Processing at CO 164
- 12.6 Progress Monitoring of the Data Processing 165

CHAPTER 13 – DATA DISSEMINATION 173

- 13.1 Forms of Census Products 173
- 13.2 Role of Field Offices in Data Dissemination 175
- 13.3 Participants in Local Data Dissemination 176
- 13.4 Coverage for Data Dissemination 176
- 13.5 Plan for Publication of Census Data 176
- 13.6 Plan for Data Dissemination Activities 177

CHAPTER 14 – FINANCIAL POLICIES AND PROCEDURES 179

- 14.1 Release of Funds 179
- 14.2 Withdrawal of Funds 180
- 14.3 Rates of Traveling Expenses, Per Diem and Other Contract of Services 180
- 14.4 Mode of Payment 183
- 14.5 Payment of Claims and Required Supporting Documents 184
- 14.6 Reporting Requirements 186
- 14.7 Provisions of Service Credits for Teacher-ENs 187
- 14.8 Other Provisions 187

LIST OF APPENDICES

- 1 NSCB Resolution No. 12, Series of 2009 – Declaring May 2010 as National Census Month **191**
- 2 NSCB Resolution No. 16 – Approving the Terms of Reference and Composition of the Regional, Provincial, City, and Municipal Census Coordinating Boards in the Conduct of the 2010 Census of Population and Housing **192**
- 3 Timetable of Activities **195**
- 4 NSCB Resolution No. 14 – Enjoining Agencies to Provide Assistance to the National Statistics Office for the Conduct of the 2010 Census of Population and Housing **197**
- 5 Format of Letter to Solicit Assistance **200**
- 6 CPH Form 26 – Record of 2010 CPH Designated/Appointed Personnel and Services Rendered **201**
- 7 CPH Form 10 – EN’s Accomplishment/Progress Monitoring Report **202**
- 8 CPH Form 17 – Certification of Barangay Chairperson **203**
- 9 CPH Form 18 - Certificate of Work Completed **204**
- 10 Check Disbursement Record **205**
- 11 Cash Disbursement Record **206**
- 12 Financial Monitoring Sheet **207**
- 13 Duties and Responsibilities of Census Personnel **209**
- 14 Sampling Scheme for 2010 CPH **217**
- 15 List of 2010 CPH Documents/Reports for Submission to CO **218**
- 16 CPH Form 27 - Clearance **219**

LIST OF FIGURES

1.1	2010 CPH Field Coordination Organization	7
1.2	Major Tasks for the 2010 CPH	17
2.1	Sample Regional Coordination Plan	21
2.2	Sample Provincial Coordination Plan	22
4.1	List of Drop-off Points and Receivers of Census Materials	41
6.1	The Family Tree	63
8.1	Pyramidal Organization of Field Enumeration	93
10.1	Document and Data Flow of Progress Monitoring	121
10.2	PMS Report 1 – Enumeration Area Weekly Report	124
10.3	PMS Report 2 – SMS Transaction Record	125
10.4	PMS Report 3 – EA Progress Enumeration Report	126
10.5	PMS Report 4 – Barangay Coverage Report	127
10.6	PMS Report 5 – Data Evaluation Report	128
12.1	Structure of the Manual Processing Group	152
12.2	Flow of Manual Processing	157
12.3	Organizational Set-up of CPC 2010	160

LIST OF ILLUSTRATIONS

6.1	Degree of Consanguinity/Affinity	64
6.2	Relationship within the 4 th Degree of Consanguinity/Affinity	65
11.1	Proper Labeling of Boxes	140
11.2	Accomplished CPH Form 13	143
11.3	Accomplished CPH Form 27	146
12.1	Manual Processing at the Provincial Office	167
12.2	Machine Processing at Census Processing Center 2010	169
12.3	Further Processing at the Central Office	172

LIST OF TABLES

2.1	Convening Plan	26
3.1	Information, Education and Communications Plan	33
4.1	General Allocation Scheme for the 2010 CPH Materials	44
5.1	Workload Analysis by EA/Barangay	52
7.1	Personnel Reference File	86
7.2	List of Barangays with Special Areas	91
8.1	Training Plan for the 2 nd Level Training	99
8.2	Training Plan for the 3 rd Level Training	100
8.3	Training Plan for the 4 th Level Training	101
9.1	Travel Plan for Supervision	105
13.1	Plan for the Publication of Census Data	176
13.2	Plan for the Data Dissemination Activities	177

LIST OF ABBREVIATIONS AND ACRONYMS

ABC	Association of Barangay Captains
ACAS	Assistant Census Area Supervisor
ASA	Advice of Sub-Allotment
ASD	Administrative Services Division
BREQS	Batch Request and Query System
C/MCCB	City/Municipal Census Coordinating Board
CAS	Census Area Supervisor
CCB	Census Coordinating Board
CO	Central Office
COA	Commission on Audit
COMELEC	Commission on Elections
CPC 2010	2010 CPH Census Processing Center
2010 CPH	2010 Census of Population and Housing
CPOD	Census Planning and Operations Division
CPS 2010	2010 CPH Project Staff
CRD	Civil Registration Department
CRS	Civil Registration System
CSC	Civil Service Commission
DepEd	Department of Education
DISD	Databank and Information Services Division
DO	District Office
DOC	District Office Clerk
DSO	District Statistics Officer
DV	Disbursement Voucher
EA	Enumeration Area
EARF	EA Reference File
EN	Enumerator
EO	Executive Officer
FO	Field Office
GAD	General Administration Department
HSD	Household Statistics Department
IEC	Information, Education and Communications
ILQ	Institutional Living Quarter
IQ	Intelligence Quotient
ITSD	Industry and Trade Statistics Department

KCS	Kodak Capture Software
NCA	Notice of Cash Allocation
NCCB	National Census Coordinating Board
NEDA	National Economic and Development Authority
NSCB	National Statistical Coordination Board
NSO	National Statistics Office
OMR	Optical Mark Reader
PCCB	Provincial Census Coordinating Board
PL	Project Leader
PMS	Progress Monitoring System
PMCD	Planning, Management and Coordination Division
PO	Provincial Office
POPCEN 2007	2007 Census of Population
PSCED	Philippine Standard Classification of Education
PSO	Provincial Statistics Officer
PSOC	Philippine Standard Occupational Classification
PUF	Public Use Files
RCC	Receipt and Control Clerk
RCCB	Regional Census Coordinating Board
R/P/C/MCCB	Regional/Provincial/City/Municipal Census Coordinating Board
RD	Regional Director
RO	Regional Office
SAQ	Self-Administered Questionnaire
SCIPS	Survey/Census Integrated Processing System
SCO	Statistical Coordination Officer
TE	Travel Expenses
TOR	Terms of Reference
TS	Team Supervisor
TRACS	Tracking, Receipt and Control System
VHU	Vacant Housing Unit

1

INTRODUCTION

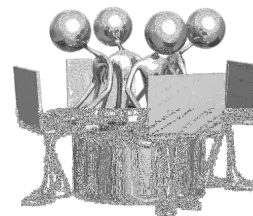


The month of May 2010 unfolds another national event that will take a special place in the history of statistical milestones in the country. In this month, the National Statistics Office (NSO) will conduct the 2010 Census of Population and Housing (2010 CPH). The 2010 CPH is a nationwide undertaking that involves collection, compilation, evaluation, analysis, publication, and dissemination of data on the population count in each barangay, city/municipality, province, and region in the country. This census includes also the gathering of basic information on demographic and socio-economic characteristics of the population and selected vital housing characteristics.

In line with the declaration of the month of May 2010 as the National Census Month, the National Statistical Coordination Board (NSCB) has approved NSCB Resolution No. 12, Series of 2009, on July 6, 2009 (Appendix 1, page 191).



Due to a multitude of interrelated sub-tasks that shall be accomplished for the smooth implementation of such a vast nationwide undertaking, a number of dedicated census workers shall be utilized to reinforce the regular personnel of the NSO. While planning for the field enumeration and designing of technical materials are the primary responsibilities of the Central Office (CO), efficient implementation of diverse census activities in the field lies with the Field Offices (FOs). The Regional Directors (RDs) and the Provincial Statistics Officers (PSOs) are primarily responsible for hiring, designating, appointing, and training of census personnel; and overseeing the work of about 70 thousand enumerators (ENs), 13 thousand Team Supervisors (TSs); 3 thousand Assistant Census Area Supervisors (ACASs), and 3 thousand Census Area Supervisors (CASs). Furthermore, the field offices are responsible for hiring, training, and supervising about 15 thousand manual processors and 2 thousand machine processors. Prior to enumeration, these Field Officers are required to conduct massive information campaign and coordination activities with local government units and other agencies/organizations in their respective areas of jurisdiction.



This **Field Operations Manual** has been prepared to guide the RDs, PSOs, Regional/Provincial Statisticians, District Statistics Officers (DSOs), and Statistical Coordination Officers (SCOs) in the smooth implementation of the plans for the 2010 CPH. This manual provides these census supervisors with a clear understanding of the various census operational plans and strategies, and defines their places and unique roles during the implementation of these plans.

This introductory chapter apprises each census supervisor of the objectives, legal bases, general field operational procedures, organizational structure, and timetable of activities of the 2010 CPH.

1.1 OBJECTIVES OF THE 2010 CPH

General Objective

The 2010 CPH aims to provide government planners, policy makers, and administrators with data on which to base their social and economic development plans and programs.



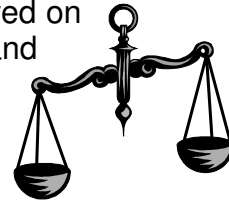
Specific Objectives

Specifically, the 2010 CPH aims to:

1. obtain comprehensive data on the size, composition, and distribution of the population of the Philippines;
2. gather data on birth registration, disability, literacy, school attendance, place of school, highest grade/year completed, residence 5 years ago, overseas worker, usual occupation, kind of business or industry, class of worker, place of work, fertility, religion, citizenship, ethnic group, disability and functional difficulty, and determine their geographic distribution;
3. take stock of the housing units existing in the country and to get information about their geographic location, structural characteristics, and facilities, etc.;
4. obtain information on the characteristics of the barangay, which will be used as basis for urban-rural classification; and
5. serve as sampling frame for use in household-based surveys.

1.2 AUTHORITY FOR THE 2010 CPH

Section 2 of Commonwealth Act No. 591, approved on August 19, 1940, authorized the Bureau of the Census and Statistics (now 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.



Batas Pambansa Blg. 72, approved 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 (NEDA).

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 NSCB.

1.3 REFERENCE DATE AND TIME

May 1, 2010 has been designated as the reference date for the 2010 CPH, on which the enumeration of the population and the collection of all pertinent data on housing in the Philippines shall refer.



For the purpose of this census, all information to be collected about the population and living quarters shall generally be counted as of **12:01 a.m., Saturday, May 1, 2010**.



1.4 RUNDOWN OF GENERAL OPERATIONAL PROCEDURES

To achieve the goals of the 2010 CPH, the following are the general operation procedures that shall be adopted and implemented during the gathering of population and housing data.

Data collection basically consists of:

- a. Canvassing the assigned EAs one day prior to the conduct of enumeration for systematic routes, important landmarks, among others;
- b. Plotting of household and building symbols, significant area features and/or landmarks, and household serial numbers, on the map;
- c. Listing of buildings, housing units, institutional living quarters (ILQs), households, and household and institutional populations using the Listing Booklet (CPH Form 1);
- d. Recording of household members and their characteristics in the Common Household Questionnaire (CPH Form 2) or in the Sample Household Questionnaire (CPH Form 3) through a personal interview of the household head or any other responsible member of the household;
- e. Recording the characteristics of the institutional population using the Institutional Population Questionnaire (CPH Form 4); and
- f. Interviewing a barangay official who has a thorough knowledge of the area under enumeration and recording the official's answers in the Barangay Schedule (CPH Form 5).

***Special procedures in data collection shall also be implemented as follows:***

- a. Households in areas that have been identified as inaccessible or with potentially high rate of refusals or callbacks such as exclusive subdivisions and condominiums, and those persons who cannot be interviewed after three visits shall be requested to accomplish CPH Form 2 using the Household Self-Administered Questionnaire Instructions (CPH Form 7); and
- b. Managers or administrators of ILQs who cannot be interviewed to provide information about the ILQ members after three visits shall be requested to accomplish CPH Form 4 with the aid of Institutional Population Self-Administered Questionnaire Instructions (CPH Form 8).

The monitoring and evaluation/processing phase consists of the following major activities:

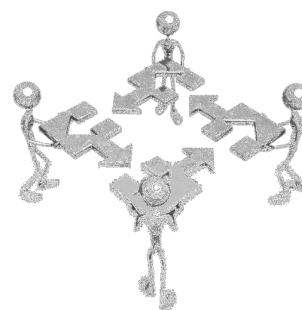
- a. Monitoring the progress of enumeration and evaluating the population and household counts by barangay using the Progress Monitoring System (PMS).
- b. Manual processing of CPH Forms 1, 2, 3, 4, and 5 in the province prior to machine processing;
- c. Re-drawing of barangay/EA/block maps for scanning;
- d. Machine processing of CPH Forms 1, 2, 3, 4, and 5, including scanning of maps; and
- e. Tabulation, evaluation, and analysis of population characteristics at the national, regional, provincial, city/municipality, and barangay levels.

Dissemination of the 2010 CPH results involves:

- a. Presentation of population counts through various forums at the national and regional levels;
- b. Release of results through press releases, special releases, bulletins, Public Use Files (PUF), and other forms; and
- c. Posting of census results in the NSO website.

1.5 THE 2010 CPH FIELD COORDINATION ORGANIZATION

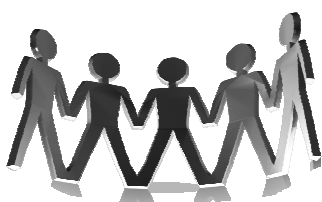
The NSO, headed by the Administrator, is the agency mandated to formulate and execute plans for the 2010 CPH. Thus, all directives pertaining to the census emanate from the NSO Administrator. To help facilitate the various aspects of this activity, the National Census Coordinating Board (NCCB) has been created. The Director-General of NEDA serves as the Chairperson of this Board, with the Secretaries of various Departments as Members, and the Administrator of the NSO as Executive Officer.



The Census Steering Committee (CSC) for the 2010 CPH, chaired by the NSO Administrator and co-chaired by the Deputy Administrator, has also been formed to provide overall guidance and direction on the

activities of this census. The members of the CSC are the Directors of the Household Statistics Department (HSD), Information Resources Department (IRD), General Administration Department (GAD), Industry and Trade Statistics Department (ITSD), Civil Registration Department (CRD); and selected Division Chiefs of the Central Office. The Census Planning and Operations Division (CPOD) serves as Secretariat to the CSC.

For the entire conduct of the 2010 CPH, the Director of HSD shall supervise the 2010 CPH Project Staff (CPS 2010), which serves as the monitoring hub and communications and action center for this nationwide undertaking.



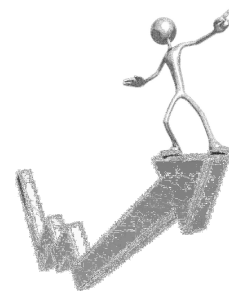
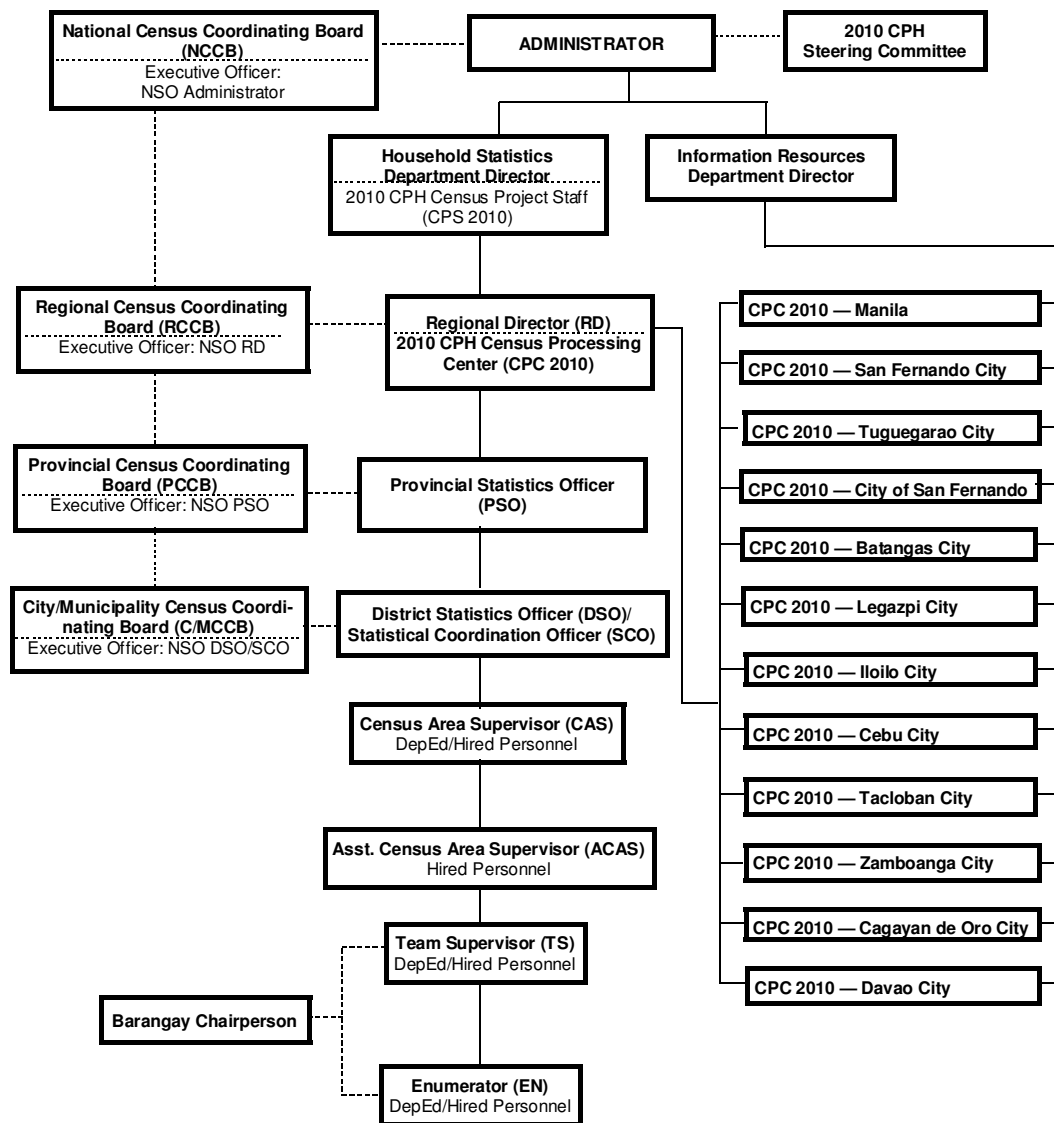
In the region, the NSO RD acts as the Executive Officer of the Regional Census Coordinating Board (RCCB) with the NEDA RD as Chairperson. Being responsible for the coordination, monitoring, and supervision of operations in all provinces within the region, the NSO RD shall directly supervise the conduct of enumeration in provinces under his/her jurisdiction. In addition, if his/her region hosts the 2010 CPH Census Processing Center (CPC 2010), the RD shall have direct supervision over the machine processing activities in CPC 2010. Each CPC 2010, however, is under the technical supervision of the IRD in consultation with the HSD.

At the provincial level, the NSO Provincial Statistics Officer (PSO) acts as the Executive Officer of the Provincial Census Coordinating Board (PCCB) with the Provincial Governor as Chairperson. The PSO is responsible for the field operations in the province.

The NSO District Statistics Officer (DSO) or the Statistical Coordination Officer (SCO) is the Executive Officer of the City/Municipal Census Coordinating Board (C/MCCB) with the City/Municipal Mayor as Chairperson. The DSO/SCO is responsible for the supervision, monitoring, and coordination of the cities/municipalities within the district.

In concretizing the much-needed inter-agency cooperation and involvement, these Boards can be tapped to help carry out the huge task of implementing the 2010 CPH, especially in providing logistic support.

The terms of reference of the RCCBs, PCCBs, and C/MCCBs are contained in NSCB Resolution No. 16, Series of 2009 (Appendix 2, page 192).

Figure 1.1 2010 CPH FIELD COORDINATION ORGANIZATION

Communication Flow

All communications to the FOs that pertain to the 2010 CPH shall emanate from the Administrator through the Director of HSD. Conversely, communications from the FOs to the CO about census matters shall be addressed to the Administrator through the Director of HSD.

The usual channels of communication shall also be observed by the FOs, with respect to routing of communications through the different levels of supervision and with regard to furnishing the FOs with copies of communications to and from the CO.

1.6 TIMETABLE OF THE 2010 CPH MAJOR ACTIVITIES



All Field Officers shall remember the following major dates:

Date	Activity
January - March 2010	Mapping and EA Delineation
January - April 2010	Organization/Meetings of the Local CCB
February - April 2010	Recruitment and Hiring
March 8 - May 1, 2010	Training for Enumeration
May 17 - June 11, 2010	Listing, Mapping, Enumeration, and Supervision
June 21 - August 14, 2010	Manual Processing
July 1 - November 30, 2010	Machine Processing at Census Processing Center
December 2010	Submission of Barangay Counts to the Office of the President

During the execution of plans for the 2010 CPH, all efforts shall be exerted by FOs to ensure that these major events remain on target as scheduled. A timetable for each phase and task identifies the concerned FOs and the staff who are directly responsible for the implementation of each sub-activity. Detailed procedures for each area of responsibility are discussed in the succeeding chapters of this manual.

A detailed timetable of 2010 CPH activities in the field offices is shown in Appendix 3 (page 195).

1.7 COMELEC TIMELINE

The conduct of national and local elections in 2010 also coincides with the conduct of the 2010 CPH. The campaign period for the electoral exercise overlaps with pre-enumeration activities of the census. In addition, the election ban imposed by the Commission on Elections (COMELEC) regarding the hiring of government workers affects the recruitment of service contractors for the 2010 CPH. The following table shows the major events of the national and local elections.



Event	Timetable	
	Begin	End
Campaign Period for President, Vice-President, and Senators	09-Feb-10	09-May-10
Campaign Period for Members of House of Representatives and Elective Provincial, City, and Municipal Officials	26-Mar-10	10-May-10
Prohibited Acts/Election Ban on Transfer/Detail/Hiring	26-Mar-10	10-May-10
Election for President; Vice-President; Senators; Members of House of Representatives; Elective Provincial, City, and Municipal Officials	10-May-10	10-May-10
Oathtaking of Elected Officials	30-Jun-10	

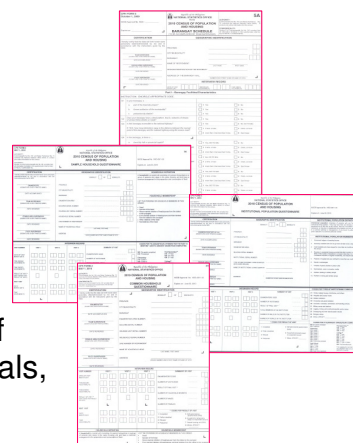
1.8 DESCRIPTION OF THE 2010 CPH FORMS

Below is a brief rundown of the forms to be utilized for the 2010 CPH enumeration and data processing.

A. Enumeration Forms

CPH Form 1 – Listing Booklet

This form is a booklet used to list the buildings, housing units, households, and the ILQs within an EA. This form also records other important information such as the name of household heads and name and type of institutions and their addresses, population totals, and counts of males and females.



CPH Form 2 – Common Household Questionnaire

This form is a four-page questionnaire used to record information on selected demographic and socio-economic characteristics of the population and some information on housing characteristics.

CPH Form 3 – Sample Household Questionnaire

This form is a four-page questionnaire used to record additional information on demographic and socio-economic characteristics of the population such as citizenship, some fertility indicators, among others, and additional information on housing characteristics aside from the data items already contained in CPH Form 2.

CPH Form 4 – Institutional Population Questionnaire

This form is a four-page questionnaire used to record the characteristics of population residing in ILQs such as hotels, hospitals, homes for the aged, jails, and others.

CPH Form 5 – Barangay Schedule

This form is a four-page questionnaire used to record the physical characteristics of the barangay and the presence of establishments and service facilities in the area. It is also used to record the number of households that can be considered as informal settlers.

CPH Form 5A – Kinds of Establishment

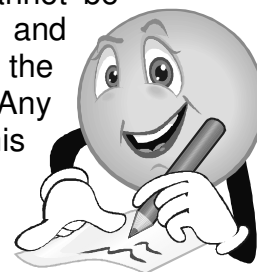
This form is used in tandem with CPH Form 5 as guide in classifying the establishments and service facilities in the barangay.

CPH Form 6 – Notice of Listing/Enumeration

This form is a sticker to be posted in a conspicuous place, preferably in front of the house or at the gate of the building after the conduct of the interview. The sticker indicates that a particular housing unit or ILQ had already been listed and enumerated, hence, it can be used for control and monitoring purposes.

CPH Form 7 – Common Household Self-Administered Questionnaire Instructions

This form is intended for households which cannot be personally interviewed by an EN. It contains specific and detailed instructions on how to accomplish each item in the Common Household Questionnaire (CPH Form 2). Any responsible member of the household can fill out this form.



CPH Form 8 – Institutional Population Self-Administered Questionnaire Instructions

This form is intended for persons in ILQs who cannot be personally interviewed by an EN. This form contains specific and detailed instructions to the managers/administrators of ILQs on how to accomplish each item in the Institutional Population Questionnaire (CPH Form 4).

CPH Form 9 – Appointment Slip to Household/Institutional Population Respondent

This form is used to set an appointment with the household head or any responsible member of the household, or manager/administrator of an ILQ, in case an EN has failed to interview personally any of the aforementioned persons. The date and time of the next visit shall be properly indicated in this form.

CPH Form 9A – Appointment Slip to Barangay Official

This form is used to set an appointment with the barangay official knowledgeable about the characteristics of the barangay and who shall serve as respondent for CPH Form 5.

CPH Form 10 – EN's Accomplishment Report/Progress Monitoring Report

This form is used to monitor the progress of enumeration. This form records the number of buildings, housing units, households, and ILQs, as well as household and institutional population already enumerated.

CPH Form 11 – Weekly Progress Report of CAS/ACAS/TS

This form is a progress report of enumeration in various areas of supervision assigned to the CAS/ACAS/TS. This form is also used to record problems encountered and the corresponding actions taken. The CAS/ACAS/TS shall accomplish this form weekly.

CPH Form 12 – Re-interview/Spot-check Record

The first part of this form is used to check if an EN has followed the interview procedures accordingly. The second part of this form is used to record observations regarding the supervisor's re-interview/spot-checking activities.

CPH Form 17 – Certification of Barangay Chairperson

This form is a certification to be signed by the Barangay Chairperson after the completion of enumeration in his/her barangay. This form indicates the duration of the conduct of enumeration and the completeness of coverage. This certification is included in the last transmittal of CPH Form 10 for the barangay.



CPH Form 18 – Certificate of Work Completed

This form serves as a proof that a 2010 CPH service contractor has satisfactorily completed the work assigned to him/her.

CPH Form 23 – NSO Personnel Supervision Form

This form is used by Central and Field Office personnel to record the type of supervision done and observations made during the training and enumeration. This form also serves as reference for the preparation of their narrative reports.

Map

This map contains a sketch of the EA to be enumerated. It is used in plotting symbols of buildings and household serial numbers.

Mapping Form

This form is used to plot buildings either occupied by households or vacant, ILQs, and important physical landmarks in the area. It is also used to draw block maps of an EA/barangay if the area being enumerated is congested/too big.

B. Manual Processing Forms

CPH Form 13 – Transmittal/Receipt Form

This form is used to transmit edited forms from the Provincial Office (PO) to CPC 2010, and to transmit forms that are for verification from RCC to DSO and vice-versa. Information in this form includes the type and quantity of forms/materials received and transmitted by area, date the forms/materials are transmitted and received, and names of transmitting and receiving personnel.

CPH Form 14 – CPH Form 1 or 5 Bundle Cover

This form is used to cover the bundled CPH Form 1 or 5. It is also used to identify the geographic identification of the bundled forms, type of form, and number of questionnaires in the bundle. For CPH Form 1, the names and geographic codes of the EAs/barangays contained in the bundle (Bundle Contents) are also included. Other information in this form includes Processing Record of CPH Form 1 or 5 to be done at PO and CPC 2010.

CPH Form 14A – CPH Form 4 Bundle Cover

This form is similar to CPH Form 14 but is used to cover the bundled CPH Form 4.

CPH Form 15 – CPH Form 2 Bundle Cover

This form is used to cover the bundled CPH Form 2. It contains information on geographic identification and number of questionnaires in the bundle. Other information included in this form is the Processing Record of activities done by ACAS, CAS, DSO, and the processors.

CPH Form 15A – CPH Form 3 Bundle Cover

This form is similar to CPH Form 15 but used to cover the bundled CPH Form 3.

CPH Form 16 – CPH Form 10 Folio Cover

This form is used as folio cover for CPH Form 10. One folio cover is provided for each municipality.

CPH Form 19 – Provincial Processing Receipt and Control Form

This is a computer-generated form which is used to monitor the flow of forms and maps being manually processed. It also keeps track of the progress of manual processing by activity. This form serves as a hardcopy file of the contents of the Tracking, Receipt and Control System (TRACS) database.

CPH Form 20 – Verification Slip for CPH Form 1, 2, 3, 4, or 5

This form is used by Verifier and Supervisor for sample verification of questionnaires to ensure that manual processing instructions are correctly followed by Processors. This form is also used by the Supervisor in identifying potential Verifiers/Coders from among the Processors.

CPH Form 21 – Record of Missing/Extra Questionnaires

This form is used in recording the geographic identification and serial number of buildings, housing units, households, and/or ILQs from the questionnaires of households/institutional population listed in CPH Form 1 that are found to be missing/extra during the processing phase. This form is accomplished per barangay/EA.

CPH Form 22 – Manual Processor's Daily Accomplishment Report

This form is used during manual processing to record and monitor the output of processors on a daily basis.

CPH Form 24 – Problem Referral Form

This form is used in recording the inconsistencies or problems encountered by the Processors during processing that are **FOR REFERRAL** to their supervisors.

CPH Form 25 – Summary of Unused Serial Numbers Form

This form is used in recording the serial numbers of buildings, housing units, households, and/or ILQs which have not been used in the enumeration phase of the 2010 CPH. This is accomplished for each

barangay/EA and to be submitted to CPC 2010 together with CPH Forms 2, 3, and 4.

CPH Form 28 – Maps Bundle Cover

This form is used to cover the bundled maps of a city/municipality. This form also serves as transmittal and processing records for maps after segregation at the Provincial Office during manual processing.

C. Administrative and Financial Forms**CPH Form 26 – Record of 2010 CPH Designated/Appointed Personnel and Services Rendered**

This form is used in recording the dates of service of designated and appointed personnel who shall be utilized during the enumeration phase of the 2010 CPH.

CPH Form 27 – Clearance

This form is used to certify that a personnel involved in the census enumeration has been properly cleared of all his/her duties and responsibilities for the 2010 CPH in the assigned area.

2010 CPH Identification Card

This card basically contains the name and position of the personnel deputized for the 2010 CPH operation. The census personnel shall always wear their identification card in the performance of their duty.

Daily Time Record (CSC Form 48)

This form contains the daily time-in and time-out of the hired personnel for 2010 CPH. It is used to support the financial claims of the hired census workers during and after the performance of their duty.

Itinerary of Travel

This form contains information about the dates and places to be visited at a specific date, the time of departure/arrival from/to a specific place, the mode of transportation, the allowable expenses incurred, and the total expenses incurred.

Certificate of Travel Completed

This form serves as proof that the travel, as indicated in the itinerary of travel, has been actually undertaken. This form also contains information about the evidences of travel completed.

D. Other Forms

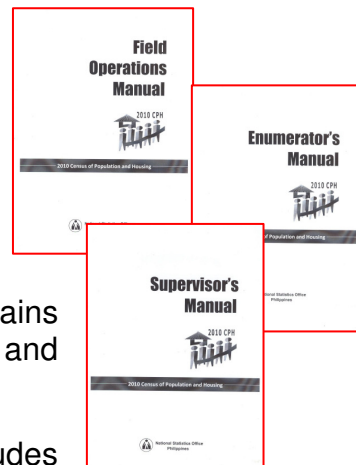
Certificate of Appearance

General Form 3-A (Reimbursement Expenses Receipt)

General Form 5-A (Disbursement Voucher)
General Form 7-A (Timebook and Payroll)
2010 CPH Financial Monitoring Sheet

1.9 DESCRIPTION OF THE 2010 CPH MANUALS

1. **Enumerator's Manual** - This manual serves as the basic training reference material. It defines the census terms and concepts used, defines the persons to be enumerated, and explains the procedures for filling out the different CPH forms.
2. **Supervisor's Manual** - This manual explains the administrative and supervisory duties and responsibilities of the CAS, ACAS, and TS.
3. **Training Guide** - This training material includes the pre-training activities that each trainer shall do. This guide also includes different techniques in conducting a training. For the discussion of topics in the Enumerator's Manual, a lesson plan format has been prepared to ensure uniform delivery of concepts and instructions in all levels of training. Uniformity of training is emphasized to ensure that the training procedures are carried out correctly and the concepts are interpreted consistently. The Training Guide also ensures that the trainers can complete the training within the allotted time and that all topics can be covered completely and emphasized properly. Hence, all trainers shall use the Training Guide in conducting the training.
4. **Provincial Processing Manual** – This manual defines the scope of each phase of manual processing. It also provides information and instructions on manual processing that shall be strictly followed by the processors. Sound judgment in the course of manual processing work is necessary for consistency and completeness of entries in the accomplished questionnaires.
5. **PMS User's Manual** - This manual contains instructions on how to operate the PMS. The PMS is designed to generate reports which shall be used to monitor the progress of enumeration and evaluation of counts.
6. **TRACS User's Manual** - This manual contains instructions on how to operate the TRACS program. This computer system is designed to monitor the forms transmitted and received during enumeration and data processing.



1.10 ACTIVITIES OF NSO FIELD OFFICES

The NSO Field Offices play crucial roles in all phases of the 2010 CPH. These roles range from strategic planning, implementation of plans, up to monitoring of various census tasks. The tasks involve proper coordination, training, and supervision of different groups of persons including ENs, census supervisors, data processors, and machine/scan/interpret operators. These major tasks are outlined below and shown in Figure 1.2 (page 17).

A. PRE-ENUMERATION PHASE

1. EA delineation and mapping
2. Preparation and reproduction of maps
3. Workload analysis
4. Coordination with local government agencies for logistic assistance
5. Procurement of supplies and materials
6. Recruitment and hiring of CASs, ACASs, TSs, ENs, and other census staff
7. Setting up of financial and administrative procedures
8. Identifying and setting up of training centers
9. Attending and conducting trainings
10. Assigning EAs

B. ENUMERATION PHASE

1. Allocation, distribution, and retrieval of forms
2. Supervision of enumeration
3. Compilation, evaluation, and transmittal of Progress Monitoring reports

C. POST-ENUMERATION PHASE

1. Bundling, folioing, packaging, and transmittal of census forms to the Provincial Office
2. Evaluation of population counts



D. DATA PROCESSING PHASE

1. Setting up of processing centers
2. Training of manual processors and machine operators
3. Manual processing
4. Re-drawing of barangay/EA/block maps accomplished by the ENs
5. Machine processing
6. Transmittal of image files of census forms and maps to CO

E. DATA DISSEMINATION PHASE

1. Generation and dissemination of census results
2. Analysis of census results
3. Data dissemination

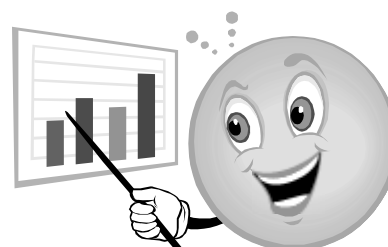
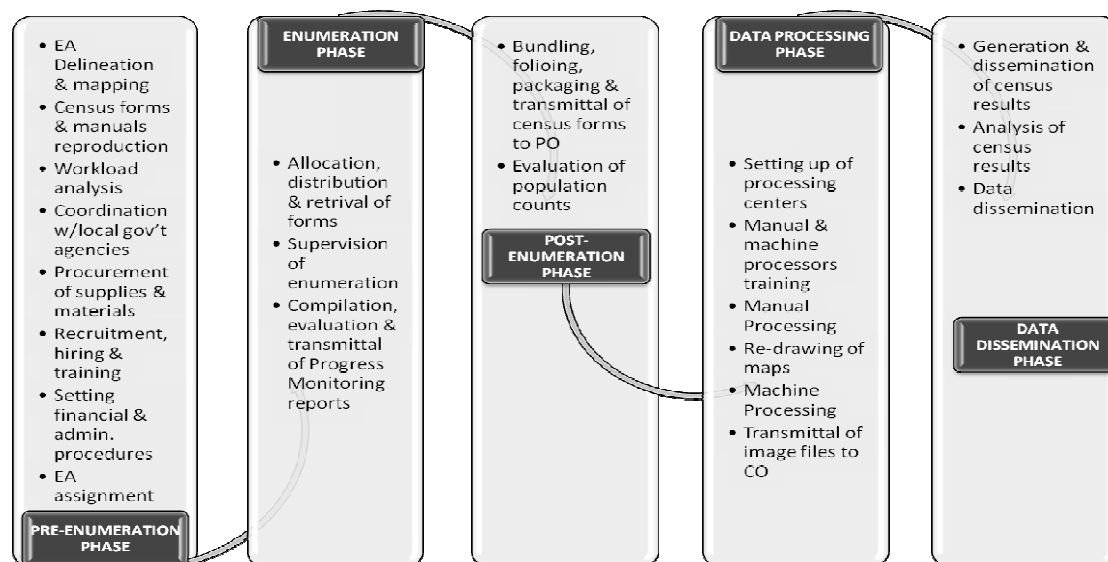


Figure 1.2 MAJOR TASKS FOR THE 2010 CPH



2

COORDINATION ACTIVITIES OF THE FIELD OFFICES



The 2010 Census of Population and Housing (2010 CPH) is such a huge undertaking that the Central and Field Offices of the National Statistics Office (NSO) have to do extensive preparation to ensure the success of the entire activity. Three to four months prior to the conduct of enumeration, various coordination activities at the national and local levels are conducted simultaneously to ensure that logistic requirements for the 2010 CPH are in place before enumeration. The involvement of various government agencies in the field operations for the 2010 CPH helps hasten the conduct of field enumeration within the prescribed period.

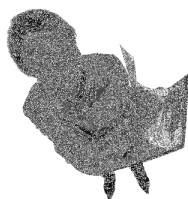
To formalize the call for such a much-needed support, the National Statistical Coordination Board (NSCB) passed Resolution No. 14, Series of 2009 (Appendix 4, page 197), enjoining all government agencies to provide assistance to the NSO in line with the conduct of the 2010 CPH. This resolution encourages close coordination between and among agencies and spells out the specific type of assistance that the government agencies may extend to the NSO, especially during enumeration. While the Central Office (CO) sets the wheels of the 2010 CPH in motion by contacting the government departments and agencies at the national level, the Field Offices (FOs) on the other hand, sets up the coordinating mechanisms and implementing activities at the local level. The basic coordinating mechanisms for the 2010 CPH are the Census Coordinating Boards (CCBs) at the regional, provincial, and city/municipality levels.



This chapter discusses the role of each field personnel in the CCBs and their duties and responsibilities as far as coordination for the 2010 CPH is concerned.

2.1 ACTIVITIES TO BE COORDINATED

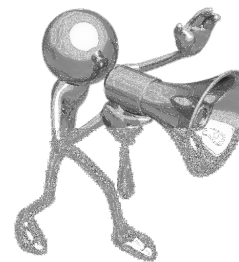
National Coordination Plan



The 2010 CPH is the core of a nationwide collaborative effort between and among government and non-government entities. The effort of the government agencies involved covers the following:

- Transport and communication facilities

- Publicity and information campaign directed towards their respective clientele and the general public
- Agency-specific tasks such as enumeration of tribal population, institutional population, calamity-affected areas, and relocation centers; provision of legal assistance and medical support; security; and, advice on peace and order situations
- Training venues and facilities
- Logistic support from the local government units

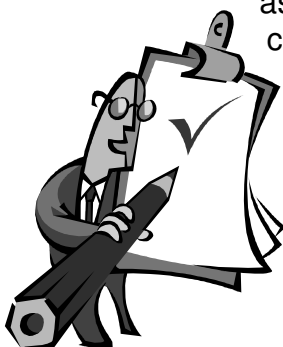


Aside from tapping various government agencies, the NSO may also seek support from the business sector, civic organizations, non-governmental organizations, religious leaders, and private groups and individuals in encouraging the population to cooperate with the enumerators.

Field Office Coordination Plans

The Administrator, through CPS 2010, provides the NSO FOs with copies of all communications, directives, instructions, and memorandum circulars issued by national level agencies in connection with the 2010 CPH assistance. Using the national plan as framework, each region/province shall come up with a regional/provincial coordination plan with adaptations to local conditions as needed.

As Field Officers, you shall assess the specific needs in your respective areas and make parallel representations with the regional and provincial heads of the cooperating agencies. You shall arrange for the implementation of the assistance schemes specified in the directives, memorandums, or circulars issued by the national level agencies such as the Department of Agriculture, Department of the Interior and Local Government, Department of Environment and Natural Resources, Department of Public Works and Highways and Department of Social Welfare and Development. In accomplishing this task, a pro-forma letter to solicit assistance, which you can adopt for your specific communication needs, is provided in Appendix 5, page 198.



The Field Officers shall coordinate closely with the entities and organizations which may be difficult to approach during enumeration such as military camps and rebel groups due to secrecy of their nature and operations and other reasons. The CCBs can be called for assistance in getting the cooperation of these sensitive entities.


The month of May 2010 also unfolds the conduct of a political exercise nationwide. The national elections have a bearing on the recruitment and hiring of personnel for the 2010 CPH. To avoid possible complications with census operations, the Regional Directors shall ask early enough the local branches of the Commission on Elections (COMELEC) for exemption from the ban on hiring of personnel during the prescribed ban period.



All Regional and Provincial Offices shall prepare their regional and provincial coordination plan, respectively. It is strongly advised that the coordination plans shall be ready prior to the convening of the CCBs. Samples of the Regional and Provincial Coordination Plans are shown in Figures 2.1 and 2.2. All field coordination plans shall be submitted to the HSD (**Attention: CPS 2010**) on or before **January 15, 2010**.

The Regional Director/Provincial Statistics Officer shall ensure that the entire regional/provincial coordination plans are implemented.

Figure 2.1 Sample Regional Coordination Plan



National Statistics Office
2010 Census of Population and Housing

REGIONAL COORDINATION PLAN

Region: IX – Zamboanga Peninsula		Type of Assistance Needed							Remark
Area	Agency	Security	Information, Education, Communication Campaign	Office Space	Storage Space	Training Venue	Transportation Facility	Communication Facility	Others, Pls. Specify
			(IEC)	(OS)	(SS)	(TV)	(TF)	(CF)	(OPS)
Zamboanga City	DepEd			Room		Blackboard			
	P/A		TV Plug						
	DOH		Streamers		Room		Gas		
	BAS								
	DPWH							Handheld Radios	
	NTC								
Zambo. Norte	DepEd		Tarpaulin						
Zambo. Sur	DAR						Service Truck		
Zambo. Sibugay	P/A		TV Plug						


Prepared by: **Ma. Flerida E. Tan**
Statistician I

Date: January 12, 2010

Noted by: **Expedito C. Rebollos**
OIC-RD

Date: January 14, 2010

Figure 2.2 Sample Provincial Coordination Plan



National Statistics Office
2010 Census of Population and Housing

PROVINCIAL COORDINATION PLAN

Region: VI – Western Visayas
Province: Negros Occidental

Noted by: **Fred S. Sollesta**
PSO

Date: January 7, 2010

Area	Agency	Security	Type of Assistance Needed						Remark	
			Information, Education, Communication Campaign (IEC)	Office Space (OS)	Storage Space (SS)	Training Venue (TV)	Transportation Facility (TF)	Communication Facility (CF)		Others, Pls. Specify (OPS)
Bacolod City	DepEd									
	DA									
	DPWH									
Kabankalan	DepEd		Tarpaulin	HQ		Pentel Pen				
	PIA		Radio Plug		Room	Blackboard				
Silay City	DepEd		Streamer							

Prepared by: **Annie M. Libo-on**
Statistician Aide

Date: January 6, 2010

Noted by: **Fred S. Sollesta**
PSO

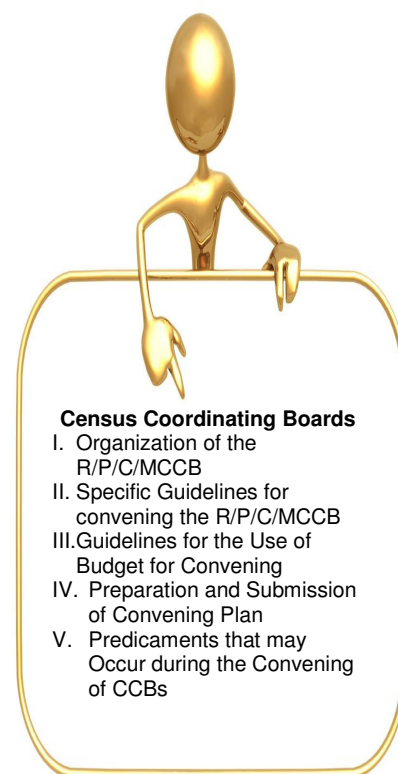
Date: January 7, 2010

2.2 CENSUS COORDINATING BOARDS

Batas Pambansa Blg. 72 provides for the organization of the census coordinating boards (CCBs), which shall provide the facilities and assistance as may be required by the NSO for the conduct of the national census. Furthermore, NSCB Resolution 16, Series of 2009, which was approved on July 6, 2009, defines the Terms of Reference (TOR) as well as the composition of the Regional/Provincial/City/Municipal Census Coordinating Boards (R/P/C/MCCB) (Appendix 2, page 192).

I. Organization of the Regional/Provincial/City/Municipal Census Coordinating Boards

The NSO Regional Director shall be responsible for organizing the RCCB. He/she shall oversee the creation of the PCCB by the Provincial Statistics Officer. The PSO, on the other hand shall oversee the creation of the C/MCCB by the District Statistics Officer (DSO)/Statistical Coordination Officer (SCO) in all the cities/municipalities under his/her jurisdiction. In provincial capitals where there are no designated DSOs, the PSO shall be responsible for the formation of the C/MCCB. In the case of NCR however, the Regional Director (RD) shall be responsible for the creation of the RCCB and the PSOs for the formation of the C/MCCBs in the 17 cities/municipalities of NCR.



II. Specific Guidelines for Convening the R/P/C/MCCB

1. The convening of the RCCB shall be the responsibility of the NSO RD. He/She shall initiate the convening of the RCCB by informing the RD of NEDA, who shall act as Chairman, about the formation of the RCCB. The RD shall be the Executive Officer (EO) of the RCCB.
2. The PCCB shall be convened by the PSO and the C/MCCB by the DSO/SCO. The PSO shall be the EO of the PCCB, while the DSO/SCO shall be the EO of the C/MCCB in his/her official station as well as in other cities/municipalities under his/her jurisdiction. The PSO may designate a Statistical Coordination Officer (SCO) as the EO of the C/MCCB in the radiation areas of the DSO. Moreover, the PSO may serve as the EO of the C/MCCB in the capital city/municipality where there is no designated DSO/SCO.

3. Convening of the R/P/C/MCCB shall commence in January 2010 whenever possible. The EO shall inform the Chairperson of the Board of the need to convene the R/P/C/MCCB. They shall then set a date for the initial meeting and inform the members through a letter prepared by the EO and signed by the Chairperson.

4. The EO shall distribute at least one week before the scheduled first meeting the communication on the convening of the CCB and the copies of the following documents:

- a. NSCB Resolution No. 16, Series of 2009, *“Approving the Terms of Reference and the Composition of the Regional, Provincial, City, and Municipal Census Coordinating Boards in the Conduct of the 2010 Census of Population and Housing”* (Appendix 2, page 192);

- b. NSCB Resolution No. 14, Series of 2009, *“Enjoining Agencies to Provide Assistance to the National Statistics Office for the Conduct of the 2010 Census of Population and Housing”* (Appendix 4, page 197); and

- c. 2010 CPH Timetable of Activities, highlighting those activities relevant to the Local Census Boards (Appendix 3, page 195).

5. Pursuant to BP No. 72, as implemented by **NSCB Resolution No. 16, Series of 2009**, the composition of the RCCB, PCCB and C/MCCB shall include representatives from the private sector: three (3) for the PCCB and one (1) each for the RCCB, C/CBB, and MCCB. The Board shall determine the representative/s from the private sector during the initial meeting upon the recommendation of the EO.

Specific Guidelines for Convening the R/P/C/MCCB

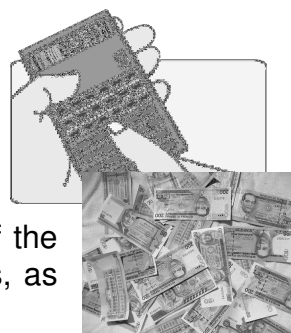
1. The NSO RD shall initiate the convening of the RCCB.
2. R/P/C/MCCB shall commence in January 2010.
3. The EO shall distribute one week before the scheduled first meeting the communication on the convening and all copies of the resolutions.
4. The board shall determine the representative/s from the private sector.
5. The EO can recommend to invite other representatives from other government agencies and private sectors.
6. The EO shall schedule meetings as often as necessary.
7. The EO shall document the highlights of each meeting.
8. Field Office personnel shall do everything not to jeopardize the 2010 CPH activities.



6. The EO may also recommend to the CCB that representatives from other government or private agencies not represented in the Board be invited as observers during the Board meetings.
7. The EO shall schedule succeeding meetings as often as may be necessary until the completion of the Board's task.
8. The EO shall document the highlights of each meeting. Copies of this document shall be distributed to the Board members during the succeeding meeting. The PCCB-EO shall furnish the RD and the NCCB through its EO (NSO Administrator) with the highlights of each meeting of the PCCB. The C/MCCB-EO shall likewise furnish the PCCB, through its EO with the highlights of each meeting of the C/MCCB.
9. In all levels of convening the CCBs, the concerned Field Office personnel shall exert all efforts to avoid any act of electioneering so as not to jeopardize the conduct of the field enumeration in particular and the 2010 CPH in general.

III. Guidelines for the Use of Budget for Convening

1. The budget for the convening of the R/P/C/MCCB shall cover the expenses for snacks during convening, TE/PD of NSO officials during meetings, and other incidental expenses.
2. For the 2010 CPH, the budget for the convening of the R/P/C/MCCB shall be divided into two (2) tranches, as follows:



First Tranche (50%) – to be transferred upon the submission of the 2010 CPH Field Coordination Plan.

Second Tranche (50%) – to be transferred upon submission of the highlights of convening the RCCB, PCCB and C/MCCB.

3. Reports on the convening of the RCCB, PCCB and C/MCCB which contains the highlights and attendance, shall be submitted to the HSD (**Attention: CPS 2010**) immediately, to effect the transfer of funds.

IV. Preparation and Submission of Convening Plan

All regional, provincial, and district offices shall prepare a convening plan indicating the target date of convening, agenda, and responsible NSO personnel (refer to the format in Table 2.1). The convening plan shall be submitted to HSD (**Attention: CPOD**) on or before **December 31, 2009**.

Table 2.1 Convening Plan

Region/Province/ City/Municipality	Expected No. of Participants	Date	Agenda	Responsible Person

V. Predicaments that may Occur during the Convening of CCBs

The Field Officers, particularly the PSO and the DSOs/SCOs, play a crucial role in the convening of CCBs at their respective levels. The outcome of the entire conduct of the enumeration depends also on the quality of their efforts for the coordination activities conducted during the pre-enumeration period.

However, during their meeting with the local government officials, the Field Officers can sometimes be put in a situation which compromises some aspects of the 2010 CPH. When this predicament occurs, the Field Officers concerned shall handle the situation as diplomatically as possible with high degree of tactfulness and prudence so as not to antagonize the local officials. The common predicaments that may arise are:

1. Pressure from local officials to recruit and hire their protégés/relatives;

This scenario can be addressed by informing the local officials about the selection process for census personnel implemented by the Office that only qualified personnel are hired for the census undertaking. Selection process, qualifications of personnel to be hired, and prohibition of hiring



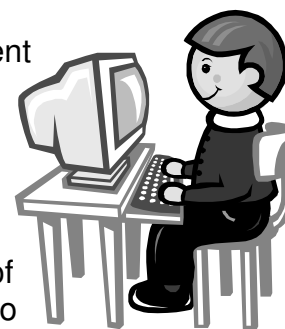
relatives are discussed in Chapter 6 of this manual.

2. Pressure from local officials to show the population count of the barangay during signing of barangay certifications;
This can be resolved by informing the local officials that data gathered by the enumerators are subject for review to ensure that entries are complete and totals are correct.
3. Influence from local officials to increase the population count of their area.

Inform the local officials that census of population in our country adopts the “**de jure**” concept of enumeration wherein households and persons are enumerated in the area where they usually reside as of the reference date. The said concept is adopted so that each person is counted only once. Also explain the concept of household membership being followed in the census.

2.3 MONITORING AND REPORTING OF COORDINATION ACTIVITIES

All Field Officers shall actively monitor and document the coordination activities in their respective areas of jurisdiction.



The **Regional Director** shall:

1. Submit a report on the status of implementation of the Regional and Provincial Coordination Plan to the HSD (**Attention: CPS 2010**) not later than **April 15, 2010**; and
2. Monitor the conduct of coordination activities within the region by assessing the reports on PCCB and C/MCCB convening and succeeding meetings and other activities.

The **Provincial Statistics Officer** shall:

1. Oversee the preparation of assessment reports to determine types and level of assistance needed within the province and all reports to be made by the PCCB and C/MCCB;
2. Implement the Provincial Coordination Plan at the province and coordinate the efforts of the cooperating agencies in rendering assistance to the census-taking;

3. Monitor the progress of coordination activities being done within the province and submit status reports about this matter to the RD and the HSD Director (**Attention: CPS 2010**); and
4. Give prompt action to all problems that may arise during the coordination phase within the province.

The **District Statistics Officer/Statistical Coordination Officer** shall:

1. Implement the Provincial Coordination Plan at the district level;
2. Prepare monitoring and assessment reports on the status of coordination activities within the district including the C/MCCB reports and submit these reports to the PSO; and
3. Give prompt action to problems that may arise during the coordination phase within the district and report such an action to the PSO.

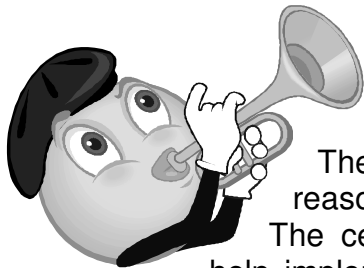


3

INFORMATION, EDUCATION AND COMMUNICATIONS PROGRAM



Considering the wide coverage of the 2010 Census of Population and Housing (2010 CPH), an effective and massive information campaign has to be undertaken to transfuse the importance of the census and to instill awareness of the 2010 CPH. The Information, Education and Communications (IEC) program for the 2010 CPH aims to inform and encourage the general public to support this nationwide undertaking. With the realization of the IEC plans, it is expected that most, if not all households, will have favorable attitude towards the 2010 CPH and future census undertakings.



Along with the Central Office (CO) personnel, all Field Officers are expected to launch an extensive IEC program in their respective areas of jurisdiction. The program shall reach as many people as possible with reasonable use of resources provided for the IEC activities. The census coordinating boards (CCBs) can be tapped to help implement the various IEC activities in their areas. Among the local authorities who can be relied upon during the IEC campaign are the city/municipal engineers.

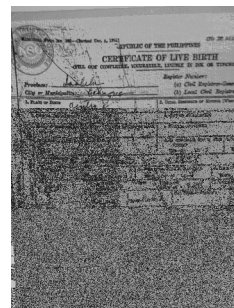
In this chapter, the various IEC strategies at the national and local levels are identified for the Field Officers and other personnel of the National Statistics Office (NSO). These strategies can be adopted for their respective regions, provinces, cities, municipalities, and barangays.

3.1 INFORMATION, EDUCATION AND COMMUNICATIONS STRATEGIES AT THE NATIONAL LEVEL

Some IEC strategies to be pursued at the national level are the following:

1. Presidential Proclamation declaring May 2010 as the **NATIONAL CENSUS MONTH** as per NSCB Resolution No. 12, Series of 2009, approved on July 6, 2009 (Appendix 1, page 191);
2. Press launch for the 2010 CPH;
3. A web page for the 2010 CPH in the NSO official website (www.census.gov.ph). Other government agencies and offices shall be asked to link their web pages to the web page for the 2010 CPH;

4. Interviews with the nation's key personalities and figures as the first respondents of the census;
5. Integration of module on census matters in Sibika subject of elementary pupils and high school students;
6. Television (TV) ads (NSO Birth Certificate Delivery); and
7. Placement of advertisements in trains.



3.2 INFORMATION, EDUCATION AND COMMUNICATIONS STRATEGIES AT THE LOCAL LEVELS

The IEC strategies to be employed by the Field Offices (FOs) may include the following:

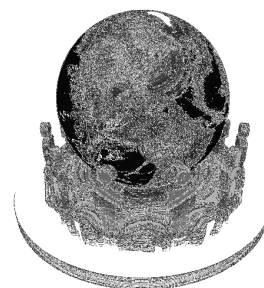
1. Briefing of tribal groups on census operations;
2. Information campaign during mobile registration;
3. Asking support of leaders of townhouse associations, managers of condominium, and homeowners of subdivisions;
4. Briefing of groups critical to the government;
5. Representations in the Association of Barangay Captains (ABCs) and other local government unit (LGU) associations;
6. Announcement of the 2010 CPH in schools, churches, mosques, and other houses of worship;
7. Hanging of tarpaulins and streamers in tribal areas with messages written in local dialect;
8. Interviews with the Provincial Governors, Congressmen, and Mayors (whether incumbent or incoming) in their homes by the 2010 CPH enumerators (ENs) during the first few days of the census enumeration; thus, making these interviews a media event;



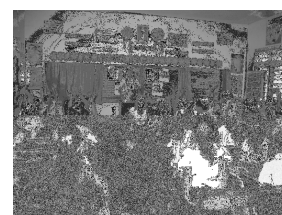
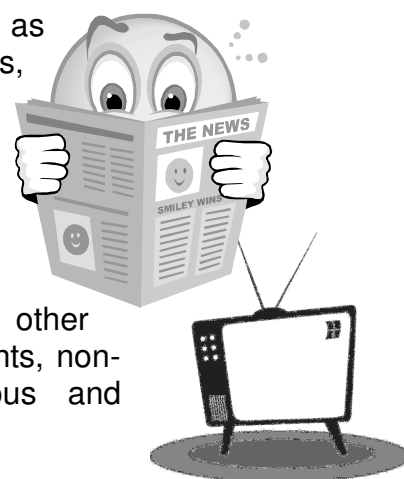
9. Interview with a local radio host, not just once, but as often as possible especially when census days draw nearer;
10. Quiz Bee on census matters for students; and
11. Inclusion of the 2010 CPH messages in circulars of LGUs.

3.3 COMMON INFORMATION, EDUCATION AND COMMUNICATIONS STRATEGIES FOR ALL LEVELS

For the 2010 CPH, some IEC campaigns and strategies can be adopted at the national and local levels. Cited below are the various strategies that can be commonly utilized in the national, regional, provincial, and municipal levels of the IEC campaign:



1. Coordination with radio stations, TV stations, and cable TV providers for free airing of radio and TV plugs, census jingles, and census announcements;
2. Coordination with the Philippine Information Agency for the facilitation of radio and TV plugs;
3. Dissemination of 2010 CPH press releases through print media and radio;
4. Distribution of briefing materials such as primers, information kits, comics, magazines, bookmarks, and stickers;
5. Hanging of 2010 CPH streamers in all NSO buildings, strategic locations, and conspicuous places;
6. Placement of posters in all NSO buildings, other government agencies, partner establishments, non-governmental organizations, and religious and academic institutions
7. Posting of billboards in strategic places such as municipal halls, markets, plazas, and busy intersections;
8. Information dissemination in schools and information campaign among student organizations;



9. Encouraging student press organizations to write articles about census undertakings in their school publications;
10. Facilitation of e-mail brigade in coordination with the Internet Service Providers and text brigade with the support of the top telecommunication companies;
11. Announcement of the conduct of the 2010 CPH during flag ceremonies in all government agencies;
12. Use of the 2010 CPH logo as part of the letterhead used by the office in preparing correspondence;
13. Playing of the census jingle in the Central and Field Offices, and Civil Registration System (CRS) and Batch Request and Query System (BREQS) outlets;
14. Electronic advertisements;
15. Use of 2010 CPH primers as feeders to the press. Translation to local dialects are highly encouraged;
16. Tapping support of National Telecommunications Commission and telephone companies;
17. Requesting columnists, writers, and contributors of newspapers, tabloids, and other publications to write topics about the 2010 CPH;
18. Playing of the census jingle in offices of other government agencies;
19. Tapping network of friends, professionals, local civil registrars, private corporations, organizations, and associations, and asking for any assistance that they can extend to the 2010 CPH. The FOs shall ensure however that the assistance does not contain **"Vote"** messages;
20. Asking support of transport groups for the distribution of the 2010 CPH stickers;
21. Soliciting assistance of the Officials of the Department of Education with regard to the dissemination of the 2010 CPH information in various public and private schools (distribution of bookmarks and comics, among others);



22. Seeking endorsement of key figures in various organizations to encourage active participation among their constituents;
23. Making representations in various organizations for their active endorsement of the 2010 CPH during their meetings, forums, and gatherings; and
24. Tapping of civic, business, social, religious, and non-government organizations to rally their support for the 2010 CPH and encourage their constituents to cooperate with the ENs.

The regions, provinces, and cities/municipalities shall be provided with budget to be utilized for coordination and reproduction of information materials.

3.4 SUBMISSION OF IEC PLANS

IEC plans to be undertaken in the region, province, city/municipality shall be submitted to the HSD (**Attention: CPOD**) on or before **January 15, 2010**. The IEC plans to be submitted shall follow the format in Table 3.1.

Table 3.1. Information, Education and Communications Plan

Information, Education and Communications Plan					
Province of _____					
Activity	Location	Date and Duration	Budget Estimate		
			TE/PD	Supplies	Total
(1)	(2)	(3)	(4)	(5)	(6)

Prepared by: _____

Designation

Noted by: _____

Designation

Specific Instructions in Filling Out Consolidated Plan for the IEC**Column 1 – Activity**

List down in this column all IEC activities to be done. The activities to be listed shall be specific.

Column 2 – Location

Specify in this column the location (e.g. name of municipality) where the activity shall be conducted.

Column 3 – Date and Duration

Specify the exact date of commencement and the end date of the specific activity.

Columns 4 – 6 – Budget Estimate

Indicate in this column the estimated traveling expenses and per diem of NSO personnel, cost of supplies and total budget estimate for each IEC activity.

3.5 THE 2010 CPH LOGO

The logo used in the 2000 Census of Population and Housing was adopted for use in the 2010 CPH IEC campaign. The 2010 CPH logo shall appear in all 2010 CPH-related materials including forms, manuals, and IEC materials. Below is the 2010 CPH logo with its corresponding interpretations:



- **2010 CPH** – is the year for the census undertaking
- **5-Person Figure** – represents the estimated average household size of five persons per household based on the 2007 Census of Population
- **Line Sloping Upward** – portrays the population figures, in graphical form starting with the 1903 census up to the 2007 census and the end point of the slope represents the projected 2010 population figure
- **House** – symbolizes the basic unit of enumeration, which is the household
- **Lines of the Roof** – depicts the 17 regions of the country
- **3-Line Spire Capping the Roof** – represents the three main island groups of Luzon, Visayas, and Mindanao
- **Kabilang Ako!** – the slogan adopted for the 2010 census which encourages every person to get involved in the undertaking

3.6 INFORMATION, EDUCATION AND COMMUNICATIONS MATERIALS

To ensure a common theme for the IEC posters, streamers, stickers, bookmarks, info kit folders, and T-shirts, a design shall be conceptualized. The designs of these IEC materials shall be sent by the CO to the FOs through e-mail not later than **January 30, 2010**.

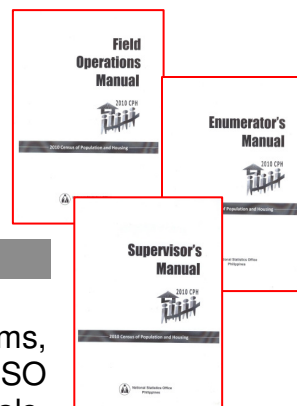
4

ALLOCATION AND SHIPMENT OF CENSUS MATERIALS AND SUPPLIES



Efficient allocation of resources during the conduct of the 2010 Census of Population and Housing (2010 CPH) can spell a big difference in making the success of the entire operation. Any delay in the distribution of census materials has a big impact on the succeeding phases of the operation. To achieve efficiency, the Central Office (CO) has devised plans and strategies for allocation of census materials. Included in such strategies is the early shipment of census materials to the Field Offices (FOs) so that allocation at the municipal level can also be done earlier.

This chapter explains the allocation scheme for the census materials, the type of census materials to be allocated, and the procurement and printing of major census forms and materials. The general allocation plan is also presented in this chapter since it shall be used as basis in drawing up the allocation, distribution, and transport plans of the FOs.



4.1 PRINTING OF FORMS AND MANUALS

The CO is primarily responsible for the printing of forms, manuals, and other materials for the 2010 CPH. The NSO awards to the printer the task of printing these census materials. Aside from doing the printing jobs, the official printer is also responsible for the shipment of the printed census materials to the FOs based on the allocation scheme prepared by the CO.

The following table shows the list of all census forms and manuals printed by the official printer.

1. Manuals/Training Materials

Description
Enumerator's Manual
Field Operations Manual
Supervisor's Manual
Training Guide
Training Workbook
Codebook

2002 Philippine Standard Occupational Classification (PSOC)
2009 Philippine Standard Industrial Classification (PSIC)
2008 Philippine Standard Classification of Education (PSCED)
Provincial Processing Manual
Machine Processing Manual
Blown-up CPH Forms 1, 2, 3, 4, and 10
Flipcharts

2. CPH Forms and Administrative Forms

Form Type	Description
a. Enumeration Form	
CPH Form 1	Listing Booklet
CPH Form 2	Common Household Questionnaire
CPH Form 3	Sample Household Questionnaire
CPH Form 4	Institutional Population Questionnaire
CPH Form 5	Barangay Schedule
CPH Form 5A	Kinds of Establishment
CPH Form 6	Notice of Listing/Enumeration
CPH Form 7	Common Household Self-Administered Questionnaire Instructions
CPH Form 8	Institutional Population Self-Administered Questionnaire Instructions
CPH Form 9	Appointment Slip to Household/ Institutional Population Respondent
CPH Form 9A	Appointment Slip to Barangay Official
CPH Form 10	EN's Accomplishment/Progress Monitoring Report
CPH Form 11	Weekly Progress Report of CAS/ACAS/TS
CPH Form 12	Re-interview/Spot-check Record
CPH Form 17	Certification of Barangay Chairperson
CPH Form 18	Certificate of Work Completed
CPH Form 23	NSO Personnel Supervision Form
CPH Form 27	Clearance
Map	
NSO Form	Mapping Form
b. Manual Processing Form	
CPH Form 13	Transmittal/Receipt Form
CPH Form 14	CPH Form 1 or 5 Bundle Cover
CPH Form 14A	CPH Form 4 Bundle Cover
CPH Form 15	CPH Form 2 Bundle Cover
CPH Form 15A	CPH Form 3 Bundle Cover
CPH Form 16	CPH Form 10 Folio Cover
CPH Form 19	Provincial Processing Receipt and Control Form
CPH Form 20	Verification Slip for CPH Form 1, 2, 3, 4, or 5
CPH Form 21	Record of Missing/Extra Questionnaires
CPH Form 22	Manual Processor's Daily Accomplishment Report

CPH Form 24	Problem Referral Form
CPH Form 25	Summary of Unused Serial Numbers Form
c. Administrative and Financial Form	
CPH Form 26	Record of 2010 CPH Designated/Appointed Personnel and Services Rendered
2010 CPH ID Card	Identification card for authorized census personnel
CSC Form 48	Daily Time Record
NSO Form	Itinerary of Travel
NSO Form	Certificate of Travel Completed
d. Other Forms	
NSO Form	Certificate of Appearance
General Form 3-A	Reimbursement Expenses Receipt
General Form 5-A	Disbursement Voucher
General Form 7-A	Timebook and Payroll
NSO Form	2010 CPH Financial Monitoring Sheet

4.2 PROCUREMENT OF SUPPLIES AND MATERIALS

The list of supplies and materials to be used for the 2010 CPH is cited below.

1. Enumerator's/Supervisor's Kit

- | | |
|---------------------------------|----------------------|
| a. bag with 2010 CPH logo | g. ballpens |
| b. clipboard with 2010 CPH logo | h. eraser |
| c. ID lace with 2010 CPH logo | i. pencil sharpener |
| d. ID jacket | j. pentel pen |
| e. umbrella with 2010 CPH logo | k. long bond papers |
| f. pencils | l. short bond papers |

2. Training and Processing Supplies

- | | |
|-----------------------|---------------------------|
| a. white board marker | f. ballpen |
| b. colored chalk | g. pencil |
| c. masking tape | h. long/short bond papers |
| d. packing tape | i. plastic sheets |
| e. corrugated boxes | |

Supplies and materials shall be purchased in the Field Offices except for pencils and erasers for use during field enumeration.



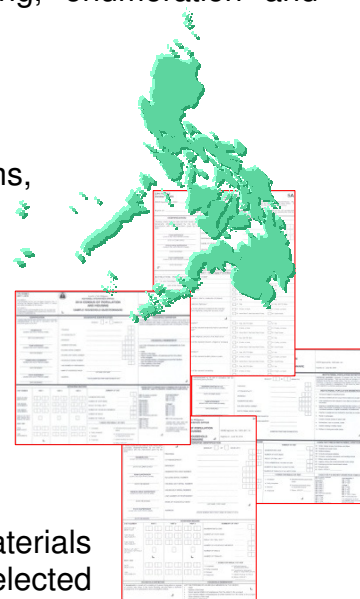
4.3 TRANSPORT OF CENSUS MATERIALS

Transport of the 2010 CPH materials for training, enumeration and processing shall involve the CO, ROs, POs, and DOs.

A. Central Office to Field Office

The official printer shall send the census forms, manuals and other materials to the regions, provinces, and selected cities/municipalities. The guidelines for the shipment of census materials are as follows:

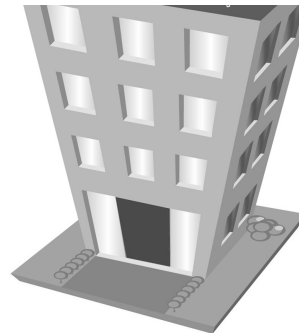
1. Transport of census materials to the FOs shall start in February 2010. The census materials to be transported consist of forms, manuals, and other materials for training, enumeration, and processing.
2. The official printer shall ensure that the census materials are delivered to the regions, provinces, and selected cities/municipalities during business/office hours.
3. The official printer is responsible for sorting all printed census materials in accordance with the allocation given to the printer and for packaging the census materials before shipping them to the regions, provinces, and cities/municipalities.
4. The Planning, Management and Coordination Division (PMCD) of the General Administration Department (GAD), together with a representative of the Commission on Audit (COA), shall be responsible for checking the quality and quantity of the census materials prior to shipment. The shipment of census materials shall be under the supervision of the Administrative Services Division (ASD) of GAD. The ASD shall be responsible for the strict implementation of the allocation procedures set by the Census Planning and Operations Division (CPOD). The 2010 CPH Census Project Staff (CPS 2010) shall be responsible for coordinating with the official printer about the transport of census materials, and for monitoring the status of shipments.
5. The ASD shall ensure and check that the names of the receiver and his/her alternate and their contact numbers are printed in each box to be delivered to the FOs, that is, (**Name of Receiver/Name of Alternate Receiver/Contact Number**).
6. The number of boxes in each shipment shall be indicated, e.g., 1 of 3 boxes, 2 of 3 boxes, and 3 of 3 boxes. If more than one box/package shall



be shipped to the FO, the printer shall ensure that these boxes/packages are shipped at the same time.

7. Each shipment shall contain two copies of Transmittal/Receipt Form (CPH Form 13), which indicates the type and quantity of census materials transmitted.

8. Immediately upon receipt of each shipment, the RD/PSO shall acknowledge to HSD (**Attention: CPS 2010**) by e-mail, or telephone/fax the number of boxes of census materials received.



9. The RO/PO staff shall check the contents of the boxes received at the RO/PO. After checking the contents of the boxes received, the duplicate copy of CPH Form 13 shall be returned to the HSD (**Attention: CPS 2010**).
10. In case of any problem or delay in the shipment of census materials, the FO concerned shall inform immediately the HSD (**Attention: CPS 2010**) through fastest means.

To ensure a smooth shipment of census materials prior to the conduct of enumeration for the 2010 CPH, the FOs shall submit their respective drop-off points and receivers of the census materials. To facilitate allocation of census materials by the FOs, it shall be specified in the list the particular drop-off points of census materials for the third level training, fourth level training, and enumeration. The list of drop-off points and receiver shall be submitted to the HSD (**Attention: CPS 2010**) copy furnished the RD, on or before **January 15, 2010**, following the format in Figure 4.1.

Figure 4.1. List of Drop-off Points and Receivers of Census Materials

Activity	Drop-off Point	Covered Province/City /Municipality	Receiver				Remark
			Principal		Alternate		
			Name	Contact Number	Name	Contact Number	
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)

Specific Instructions in Accomplishing the List of Drop-off Points and Receivers of Census Materials:

Column 1 – Activity

Write in this column the type of activity for which the census materials are intended.

Column 2 – Drop-off Point

Write in this column the complete address to which the census materials shall be delivered.

Column 3 – Covered Province/City/Municipality

Write in this column the specific name of the province and city/municipality for which the census materials shall be distributed.

Column 4 – Name of Principal Receiver

Write in this column the name of the principal receiver to whom the census materials shall be addressed and delivered.

Column 5 – Contact Number of Principal Receiver

Write in this column the contact number of the principal receiver.

Column 6 – Name of Alternate Receiver

Write in this column the name of the alternate receiver of census materials when the principal receiver is not around during the delivery of census materials.

Column 7 – Contact Number of Alternate Receiver

Write in this column the contact number of the alternate receiver.

Column 8 – Remark

Write any important observations, suggestions, and comments in this column.

B. Regional Office to Provincial Office; Provincial Office to District Office

Each FO shall work out a feasible transport plan to be followed in delivering the census materials within the prescribed time. The plan shall also include the census personnel involved in the transport of census materials. Some of the basic procedures above can be adopted for this purpose.

4.4 ALLOCATION OF CENSUS MATERIALS FOR TRAINING AND ENUMERATION

1. Allocation Procedures

In general, the allocation is based on the following guidelines:

- a. The DSOs/SCOs under the guidance of the PSO shall be responsible for the barangay level allocation. Barangay level allocation must not exceed the total allocation for the city/municipality. Refer to the Enumeration Area Reference File (EARF) for the estimated number of households per EA/barangay and Table 4.1 for the general allocation scheme. The proportion of vacant housing units (VHUs) and number of ILQs by barangay based on the 2007 Census of Population shall also be provided to the Field Offices.
- b. Reserves allocated to the Central and Field Offices are computed as follows:

Area	Reserve
Central Office	1 percent of the national total allocation
Regional Office	5 percent of the total allocation for the region
Provincial Office	10 percent of the total allocation for the province
District Office	5 percent of the total allocation for the district which shall be taken from the reserve forms at the PO

The reserve forms to be given by the PSO to the DSO shall be kept in the district and shall be made available to the ENs when they run out of forms, especially CPH Forms 1, 2, 3, and 4.

- c. If the allocation for the province is not enough, the PSO shall request for additional materials from the RO. The RD shall assess the additional requirements of each province in the region to see if the reserve is enough for the needs of the entire region. If not, he/she shall notify the CO for additional materials.
- d. If re-allocation is done, the questionnaires shall not be mixed up. All field reporting and administrative forms shall be sorted and packaged together in a separate box to facilitate distribution by CAS and ACAS to the TSs and ENs. The name of the city/municipality and “**Box ____ of ____ Boxes**” shall be indicated in the labels of the boxes. The list of the contents shall be printed outside the boxes.
- e. Two copies of Transmittal/Receipt Form (CPH Form 13), which contains the type and quantity of census material transmitted to the DSO shall be prepared, the duplicate of which shall be returned to the PO as soon as the CAS and ACAS have checked the materials received. Likewise, two copies of Transmittal/Receipt Form shall also be prepared in transmitting census materials from the CAS/ACAS to the TSs, and from TS to ENs. The personnel who transmit the census materials shall always retain the duplicate copy.

2. Distribution of Census Materials

After the allocation of census materials by city/municipality has been completed, the PSO is expected to perform the following:

- a. Plans for the most practical and fastest means of distributing the materials to the cities/municipalities so that the census materials can reach the personnel concerned in due time as per timetable.
- b. Makes arrangements with other cooperating agencies for the transport of the materials to the official station of the CAS and ACAS, if necessary.
- c. Provides a copy of the list of allocation for cities/municipalities to the respective CASs and ACASs during their training or prior to the training of enumerators.



The following tables show the allocation of census materials for training and enumeration:

Table 4.1 General Allocation Scheme for the 2010 CPH Materials

1. TRAINING MATERIALS

Material/ Activity	Description/Content	Allocation
Supervisor's Kit – Training for Enumeration	Four CPH Form 2 Two CPH Form 1 Two CPH Form 3 One sheet each of CPH Forms 4 to 8 One copy of Mapping Form Enumerator's Manual Supervisor's Manual Field Operations Manual (Except TS) Codebook Training Guide Training Workbook Bag and clipboard Pencil Sharpener Ballpen Pentel Pen ID jacket and lace	Number of RDs/ Assistants, PSO/ Assistants, DSOs, SCOs, CASS, ACASS, TSs
	PMS User's Manual	Number of RDs/ PSOs/Statisticians
	Powerpoint presentations	Number of Training Centers
EN's Kit – Training for Enumeration	Four CPH Form 2 Two CPH Form 1 Two CPH Form 3 One sheet each of CPH Forms 4 to 8 One copy of Mapping Form Enumerator's Manual Codebook Training Workbook Bag and clipboard Pencil Ballpen Eraser Sharpener ID jacket and lace	Number of ENs

Other Materials – Training for Enumeration	Flipcharts Blown-up questionnaires Colored chalk (one box/12 pcs) One white board marker/one box chalk Posters Masking tape	Number of training classes
Training for Manual Processing	Provincial Processing Manual, PSOC, PSIC, PSCED, TRACS User's Manual, Codebook	Number of RDs/ PSOs/Statisticians, Assistant Supervisors, Processors/RCC
Training for Machine Processing	Machine Processing Manual	Number of CPC 2010 Personnel

2. ENUMERATION FORMS

CPH Form	Description/Content	Allocation
CPH Form 1	Listing Booklet	$((\text{Estimated Number of HHs}) + (2007 \text{ ILQ} \times 1.20)) / 55$
CPH Form 2	Common Household Questionnaire	$((\text{Estimated Number of HHs} \times (1 - \text{Sampling Rate}) \times 1.25) + (\text{Estimated Number of HHs} \times \text{Percentage of VHU}))$
CPH Form 3	Sample Household Questionnaire	$\text{Estimated Number of HHs} \times \text{Sampling Rate} \times 1.25$
CPH Form 4	Institutional Population Questionnaire	$\text{Estimated Number of EAs} + ((2007 \text{ InstPop} \times 1.25) / 16)$
CPH Form 5	Barangay Schedule	Number of Bgys
CPH Form 5A	Kinds of Establishment	Number of TSs
CPH Form 6	Notice of Listing/Enumeration	$(\text{Estimated Number of HHs} + (2007 \text{ ILQ} \times 1.20) + (\text{Estimated Number of HHs} \times \text{Percentage of VHU}))$
CPH Form 7	Common Household Self-Administered Questionnaire Instructions	$(\text{Estimated Number of HHs in HUCs} \times 0.25) + (\text{Estimated Number of HHs in Other Areas} \times 0.05)$
CPH Form 8	Institutional Population Self-Administered Questionnaire Instructions	$(2007 \text{ ILQ} \times 1.20) \times 0.25$
CPH Form 9	Appointment Slip to Household/Institutional Population Respondent	$\text{Estimated Number of HHs} \times 0.10$

CPH Form 9A	Appointment Slip to Barangay Official	Number of Bgys*0.20
CPH Form 10	EN's Accomplishment Report/Progress Monitoring Report	Number of ENs*3 copies*4 weeks
CPH Form 11	Weekly Progress Report of CAS/ACAS/TS	(Number of CAS, ACAS, TS) *2
CPH Form 12	Re-interview/Spot-check Record	TS: Number of ENs*4 CAS: Number of ENs ACAS: Number of ENs Number of RO/PO/DO/ Supervisors*3*10 days
CPH Form 13	Transmittal/Receipt Form	(Number of CASSs, ACAS, TSs, ENs, DSOs, POs)*2*4
CPH Form 14	CPH Form 1 or 5 Bundle Cover	((Estimated Number of CPH Form 1/500) + (CPH Form 5/500))* 1.10
CPH Form 14A	CPH Form 4 Bundle Cover	Number of Cities/ Municipalities*1.20
CPH Form 15	CPH Form 2 Bundle Cover	Estimated Number of EAs*1.20
CPH Form 15A	CPH Form 3 Bundle Cover	Estimated Number of EAs*1.20
CPH Form 16	CPH Form 10 Folio Cover	Estimated Number of EAs*1.20
CPH Form 17	Certification of Barangay Chairperson	Number of Bgys
CPH Form 18	Certificate of Work Completed	(Number of ENs, TSs, ACASSs, CASSs)
CPH Form 23	NSO Personnel Supervision Form	Number of RO/PO/DO Supervisors * 5 *10 days
CPH Form 28	Maps Bundle Cover	Number of Cities/ Municipalities
NSO Form	Mapping Form	Number of EAs*6

3. OTHER CPH FORMS

CPH Form	Description/Content	Allocation
NSO Form	Certificate of Appearance	Number of 2010 CPH Personnel
NSO Form	Certificate of Travel Completed	Number of 2010 CPH Personnel
NSO Form	Itinerary of Travel	Number of 2010 CPH Personnel*2

4. ADMINISTRATIVE AND FINANCIAL FORMS

Form	Description/Content	Allocation
CPH Form 26	Record of 2010 CPH Designated/Appointed Personnel and Services Rendered	(Number of ENs, TSs, CAS, ACASs)/30
CPH Form 27	Clearance	(Number of ENs, TSs, CAS, ACASs)
2010 CPH ID Card	Identification card for authorized census personnel	Number of ENs, TSs, CAS, ACAS, processors, operators, supervisors, and clerks
CSC Form 48	Daily Time Record	(Number of ENs, TSs, CASs, ACASs*2) + (Number of processors, operators, supervisors*6) + (clerks*8)

Notations:

HHs	=	Households
InstPop	=	Institutional Population
Inst	=	Institution
Mun	=	Municipality
Bgys	=	Barangays
HUC	=	Highly Urbanized City
ILQ	=	Institutional Living Quarter
VHUs	=	Vacant Housing Units

4.5 PROBLEMS ON PROCUREMENT OF CENSUS SUPPLIES AND MATERIALS

If some census supplies and materials to be procured in the regions are not available, the RO shall inform immediately the HSD (**Attention: CPS 2010**) so that the materials can be procured in Manila or nearest region.

Any issues/concerns regarding procurement shall be addressed immediately to ensure timely procurement.

5

WORKLOAD ANALYSIS



The enumeration phase of the 2010 Census of Population and Housing (2010 CPH) is a critical aspect of the census operation that requires proper allocation of logistic and human resources. The logistic requirement depends on the number of census personnel to be deployed, which is also dependent on the estimated workload. Proper workload assignment to each personnel shall be planned prudently to avoid waste of time and resources.

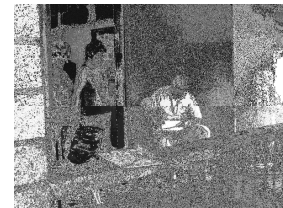
This chapter discusses the determination of workload and mandays, and the allocation of census personnel who shall be involved in the conduct of enumeration.

5.1 ALLOCATION OF ENs, TSs, ACASs, AND CASs

The allocation of ENs, TSs, ACASs, and CASs is based mainly on the estimated workload which is the estimated number of households for May 2010 plus the number of Vacant Housing Units (VHUs) in 2007. The terrain, availability of transportation facilities, peace and order situation in an area, and its socio-economic characteristics are the factors that are to be taken into account in determining the number of ENs for each area.

1. Enumerators

The number of ENs is determined based on the following inputs, assumptions, and computation:



a. Estimated workload by barangay and EA

The workload by barangay is based on the estimated number of households for 2010 plus the number of VHUs based on the 2007 Census of Population (POPCEN 2007). The workload by EA is computed in the same manner as that of the barangay. The estimated number of households by EA is obtained by pro-rating to the EAs the estimated number of households for the barangay using the proportion of households by EA based on POPCEN 2007.

b. Average output per day

The average output per day is 17 households. This average output varies from one barangay to another, depending on the terrain, weather, available transportation facilities, and prevailing socio-economic and political conditions in the area. Area-specific adjustments shall be made to account for these variations. Some adjustments lead to higher outputs per day while others result to mean lower outputs per day.

c. Mandays

$$\text{Mandays} = \frac{\text{Workload}}{\text{Average output per day}}$$

d. Enumeration period

Since public school teachers shall be utilized for the census taking, the enumeration of households for the 2010 CPH must be completed before the school opening in June. Hence, the enumeration shall be undertaken for a period of 23 days, including two days for area familiarization and winding up.



With an average output of 17 households per day, an EN is expected to cover an EA with 350 households for a period of 21 days. In case an EA has lower than 350 households, the EN assigned to the area needs less than 21 mandays to complete the enumeration.

Some areas however require a period of more than 21 days to enumerate the households, such as the following:

- The EA has more than 350 households, or
- The EA has less than 350 households but the estimated mandays exceeds 21 days due to a lower output rate required in the area.

For these EAs, hired enumerators shall be utilized, instead of public school teachers. The enumeration period for these EAs shall be extended.

In some areas, enumeration can also be extended beyond the allocated mandays in cases of bad weather, peace and order conditions, or other justifiable reasons. In such cases, the DSO concerned shall inform the PSO about the extension of enumeration for adjustment of mandays. The PSO shall

make a request to the RD for additional mandays. The PSO and RD shall utilize the reserve mandays allotted by the CO.

2. Team Supervisors

As a general rule, each TS shall be assigned to supervise five ENs. If the number of ENs assigned to a city/municipality is less than five ENs, a TS shall also be assigned to them.

The following table indicates the ratio of ENs to TS:

Number of ENs	Number of TSs
1 – 5	1
6 – 10	2
11 – 15	3
16 – 20	4
and so on	. . .

3. Census Area Supervisor/Assistant Census Area Supervisor

On the average, one CAS/ACAS is expected to supervise five TS. In case the number of TS is less than four for a city/municipality, one CAS shall be assigned but there shall be no ACAS.

The general rule in the allocation of CAS is as follows:

Number of TSs	Number of ACASs	Number of CASs
1 – 3	–	1
4 – 5	1	1
6 – 10	2	2
11 – 15	3	3
16 – 20	4	4
and so on

5.2 EVALUATION OF WORKLOAD ANALYSIS BY EA/BARANGAY

The Census Planning and Operations Division (CPOD) has prepared the workload analysis by EA for each province. The FOs shall evaluate the computed mandays, personnel requirement, and the allocation of personnel in their area. The characteristics of the EAs, and the above assumptions and computations shall be used as bases in evaluating the workload analysis. Softcopy of the workload analysis shall be provided by CPOD to the FOs. Table 5.1 shows the format of the workload analysis to be provided.

The Provincial Office shall submit to HSD (**Attention: CPOD**), copy furnished the Regional Office, the evaluated workload analysis on or before **January 29, 2010**.

Table 5.1. Workload Analysis by EA/Barangay

City/ Municipality/ EA	Estimated Number of Households for 2010	Vacant Housing Units*	Standard Output	Mandays	CAS		ACAS		TS			EN			Reserved EN	Remark
					DepEd	Hired	Hired	Total	DepEd	Hired	Total	Total	DepEd	Hired		

* based on the 2007 Census of Population

Prepared by: _____

Position

Date: _____

Reviewed by: _____

Regional Director

Date: _____



2010 Census of Population and Housing

Workload Analysis

Region: _____

Province: _____

6

RECRUITMENT AND HIRING, AND DUTIES AND RESPONSIBILITIES OF CENSUS PERSONNEL



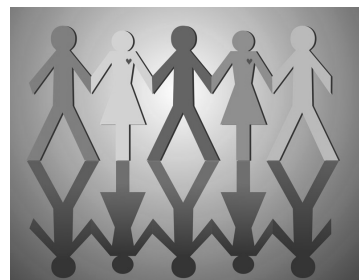
The 2010 Census of Population and Housing (2010 CPH) is a nationwide undertaking that requires a multitude of personnel who shall carry out the jobs in the different phases of this activity. During the field enumeration, some of these personnel shall act as Enumerators (ENs), Team Supervisors (TSs), Assistant Census Area Supervisors (ACASs), and Census Area Supervisors (CASs). Other personnel shall serve as manual and machine processors during the data processing phase. In addition, statisticians, cartographers, clerks, and utility workers shall also be hired to assist the Regional and Provincial Offices in the technical and administrative aspects of the operation. Clerks shall also be provided to the District Offices to assist the District Statistical Officers (DSOs) in their headquarters.

As prescribed by Batas Pambansa Blg. 72, public school teachers shall be utilized for the 2010 CPH. Thus, the Department of Education (DepEd) personnel shall act as ENs, TSs, and CASs during field enumeration. However, for areas with insufficient number of DepEd personnel or the Enumeration Area (EA) has an estimated number of households greater than 350, ENs, TSs, and CASs shall be hired.

This chapter presents the census personnel to be utilized during the field enumeration and data processing phases of the 2010 CPH, the procedures for recruitment and hiring, selection criteria, and other related concerns.

6.1 CENSUS PERSONNEL TO BE UTILIZED

For the purpose of the 2010 CPH, the term “personnel” shall include employees of DepEd who shall be utilized as ENs, TSs, and CASs. Moreover, non-DepEd personnel who are hired on a contractual basis with no employer-employee relationship with the Office are included in this definition. All non-NSO personnel, either appointed or designated, shall



therefore not be construed as regular employees of NSO. As such, their official term with NSO ends immediately upon the termination of the census activity they have been involved with. The duration of service of census personnel is as follows:



1. DepEd Personnel

Personnel	Duration of Service	
	Start	Not Later Than
EN	April 26, 2010	June 11, 2010
TS	April 26, 2010	June 12, 2010
CAS	April 19, 2010	June 12, 2010

The hired personnel on the other hand can be categorized according to the type of activity or area of responsibility they are assigned. The categories of these hired personnel and the duration of their service are presented below:

2. Census Personnel to be Hired

a. For Field Enumeration

Personnel	Duration of Service	
	Start	Not Later Than
EN	April 26, 2010	June 25, 2010
TS	April 26, 2010	June 28, 2010
ACAS	April 19, 2010	June 30, 2010
CAS	April 19, 2010	June 30, 2010

b. For Provincial Offices/District Offices

Personnel	Duration of Service	
	Start	Not Later Than
<i>Paid on a Monthly Basis</i>		
Asst. Statistician	March 1, 2010	December 31, 2010
Accounting Clerk III	March 1, 2010	December 31, 2010
Cartographer	March 1, 2010	August 31, 2010
Provincial Office Clerk	March 1, 2010	December 31, 2010
<i>Paid on a Daily Basis</i>		
District Office Clerk	March 1, 2010	June 30, 2010
Receipt and Control Clerk	March 1, 2010	December 31, 2010
Utility Worker	March 1, 2010	December 31, 2010
Processors: (Editors, Coders, and Verifiers)	June 14, 2010	August 14, 2010

For large provinces, two Receipt and Control Clerks (RCCs) shall be hired. Provincial Offices in small provinces shall hire only one RCC.

c. For Regional Offices

Personnel	Duration of Service	
	Start	Not Later Than
Statistician I	March 1, 2010	December 31, 2010
Clerk II	April 1, 2010	December 31, 2010

d. For Census Processing Centers

Personnel	Duration of Service	
	Start	Not Later Than
CPC 2010 Shift Supervisor	June 28, 2010	December 31, 2010
Scan Operators	June 28, 2010	December 31, 2010
Key-from-image Encoders	June 28, 2010	December 31, 2010
RCC	June 28, 2010	December 31, 2010
Utility Worker	June 28, 2010	December 31, 2010

6.2 PROCEDURES FOR THE RECRUITMENT AND HIRING OF CENSUS PERSONNEL

A. DepEd Personnel

1. The PSO shall provide the School Division Superintendent of a province or city with the number of CASSs, TSSs, and ENs required for each city/municipality. The criteria for selecting DepEd personnel are included in a Memorandum of Agreement between NSO and DepEd pertaining to the participation of DepEd personnel in census-taking;
2. The School Division Superintendent shall communicate with the District Supervisors regarding the utilization of DepEd personnel in the census-taking, the number of DepEd personnel needed for the city/municipality, and the criteria for selection;
3. The District Supervisor, in turn, shall inform the principals, head teachers, and teachers regarding the Memorandum of Agreement between DepEd and NSO. The District Supervisor shall recommend the school personnel to



be involved in the 2010 CPH, prepare a list of school personnel and their itemized positions, addresses, school assignment, and the barangay where the school is located. He/she shall also require the school personnel to fill up CS Form 212 (Personal Data Sheet or PDS);

4. The District Supervisor shall submit the list of school personnel and their accomplished PDSs to the School Division Superintendent, who, in turn, shall submit the same to the PSO;
5. The PSO shall secure the lists from the School Division Superintendent, and shall follow up any non-submission from the School Division Superintendent;
6. The PSO shall evaluate the lists and the PDSs to determine if criteria for selection are met;
7. For areas with insufficient number of DepEd personnel, the PSO shall secure a waiver from DepEd that no DepEd personnel can act as ENs.
8. The PSO shall prepare a list of DepEd personnel and their corresponding designations using CPH Form 26 (Record of 2010 CPH Designated/Appointed Personnel and Services Rendered). Refer to Appendix 6, page 201 for a sample of CPH Form 26.

B. Hired Census Personnel

1. The RDs and the PSOs shall publish/make announcement through posters, radio, and word of mouth regarding the need of NSO for the 2010 CPH service contractors. The announcement shall include the positions needed, their job descriptions, and the minimum qualifications. The Census Coordinating Boards shall be asked to assist in the recruitment process.
2. Interested applicants shall submit a letter of application and bio-data to the RD, PSO, or DSO.
3. The RD, PSO, or DSO shall inform the applicants of the schedule of the written examination. The schedule shall be posted in a conspicuous place in the field offices and shall be included in the recruitment announcement.
4. The applicants who have passed the written examination shall be scheduled for an interview to assess their capability to withstand the rigors of the job, test their skills, and assess their overall personality.
5. The RD, PSO, or DSO shall inform the successful applicants immediately. The applicants shall be asked to confirm their acceptance.

6. The applicants who accept the position shall be informed of the schedule of the training that they shall attend and the documents that they shall submit before the start of the training. The documents to be submitted are the following:

Requirement	Copy
a. CS Form 212 (Personal Data Sheet)	3 photo copies
b. Police Clearance or NBI Clearance	1 original copy
c. Picture (1 ½ x 1 ½)	3 photo copies
d. Picture (1 x 1)	1 copy
e. 2010 Community Tax Certificate	1 original copy and 3 photo copies
f. Original Medical Certificate (x-ray and urinalysis results)	1 original copy and 2 photo copies
g. Transcript of Records/Diploma/ Certification of Highest Grade Completed	3 photo copies

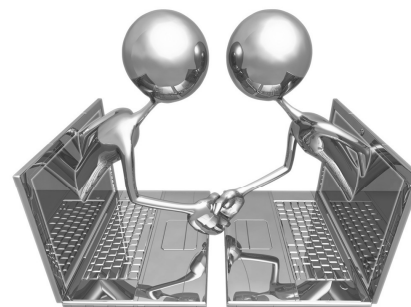
7. All hired personnel shall execute a service contract. Their payments shall be based on outputs with no employee-employer relationship established between NSO and the contracting party.

6.3 QUALIFICATIONS OF CENSUS PERSONNEL TO BE DESIGNATED/HIRED

A. DepEd Personnel to be Designated

1. Census Area Supervisor

The District Supervisor of a city/municipality or a School Principal shall be designated as CAS. In the absence of a District Supervisor or Principal, the next-in-rank DepEd personnel shall be designated.



The following criteria shall be used in selecting the CAS:

- preferably a resident of assigned city/municipality;
- preferably not more than 55 years of age; and
- physically fit and able to travel.

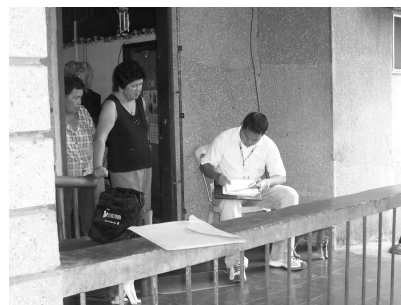
2. Team Supervisor

The selection of a Team Supervisor from among the enumerators shall be done by the trainers and the CAS during the training for enumeration. In addition to the basic qualities of an enumerator, the Team Supervisor shall possess the following qualities:

- a. leadership
- b. alertness and interest
- c. good performance in the training

3. Enumerator

- a. resident of the city/municipality or the enumeration area;
- b. preferably not more than 45 years of age;
- c. willing to accept assignments outside his/her barangay within the city/municipality;
- d. physically fit and able to travel;
- e. able to speak the local dialect; and
- f. good handwriting in print.



B. Census Personnel to be Hired

To ensure that NSO can employ the most qualified applicants for the 2010 CPH and to ensure that they can perform their duties and responsibilities, the hired census personnel shall meet the following minimum qualifications:

For Enumeration

1. Enumerator

- a. must be a college graduate, or completed at least second year college where there are no college graduates;
- b. must not be more than 40 years old;
- c. with legible handwriting (preferably in printed capital letters);
- d. able to speak the local dialect;
- e. physically fit and able;
- f. with good moral character;
- g. with pleasing personality and ability to deal with the public tactfully;
- h. preferably resident of the EA/barangay or city/municipality;
- i. willing to be assigned in any EA/barangay within the province when needed; and
- j. willing to work on Saturdays, Sundays, holidays and beyond 5:00 p.m. if necessary.

2. Team Supervisor

Selection of TSs from among the ENs shall be done by the trainers and the Provincial Statistics Officer at the completion of the fourth level training. The selection of TS is based on the following criteria:

Criteria		Rating
Total Rating		100%
1.	Scores in Exercises	$[(\text{Total Scores}/295) \times 100] \times 50\%$
2.	Classroom Participation <ul style="list-style-type: none"> Always participate in classroom discussion Sometimes participate in classroom discussion Never participate in classroom discussion 	15% 10% 5%
3.	Educational Qualification <ul style="list-style-type: none"> Bachelor's degree graduate 3rd to 4th year college undergraduate 1st to 2nd year college undergraduate 	15% 12% 10%
4.	Experience <ul style="list-style-type: none"> Statistical researcher/EN in any census of population conducted Statistical researcher/EN in any NSO survey or other NSO censuses With previous experience in survey but not at NSO With previous work experience but not related to survey 	10% 8% 6% 4%
5.	Peer Evaluation <ul style="list-style-type: none"> Highly recommended by co-trainers or NSO staff Observed to be a good TS during field practice 	10% 8%

3. Census Area Supervisor/Assistant Census Area Supervisor

- must be a college graduate;
- resident of the assigned city/municipality;

- c. preferably with experience in census/survey undertaking;
- d. preferably with supervisory background in census, survey or similar operations;
- e. preferably not more than 40 years of age;
- f. with legible handwriting (preferably in printed capital letters);
- g. physically fit and able;
- h. with good moral character;
- i. preferably with a cellphone unit to be used in sending summary data from the Progress Monitoring reports; and
- j. willing to work on Saturdays, Sundays, holidays and beyond 5:00 p.m. if necessary.

For the Provincial Offices

1. Assistant Statistician

- a. must be a college graduate, preferably a graduate of Statistics, Mathematics, Economics, Engineering, or other related course;
- b. preferably with experience and training in census/survey undertaking;
- c. computer literate;
- d. physically fit and able;
- e. with good moral character; and
- f. willing to render overtime service, if necessary.

2. Accounting Clerk III

- a. must be a college graduate;
- b. must have basic knowledge in accounting;
- c. computer literate;
- d. physically fit and able;
- e. with good moral character; and
- f. willing to render overtime service, if necessary.

3. Provincial Office Clerk

- a. preferably college graduate, if not, completed at least 2nd year college;
- b. computer literate;
- c. physically fit and able;
- d. with good moral character; and
- e. willing to render overtime service, if necessary.

4. Cartographer

- a. must be a draftsman or has completed at least 2nd year college in engineering/fine arts/architecture course (a graduate of such courses is preferred);

- b. preferably computer literate;
- c. expected to work for a period of 6 months;
- d. of sound physical and mental health; and
- e. willing to do fieldwork in addition to office assignments; and
- f. willing to render overtime service, if necessary.

5. Utility Worker

- a. at least high school graduate;
- b. physically fit and able;
- c. with good moral character; and
- d. willing to render overtime service, if necessary.



6. Manual processors

- a. preferably college graduate;
- b. computer literate;
- c. physically fit and able;
- d. with good moral character; and
- e. willing to render overtime service, if necessary

7. Receipt and Control Clerk

- f. preferably college graduate, if not, completed at least 2nd year college;
- g. computer literate;
- h. physically fit and able;
- i. with good moral character; and
- j. willing to render overtime service, if necessary.

8. District Office Clerk

- a. preferably college graduate, if not, completed at least 2nd year college;
- b. physically fit and able;
- c. with good moral character;
- d. willing to render overtime service, if necessary

For the Regional Offices

1. Statistician I

- a. must be a college graduate, preferably a graduate of Statistics, Mathematics, Economics, Engineering, or other related courses;

- b. preferably with previous employment in fields of Statistics, Mathematics, or Economics, or with experience in undertakings related to these fields;
- c. with relevant training in the same fields;
- d. with background in microcomputers and operating knowledge of Microsoft Excel/Windows;
- e. of sound physical and mental health;
- f. with good moral character; and
- g. willing to render overtime services, if necessary.

2. Clerk II

- a. preferably college graduate, if not, completed at least 2nd year college;
- b. computer literate;
- c. physically fit and able;
- d. with good moral character; and
- e. willing to render overtime services, if necessary

For Census Processing Centers:

1. CPC 2010 Shift Supervisor

- a. must be a college graduate;
- b. preferably with supervisory background;
- c. with leadership qualities;
- d. with experience/expertise in using microcomputers and Microsoft Windows operating system;
- e. physically fit and able;
- f. willing to work in shifts; and
- g. with good moral character.

2. Scan Operator, Key-from-image Encoder, Receipt and Control Clerk

- a. completed at least 4th year college;
- b. with experience in using microcomputers;
- c. physically fit and able;
- d. willing to work in shifts; and
- e. with good moral character.

3. Utility Worker

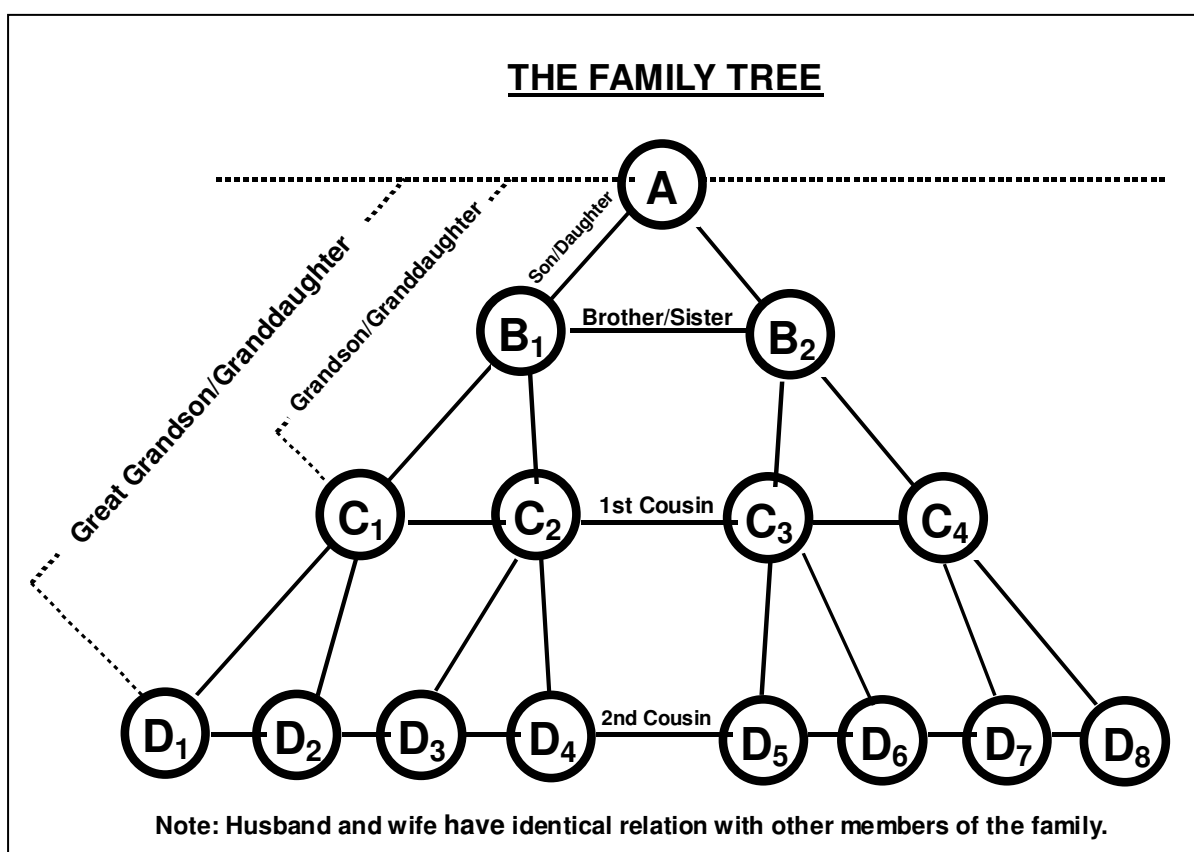
- a. at least high school graduate;
- b. willing to work in day and night shift;
- c. physically fit and able;
- d. with good moral character; and
- e. willing to render overtime services, if necessary.

6.4 PROHIBITION OF HIRING RELATIVES

Strict compliance is required in the prohibition of hiring relatives up to the fourth degree of consanguinity or affinity of the appointing officers or direct supervisors. This measure prevents the abuse of exercise of discretion on the part of the appointing officer or direct supervisor in selecting personnel to be hired. This rule also ensures that only qualified personnel are hired for the census undertaking. In previous censuses and surveys of the office, problems arose when relatives of NSO employees were hired. Any appointing officer or direct supervisor found guilty of violating this prohibition shall be provided with appropriate sanctions.

To serve as reference, the illustration below shows how to trace the connection of an appointing officer to an applicant in terms of degree of consanguinity or affinity.

Figure 6.1. The Family Tree



The illustration on the next page of this manual shows the interpretation of the relationships between and among the members of the family tree.

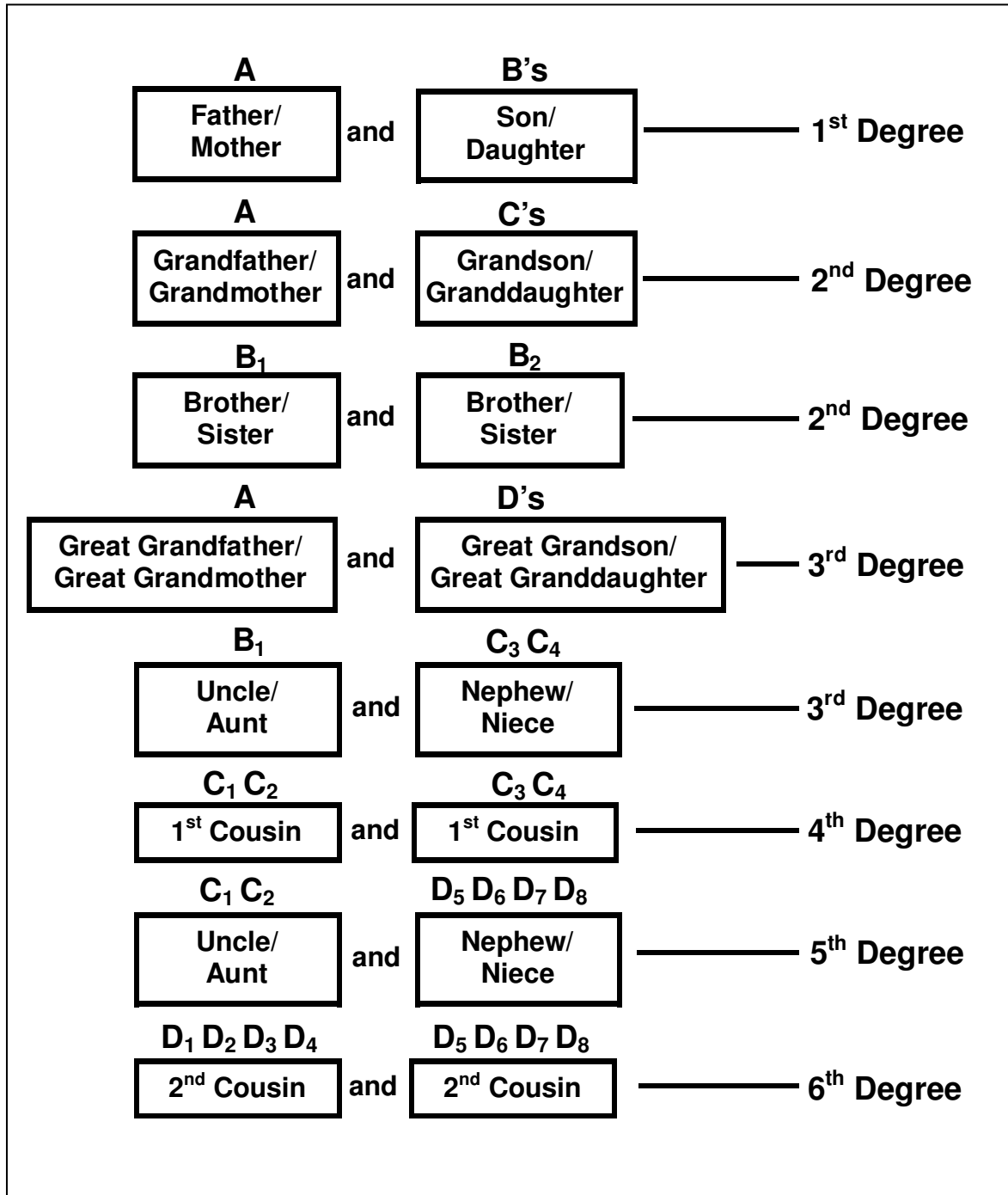
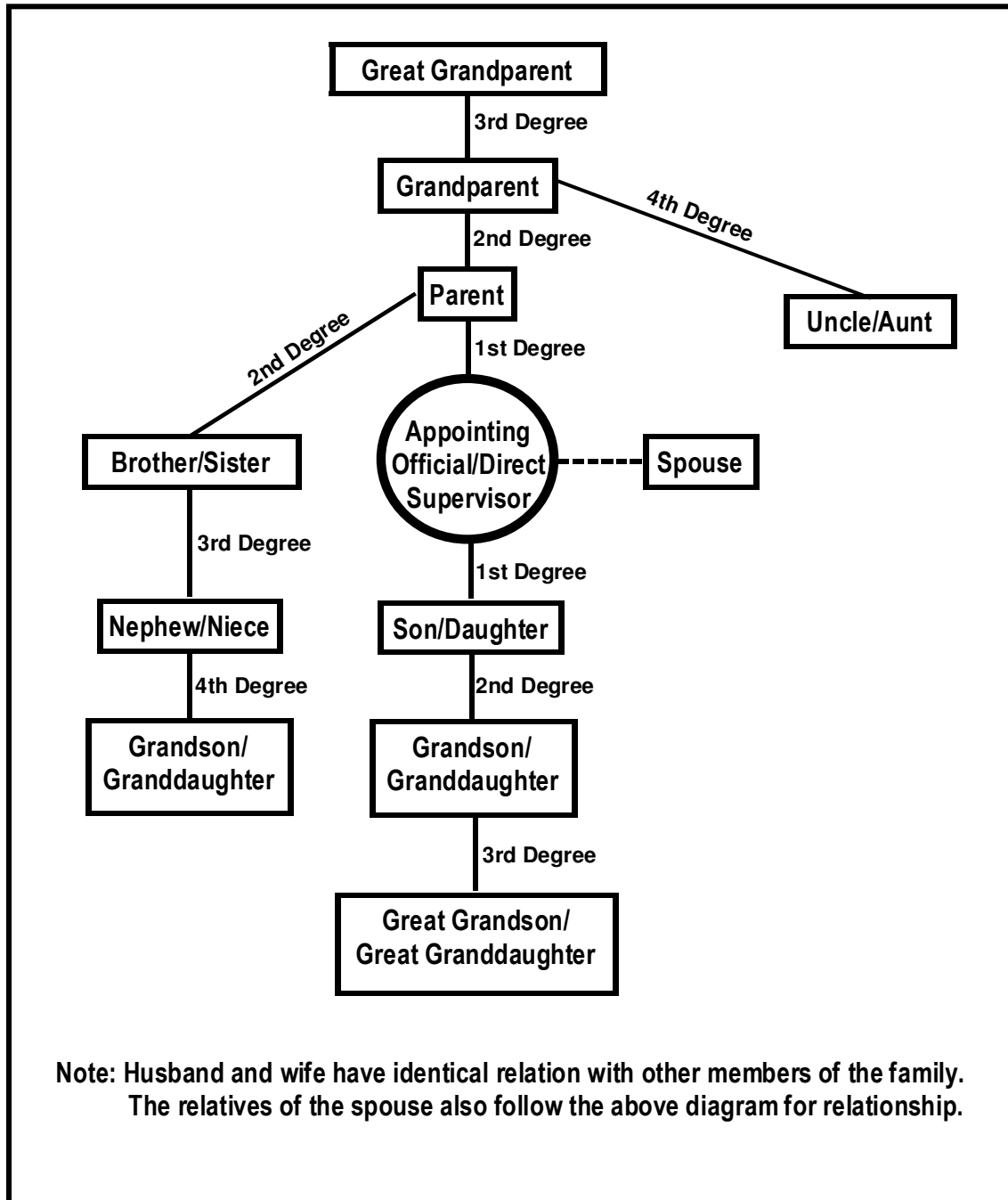
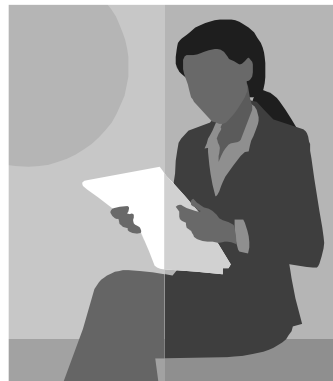
Illustration 6.1. Degree of Consanguinity/Affinity

Illustration 6.2. Relationship Within the 4th Degree of Consanguinity/Affinity



6.5 SELECTION PROCESS FOR HIRING CENSUS PERSONNEL

1. **Evaluation of application form.** Consider the applicant's relevant information demonstrating his/her skills and experience for the post.
2. **Examination.** All applicants, for field enumeration or for processing positions, must take a standard written examination. An Intelligence Quotient (IQ) test shall be given to the applicants for supervisors, operators, and controllers. Moreover, an examination to test the speed of the applicants in data encoding shall also be administered.
3. **Interview.** The application form and the results of examination shall be the bases whether an applicant shall be invited for an interview or not. The interview is based on the job requirements, on the experiences, academic study, or personal interest that the applicant supplied in the application form.



The standard written examination, Intelligence Quotient (IQ) test and the guidelines for the personal interview shall be provided to the ROs/POs.

6.6 EXECUTION OF CONTRACT OF SERVICE

All hired personnel shall execute a service contract, which shall serve as basis for remuneration. A contract of service differs from contractual and plantilla appointments covering contractual and casual employees which are covered by the Civil Service Commission (CSC) Rules and Regulations. Contract of service and job order refer to employment described as follows:



1. The contract covers lump sum work or services such as security consultancy or output-based services where no employer-employee relationship exists.
2. The contract of service is not covered by the Civil Service Law, Rules and Regulations but is covered by the Commission on Audit Rules. Thus, this contract is not submitted to CSC nor it needs CSC approval. Service rendered is not considered government service for any purpose.



3. The personnel involved in the contract or job order do not enjoy the benefits enjoyed by government employees such as Personnel Economic Relief Allowance, Additional Compensation Allowance, and bonuses.
4. The contract may be amended or supplemented through the execution of a contract of variation and shall be effective on the date and for the period stated herein.

Each personnel hired under a contract of service shall be apprised of the conditions of the contract as described above and as contained in the contract he/she shall sign. The RD/PSO shall submit a copy of the signed contract including the Disclosure portion for the hired 2010 CPH personnel to the General Administration Department (**Attention: HRMD**) on or before **May 14, 2010**. A pro-forma of the service contract for the hired census personnel shall be sent to the Field Offices. The RD shall sign for NSO the service contracts of the hired 2010 CPH personnel in the region while the PSO, for the province.

The RD/PSO shall prepare a list of hired 2010 CPH personnel and their corresponding designations.

6.7 DUTIES AND RESPONSIBILITIES OF CENSUS PERSONNEL

All personnel involved in the 2010 CPH have their respective duties and responsibilities necessary for the smooth implementation of each aspect of the census operation in their respective areas of assignment.

For Field Enumeration

1. Enumerator

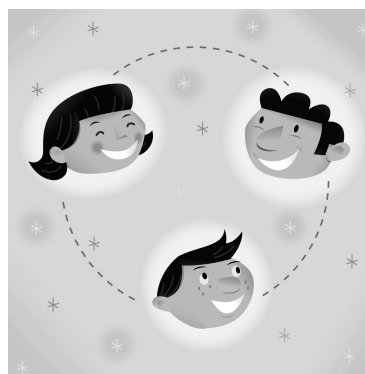
- a. Attends and participates actively in the fourth level training to gain an understanding of the concepts, definitions, and procedures regarding the conduct of the 2010 CPH, and to know his/her specific responsibilities as an EN;
- b. Updates the map of the enumeration area (EA) and makes block maps using Mapping Form for congested areas found in the EA;
- c. Lists all housing units, institutional living quarters and households found in the EA using the Listing Booklet and submit accomplished forms to TS;
- d. Plots on the EA/block maps the relative location of buildings and households listed;



- e. Enumerates correctly all households listed using the Household Questionnaire, and institutions using the Institutional Population Questionnaire;
- f. Transmits all accomplished/collected questionnaires to the supervisor on designated days or schedule;
- g. Keeps all information collected strictly confidential by not showing them to persons other than the supervisors and other authorized NSO personnel;
- h. Accomplishes the EN's Accomplishment/Progress Monitoring Report (Appendix 7, page 202) at the end of each day and other administrative reports and submit these documents to TS as required; and
- i. Submits the Certification of Barangay Chairperson (Appendix 8, page 203) to TS.

2. Team Supervisor

The TS is the link between the ACAS/CAS and the ENs in all matters pertaining to the census undertaking. The TS is responsible for a group of EAs. He/She directly supervises the EN's assigned to these EAs.



Specifically, the duties and responsibilities of the TS are as follows:

- a. Assists the CAS in determining specific EA assignments of the ENs;
- b. Provides the local officials/community with background information on the nature of the census undertakings;
- c. Coordinates with the Barangay Chairperson regarding the enumeration of the barangay and requests him/her to certify the conduct of the census in the barangay if the barangay has more than one EA;
- d. Establishes fixed points along imaginary boundaries of EAs to ensure complete coverage of listing and enumeration;
- e. Meets with the CAS/ACAS every Friday and the ENs every Wednesday to check and assess the progress of enumeration;
- f. Supervises closely the work of the ENs during listing and enumeration through spot-checking and revisiting the households enumerated;

- g. Collects forms from the households and institution in behalf of the ENs when Self-Administered Questionnaire are administered or when referral is made to him/her by the EN;
- h. Helps enumerate the population living in institutions where the assigned EN cannot accomplish the task;
- i. Checks for the completeness of enumeration of all households/institutions in an EA;
- j. Recommends to the ACAS/CAS the replacement of ENs who are unable to perform their work satisfactorily or for some other reasons;
- k. Ensures that the accomplished questionnaires submitted by his/her ENs are complete and the entries are legible and correct;
- l. Submits PM reports and the accomplished questionnaires to the ACAS during meetings;
- m. Interviews barangay official who is knowledgeable about the characteristics of the barangay using CPH Form 5 (Barangay Schedule) and submits to CAS/ACAS the accomplished forms for all barangays in his/her assigned area;
- n. Collects accomplished Institutional Population Questionnaires (CPH Form 4) from institutional living quarters like hotel, dormitory, or boarding house with more than 20 residents a week after the EN had left the form to the head or manager of the institution;
- o. Prepares periodic reports on the progress of census work; and
- p. Performs other duties as may be assigned from time to time by the CAS/ACAS.



3. Assistant Census Area Supervisor

The ACASs, on the other hand, shall be the assistant of the CAS in carrying out the smooth flow of the census enumeration in their assigned city or municipality. Specific duties and responsibilities of the ACAS during each phase of census field operations are as follows:

Pre-Enumeration

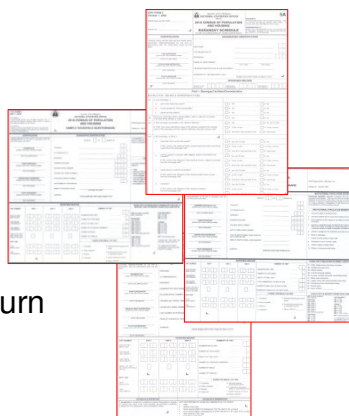
- a. Assists the CAS in the establishment of their headquarters;
- b. Assists the CAS in allocating and distributing the census forms and materials for their area; and
- c. Performs such other duties as may be assigned from time to time by the CAS.

Training

- a. Helps train the TSs/ENs on the technical as well as administrative aspects of census taking; and
- b. Assists the CAS in performing other matters pertaining to the conduct of training for ENs.

Enumeration

- a. Checks the quality of work of the TSs and ENs through field inspection and spot-checking of their work;
- b. Scrutinizes the accomplished questionnaires for completeness and correctness of entries and to return the incomplete ones to the TSs for further scrutiny;
- c. Checks the accuracy of the PM reports;
- d. Collects EN's Accomplishment/Progress Monitoring Report (CPH form 10) and accomplished questionnaires (CPH Forms 1, 2, 3, and 4) from the TSs every Friday. Transmits these reports to the CAS every Monday, and sends summary total of CPH Form 10 through text messaging to Central Office after verifying entries in CPH Form 10;
- e. Reviews maps as to orientation and boundaries and checks if households are properly plotted on the maps;
- f. Assists the CAS in checking for the completeness of area coverage, that is, complete enumeration of households/institutional population in an EA;
- g. Supervises, guides, and assists the TS in the resolution of problems encountered in the assigned areas;



- h. Acts as supervisor of ENs who shall enumerate special areas using Self-Administered Questionnaire Instructions;
- i. Renders periodic reports to the CAS regarding the progress of work in the assigned area; and
- j. Assumes the duties of DepEd CAS who cannot finish the assigned tasks due to the opening of classes.

Post-enumeration

- a. Transmits to CAS within the prescribed period all the accomplished questionnaires of the area;
- b. Countersigns certificates of completion and clearances for TSs and ENs after the enumeration period;
- c. Assumes the duties of DepEd CAS who cannot finish the assigned tasks due to the opening of classes; and
- d. Performs other duties as may be assigned by CAS in connection with census work.

4. Census Area Supervisor

The CAS is responsible for the EAs/barangays comprising the city/municipality identified as his/her census area. The CAS directly supervises the TSs in the city/municipality. In big cities/municipalities, two or more CASs may be assigned, each of whom is responsible for the census operation in specified part of the city/municipality.

Below are the specific duties and responsibilities of CAS during each phase of census field operations:

Pre-enumeration

- a. Coordinates with local government agencies and local executives regarding the efficient conduct of the census in his/her assigned area;
- b. Assists the provincial office in the conduct of information campaign in his/her assigned area by posting the 2010 CPH posters in strategic places;
- c. Establishes a headquarters suitable for keeping census forms and materials, and for holding office for the duration of the census operations;

- d. Collects, allocates, and holds responsible for all the census forms and materials needed for the enumeration of his/her area; and
- e. Performs other duties as may be assigned from time to time by the DSO/SCO.

Training

- a. Leads the training of TSs/ENs on the technical as well as administrative aspects of census taking; and
- b. Recommends the TSs to be selected from among the trained ENs.



Enumeration

- a. Assigns EAs for enumeration by ENs and for supervision by TSs;
- b. Directs and supervises the overall conduct of the census in the assigned area;
- c. Checks the quality of work of the ACAS, TSs and ENs through field inspection and spot-checking of their work;
- d. Checks completeness of area coverage, that is, complete enumeration of households/institutional population in an EA;
- e. Supervises, guides, and assists the ACAS and TS in the resolution of problems encountered in the assigned areas;
- f. Ensures that all TSs and ENs have all the necessary forms and supplies at all times; if they are short of such materials, it is the duty of the CAS to get them from the DSO/SCO;
- g. Collects CPH Form 10 from the ACAS and submits it to the DSO/SCO during their weekly meeting;
- h. Upon the recommendation of the ACAS, endorses/recommends to the DSO/SCO the replacement of ENs or TSs who are unable to perform their work satisfactorily or for some other reasons;
- i. Acts as supervisor of ENs who shall enumerate special areas covered by the use of Self-Administered Questionnaires (SAQ); and

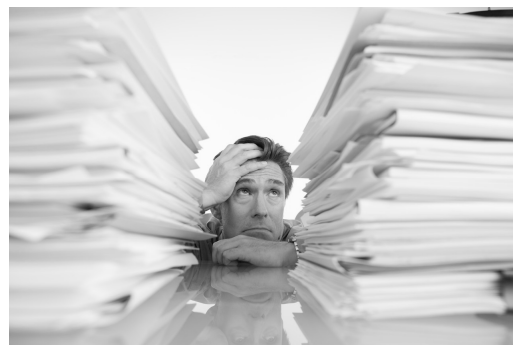
- j. Renders periodic reports to the DSO/SCO regarding the progress of work in their assigned area.

Post-enumeration

- a. Transmits to the DSO/SCO within the prescribed period all the accomplished questionnaires of the area;
- b. Certifies the correctness of financial claims by the ACAS, TSs and ENs and recommends payment thereof;
- c. Countersigns certificates of completion and clearances of ACASs, TSs and ENs after completion of assigned works;
- d. Ensures that all forms and maps required are submitted including the Barangay Chairperson's certification (CPH Form 17); and
- e. Performs other duties as may be assigned by DSO/SCO in connection with census work.

5. District Office Clerk

- a. Assists the DSO/SCO in receiving and checking of the questionnaires, barangay/EA maps, and other census forms and materials submitted by the CAS/ACAS;
- b. Assists the DSO/SCO in controlling the flow of census questionnaires and materials including reserves within the District Office (DO);
- c. Lists the number of accomplished questionnaires received from the CAS/ACAS;
- d. Helps the DSO/SCO in controlling the transmittal of submitted questionnaires to the Provincial Office (PO);
- e. Ensures that the questionnaires are properly arranged at the designated place in the DO prior to their transmittal to the PO; and
- f. Helps the DSO/SCO in packaging accomplished forms and document preparation of processed forms for transmittal to the PO.



For Personnel in the Provincial Offices**1. Cartographer**

- a. Keeps an inventory and controls all copies of maps in the province;
- b. Updates city/municipality, barangay, and EA maps;
- c. Constructs barangay maps for barangays that have no sketch maps by extracting these from the municipal map and redraws/sketches EA maps for maps with plotted households;
- d. Reproduces city/municipal, barangay, and EA maps to be used during enumeration;
- e. Prepares other progress reports in connection with mapping work done in the provincial office; and
- f. Performs other activities that may be assigned by the supervisor.

2. Accounting Clerk III

- a. Prepares the following documents in connection with the financial transactions related to the 2010 CPH:
 - Disbursements Vouchers (DV) for various money claims
 - Payroll for hired personnel
 - Pay envelopes
- b. Assists the Disbursing Officers in the release of payment to hired personnel;
- c. Prepares financial reports such as:
 - Liquidation reports for cash advances issued to the Disbursing Officer
 - 2010 CPH Financial Monitoring Report
- d. Keep files of paid DVs, payrolls and supporting documents; and
- e. Performs other activities that may be assigned by the supervisor.

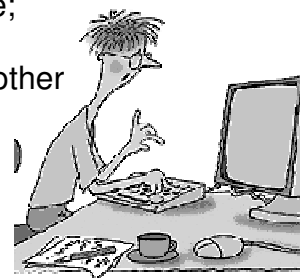
3. Assistant Statistician

- a. Assists the PSO and Provincial Statistician in the day-to-day operation of the 2010 CPH;
- b. Assists in the generation of status reports;

- c. Assists the Provincial Statistician in the sample verification of at least 20 percent of the manually processed questionnaires;
- d. Does consistency check of CPH Form 5 (Barangay Schedule) and accomplished CPH Form 2 (Common Household Questionnaire) and CPH Form 3 (Sample Household Questionnaire) before transmittal to CPC 2010; and
- e. Performs other activities that may be assigned by the supervisors.

4. Provincial Office Clerk

- a. Assists in controlling the flow of census questionnaires and materials including reserves within the PO;
- b. Compiles circulars, memoranda, orders, rules and regulations, training materials and other papers/documents for reference;
- c. Sorts, indexes and files correspondence and other documents;
- d. Keeps time records of employees; and
- e. Performs other activities that may be required by the supervisors.



5. Receipt and Control Clerk

- a. Receives and checks questionnaires, barangay/EA maps, and other census forms and questionnaires submitted by the DSOs/SCOs against EARF;
- b. Keeps track of the flow of documents within the PO during manual processing;
- c. Encodes the number of questionnaires received and the dates these questionnaires have been edited, coded, and verified using TRACS;
- d. Records the transmittal of processed questionnaires to CPC 2010;
- e. Assists in checking the geographic identification and completeness of CPH Forms 2, 3, 4, and 5 and maps vis-à-vis CPH Form 1;
- f. Ensures that the questionnaires are properly arranged in the designated racks during manual processing;

- g. Bundles CPH Forms 1 to 5, folio control forms, and prepare the questionnaire for machine processing; and
- h. Performs other activities that may be assigned by the supervisors.

6. Utility Worker

- a. Performs general service tasks including maintenance of orderliness and cleanliness in the office;
- b. Prepares packages for delivery;
- c. Reproduces various forms needed;
- d. Performs liaison/messenger works within/outside the office; and
- e. Performs other activities that may be assigned by the supervisors.

7. Manual Processors

Processors assigned as Editors:

- a. Checks for the completeness of questionnaires;
- b. Checks if CPH Forms 2 and 3 are properly bundled;
- c. Verifies the geographic identification of CPH Forms 1, 2, 3, 4 and 5, as well as the maps;
- d. Checks for the legibility of entries and acceptability of questionnaires for machine processing;
- e. Ensures that all applicable items in CPH forms have entries;
- f. Checks for the consistency of entries in the questionnaires (CPH Forms 1, 2, 3, and 4);
- g. Checks the consistency of write-in entries and codes supplied by the ENs;
- h. Transcribes entries from CPH Form 2 that were used in enumerating institutional population to CPH Form 4; transcribe damaged forms with indistinguishable entries due to unnecessary marks, folds, and deterioration to new questionnaires; and transcribe questionnaires with no serial numbers (that is, questionnaires for the training but used during enumeration) to questionnaires with serial numbers;



- i. Assists in the document preparation of processed forms for machine processing; and
- j. Performs other activities that may be required by the Supervisors.

Processors assigned as Coders:

- a. Codes the following items for CPH Forms 2, 3, and 4
 - Religion
 - Citizenship
 - Ethnicity
 - Place of school
 - Highest grade/year completed
 - Residence 5 years ago
 - Usual occupation
 - Kind of business/industry
 - Class of worker
 - Place of work
 - Language/dialect generally spoken at home
 - Residence 5 years from now
- b. Performs other activities that may be required by the Supervisors.

Processors assigned as Verifiers:

- a. Performs sample verification of the assignment of all Editors and Coders of at least 20 percent for CPH Forms 1, 2, 3, and 4; and
- b. Performs other activities that may be required by the Supervisors.

For Personnel in the Regional Offices

1. Statistician I

- a. Assists the Regional Statistician in monitoring the progress of the 2010 CPH within the region;
- b. Attends to queries regarding 2010 CPH matters; and
- c. Performs other activities that may be assigned by the supervisors.

2. Clerk II

- f. Assists in controlling the flow of census questionnaires and materials including reserves within the RO;

- g. Compiles circulars, memoranda, orders, rules and regulations, training materials and other papers/documents for reference;
- h. Sorts, indexes and files correspondence and other documents;
- i. Keeps time records of employees; and
- j. Performs other activities that may be required by the supervisors.

For Personnel in the CPCs

1. CPC 2010 Shift Supervisor

- a. Assigns CPH forms to Scan Operator (SO) for scanning;
- b. Monitors and records the status of machine processing of EA bundles;
- c. Assigns CPH Forms 2 or 3 to Key-from-image Encoder for data encoding;
- d. Verifies and resolved all data inconsistencies;
- e. Generates completeness check error list by running the Completeness Check program;
- k. Verifies if all errors in geographic and household ID have been resolved;
- l. Informs the CPC 2010 Project Leader that a municipality is ready for evaluation; and
- m. Performs other activities that may be required by immediate supervisors.

2. Scan Operator

- a. Prepare the EA bundles for scanning;
- b. Scans the CPH forms in the EA bundles assigned by Shift Supervisor;
- c. Helps other Scan Operators in the preparation of forms for scanning;
- d. Resolve errors that may occur in independent workstations;
- e. Assists other Scan Operators in cleaning the scanner; and
- f. Performs other activities that may be required by the supervisors.

3. Key-from-image Encoder

- a. Encodes entries (using Key-from-image program) of all CPH forms in assigned bundles;
- b. Acts as data editor during the data cleaning phase; and
- c. Performs other activities that may be required by the supervisors.

4. Receipt and Control Clerk

- a. Receives questionnaires, barangay/EA maps, and other census forms and questionnaires submitted by PO;
- b. Checks the number of questionnaires and other census materials received from PO against the accomplished CPH Form 13;
- c. Records in SCIPS the number of questionnaires received from PO;
- d. Records and controls the retrieval and storage of forms to be processed in CPC 2010 area;
- e. Asks the Utility Worker to place and retrieve the census forms in the storage area;
- f. Ensures that the questionnaires are systematically arranged in the designated racks during machine processing; and
- g. Performs other activities that may be assigned by the supervisors.

5. Utility Worker

- a. Assists the RCC in the retrieval and storage of forms in their proper places;
- b. Retrieves CPH forms for scanning and returns the forms to their proper places after scanning;
- c. Performs service tasks including maintenance of orderliness and cleanliness in CPC 2010 work area; and
- d. Performs other activities that may be assigned by the supervisors.

7

MAPPING AND OTHER PRE-ENUMERATION ACTIVITIES



The 2010 Census of Population and Housing (2010 CPH) is a series of interrelated activities that require intensive preparation. Each activity is a prelude to the next one. To successfully implement the succeeding phases of the 2010 CPH, the Central Office (CO) has carefully planned the pre-enumeration activities, which the Field Offices (FOs) have to implement. The pre-enumeration activities include the updating of enumeration area (EA) maps, workload analysis, among others.

This chapter provides guidelines and procedures for mapping, establishment of headquarters, areas of assignment, identification of enumeration strategies for special areas, and other pre-enumeration activities.

7.1 MAP PREPARATION

1. Types of Census Maps for the 2010 CPH

For the 2010 CPH, two types of maps shall be generated. The first type is the pre-census maps. Pre-census maps are maps needed for enumeration in May to June 2010. The Databank and Information Services Division (DISD) of the Information Resources Department, together with the FOs, shall prepare the pre-census map requirements for the 2010 CPH to ensure availability of maps during enumeration.



The second type of maps is the post-census maps. These maps are produced after the census enumeration. These maps contain updated features or landmarks of the enumeration areas covered during the conduct of the 2010 CPH.

2. Sources of Pre-Census Maps for Enumeration

The pre-census maps to be used during the conduct of enumeration may come from different sources. These sources are the old paper maps, electronic maps, or the GIS-based maps.

a. Paper maps

The paper maps are taken from the files in the Provincial, Regional or Central Office. Although most of these maps have already been converted to electronic format, some enumeration areas may still use the paper maps due to various reasons.

b. Archive of electronic maps

During the conduct of the 2007 Census of Population (POPCEN 2007), pre census and post census maps were converted to digital format through scanning. These maps are now stored in the archives of the Provincial, Regional, and Central Offices.

c. GIS-based maps

Mapping activity shall be done to produce Geographic Information Systems (GIS)-based maps with the aid of the Global Positioning System (GPS) instrument. This operation shall be initially implemented in barangays with two or more EAs and to be continued even after the conduct of the 2010 CPH. Hence, during the conduct of the 2010 CPH enumeration, only a few EAs can utilize the GIS-based maps.

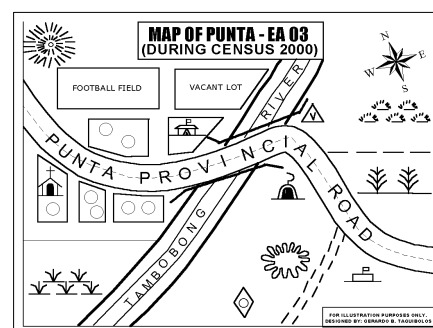
d. Google Earth Satellite Images

Another important source of pre-census maps is the Google Earth in the internet. Downloaded for free, the Google Earth satellite images are used in creating GIS-based maps.

3. Map Requirement for the 2010 CPH Enumeration

For the 2010 CPH enumeration, the following types of maps shall be prepared:

- a. City/municipal maps with barangay boundaries,
- b. Barangay maps with delineated EAs for barangays with more than one EA, and
- c. Barangay/EA sketch maps.



4. Preparation of Pre-Census Maps

The following are the activities involved in preparing the pre-census city/municipality, barangay and EA maps:

- a. Generation of electronic maps from the map archives in the Provincial, Regional, and Central Office;
- b. Updating of all barangays/EAs as to their boundaries, landmarks, and other features during the GPS mapping operation and EA delineation from December 2009 until March 2010;
- c. Submission by POs to CO (cc: RO) of copies of all delineated barangay/EA maps; and
- d. Preparation of the city/municipality map after updating all barangay/EA maps for a city/municipality.

5. Map Reproduction

The PO shall be responsible for the reproduction of maps to be used during enumeration. The copies of maps shall be based on the following allocation:

1. Four copies of the updated municipal/city maps with relative locations of barangays for distribution to RO, DSO/SCO, CAS, and ACAS. Reproduction of maps may be done by blue printing or by photocopying using large copying machine.
2. Two copies of the updated barangay/EA maps in an ordinary long bond paper. The original copy shall be sent to the RO and the copies to the TSs and ENs.

6. Preparation of Post-Census Maps

After the conduct of the 2010 CPH, the maps updated and drawn by the ENs are to be processed further at the PO in preparation for scanning. These maps are categorized as post-census maps. Instructions on how to prepare these maps are contained in the **Provincial Processing Manual**.

7.2 ESTABLISHMENT OF 2010 CPH HEADQUARTERS

Part of the pre-enumeration activities of the CAS and the ACAS is the establishment of their headquarters for the 2010 CPH operation. Thus, the PSO, through the DSO and SCOs shall instruct the CAS and the ACAS to:



1. Scout for secured places to be used as headquarters during enumeration, which are free of charge. The headquarters shall be appropriate for the storage of census forms, materials, and other supplies. The CAS and the ACAS shall keep with them the census forms and materials until these materials are ready for issuance to the ENs.
2. If the office space of the CAS and the ACAS is limited, they are advised to make arrangement with the local officials for a room in the latter's office where they can establish headquarters during the enumeration period.

7.3 AREA ASSIGNMENT AND FAMILIARIZATION

A. Area of Assignment

The DSO/SCO shall be responsible for providing the area of assignments to the CASs, ACASs, TSs, and ENs.



1. Guidelines in the Assignment of Area

The following guidelines shall be observed in preparing the area assignments:

a. Census Area Supervisors and Assistant Census Area Supervisors

Every city/municipality shall have at least one ACAS and/or CAS to supervise the enumeration in a city/municipality. The DSO/SCO shall define the area of assignment of the CASs and the ACASs. He/she shall prepare the list of area assignments and shall submit a copy of the list to the PSO.

b. Team Supervisors

The TS shall supervise the ENs. It is therefore important that the area of assignment of the TS shall consist of barangays that are contiguous or accessible to one another to shorten travel time and to maximize the time for supervision of ENs.

The TS shall be selected from among the most qualified ENs during the last day of the fourth level training. The DSO/SCO with the assistance of CAS and ACAS shall prepare the areas of assignment of the TS, and these assignments shall be given to the TS prior to the discussion of the **Supervisor's Manual**.

c. Enumerators

The EN shall be assigned to at least one EA/barangay depending on the workload and the expected duration to cover the EA/barangay. Ideally, the EN shall be assigned in the EA/barangay where the EN lives. If this strategy is not possible, the distance that the EN has to travel to the assigned EA/barangay shall be a major factor to consider. Every effort shall be exerted to keep an EN as close as possible to his/her home and to minimize the travel time to and from the assigned EA/barangay.

In planning the assignment of the ENs, the DSO/SCO shall consider the population of the area, dispersion of houses, terrain, transportation, and other factors.

In assigning the areas of assignment to the CAS and the ACAS, the DSO/SCO shall also provide them with the following:

- City/municipality and barangay/EA maps for CAS, ACAS, TSs, and ENs;
- Printed copy of the EARF of the city/municipality. The EARF contains the names and codes of the province (two digits), city/municipality (two digits), barangay (three digits), and EA number (four digits) and estimated number of households.

2. List of CASs, ACASs, TSs, and ENs

The DSO/SCO shall prepare a personnel reference file of all CASs, ACASs, TSs, and ENs for submission to the PO, following the format in Table 7.1. The PSO in turn shall consolidate the list of all census enumeration field personnel for the entire province and submit to HSD (**Attn: CPS2010**) copy furnished the RD, on or before **May 7, 2010**



The DSO/SCO shall assign the TS and EN codes, which shall be given to the CAS and ACAS. The PSO on the other hand shall assign the CAS and ACAS codes, which shall be given to the DSO/SCO. The CO is responsible for the generation of access codes for the cities/municipalities.

EN Code

The EN Code is a three-digit code assigned to each EN. It is unique and sequential within the barangay.

TS Code

The TS Code is a three-digit code assigned to each TS. It is unique and sequential within the city/municipality.

ACAS Code

The ACAS Code is a three-digit code assigned to every ACAS. It is unique and sequential within the province.

CAS Code

The CAS Code is also a three-digit code assigned to every CAS. It is unique and sequential within the province.

Table 7.1 Personnel Reference File



2010 CENSUS OF POPULATION AND HOUSING
Field Enumeration

Personnel Reference File

REGION: _____
PROVINCE: _____

GEOGRAPHIC ID					EA INDICATOR	AREA NAME	ACCESS CODE	CAS			ACAS			TS		ENUMERATOR	
REG	PRV	MUN	BGY	EA				NAME (Last, First Name)	CODE (3-digit)	MOBILE NO.	NAME (Last, First Name)	CODE (3-digit)	MOBILE NO.	NAME (Last, First Name)	CODE (3-digit)	NAME (Last, First Name)	CODE (3-digit)
					MUN 1												
					Barangay 1												
					EA 1												
					EA 2												
					:												
					Barangay 2												
					EA 1												
					EA 2												
					:												
					MUN 2												
					Barangay 1												
					EA 1												
					EA 2												
					:												

B. Familiarization of Area Assignment

Prior to enumeration, a two-day ocular inspection of the area of assignment shall be carried out by the CAS and ACAS, and one day each for the TS and EN. These NSO personnel shall pay a courtesy call to the Barangay Chairperson to inform the latter that they are the 2010 CPH personnel assigned to cover the barangay. During this visit, familiarization with the area/s shall be done by going around the barangay/EA. Any update such as new landmarks, features, and other features of the areas shall be reflected in the EA map.

7.4 STRATEGIES FOR ENUMERATION OF SPECIAL AREAS

Based on experience from previous censuses, few places in the country are identified as special areas during pre-enumeration. After a thorough study by the CO technical staff, the appropriate strategies have been recommended for adoption in the field during the census operation. Listed below are the anticipated special areas/problems identified in the different areas and the corresponding possible solutions/strategies to be applied.



1. **Refusals** – As much as possible, all efforts shall be exerted to minimize non-response due to refusal. In case of reported refusals by all households in an EA, the TS shall elicit help from the Barangay Chairperson. If the Barangay Chairperson cannot provide the necessary assistance, the CAS and the ACAS shall seek the help of the Mayor. Still, if they cannot convince the residents to respond or if the negative attitude of the residents is due to political pressure, then assistance from the Chief of the local Philippine National Police shall be sought. If this approach still does not work, the CAS and ACAS, with the help of the Mayor, shall obtain any available records from the Barangay Chairperson. In such cases, a report shall be sent to the PSO who in turn shall inform the RD and the Administrator (**Attention: CPS 2010**) about the problem.
2. **Areas to be Administered with Self-Administered Questionnaire (SAQ) Instructions**– The use of SAQ Instructions is an approach to data collection in which the respondents themselves fill out CPH Form 2. The questionnaire can either be delivered to their homes by the ENs or by the administrator of the subdivision/village/multi-unit residential buildings. It is therefore essential that the respondents are literate and can correctly interpret the items asked in the questionnaire.

In residential areas like exclusive subdivisions/villages and tightly-guarded condominiums, the CPH Form 2 with SAQ Instructions can be used in collecting the needed data. Such areas shall be identified as part of the preparatory activities for the 2010 CPH. The use of SAQs Instructions for these areas shall be based on the following cases:

- a. The residence is located in an urban area.
- b. Most residents are perceived to have an above average educational attainment.
- c. The residents in the area are generally reluctant to be interviewed by the census enumerators.
- d. The area has an identifiable boundary.
- e. Exclusive villages, condominiums, and townhouses which cannot be penetrated, unless with the approval of the president of the homeowner's association or administrator.

To ensure that the use of CPH Form 2 with SAQ Instructions has been implemented in special areas, the PSO/DSO/SCO shall:

- a. Coordinate with the Barangay Chairperson, president of the homeowner's association of the village or the administrator of the apartments, townhouses, or condominiums about the distribution of SAQs.
- b. Conduct an extensive information program in these special areas. If possible, each SAQ area shall be provided with streamers and information materials, such as leaflets, primer on the 2010 CPH, and other IEC materials, which shall be distributed to all residents.

After all means have been exhausted and contacting the households has not been successful, the last strategy to be adopted is to obtain an estimate of the number of households and the population count. The Barangay Chairperson, "purok" officials, encargados of hacienda, and other knowledgeable persons can be asked to provide the estimate. The NSO personnel concerned shall inform the DSO/SCO and the PSO about this case, who in turn, shall inform the RO and the CO.

3. **Upland Villages** – Coordination with the tribal datu/leaders of the area and the recruitment and hiring of educated members of the tribe as ENs (at least high school graduate) are the best strategies for this particular problem.

4. **Military Operations**— For military-restricted areas where civilians are prohibited to enter due to an ongoing operation, permission to penetrate the areas shall be obtained first from the military official assigned in these areas. The local CCBs can also help coordinate to penetrate the area. CPH Form 2 with SAQ Instructions shall be used in situations like this. Coordination with the Commanding Officer with regard to the distribution and collection of census forms shall be made earlier.
- 
5. **Chinese/Korean Communities** – Enumeration problem arises due to security reasons for the residents of these areas. The Chinese/Korean are apprehensive that the census can be used by bad elements who are engaged in notorious activities like kidnapping. Thus, majority of the Chinese/Koreans become uncooperative for the interview. In this kind of situation, it is suggested that the PSO shall hire ENs who can speak Chinese (Fookien or Mandarin)/Korean. Otherwise, the PSO can hire Chinese/Korean interpreters with prior approval of the RD.
6. **Informal Settler Area or Congested Areas** – Active coordination with the Barangay Chairperson, Barangay Councilors, and Barangay Tanods shall be exerted to get the support of residents in squatter, slums, or other congested areas during the course of the census enumeration. For these areas, the TS may accompany the EN during enumeration. The team approach may also be considered in covering these areas to finish the enumeration in due time.
7. **Rugged Terrain and Remote Areas** – One strategy in enumerating rugged and far-flung areas is to invite the residents to the poblacion (or some other convenient locations) during market day (or some other specified days) to interview them. The cooperation of the Mayor and the Barangay Chairperson as well as the residents themselves shall be sought first. If this strategy is adopted, ENs from other EAs shall be asked to assist the assigned EN to interview them. The CAS or the ACAS shall be present to oversee this activity. The CAS shall consider the workload distribution of the 2010 CPH personnel assigned in these areas.
- 
8. **Boundary Disputes** – Many cities/municipalities and barangays have this kind of problem. However, the **Local Government Code Rule III, Article 18 - Maintenance of Status Quo**, specifically states that pending final resolution of the dispute, the status of the affected area prior to the dispute shall be maintained and continued for all purposes.

Problem on boundary dispute shall be coordinated with concerned local officials. Hence, if there are two barangays with boundary conflict within the city/municipality, ask the official of the city/municipality on which barangay does the disputed area belong prior to boundary conflict to avoid double count of households. Likewise, for boundary conflict involving two municipalities, ask the official of the province.

9. **Critical Areas** – Use of *team approach* in enumerating critical but penetrable barangays is allowed as the need arises. However, guides may be hired only under extreme or extraordinary situations upon approval by the RD.

The Provincial Offices shall prepare the list of Special Areas in their province following the format in Table 7.2. The list of Special Areas shall be submitted to HSD (**Attention: CPS 2010**), copy furnished the Regional Director, on or before January 31, 2010.

 **2010 Census of Population and Housing**
List of Barangays with Special Areas

Region: _____
Province: _____

[illegible]Prepared by: _____
Position _____

Date: _____

Reviewed by: _____
Provincial Statistics Officer

Date: _____

Training of personnel who shall be involved in every phase of the 2010 Census of Population and Housing (2010 CPH) is among the important aspects of the census. The training provides each census personnel with the necessary knowledge and concepts of the census, and the capability to implement a specific task. A good training fully prepares each census personnel for any eventuality that he/she may encounter either in the field or in the office. Hence, each conduct of training shall be as systematic as possible to produce highly qualified census workers who can effectively deliver the required outputs.

This chapter discusses the nature of trainings to be conducted for the 2010 CPH, the timetables, training plans, and the requirements of the training programs to be implemented.



8.1 TRAINING PROGRAMS

The participants in all levels of training for field operations for the 2010 CPH shall as much as possible attend all daily sessions in order to fully understand the census concepts and procedures. If a participant has missed the lectures due to absences or tardiness, he/she shall exert extra effort to catch up with the lectures. The trainers are responsible for reminding the participants to be on time and not to be absent during the course of the training. The training sessions shall be started promptly as scheduled to avoid unnecessary delay.

Three training programs are to be conducted for the 2010 CPH covering the areas of field enumeration and data processing. These trainings are the following:

1. Training on field enumeration which includes training on Project Monitoring System (PMS) and Tracking, Receipt and Control System (TRACS). This training shall involve the Central and Field Office staff, CASSs, ACASSs, TSs and ENs;
2. Training on manual processing including training on TRACS and re-drawing of maps. This training shall involve the Provincial Statisticians and staff, hired manual processors, cartographers, and Receipt and Control Clerk (RCC); and

3. Training on machine processing including training on map archiving. This training shall involve the Regional Statisticians, machine processors and RCC.

8.2 TRAINING ON FIELD ENUMERATION

1. Levels and Schedule

Four levels of training shall be undertaken for the personnel who shall be involved in the 2010 CPH field enumeration. Each level of training, which includes the trainers, participants, dates, and venues of training, is presented on a pyramidal structure in Figure 8.1.

January	February	March
April	May	June
July	August	September
October	November	December

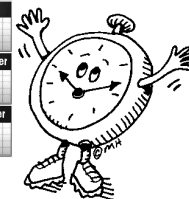
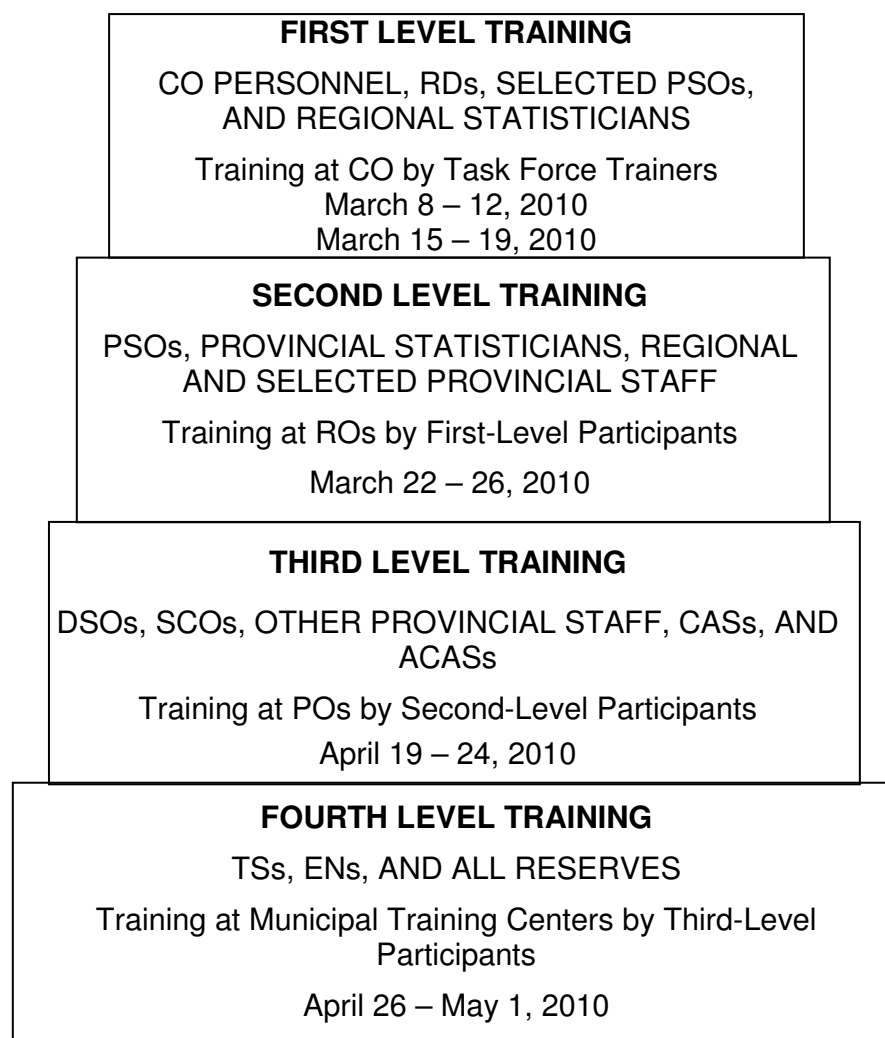


Figure 8.1 Pyramidal Organization of Field Enumeration



The First Level Training, also called the Task Force Training, has four classes with the following participants and dates:

Class Number	Participant	Date
1, 2	CO Personnel, RDs, Selected PSOs, and	March 8 – 12, 2010
3, 4	Regional Statisticians	March 15 – 19, 2010

The trainers of the First Level Training are the subject matter specialists. Participants in the first level training shall act as trainers in the second level training. Generally, the participants of the previous trainings shall serve as trainers and/or resource persons for the succeeding trainings.

Each level of training shall follow strictly the training schedule to avoid any unnecessary delay. The trainers shall discuss thoroughly the contents of the **Enumerator's Manual**, giving emphasis to the objectives and concepts of the 2010 CPH, form contents, field enumeration procedures, and the procedures for accomplishing the questionnaires and administrative forms.

Demonstration of interviews shall be done in all levels of training. By conducting demonstration interviews, the participants can develop their own interview styles and techniques and can get insights on how to apply their knowledge during the actual conduct of enumeration. After the conduct of each interview, the participants shall give comments and suggestions, especially on the manner the mock interview has been conducted. During the discussion, all efforts shall be exerted to avoid offending the role players.

Moreover, the participants in the first three levels of training shall familiarize themselves with the **Supervisor's Manual** and the **Training Guide** since they shall also conduct the trainings for supervisors and trainers in the next levels of training.



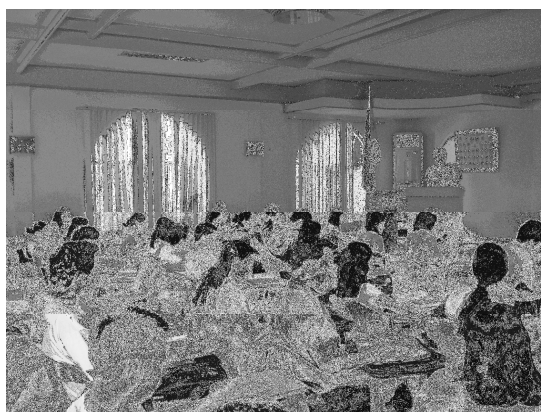
Since the training period for the third and fourth levels are quite tight for some island areas, adjustment on the period for the fourth level training may be done to accommodate travel time.

2. Training Class Size

To ensure the quality of training, these guidelines in determining the number of participants in every training program and level shall be followed:

- a. The total number of participants by level shall be determined based on the workload of the province;
- b. For the second and third level training participants, the number shall be enough to serve as trainers for the fourth level training;
- c. For the fourth level training, the participants shall be evenly distributed for each class, considering the location of area assignment of ENs, TSs, ACASs, and CASs;
- d. Participants shall be limited to a maximum of 35 per class; and
- e. Two trainers shall be assigned for each class.

Identification of two trainers for each class is important in determining the sufficiency of number of trainers per class for every training center.



3. Training Venue

The venue for the field enumeration training shall meet the following basic requirements:

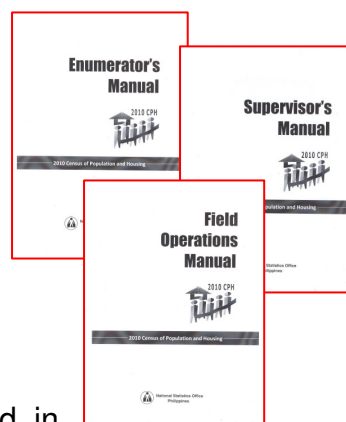
- Large enough to comfortably accommodate 35 participants;
- Quiet and free from distractions;
- With good lighting;
- Well-ventilated;
- With white/black board;
- With comfortable armchairs;
- With a front table where the trainer can put his/her manuals and other training materials; and
- Preferably with sound system.

The RD and PSO shall make arrangements in advance regarding the establishment of training venues. As no fund is allotted for the training venues, they shall tap the CCBs for assistance in finding rent-free training venues.

4. Training Materials

Since the trainings for the 2010 CPH are decentralized, consistency in the interpretation and discussion of concepts and the manner in which all personnel are trained and instructed are a prime consideration in the lower level trainings. For this purpose, the following standardized materials are prepared for each level of training.

- a. Training Guide
- b. Enumerator's Manual
- c. Supervisor's Manual
- d. Sample Questionnaires and Maps
- e. Other CPH Forms
- f. Training Workbook
- g. Codebook
- h. Visual Aids
- i. PMS User's Manual
- j. TRACS User's Manual



Description of the manuals are presented in Chapter 1.9, page 15.

8.3 TRAINING ON MANUAL PROCESSING

1. Levels and Schedule

The manual processors and supervisor shall be trained on the manual processing of census questionnaires (Refer to **Chapter 12** for the composition of the manual processing staff for the province). The training levels and schedules are shown below:

Level of Training	Trainer	Participants	Venue	Date
1 st	IRD/SMD staff	Selected CO personnel and Regional Statisticians	CO	May 24 – 28, 2010
2 nd	Regional Statisticians	PSO and Provincial Statisticians	RO	June 7 – 11, 2010
3 rd	Provincial Statisticians	Assistant Supervisors, Processors (Editors, Coders, and Verifiers), and RCC	PO	June 14 – 18, 2010

2. Training Coverage

Coverage of the training on manual processing includes the following:

- a. Overview of manual processing, completeness check, and consistency check
- b. Use of 2009 Philippine Standard Industrial Classification (PSIC), 2008 Philippine Standard Classification of Education (PSCED), and 2002 Philippine Standard Occupational Classification
- c. TRACS User's Manual (PO version)
- d. Guidelines for re-drawing of maps

3. Training Materials

The training materials are:

- a. Provincial Processing Manual
- b. PSOC
- c. PSIC
- d. PSCED
- e. TRACS User's Manual (PO version)
- f. Hand-out on re-drawing of maps

Specific procedures for manual processing are provided in the manual prepared for this particular activity. It shall also feature a hands-on training on TRACS.

8.4 TRAINING FOR MACHINE PROCESSING

1. Levels and Schedule

The machine processing personnel to be trained are the staff of 2010 CPH Census Processing Center (CPC 2010) (Refer to **Chapter 12** for the composition of CPC 2010). For map archiving, the Regional Statistician and selected RO staff shall be trained. The concerned RDs shall also attend the training. The training levels and schedules are as follows:



Level of Training	Participants	Trainer	Date	Venue
1 st	CO personnel	IRD-2010 CPH team	June 14 – 18, 2010	CO
2 nd	CPC 2010 personnel and selected RO staff	First-level participants	June 28 – July 2, 2010	CPC 2010

2. Training Coverage

For the first level and second level trainings, the following topics shall be covered:

- Data Processing Flow
- Use of the scanner and its required preventive and regular maintenance
- System operation of Survey/Census Integrated Processing System (SCIPS)
- Use of Kodak Capture Software (KCS) for scanning
- Running and trouble-shooting of the Interpret Program
- Data Encoding using key-from-image program
- Geographic and Household Identification Validation and Completeness and Consistency Checking of census questionnaires

A hands-on exercise shall be conducted so that the participants can experience the actual scanning of documents and testing the interpretability of image files using Intelligent Character Recognition software.

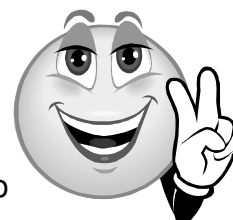
3. Training Materials and Equipment

The training materials and equipment needed are:

- TRACS User's Manual (RO version)
- System Operations Manual
- Sample Accomplished 2010 CPH forms
- System installer
- Scanners
- Microcomputers
- LCD Projector

8.5 TRAINING EVALUATION

After the conduct of the training, the participants shall evaluate the training session. The evaluation activity is aimed to



improve similar trainings that the office shall conduct in the future. Among the important points to be assessed are:

- trainers
- training venue
- training facilities (lighting, sound system, ventilation, and others)
- food

The detailed procedures on how to evaluate the training are discussed in the **Training Guide**.

8.6 PREPARATION AND SUBMISSION OF TRAINING PLAN FOR ENUMERATION AND REPORTS

A. Training Plan for Enumeration

The Field Offices shall make their respective training plans for the 2010 CPH different levels of training following the format in Tables 8.1 to 8.3. Basically, the training plan for each level contains information on the number of participants, trainers required, and others.

1. Training Plan for the 2nd level training

Table 8.1. Training Plan for the 2nd Level Training

Region: _____					
Class Number	No. of Participants	Name of Trainer	Date	Venue	Remark
(1)	(2)	(3)	(4)	(5)	(6)

Instructions for Table 8.1

Column 1 – Class Number

Assign a unique number to a class in this column. If there are two or more classes, write consecutively the class numbers.

Column 2 – Number of Participants

Write the number of participants for each class in this column.

Column 3 – Name of Trainer

Write the name of the trainers in this column.

Column 4 - Date

Write the date of conduct of the second level training in this column.

Column 5 - Venue

Write the venue of the training in this column.

Column 6 - Remark

Write any important comments in this column.

2. Training plan for the 3rd level training**Table 8.2. Training Plan for the 3rd Level Training**

Region: _____

Province: _____

Class Number	No. of Participants	Date	Venue	Trainer			Remark
				Number Needed	Number Available	Name	
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)

Instructions for Table 8.2**Column 1 – Class Number**

Assign a unique number to a class in this column. If there are two or more classes, write consecutively the class numbers.

Column 2 – Number of Participants

Write the number of participants for each class in this column.

Column 3 - Date

Write the date of conduct of the third level training in this column.

Column 4 - Venue

Write the venue of the training in this column.

Column 5 – Number Needed

Write in this column the number of trainers required for each class.

Column 6 – Number Available

Write in this column the number of trainers available in the province/region for each class.

Column 7 – Name

Write the name of the trainers in this column.

Column 8 - Remarks

Write any important observations or comments in this column.

3. Training plan for the 4th level training**Table 8.3. Training Plan for the 4th Level Training**

Region: _____
Province: _____

City/Municipality	Venue No.	Class No.	Date	No. of Participants	Trainer			Remark
					Number Needed	Number Available	Name	
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)

Instructions for Table 8.3**Column 1 – City/Municipality**

Write in this column the name of the city/municipality where the 4th level of training is held.

Column 2 – Venue Number

Write a unique number for each training venue in this column. If there are two or more training venues, write consecutively the numbers for the training venues.

Column 3 – Class Number

Assign a unique number to a class in this column. If there are two or more classes, write consecutively the class numbers.

Column 4 - Date

Write the date of conduct of the third level training in this column.

Column 5 – Number of Participants

Write the number of participants for each class in this column.

Column 6 – Number Needed

Write in this column the number of trainers required for each class.

Column 7 – Number Available

Write in this column the actual number of trainers available in the province/region for each class.

Column 8 – Name

Write the name of the trainers in this column.

Column 9 - Remark

Write any important observations, suggestions, and comments in this column.

The Field Offices shall submit their training plans to HSD (**Attention: CPS 2010**) on or before **February 28, 2010**.

B. Training Report

For every level of training conducted, the trainer shall prepare and submit a training report to HSD (**Attention: CPS 2010**), copy furnished the Regional Director. The report shall include the following:

- Date and place of conduct of training
- Queries/issues/problems raised during the training
- Recommendations/actions taken
- Attendance sheets
- Summary of exercises
- Training evaluation form
- Lecturer evaluation form
- Summary of the training evaluation



9

FIELD ENUMERATION AND SUPERVISION



Right after the conduct of the fourth level training, the field enumeration for the 2010 Census of Population and Housing (2010 CPH) shall commence. The concerned census personnel are expected to be in their areas of assignment on the first day of enumeration. Throughout the enumeration period, all Field Officers of the National Statistics Office shall closely supervise the Enumerators (ENs), Team Supervisors (TSs), Assistant Census Area Supervisors (ACASs), and Census Area Supervisors (CASs).

To effectively carry out the duties of the Field Officers, all supervisors shall be familiar with the contents of the **Supervisor's Manual**, which contains a detailed picture of the levels of supervision and the flow of reports and communications during the field operations.

This chapter provides instructions on additional aspects of supervision, quality control activities in the field, and resolution of problems during the enumeration period.

9.1 INSTRUCTIONS ON TRAVEL AND QUALITY CONTROL ACTIVITIES

The Regional Directors (RDs), Regional Statisticians/staff, Provincial Statistics Officers (PSOs), Provincial Statisticians/staff, District Statistics Officers (DSOs), Statistical Coordination Officers (SCOs), Census Area Supervisors (CASs), and the Assistant Census Area Supervisors (ACASs) are authorized to travel within their respective areas of supervision during the enumeration period. Authorization shall be prescribed by a Travel Order issued by the RD for the PSOs and the regional staff, and by the PSO for the provincial staff. The RDs shall prepare and sign their Travel Order to be submitted to HSD (**Attention: CPS 2010**), copy furnished the Planning, Management and Coordination Division.



All field supervisors shall prepare a plan of travel to ensure a systematic, effective, and well-coordinated supervision of the field enumeration.

In preparing the plan of travel, every field supervisor shall be guided by the following procedures:

- a. Travel of the RDs and the RO staff shall primarily be undertaken to address problems that may arise in the provinces needing their assistance. Travel shall be focused on supervision of pre-identified problem/special areas.
- b. Travel of the PSOs and the PO staff shall primarily be undertaken to address problems that may arise in the districts needing their assistance. Travel shall be focused on supervision of known problem/special areas, ensuring that the office of the DSO is manned properly and has sufficient forms. The PSO and PO staff shall spot-check the DSOs, SCOs, CASS, ACASS, TSs, and ENs.
- c. The plan of travel shall show synchronized field visits of the RDs and PSOs and their respective Statisticians. In no case shall both the RD and the statisticians of the RO, or both the PSO and statisticians of the PO be on field supervision at the same time. Only one of them shall be present at any given time to man the office and to entertain queries, complaints, and problems brought to his/her attention.
- d. The travel plan of DSOs/SCOs shall show the supervision on all CASS and ACASS. The DSOs/SCOs shall also conduct spot-checks on the TSs and ENs.
- e. A copy of the Itinerary of Travel of the official or staff shall be left in the office so that his/her whereabouts can readily be known, especially by Central Office personnel who may also visit the area.
- f. Supervisors shall immediately be informed of any change in the Itinerary of Travel for their guidance.
- g. The RDs, Regional Statisticians/staff, and Provincial Statisticians/staff are allowed to supervise for a maximum of 15 days each while PSOs, DSOs, and SCOs are given a maximum of 20 days each.
- h. The RDs shall send a copy of the entire region's travel plan, following the format in Table 9.1, to HSD (**Attention: CPS 2010**) on or before **April 30, 2010**.



Table 9.1. Travel Plan for Supervision

Province _____

Name of Supervisor	Position	Province/City/ Municipality/ Barangay to be Supervised	Target Date of Supervision

9.2 ROLE OF FIELD OFFICERS IN FIELD SUPERVISION

1. Regional Director and Statistician/Staff

The activities that the RD and the Regional Statisticians/staff shall accomplish during their field visits to the provinces are listed below. During these visits, they shall call the attention of the census personnel concerned for irregularities in the conduct of the operations. Moreover, they shall also help provide solutions to problems that may crop up during their visits in the provinces. Specifically, the RD or the Regional Statistician/staff shall:



- a. Evaluate the quality of the data collected by checking randomly the contents of the accomplished questionnaires. Follow the guidelines in Chapter 5 (Scrutiny of Questionnaires in the Supervisor's Manual);
- b. Review maps as to orientation and boundaries and if households are properly plotted on the map;
- c. Determine the material and supply requirements of the PO and make sure that enough reserve is stored in the RO for distribution to the provinces in need of additional materials and supplies;

- d. Generate and evaluate the progress of enumeration and quality of reported counts of each province through the PMS reports. (Generation and evaluation of PMS reports are discussed in **Chapter 10**); and
- e. Attend to all problems that may arise during enumeration and attend to all administrative matters that need immediate attention. However, problems that cannot be resolved within this level shall be elevated to the Administrator through HSD (**Attention: CPS 2010**).

2. Provincial Statistics Officer and Statistician/Staff

The PSO shall make sure that cities/municipalities are visited at least once a week during the enumeration period. For each city/municipality visited, the PSO and his/her Statistician/staff shall visit as many field personnel as possible during the days they are allowed to supervise.



The PSO and his/her Statistician/staff shall perform the following activities during the enumeration/supervision period:

- a. Visit the DSO's office during the first week of the enumeration period to discuss problems encountered and possible solutions;
- b. Visit/spot-check the DSOs, SCOs, CASSs, and ACASSs once a week especially in problem/special areas to check on the progress of enumeration, determine if correct operational procedures are performed, address problems encountered, and collect CPH Form 10 and all accomplished questionnaires for completed EAs;
- c. Initiate thorough investigation of reported irregularities relating to the conduct of the enumeration;
- d. Determine the material and supply requirements of the DSOs/SCOs and make sure that supplies and materials are enough for distribution whenever the need for additional supplies and materials arises;
- e. Evaluate the quality of the data collected by checking randomly the contents of the accomplished questionnaires. Follow the guidelines in Chapter 5 (Scrutiny of Questionnaires) of the **Supervisor's Manual**;
- f. Check the maps' orientation and boundaries and if households are properly plotted in the barangay/EA maps;

- g. Generate and evaluate the progress of enumeration and quality of reported counts of all EAs/barangays through the PMS reports. (Generation and evaluation of PMS reports are discussed in **Chapter 10**);
- h. Verify the accomplished CPH Form 10 (EN's Accomplishment Report/ Progress Monitoring Report) submitted by the DSOs/SCOs against PMS Report No. 2 (SMS Transaction Records) and confirm the correctness of all counts sent through text. Any discrepancy of texted counts from CPH Form 10 shall be corrected and updated. The PMS files shall be sent to Central Office through email (PMS2010@census.gov.ph); and
- i. Give prompt action to all problems that may arise during enumeration and attend to all administrative matters that need immediate attention. However, problems that cannot be resolved within this level shall be elevated to the RD.

3. District Statistics Officer/Statistical Coordination Officer

In coordination with the PSO, the DSO/SCO formulates and recommends specific strategies for the efficient implementation of the 2010 CPH plans within his/her district. The SCOs shall assist the DSO in the supervision of each field personnel and in the implementation of field enumeration activities. Specifically, the DSO/SCO shall:

- a. Schedule a meeting with all CASs and ACASs during the first week of the enumeration period to discuss problems and possible solutions;
- b. Meet the CAS and ACAS every Monday to collect CPH form 10 with SMS Receipt Number, and accomplished questionnaires for completed EAs; and to discuss problems encountered;
- c. Visit/spot-check the CASs, ACASs, TSs, ENs to check on the progress of enumeration and determine if correct operational procedures are performed. Visit as many EAs as possible and check randomly if households of housing units with stickers were actually interviewed by the assigned EN. The DSO/SCO shall re-interview households using CPH Form 12 (Re-interview/Spot-check Record). Visit shall focus on problem/special areas;

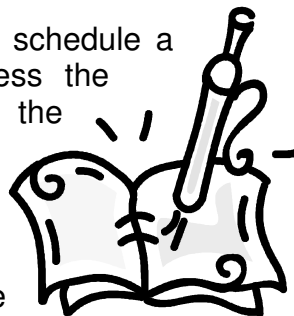


- d. Evaluate the quality of the data collected by checking randomly the contents of the accomplished questionnaires. Follow the guidelines in Chapter 5 (Scrutiny of Questionnaires in the Supervisor's Manual);
- e. Evaluate CPH Form 10 submitted by CAS/ACAS by checking the average household size (AHS). Refer to Chapter 10 (Progress Monitoring and Evaluation) of this manual;
- f. Submit CPH Form 10, and accomplished and unused questionnaires and forms to the PSO;
- g. Review maps as to orientation and boundaries and if households are properly plotted on the map;
- h. Inform the PSO of the reported or observed irregularities relating to the conduct of enumeration and assist him/her in the investigation of such cases; and
- i. Give prompt action to all problems that may arise during enumeration and attend to all administrative matters that need immediate attention. However, problems that cannot be resolved within this level shall be elevated to the PSO.

4. Census Area Supervisor and Assistant Census Area Supervisor

Close field supervision in a city/municipality is the responsibility of the CAS/ACAS assigned in the area. The CAS/ACAS shall perform the supervisory functions described below and shall prepare the Weekly Progress Report of CAS/ACAS/TS (CPH Form 11).

- a. **Meet regularly with TS.** The CAS/ACAS shall schedule a meeting every Friday with their TSs to assess the progress of enumeration. They shall examine the reports of the TSs and the ENs and shall collect CPH Form 10 and the accomplished questionnaires.
- b. **Submit accomplished CPH Form 10** to the DSO every Monday. The CAS/ACAS shall submit to the DSO all the questionnaires (accomplished or unused), census forms, and the last CPH Form 10 upon completion of enumeration of the EA together with Certification of Barangay Chairperson (CPH Form 17) upon completion of the barangay.



- c. **Perform Quality Control Checks.** The CAS/ACAS shall make a weekly field edit of at least one in every 20 questionnaires for each EA/barangay following the guidelines in Chapter 5 (Scrutiny of Questionnaires) of the **Supervisor's Manual**. The CAS/ACAS shall check also the summary totals in CPH Form 10. The CAS/ACAS shall set aside one day per week for field edit only. The field edit shall be done in their headquarters so that they can be located easily in case their assistance or immediate action is urgently needed.
- d. **Texting of PM Reports to the CO.** The ACAS shall send the summary totals in CPH Form 10 to the CO through text messaging (Detailed procedures on how to perform this function are discussed in **Chapter 10** of this manual and Chapter 6 of the **Supervisor's Manual**).
- e. **Conduct Field Visits.** Close supervision of the fieldwork is crucial in obtaining data of good quality. It is therefore imperative that the CAS/ACAS shall be in the field most of the time during the enumeration period. In addition to performing the above-mentioned quality control checks, the CAS/ACAS shall:

- Spot-check the ENs and the TSs to see if they are actually doing their tasks. Scrutinize the accomplished questionnaires and forms on the spot. The CAS/ACAS shall point out errors, omissions or inconsistencies observed so that the EN/TS concerned can correct these errors, omissions, or inconsistencies as early as possible;
- Observe actual interviews and check whether the TS and ENs do their work according to instructions;
- Re-interview households using CPH Form 12 (Re-interview/Spot-check Record).
- Check if administrative reports are correctly accomplished;
- Check if the sticker is displayed conspicuously on the buildings/houses. Determine the extent of work completed by going around the EA and assess the number of buildings/houses with enumeration stickers and the number of buildings/houses without stickers;



- Visit the households with sticker displayed on their houses to find out if a responsible household member was actually interviewed;
 - Check if hidden structures and inaccessible areas are covered completely in the enumeration;
 - Estimate the number of households enumerated in a day by visiting the structures with sticker bearing the same date and by noting down the number of households in each tag. Check the figure with the number listed in CPH Form 1 when the EN is met along the way;
 - Check if the buildings/housing units and households are plotted correctly in the barangay/EA/block map; and
 - Check if CPH Form 5 is correctly accomplished by the TS.
- f. Distribute the materials and supplies needed by the TS and ENs according to the actual needs and make additional requests from DSO/SCO, as may be required;
- g. Inform the DSO/SCO of any observed irregularities relating to the conduct of enumeration and assist him/her in the investigation of such cases.
- h. Keep track of nearly completed EAs so that the accomplished questionnaires can be collected as soon as possible.
- i. Inform the DSO/SCO or any census official concerned about problems in the field that need immediate action. However, the CAS/ACAS shall be able to solve basic problem situations first, some of which are discussed in the **Supervisor's Manual**.

9.3 ROLE OF CENTRAL OFFICE SUPERVISORS IN FIELD SUPERVISION

The CO supervisors shall visit as many field personnel as possible during supervision.

The CO supervisors shall:

- a. Spot-check the field personnel especially in known problem/special areas to determine whether they are really doing their assigned tasks;

- b. Visit at least three DSOs/SCOs in a province during the first week of the enumeration period to discuss problems and possible solutions;
- c. Evaluate the quality of the data collected such as, conducting re-interviews on households, evaluating filled out questionnaires, and others.
- d. Report to RD/PSO any irregularities observed relating to the conduct of the enumeration and recommend for investigation of such irregularities; and
- e. Give prompt action to all problems that may arise during enumeration and attend to all administrative matters that need immediate attention. However, problems that cannot be resolved within this level shall be elevated to proper authority.

9.4 HOW TO DEAL WITH ENUMERATION PROBLEMS

Listed below are the unforeseen problems that may occur during the census enumeration, possible solutions/strategies to such problems, and role of agencies/personnel concerned:

- 1. Peace and Order** – Some EAs/barangays may not be penetrated because of peace and order conditions at the time of enumeration. Such situation shall be reported to the RD and the Administrator through the HSD Director (**Attention: CPS 2010**) as early as possible. Include in the report the estimated number of households and population of areas affected. One suggested strategy is to gather information on the actual situation and the possibility of the resident's acceptance to act as EN for census work. Classified under this category are the following: *“redo”* which is common in Muslim areas, *tribal war*, *military operation*, and *enemy camps*. The PSO shall coordinate with the PNP Provincial Director and request from the latter a list of critical areas in the province including assistance on how to enumerate these areas. As member of the PCCB, the PNP Provincial Director can suggest some strategies on how to penetrate these areas.
- 2. Gross Overcount** – Some barangay officials may have planned to bloat their population. Upon receipt of report on gross overcount of population, the PSO shall immediately investigate the field personnel assigned to the affected areas to find out whether they participated personally in such activity. If



proven guilty, a notice of dismissal from the service shall be served immediately if the person is a contractual employee. Erring regular employees shall face administrative charges. The PSO shall keep close surveillance of the area. A report shall then be sent to the **RD** and the **Administrator** (**Attention: CPS 2010**) not later than 30 days after the conduct of the investigation by the PSO.

Some signs of gross overcount include:

- The household size of most households in the area is more than five members or more than the known average for the area;
- The total number of households in the area is much higher than the projected number of households without any plausible explanation;
- The listing booklets and the questionnaires of a single EN bear different handwritings;
- The questionnaire contents exhibit use of movie stars' names or dirty words for names, unrealistic birth interval of children and age gap between mother and children, or may have gross omission (no entries), or unacceptable entries for many of the items; and
- All lines in every questionnaire are filled out.

If gross population overcount is suspected, the DSO/SCO and the PSO shall examine the forms submitted and conduct re-interviews. The DSO/SCO or the PSO shall carry out an ocular inspection of the place to verify whether indeed the number of households in the area is consistent with the reported number. Controlling the distribution of forms and close supervision are among the strategies to be implemented to discourage gross overcount.

If gross overcount is confirmed, the DSO/SCO and PSO shall correct all entries in CPH Forms 1, 2, 3, and 4, and make a report to the RD and the Administrator through the HSD Director (**Attention: CPS 2010**). Proper documentation shall be done which shall be included in the report.

3. **Calamity-Affected Areas** – For calamity-affected areas, the PSO has the option to delay the enumeration within the prescribed period up to a maximum of one month, upon approval by the RD. The PSO shall coordinate with the officials of the Philippine National Red Cross, Department of Social Welfare and Development, or other civic organizations for the best method of enumerating the affected areas.

4. **Evacuation Centers/Areas** – For evacuation centers, the assigned EN shall use CPH Form 2 (Common Household Questionnaire) or CPH Form 3 (Sample Household Questionnaire), if the residents can be grouped into their respective households. Otherwise, the assigned EN shall use the Institutional Population Questionnaire (CPH Form 4). If CPH Form 4 is used, the EN shall ask these evacuees about their usual place of residence and how long do they expect to remain in the evacuation center from the time of interview. The EN shall write the appropriate remarks in CPH Form 4. If evacuees are encountered in private households, the EN shall use CPH Form 2 or 3 following the definition of household and rules on household membership.
5. **Accidents or Injuries of Enumeration Personnel** – Information on cases of accident, injury, or disability of hired census personnel that occurred while performing the census work shall be sent through fax, e-mail, or text messaging within 72 hours to the RD and the HSD (**Attention: CPS 2010**). These untoward incidents include dog or snakebites, maltreatment resulting to injury, gun shot wounds, and others.

For purposes of providing financial assistance whenever applicable, the PSO shall require, within six months from the time of injury, the victim or affected personnel to submit the following documents:

- Affidavit, stating in detail the circumstances surrounding the accident or illness. The affidavit may not be subscribed by a lawyer; other persons who are authorized to subscribe an oath such as Barangay Chairpersons and Mayors can issue an affidavit for purposes of financial assistance to hired census personnel who met injury and death;
- Hospitalization and/or medical bills; and
- Medical certificates issued by the attending physician.

However, after the lapse of six months since the occurrence of the accident, injury, disability, or death, the census personnel can no longer avail of this financial assistance.

6. **Loss or Damage of Census Documents or Materials** – Loss or damage of census documents or materials shall be reported immediately to the RD and the HSD (**Attention: CPS 2010**) to determine the appropriate action to be taken.
7. **Replacement of CAS/ACAS/TS/EN** – If the CAS/ACAS/TS/EN shall be replaced during the training/enumeration due to illness, disability, or other valid reasons, the PSO shall be guided by the following:

- a. **CAS/ACAS** - The PSO shall designate a provincial staff who had attended the training to act as CAS/ACAS. If no provincial staff is available, the PSO can get a replacement from among the TSs.
- b. **TS** – The PSO shall ask the CAS/ACAS to designate a TS from among the best ENs.
- c. **EN** – The PSO shall evaluate the workload of each EN to find out who among them can complete the enumeration of his/her assigned area earlier and can replace weak ENs or those who backed out, who are ill, disabled, and others. Replacement of ENs shall be taken from the reserve ENs who are also trained for field enumeration. As a last resort, the PSO can hire and train a replacement EN.



Aside from the above reasons, an EN is to be replaced from his/her duties if his/her work performance is unacceptable or if he/she committed dishonesty. The TS shall recommend in writing to the CAS, ENs to be replaced, and the CAS/ACAS in turn shall endorse this matter to the PSO for his/her approval. The following are the guidelines for a CAS/ACAS/TS to know when to replace an EN.

- He/she is not working when he/she is supposed to;
- He/she has someone else doing the work;
- He/she fabricates information;
- He/she violates confidentiality;
- He/she behaves unethically (e.g., drunk on the job); and/or
- He/she does not improve within two workdays after being told of his/her omissions/errors.

8. Others

- a. **Unexpected Population Growth Areas** – The CAS/ACAS shall compare the number of households based on the 2007 Census of Population (POPCEN 2007) given by the DSO/SCO against the total number of enumerated households for each barangay from CPH Form 11 (Weekly Progress Report of CAS/ACAS/TS). The concerned CAS/ACAS shall inform the DSO/SCO if there is a big difference in the population including the reasons and justifications for the unexpected increase in the population.
- b. **Personnel Negligence** – The following are considered as negligence of one's duties and responsibilities:

CAS/ACAS/TS

- If the CAS/ACAS have failed to supervise the TSs/ENs, or if the TS has failed to supervise the ENs.
- If they have failed to report administrative/financial/enumeration problems to PSO/RD.
- If found guilty of collaborating with other government officials in increasing the population from the actual population enumerated.

EN

- If he/she failed to cover areas in the assigned EA.
- If he/she failed to recover lost accomplished questionnaires/forms.
- If he/she failed to comply with the deadline indicated in the timetable as agreed upon.
- If found guilty of collaborating with the other government officials in increasing the population from the actual population enumerated.

The CAS/ACAS/TS/EN are required to explain immediately for any negligence committed and if they are found guilty, the office has the right to terminate their contract.

In all matters pertaining to the occurrence of unforeseen events during the conduct of enumeration, the field personnel involved shall devise and implement effective recovery plans to remedy the problems. All appropriate actions and solutions to the unexpected problems shall be reported to the RD and the HSD (**Attention: CPS 2010**).

9.5 OTHER CONCERNS FOR FIELD ENUMERATION

No Delineation

During the actual conduct of enumeration in an EA/barangay, it is possible that the number of households in the area may exceed 500, which subjects the area for delineation. If this situation occurs, the Field Officers concerned are not authorized to delineate the EA/barangay. Instead, the enumeration activity has to continue until completion. The CAS/ACAS, with the assistance of the TS, can assign another EN to assist in enumerating the area within the prescribed period. This matter shall be reported immediately to the Central Office (**Attention: CPS 2010**).

Political Intervention

Political interventions in census enumeration have also been observed in the past censuses, particularly during the conduct of POPCEN 2007. These political acts come in various forms such as preventing the conduct of interviews

by the Mayor, obtaining copies of population estimates and counts from the ENs, and other similar acts.

Problems regarding political interventions can be avoided by full explanation of the objectives, the standard concepts and procedures of the census. In case these types of problems cannot be resolved at the level of the EN, the concerned supervisors shall inform the PSO who shall in turn elevate the matter to the local Census Coordinating Board.

Saturation Drive

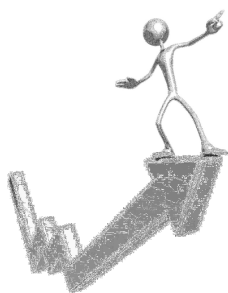
In some instances, the conduct of enumeration can be extended in some areas of the country because of reasons like bad weather, unexpected large number of households in an enumeration area, and others. In highly urban areas such as Metro Manila and Cebu, saturation drives shall be undertaken to ensure complete enumeration.

If the PSO feels that the conduct of saturation drive activities shall be undertaken in specific areas of his/her area of jurisdiction, he/she shall inform the HSD (**Attention: CPS 2010**) about the details of the saturation drive to be conducted. Details pertaining to expected days for the conduct of the saturation drive, personnel involved, and others shall be included in the report.

The enumeration phase of the 2010 Census of Population and Housing (2010 CPH) is expected to last for 23 days. During this period, the management of the NSO shall be informed regularly of the progress of field operations in various parts of the country. The progress monitoring (PM) operation is designed to provide the required information for monitoring the progress of enumeration and for evaluating the completeness and quality of census results.

This chapter explains the basic processes of the Progress Monitoring System (PMS), a computerized system designed to provide the monitoring needs of the management, the types of reports to be generated, and the evaluation procedures to be done using the PMS reports.

10.1 OBJECTIVES OF THE PROGRESS MONITORING AND EVALUATION



During the field enumeration, the PM operation shall be implemented to monitor the progress of field operations. Also, evaluation of counts shall be done while enumeration is ongoing to check for coverage error at the early part of the census operation.

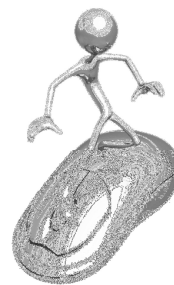
Another objective of the PM operation is to assess the over-all situation of enumeration in terms of percentage of area covered.

10.2 FLOW OF PROGRESS MONITORING OPERATION

The flow of data and documents that shall be used to monitor the progress of enumeration is described below and also presented graphically in Figure 10.1.

1. Accomplishment of CPH Form 10

- a. During enumeration, the EN shall transcribe to CPH Form 10 (EN's Accomplishment Report/Progress Monitoring Report) the page totals of the completely filled out pages of CPH Form 1 (Listing Booklet) on a daily basis. If a page of CPH Form 1 has not been completely filled out, the EN shall not transcribe the page totals to CPH Form 10, unless it is the last page of CPH Form 1 for an enumeration area (EA). The EN shall prepare three copies of CPH Form 10. The two copies of the accomplished CPH Form 10, together with the accomplished CPH Forms 1, 2, 3, and 4 shall be submitted to the TS during their meeting every Wednesday.



Detailed instructions on how to accomplish CPH Form 10 are presented in Chapter 10 of the **Enumerator's Manual**.

- b. The TS shall verify the completeness and correctness of entries in the submitted CPH Form 10 with the corresponding entries in the accomplished CPH Form 1. One copy of the verified CPH Form 10, together with the accomplished CPH Forms 1, 2, 3, and 4 shall be submitted to the ACAS every Friday.
- c. The ACAS shall verify the EA geographic area codes and page totals in every CPH Form 10.

2. Sending PM Text Messages to CO

- a. Through SMS or text messaging, the ACAS shall send to the CO the page totals for each verified CPH Form 10.
- b. The CO shall acknowledge the PM text message by replying with an '**SMS receipt number**' together with the 'texted' data to the ACAS to indicate that the summary data sent to CO have been accepted and added in the PMS database. Only those text messages with correct PMS keyword are acknowledged by either an SMS receipt number or an error message.



- c. The ACAS shall verify from CPH Form 10 the correctness of the acknowledged summary data sent by CO before he/she writes the SMS receipt number in CPH Form 10. The PM text messages that have not been acknowledged after 2 hours shall be resent to the CO. In case a text message has not yet been acknowledged after sending it the second time in the same day, it must be resent only after the lapse of 24 hours, i.e., the following day. If after sending the same text message for the third time and still no acknowledgement has been received by the ACAS, it is possible that there is a problem with the cell site in the area or the cell phone being used has a problem.
- d. To avoid the possibility of clogging of text messages in the CO, the Information Resources Department shall implement an efficient schedule for receiving of text messages from the FOs.

Text messaging procedures are discussed in detail in Chapter 6 of the **Supervisor's Manual**.

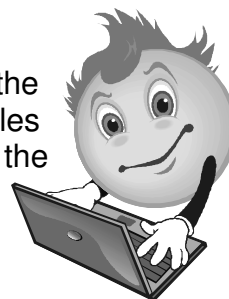
3. Submission of CPH Form 10 with SMS Receipt Number

The ACAS shall verify the EA geographic area codes and page totals in every CPH Form 10.

- a. The ACAS shall folio all CPH Form 10 with SMS receipt numbers for the city/municipality in ascending geographic area code (barangay and EA). All CPH Form 10 belonging to the same EA/barangay (at least two pages of CPH Form 10 for an EA) shall be folioed together and arranged according to the date of accomplishment of the CPH Form 10.
- b. The ACAS shall submit the CPH Form 10 SMS receipt number to the DSO/SCO every Monday.
- c. The DSO/SCO shall check for completeness of entries in CPH form 10 and shall transmit these forms to the PO at least once a week. In the last transmittal of CPH Form 10 for a barangay, CPH Form 17 (Certification of Barangay Chairperson) shall be included in the folio to indicate that the barangay has been completely enumerated.

4. Compilation of PM Text Messages at CO

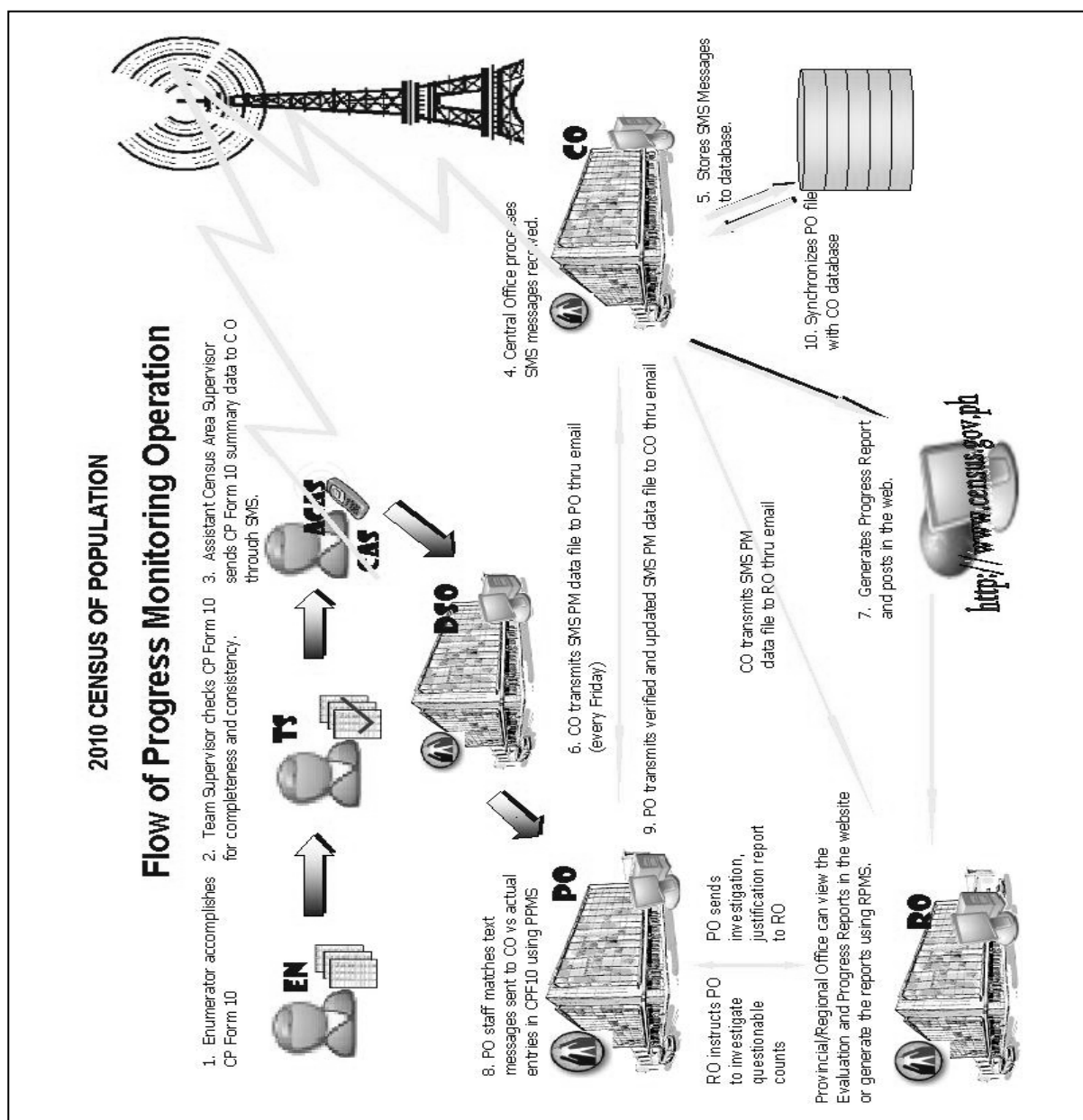
As the CO receives the PM text messages for the day, the central PMS system compiles the messages in SMS-PM data files by province. When new PM text messages are received from the ACAS or when an updated SMS-PM data file has been received from the PO, the central office PMS system updates the SMS-PM database for the province.



5. Synchronizing SMS-PM Data Files of RO/PO with CO database

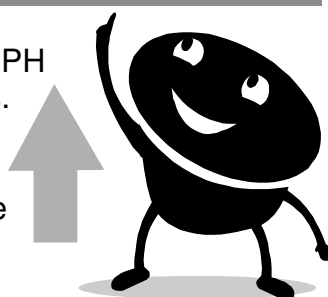
To synchronize the SMS-PM data file in the PO or RO with the CO database, the PMS server at the CO automatically sends (every Monday) the SMS-PM data files through e-mail to the respective POs and ROs, which must then be loaded by the operator in the PMS program installed in the Field Offices. If there is a need to generate the most current or up-to-date status report, RO or PO can download the data file from the NSO website. The files in the website are 'refreshed' every start of the day, that is, around 1:00 a.m.

If the PO has done changes or corrections to the SMS-PM data file, the file shall be sent to CO thru email at this address: **PMS2010@census.gov.ph** to synchronize the PO data file with the CO database. The PMS server automatically reflects the changes in the PO data file into the CO database everyday at around 1:00 a.m. The PO shall not send the updated data file more than once in a day because the system is designed to accept one data file in a day for each province.

Figure 10.1 – Document and Data Flow of Progress Monitoring

10.3 PROGRESS MONITORING SYSTEM REPORTS

Population data derived from the accomplished CPH Form 10 are evaluated using data from previous censuses. To assist the PO in evaluating the PMS reports, the PMS programs installed at the PO, RO, and CO are equipped with a computerized reporting system. These reports are



used to assess, as early as possible, the areas that are under-enumerated or over-enumerated. The reports to be generated using the PMS are the following:

1. PMS Report 1 – EA Weekly Report

This report (**Figure 10.2**) shows the names and codes of province, city/municipality, barangays and EAs, and the names of assigned ACASs, TSs, and ENs covering the areas and the corresponding codes of TSs and ENs. The PM reporting dates and the number of households are automatically generated based on the submitted CPH Form 10. The names of ACASs, TSs, and ENs and code assignment of TSs and ENs come from the submitted list of CASs, TSs, and ENs submitted by PO to CO. This list is 'loaded' in the PMS and the names can be modified at PO if a census personnel backs out during enumeration.

2. PMS Report 2 – SMS Transaction Record

This report (**Figure 10.3**) shows the valid PM text messages received at the CO. The PO shall verify the content of this report against the accomplished CPH Form 10 submitted by the DSO/SCO. This report also shows the dates of confirmation of the counts by PO.

3. PMS Report 3 – EA Progress Enumeration Report

This report (**Figure 10.4**) monitors the progress of enumeration at the EA level. It contains the number of households, population of males and females, and the status of enumeration based on the information from CPH Form 10. This report also includes the problems encountered during enumeration, supplied by the PO based on the reports of DSO/SCO and CAS/ACAS.

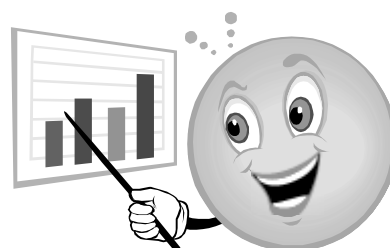
4. PMS Report 4 – Barangay Coverage Report

This report (**Figure 10.5**) shows the census coverage of the barangays and used to evaluate the acceptability of the reported counts. The following information for 2007 and 2010 at the barangay level are generated in this report:

- a. Household and population counts
- b. Demographic indicators
 - Percent change in the number of households
 - Average household size
 - Annual population growth rate
 - Difference between 2007 and 2010 institutional population
- c. Number and percent of EAs completed

5. PMS Report 5 – Data Evaluation Report

This report (**Figure 10.6**) is used by CO in evaluating census results of completely enumerated barangay. This report contains the following information:



- a. Household and population counts
- b. Demographic indicators
 - Difference of institutional population between census years: 2000, 2007, and 2010
 - Annual population growth rates: 2000-2007, 2007-2010, and 2000-2010
 - Sex ratio: 2007 and 2010
 - Average household size: 2000, 2007, and 2010
 - Percent change of households: 2000-2007 and 2007 2010

The detailed instructions in generating PMS reports are provided in the **PMS User's Manual**.

2010 CENSUS OF POPULATION AND HOUSING
PMS REPORT 1 – ENUMERATION AREA WEEKLY REPORT
FOR NSO USE AND EVALUATION PURPOSES ONLY

Page ___ of ___ pages

VERIFIED BY:

2010 CENSUS OF POPULATION AND HOUSING
PMS REPORT 3 – EA PROGRESS ENUMERATION REPORT
FOR NSO USE AND EVALUATION PURPOSES ONLY

[illegible]

Page ___ of ___ pages

VERIFIED BY:

Figure 10.5 PMS Report 4 – Barangay Coverage Report

**2010 CENSUS OF POPULATION AND HOUSING
PMS REPORT 4 – BARANGAY COVERAGE REPORT
FOR NSO USE AND EVALUATION PURPOSES ONLY**

As of _____

Area Name (PRV/ CITY/ MUN/ BGY/ EA) (1)	Geo code (PRV/ CITY/ MUN/ BGY/ EA) (2)	Number of Households			Total Population				Household Population				Institutional Population		EA's Completed		Last PM Reporting Date (18)	Remarks (Cite, if any) (19)
		1 Aug 2007 (3)	1 May 2010 (4)	Percent Change (5)	Average HH Size (6)	1 Aug 2007 (7)	1 May 2010 (8)	PGR 2007-2010 (9)	1 Aug 2007 (10)	1 May 2010 (11)	PGR 2007-2010 (12)	1 Aug 2007 (13)	1 May 2010 (14)	Difference (15)	Number (16)	Percent (17)		

Page ___ of ___ pages

VERIFIED BY: _____

10.4 MONITORING OPERATION

The SMS-PM data file sent by the CO (or downloaded from the website) and 'loaded' in the PMS program is used to generate PMS reports. The PO, RO, and CO use PMS reports to monitor the progress of the field operation and to evaluate 'acceptability' of the household and population counts.

Monitoring by PO

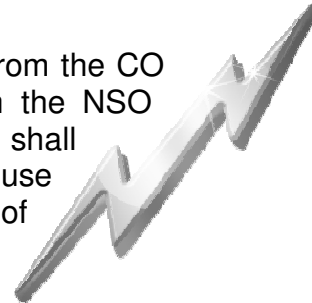
1. Using the PMS - Provincial Version, the PO can use either the e-mailed SMS-PM data files or the files downloaded from the website to generate PMS Reports 1 to 5. The PO shall match and verify the contents of PMS Report 2 with those of CPH Form 10.
2. The PO shall confirm the correctness of the reported counts of each text message. If there are erroneous reported counts found in the SMS-PM data file, the PO shall correct and send the updated data file to CO email address: **PMS2010@census.gov.ph**. At the CO, the database is updated based on the corrected data file provided by the PO. To synchronize data with those of data files at the PO or CO, the CO shall send the updated SMS-PM data file to the PO and RO every Monday and shall 'refresh' the posted data files at the NSO website everyday. Details in confirming and correcting counts are discussed in the **PMS User's Manual**.
3. The PO shall generate PMS Reports 1 to 5 based on the updated SMS-PM data file. The PO shall also evaluate the correctness of household and population counts or the census coverage of the barangay/EA.
4. In case of coverage error, the PO, with the assistance of DSO/CAS/ACAS, shall conduct an investigation or field verification. The PO shall document the result of the investigation and submit a detailed report to the RO. The PO shall then update the SMS-PM data file and submit an updated file to the CO.
5. However, if the household and population counts of a questionable barangay have been found acceptable, the PO shall provide the RO with explanations and justifications for the counts.
6. The PO shall summarize the results of investigation for an area. The summary shall be encoded in the PMS in not more than **80** characters. The detailed report of investigation shall be sent to the RO through e-mail or any fastest means.



7. Upon instruction of the RO, the PO shall conduct further investigations for reports submitted to the RO or CO that have no acceptable explanations and justifications.

Monitoring by RO

1. The RO receives the SMS-PM data files directly from the CO through e-mail or downloads the same file from the NSO website. Using the RO version of PMS, the RO shall generate PMS Reports 1, 3, 4 and 5 and shall use these reports to monitor and assess the progress of enumeration in the region.
2. If the Regional Director (RD) has detected a coverage error, he/she shall instruct the PO to conduct an investigation and to submit a detailed report on the result of the investigation.
3. The RO shall study every report submitted by the PO and shall assess the acceptability of the explanations and justifications of the PO. If the report is not acceptable, the RO shall instruct the PO to conduct further investigation. If the RO finds the report acceptable, he/she shall send a copy of the report to the CO through e-mail (**CPS2010@census.gov.ph**).
4. Upon instruction of the CO, the RO shall instruct the PO to conduct further investigations for reports submitted to the CO that have no acceptable explanations and justifications.



Monitoring by CO

1. The CO generates PMS Report 5 for completed barangays. This report is used in the evaluation of household and population counts at the barangay, city/municipality, and provincial levels. For barangays that have failed in the evaluation (those which exhibited questionable census results, based on demographic indicators considered in the evaluation), the CO shall look into the reports submitted by the ROs regarding the PO's field investigations of barangays/EAs that failed in their evaluation.
2. The CO shall prepare a list of barangays that failed in the CO evaluation and shall submit the list to the RO for further investigation of the correctness and validity of the census results of questionable barangays.

The first batch of verified and confirmed PM text messages for the province shall be generated **9 to 10** days after the start of enumeration. This time duration means that reporting on the progress of enumeration has a time lag of one to two weeks, that is, the first report is as of the first day of the past week. This time lag also implies that a complete PM report

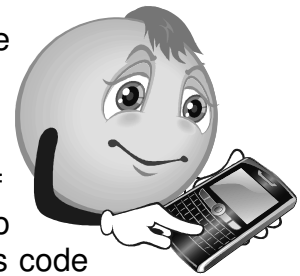
for the whole country is expected to come out in one to two weeks after the close of enumeration.

Centralized database of ENs, TSs, ACASs, and CASs

To effectively carry out the monitoring scheme of the 2010 CPH, a centralized database of ENs, TSs, ACASs, and CASs shall be instituted at the Central Office. The database shall contain the names, positions, and areas of assignment of enumeration personnel, and cellular phone numbers of ACAS/CAS.

10.5 REGISTERING THE CELLULAR PHONE

The CAS/ACAS shall register his/her cellular phone number that shall be used to send summary data from CPH Form 10. The registration enables the system to filter out prank text messages and check the consistency of geographic area code with the corresponding area of assignments of the sender. The CAS/ACAS is allowed to register more than one cellular phone using the same access code and may also register one cellular phone to be used in sending PM reports for more than one city/municipality.



Detailed instructions on how to register cellular phone are discussed in Section 6.3a of the **Supervisor's Manual**.

10.6 PROGRESS MONITORING DATA PROCESSING SYSTEM

The PMS for the 2010 CPH has three components. These computer programs are:

1. PMS Central Office Version

The main functions of the CO version are as follows:

- a. **Receives PM text messages.** The PM text messages are automatically checked if the geographic area codes are in the Enumeration Area Reference File, and if the sender's phone number is consistent with the assigned EAs within the city/municipality. The system also verifies if the text message has already been received and accepted. If errors are found, the system automatically returns the text message informing the sender about the problem. Note that only those text messages with correct PMS keyword are acknowledged with either an SMS receipt number or an error message.
- b. **Acknowledges valid received PM text messages.** If the received PM text message is valid, the system automatically sends an acknowledgement text message with unique SMS receipt number. Valid PM text messages are included in the PMS database.
- c. **Generates required reports.** The system can generate PMS Reports. These reports are described in **Section 10.3** of this chapter.
- d. **Sends latest data files to the RO/PO.** The system automatically sends the latest data files to the RO/PO on a preset date and time through e-mail (every Monday). The files posted at the NSO website are 'refreshed' everyday. This function furnishes the RO/PO regularly with a copy of the latest data file that contains the accepted, verified, and confirmed PM text messages.



2. The Provincial/Regional Office Version

The following are the main functions and modules of the PO/RO version:

- a. **Generates required reports.** The system enables the regional/provincial staff to generate the PMS reports to monitor the progress of enumeration. However, the program does not allow the staff to print the reports nor make a copy of the data files.

- b. **Browses/updates SMS transaction file.** This module is used to reflect the corrections in the erroneous PM text messages sent by the ACAS. This function is not available in the RO version.
- c. **Sends updated SMS transaction file to CO.** The system can create a copy of the updated SMS-PM transaction file that can be sent to the CO for synchronization with the CO database. Also, this file is not available in the RO version.

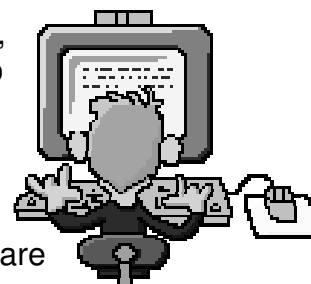
3. Web-based Progress Monitoring System

This system is a restricted NSO web-based system that allows the management and field offices to monitor the progress of enumeration. Field enumeration status is automatically generated directly from the database when the PMS report is accessed from the said website.

Detailed discussion of PMS is presented in the **PMS User's Manual**.

10.7 EVALUATION OF PROGRESS MONITORING RESULTS

The PO staff shall generate and use PMS Reports 1, 3, 4, and 5 to monitor the progress of enumeration and to evaluate the acceptability of reported household and population counts. The PSO and the Provincial Statistician are responsible for the evaluation of the resulting PM counts of households and population in all barangays in the province. The procedures for evaluating the counts using PMS reports are the following:



1. PMS Report 1 – Enumeration Area Weekly Report

Determine the reasonableness of the EN's output based on the weekly report on the number of households per EA. Remember that the EN's output varies according to the dispersion of households in the area, terrain, weather condition during the enumeration period, means of transportation/accessibility of the EA/barangay, and other factors. Explain any unreasonable very high or very low output. The reporting date helps identify the ENs who have unreasonable weekly output rates. Investigate such ENs.

2. PMS Report 3 – EA Progress Enumeration Report

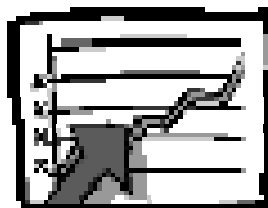
Check if the status of enumeration is correct. If not correct, update the enumeration status in the SMS-PM data file. Identify EAs that do not appear in the report. Check if enumeration in these EAs has not yet been started and obtain the reasons.

3. PMS Report 4 – Barangay Coverage Report

The PO shall perform the evaluation while the enumeration is still in progress to detect gross overcount or undercount of households and persons at the earliest stage of enumeration. The procedures for evaluating the census results using the following population and household indicators are:

- a. **Annual Population Growth Rate (PGR).** The acceptable value is a positive number not exceeding **3.0** percent. A barangay with a zero or negative PGR, or with a PGR greater than **3.0** percent shall be investigated.

If the reason for the unreasonably high PGR (more than 3.0 percent) is migration within the province, identify the barangay of origin and verify if there is a corresponding decrease in that barangay. Similarly, if migration within the province is the reason for a negative PGR, identify the barangay of destination; this barangay shall have a corresponding population increase.



Normally, the annual growth rate for total population and household population is almost the same. If there is a large discrepancy, investigate if the barangay has an institutional living quarter with a large number of residents.

- b. **Percent Change of Households.** Acceptable range is **0** to **15** percent for a non-poblacion, and **0** to **25** percent for a poblacion. Investigate barangays, which are not classified as poblacion but with more than 15 percentage increase in the number of households. A poblacion with more than 25 percent increase shall also be investigated. A decline in the number of households (a negative percent change) shall also be verified. Any substantial increase in population without corresponding increase in households is a cause of suspicion for gross overcount.
- c. **Average Household Size.** The acceptable range for average household size is **4.0** and **6.0**. Any deviation from this range shall be investigated.
- d. **Difference of 2010 and 2007 Institutional Population Counts.** Investigate a substantial increase in institutional population counts, like if the institutional population count has increased from 100 in 2007 to some hundreds or thousands in 2010.

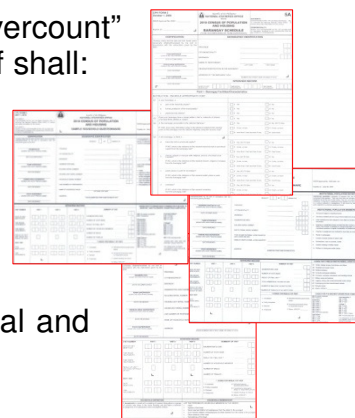
10.8 SCRUTINY OF QUESTIONNAIRES WHEN VALIDATING QUESTIONABLE COUNTS

To expedite the investigation of possible “gross overcount” or “under-enumeration” in some areas, the PSO and staff shall:

1. Review all questionnaires of each ‘suspect’ barangay. They shall watch out for fictitious households and household members. They shall go over the questionnaires for repeated names, names of movie stars, politicians, public officials, and names of popular persons, including colloquial and local joke words used as names.
2. Check the questionnaires of a barangay, if the average household size is unreasonably high. They shall look for households with six persons and over. They shall do the same procedures for barangays with unreasonably low average household sizes, by focusing on household sizes less than four persons. They shall look for questionnaires/bundles where households tend to be larger or smaller in size than the normal size.
3. Watch out for gross overcount such as unreasonably large number of children, high prevalence of other relatives (sisters, brothers, parents, uncles, aunts, grandchildren, in-laws, and non-relatives) in a household; they shall conduct some re-interviews or require the TS/CAS to re-interview the suspected households whenever necessary.

They shall check the age of children against their highest grade completed. Also, if there are children currently attending school, they shall find out if commuting to school is possible, that is, if high school, colleges/universities are within commutable distance from the barangay. The error of including students who do not go home at least once a week as household members may arise in areas where the members are studying or working somewhere else.

4. Watch out for questionnaires where the names of siblings and other members of the households are not written in the specified order of enumeration. They shall require the EN concerned to explain this case.
5. Watch out for questionnaires where there is a high incidence of mothers giving births at a very young age, that is, below 18 years (difference between the age of the mother and the eldest child is less than 18 years) and after age 40 (age difference between mother and youngest child is greater than 40 years).



6. Watch out for questionnaires where there is a high incidence of mothers giving births every year or even as short as nine months.
7. Watch out for questionnaires where there is an abnormal existence of household helpers and non-relatives in most of the households.
8. Watch out for questionnaires where all lines in the questionnaire are completely filled out.
9. Document and re-scrutinize the questionnaires where obvious acts of gross overcounts have been committed. They shall alert the RO for any problem of this nature. Re-enumerating an EA, a group of EAs, or a portion of it, may be necessary. They shall provide the following information of the questionnaires where gross overcount was committed.
 - Province
 - City/Municipality
 - Barangay
 - EA
 - BSN
 - HUSN for Households
 - HSN for Households
 - ISN for ILQ

The RO shall notify the HSD (**Attention: CPOD**) of his/her decision and action regarding this problem.

10.9 SAFEGUARDS TO THE PMS REPORTS

To safeguard the integrity of PMS reports, the following procedures shall be instituted to prevent premature release and possible misuse of census data and information:

1. The PMS personnel in the FO shall adhere to the strict compliance of the existing rule on confidentiality in releasing census information (Section 4 of **Commonwealth Act No. 591**).
2. The PSO shall issue a directive to all personnel involved in PMS against premature and unauthorized release of census results.
3. The CO shall institute in the system a mechanism to embed information on the person who generated the PMS reports.



4. Access to the reports generated shall be limited to at most 2 authorized NSO personnel.
5. The PMS data files cannot be copied or extracted.
6. The PMS reports cannot be printed but for viewing only by authorized personnel only.

10.10 ACCOUNTABILITY OF NSO FIELD PERSONNEL

The RD, PSO, DSO/SCO, and the RO/PO Statistician are jointly accountable for the untimely and premature dissemination of census data and information, whether coming from the PMS or from the accomplished census forms and questionnaires. Hence, all preventive measures shall be undertaken by all concerned NSO personnel to avoid the premature release of census information.

All census enumeration personnel are accountable for the census forms issued to them, especially those forms with serial numbers. Hence, the PO shall create a master control of forms with serial numbers that have been issued to the ENs to facilitate tracking of census forms.

10.11 OTHER TECHNICAL CONCERNS/PROBLEMS

During the conduct of operation, some technical problems may crop up unexpectedly. Such problems shall be reported immediately to the CO so that corresponding actions and solutions can be undertaken. Some of these problems are:

1. Breakdown of machines
2. Technical problems with the system
3. Procedures and instructions on the generation of reports are not clear and concise
4. Duplication of text messages
5. Text messages not reflected in the generated reports

When technical problems arise during enumeration and data processing, the IRD shall be responsible for the issuance of clear and specific instructions to remedy the situations. The instructions shall emanate from either the Office of the IRD Director or the Division Chief concerned.

10.12 PUBLIC CONCERN FOR ENUMERATION

All census personnel involved in enumeration shall do their role in encouraging the public to report areas which have not yet been enumerated to avoid omission. The reporting shall however be done in the third week of enumeration, especially if no census personnel have been spotted in their areas. By encouraging the public, the field personnel shall be able to adopt effective strategies for saturation drives in these areas.

The public may inform the Central or Field Offices about non-coverage through any means of communication available within their reach. However, the most effective means of communication suggested for this purpose is the use of SMS or text messaging system.

The IRD shall take charge of the development of an efficient communication system that receives text messages from the public during enumeration.

11

POST-ENUMERATION ACTIVITIES



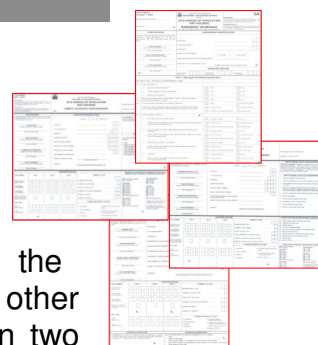
After the enumeration period for the 2010 Census of Population and Housing (2010 CPH), the accomplished questionnaires and forms, manuals and other census materials are collected and sent back to the Provincial Office (PO). The District Statistics Officer (DSO), Statistical Coordination Officers (SCO), Census Area Supervisor (CAS), and the Assistant Census Area Supervisor (ACAS) shall be responsible for bundling, packaging, and transmitting the census forms and materials. At the PO, the hired clerk or provincial staff shall properly receive, control, and check for the completeness of materials. These procedures shall be followed strictly to prepare the accomplished census questionnaires for manual processing. The questionnaires subjected to manual processing shall be forwarded to the 2010 CPH Census Processing Center (CPC 2010) for scanning.

This chapter presents the procedures for packaging the accomplished forms and other census materials and other related activities during the post-enumeration phase of the 2010 CPH.

11.1 BUNDLING, PACKAGING AND TRANSMISSION OF CENSUS MATERIALS AFTER ENUMERATION

A. Role of TS in the Transmission of Census Materials

After verifying and editing the entries in the questionnaires for completely-enumerated Enumeration Areas (EAs), the TS shall transmit to the ACAS/CAS the following accomplished questionnaires together with the other census forms/materials, including the unused ones within two days after the end of enumeration:



- CPH Form 1
- CPH Form 2
- CPH Form 3
- CPH Form 4
- CPH Form 5
- CPH Form 7
- CPH Form 8
- CPH Form 10
- CPH Form 11
- CPH Form 12
- CPH Form 17
- Barangay/EA Maps
- Mapping Forms
- 2010 CPH Identification Card

The two-day period is assumed to give the TS enough time to review the accomplished questionnaires, finish wrap-up activities and transmit all census materials to the CAS or ACAS.

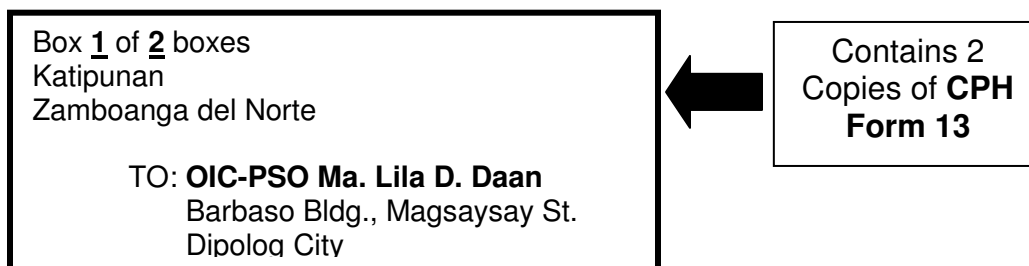
B. Roles of CAS/ACAS in the Transmission of Census Materials

1. As soon as the questionnaires for an EA have been transmitted to the ACAS/CAS, the ACAS/CAS shall review the accomplished CPH Forms 1, 2, 3, 4, and 5.
2. When all census materials are to be transmitted to the District Office, the CAS/ACAS shall bundle the accomplished CPH Forms 2 and 3 separately. The rest of the census materials shall be included in the package for an EA. The CAS/ACAS shall ensure that the accomplished forms and questionnaires for the EA are contained in the same package before transmitting them to the DSO/SCO. The CAS/ACAS shall turn over all EA packs to DSO/SCO within three days after receipt from the TS. The detailed instructions in bundling CPH Forms 2 are discussed in the **Supervisor's Manual** and the proper labeling of boxes in Illustration 11.1.



Illustration 11.1 Proper Labeling of Boxes

If the census materials for the municipality of Katipunan in Zamboanga del Norte are contained in two boxes, the first box is thus labeled as:



While the second box is labeled as:

Box <u>2</u> of <u>2</u> boxes Katipunan Zamboanga del Norte TO: OIC-PSO Ma. Lila D. Daan Barbasa Bldg., Magsaysay St. Dipolog City

The first box (Box 1 of 2 boxes) shall include two copies of accomplished CPH Form 13 (Transmittal/Receipt Form).

C. Role of DSO/SCO in the Transmission of Census Materials

The DSO/SCO shall coordinate with the PSO for the transmittal of the census materials from the DO to the PO. A pick-up schedule shall be set and the DSO/SCO shall be ready with the materials on the scheduled date. It is recommended that the PSO and the DSO/SCO work with the Census Coordinating Boards and other agencies for provision of transport assistance and security escort, if needed.



11.2 RECEIPT AND CONTROL AT THE DISTRICT OFFICE

To properly account for all the accomplished questionnaires, maps, and other census materials submitted by the CAS/ACAS to the DSO/SCO, a computer-generated form shall be provided to the District Office. The PO shall generate this form for each city/municipality using Tracking, Receipt and Control System (TRACS). Upon receipt of these census returns, the District Office Clerk shall:



1. Check the contents of the barangay/EA package submitted by the CAS/ACAS against the accompanying CPH Form 13 (Transmittal/Receipt Form). All forms listed in CPH Form 13 shall be accounted for. If some forms are missing, the District Office Clerk shall inform the DSO/SCO, who shall notify the CAS/ACAS concerned.
2. Record in the DO-Receipt and Control Form the number of accomplished CPH forms and barangay/EA/block maps listed in CPH Form 13.
3. File each EA pack containing the accomplished CPH forms and barangay/EA/block maps in designated storage/racks prior to transmittal to PO. He/she shall ensure that the submitted CPH forms and maps are arranged properly for easy retrieval by the DSO/SCO.
4. Package all accomplished forms that have been reviewed and verified by the DSO/SCO for transmittal to the PO.

11.3 RECEIPT AND CONTROL AT THE PROVINCIAL OFFICE

For proper receipt, control, and storage of the accomplished census questionnaires during the manual processing phase, the PSO shall ensure that manual processing group has sufficient space for both census questionnaires and manual processors. For efficient storage of documents, racks, bins, or tables for filing and organizing the census documents, shall be set up properly.

The following activities shall be done at the PO:

1. The content of the EA/barangay packs received shall be checked against the accompanying CPH Form 13. All forms listed in CPH Form 13 shall be accounted for. If some forms are missing, the supervisor shall be informed immediately so that the DSO/CAS/ACAS concerned can be notified of the discrepancy.
2. The number of CPH Forms 1, 2, 3, 4, and 5, EA/barangay maps, and other forms recorded in CPH Form 13 shall be entered in the computer using TRACS. This system is designed to control and monitor the flow of questionnaires during manual processing. If there are discrepancies between the reported and the actual counts of CPH forms, remarks shall be encoded in the system. Detailed procedures using this system are discussed in the **TRACS User's Manual**.
3. CPH Form 19 (Provincial Processing Receipt and Control Form) shall be used in recording the number of CPH Forms 1, 2, 3, 4, and 5, EA/barangay maps received, and other forms. This form is also used as a hardcopy backup of the contents of the TRACS database.
4. Each EA in the EARF shall be checked for a corresponding map.
5. Each EA pack containing CPH Forms 1, 2, 3, 4, and 5, and EA/barangay maps shall be filed or stored in designated racks. The provincial staff concerned shall label each EA pack properly, ensuring that the label is facing towards him/her for easy retrieval. The manual processors shall file the other control forms for bundling purposes.

CPH FORM 13
(Accomplish in duplicate)

Sheet 1 of 1 Sheets



Republic of the Philippines
NATIONAL STATISTICS OFFICE

Region: VII 07 Transmitting Officer: GERARDO E. TAGUIBOLOS
Signature over printed name

Province: Bohol 12 Designation: District Office Clerk

[illegible]

11.4 CHECKING FOR COMPLETENESS OF EA/BARANGAY RETURNS (CPH Forms 1, 2, 3, 4, and 5, and Barangay/EA/Block Maps)

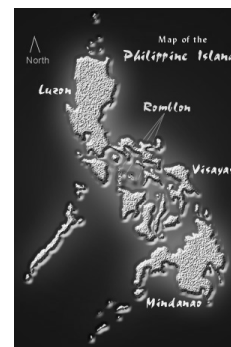


The responsibility of checking for the completeness of questionnaires for every EA and barangay lies with the PSO/Statistician who shall supervise a pool of manual processors. When the questionnaires and forms of a city/municipality are all accounted for, the manual processors shall:

1. Check the contents of each EA pack against the corresponding CPH Form 13;
2. Check for the completeness of the listing booklets, that is, no missing booklet numbers;
3. Ensure that the bundled CPH Forms 2 and 3 are sorted separately in ascending household serial number. Furthermore, the manual processors shall ensure that the total for each type of CPH Form 1, 2, 3, 4, or 5 is equal to the number recorded in CPH Form 13 for each type of form;
4. Verify the corresponding questionnaire for every household/institution enumerated. If a questionnaire is missing, the manual processors shall notify the DSO/CAS/ACAS who, in turn, shall contact the TS and EN concerned;
5. Ensure that every barangay has a corresponding CPH Form 5;
6. Ascertain the complete submission of EA maps. In case of missing maps, the DSO/CAS/ACAS shall be informed about the missing maps; and
7. Repeat procedures **1** to **6** for all EAs/barangays until all cities/municipalities in the province have been accounted for. Refer to EARF for checking the completeness of all EAs.

11.5 TRANSMITTAL OF MAPS

All maps submitted by the CAS/ACAS to the DSO/SCO shall be checked for completeness using the EARF. The CAS/ACAS who has failed to submit the maps shall not be issued CPH Form 18 (Certificate of Work Completed).



The barangay/EA maps and the mapping forms accomplished by the ENs shall be submitted to the PO after the enumeration period. These maps shall be reviewed for acceptability, verified against CPH Form 1, re-drawn using the standard Mapping Form.

11.6 ISSUANCE OF CLEARANCE (CPH FORM 27)

As soon as the questionnaires and forms for the CAS'/ACAS' area of responsibility have been checked for completeness, the DSO/SCO shall:

1. Prepare, sign, and issue CPH Form 27 (Clearance) to the CAS/ACAS under his/her supervision (Illustration 11.3);
2. Require the ACAS/CAS to submit their narrative reports with suggestions and recommendations to improve the conduct of future censuses; and
3. Issue also clearance to the ENs and TSs.



Illustration 11.3 Accomplished CPH Form 27

CPH Form 27



Republic of the Philippines
NATIONAL STATISTICS OFFICE

Province : Biliran

CLEARANCE

This is to certify that Cesar P. Verunque has been cleared of all his/her duties and responsibilities as ~~Enumerator/Team Supervisor/Assistant Census Area Supervisor~~/Census Area Supervisor in connection with the conduct of the 2010 Census of Population and Housing in the following area/s of assignment:

City/Municipality	Barangay
Caibiran	

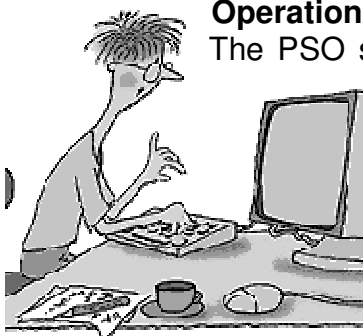
~~R. Rostata~~

Reynaldo B. Rostata
DSO

June 21, 2010

Date

11.7 PREPARATION OF NARRATIVE REPORTS BY THE RDs, PSOs, DSOs, CASs, and ACASs



The ACASs, CASs, DSOs, PSOs, and RDs shall prepare a **Report of Operations** for the 2010 CPH, based on the suggested outline.

The PSO shall consolidate the reports of the ACASs, CASs, and DSOs. Provincial reports on enumeration shall be transmitted to the HSD (**Attention: CPS 2010**), copy furnished the RD, on or before July 15, 2010. In addition to his/her individual report, the RD shall consolidate the provincial reports on enumeration to come up with a single report for the region. Submission of regional consolidated reports is on or before **July 31, 2010**.

For the data processing, the provincial report on manual processing shall be transmitted to the CO on or before **August 31, 2010** while the regional report on machine processing, on or before **December 15, 2010**.

Outline of Narrative Report

1. Pre-enumeration

- Mapping operations
- Organization of local CCBs
- Establishment of training centers
- Recruitment of personnel
- Receipt of training and enumeration materials
- Training for enumeration
- Training for PMS and TRACS



2. Enumeration

- Summary of start and end of enumeration by city/municipality
- Areas not penetrated and corresponding actions taken
- Enumeration of special areas
- Other enumeration problems and corresponding actions taken
- Accidents/fatalities
- PM text messaging problems and actions taken
- PM processing including data transmission
- PM analysis/evaluation
- Summary of supervision done

3. Post-enumeration

- Receipt of census materials at the DO
- Transporting accomplished forms and unused census materials
- Receipt at the PO
- Completeness of returns

4. Processing at the Provincial Office

- PM evaluation
 - a. EN's Accomplishment/PM Report submission and verification
 - b. Editing/keying/processing problems and corresponding actions taken
 - c. Data evaluation problems and corresponding actions taken
- CPH Forms 1, 2, 3, 4, and 5 processing:
 - a. Total number of questionnaires received and processed
 - b. Conduct of training for manual processing
 - c. Average daily accomplishment of the processors
 - d. Problems/issues encountered and actions taken/decisions made in processing
 - e. Quality control and general impression on the quality of data
 - f. Summary of start and end of processing by city/municipality
 - g. Summary of errors found in sample verification.
- Problems and corresponding actions taken on verification, redrawing, and compilation of accomplished barangay/EA/block maps

5. Processing at CPC 2010

- Submission of accomplished questionnaires by the PSOs
- Conduct of training for machine processing
- Quality of manually-processed questionnaires from the POs
- Average daily accomplishment of operators
- Problems/issues encountered and actions taken on scanning of accomplished questionnaires and maps
- General impression on the quality of data
- Summary of start and end of machine processing by province.

6. Assessment of the entire census operations (i.e., generally successful or encountered many problems but completed, and others).
7. Recommendations to improve future census activities.
8. Financial Report – a general summary that includes expenses incurred during training, including the cost for CPC 2010 expenses like electricity, personnel, communication, and others.

One of the major activities of the 2010 Census of Population and Housing (2010 CPH) is the processing of data from the accomplished census questionnaires. This phase of the census comes immediately after the conduct of enumeration. Processing of census documents involves three stages: manual processing, machine processing, and post data capture/cleaning at the Central Office (CO). Manual processing is done in the Provincial Offices (POs) while the machine processing, in the Census Processing Centers 2010 (CPC 2010).



This chapter provides an overview of the data processing for the 2010 CPH. The detailed and technical procedures and instructions for manual processing are discussed in the **Provincial Processing Manual** and for the machine processing, in the **Machine Processing Manual**.

12.1 OVERVIEW OF DATA PROCESSING

The census forms shall first undergo manual processing before going through machine processing. Machine processing includes scanning, interpretation, data encoding, and computerized geographic and household identification validation, and completeness and data consistency checking.

The PO is the place where the manual processing shall be done. Once the manual processing of all forms in a municipality has been completed, the forms shall be transmitted to CPC 2010 for machine processing. CPC 2010 is a workplace to be set up for the machine processing of census forms from different regions/provinces. Not all regions however shall serve as hosts to CPC 2010. **Section 12.4** presents the distribution of CPCs and the areas covered.



After data capture and cleaning of batch files for a city/municipality have been completed, CPC 2010 shall transmit the data files to the CO for further processing.

12.2 STAGES OF DATA PROCESSING

The accomplished census questionnaires undergo two main stages of processing as follows:

1. **Manual Processing** - the accomplished questionnaires are manually processed at the PO. This stage involves the following:
 - a. checking of the completeness of questionnaires of each enumeration area,
 - b. verification of geographic and household identifications,
 - c. review of the entries for completeness, consistency and readability,
 - d. coding of selected items, and
 - e. bundling/packaging of forms for transmittal to CPC 2010.
2. **Machine Processing** - the manually-processed questionnaires undergo the following procedures in CPC 2010:
 - a. computerized receipt and control
 - b. scanning of all questionnaires
 - c. data capture of CPH Forms 2 to 5, that is, interpretation of optical mark reader (OMR) fields and data encoding of write-in entries
 - d. computerized geographic and household identification validation, completeness and data consistency checking
3. **Further Processing at CO** – processing at CO includes certification pass, merging and reformatting of data files, consistency editing, imputation of missing data, tabulation of results, evaluation of the results, and creation of Public Use Files (PUF).



The first stage of processing is a critical stage for the entire data processing phase. Thus, any aberration encountered in the manual processing eventually delays the scanning of questionnaires, image processing, tabulation, and release of data. The flow of activity during data processing shall therefore be as systematic as possible to complete the activity on schedule.

During the manual processing, the PSO shall ensure that all questionnaires are processed properly before transmitting them to CPC 2010 for machine processing.

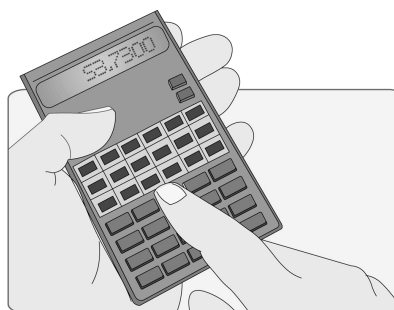
Each CPC 2010 is equipped with scanning device and software (**Kodak Capture System**), interpretation and recognition system, data entry program (**Key-from-image**), data cleaning program (**CsPro Application**) and a program

that controls, tracks, and manages the processing status of each document bundle **Survey/Census Integrated Processing System (SCIPS)**.

12.3 MANUAL PROCESSING

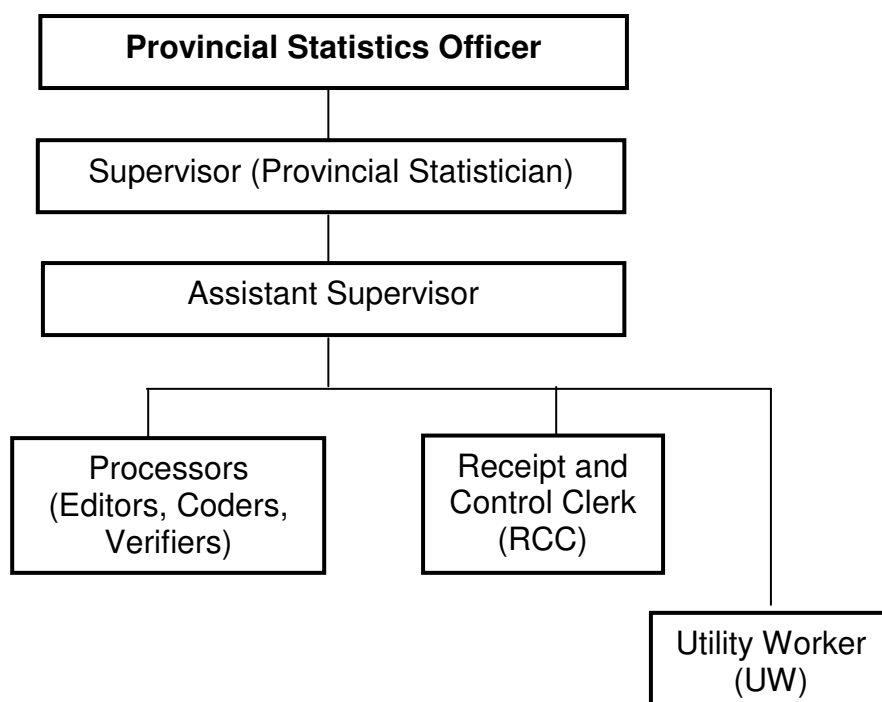
1. Organizational Set-up of the Processing Group at the Provincial Office

The PSO is responsible for the smooth operation of the manual processing. He/she shall assign the Provincial Statistician as the supervisor who takes charge of the day-to-day operations of the processing, assisted by the Assistant Supervisor. The processors shall carry out the manual processing activities. As the RCC controls the census documents, the Utility Worker shall assist the RCC in filing and retrieving the forms received from DSO/SCO and those that have already been processed.



The organizational set-up of the provincial manual processing group is shown below.

Figure 12.1 Structure of the Manual Processing Group



2. Preparatory Activities for Manual Processing

Activities related to manual processing are the responsibilities of the PSO and the Provincial Statistician. To ensure the success of manual processing in the province, the PSO shall:

- a. Ensure that the PO has sufficient space for the manual processors and for the systematic storage of documents to be processed. The PSO shall arrange the work area to ensure efficient flow and control of processing.
- b. Recruit processors and other personnel according to the guidelines specified in **Chapter 6** of this manual.
- c. Issue the contract of services to the hired personnel. The PSO are given special authority to sign their contracts.
- d. Make arrangement for training venue for the training of processors and other personnel who shall be involved in manual processing.
- e. Assign the Provincial Statistician to serve as supervisor for the manual processing activity and the Assistant Statistician (either hired or regular) to serve as Assistant Supervisor.
- f. Prepare a printed copy of Enumeration Area Reference File (EARF) of the province. The printed EARF shall be reproduced and be made available to processors who are assigned in the general screening of forms. Also, a copy of barangay, city/municipality, and province codes shall be prepared and made available to coders for coding the write-in entries of selected items in the questionnaires.

3. Overview of Manual Processing

a. Receipt and Control

The RCC shall ensure that all CPH forms, maps, and materials for all EAs received from the DSOs/SCOs are complete and all CPH Forms 1, 2, 3, 4, and 5 for all EAs have been manually processed. For this purpose, the RCC shall use Tracking, Receipt and Control System (TRACS) to record the number of CPH Forms 1, 2, 3, 4, and 5, and EA/barangay maps received and to monitor the flow of forms/maps during processing. The general guidelines for checking the completeness of census returns are discussed in **Chapter 11** of this manual. The RCC, assisted by the Utility Worker, is also responsible for



bundling separately CPH Forms 1, 2, 3, 4, and 5, after these forms have undergone manual processing.

b. Tracking, Receipt and Control System

The data in CPH Form 13 (Transmittal/Receipt Form) shall be encoded in the computer using TRACS upon receipt of EA packs from the DSOSCO. Processing status of each EA pack shall also be recorded using the system. Hence, manual processing progress report, processors daily accomplishment report, and other required operation and management reports could be automatically produced.

Copy of the latest TRACS database shall be sent to the RO on a weekly basis to enable the RD to monitor the progress of the data processing. The RO shall transmit the copy of the merged TRACS database to the CO on a weekly basis to monitor the progress of processing at the national level. The processing status shall be posted at the NSO Website with access restricted to authorized NSO personnel.

c. Verification, Coding, and Transmittal of Forms

1) Completeness check of CPH Forms 1, 2, 3, 4, and 5, and barangay/EA/block maps; and verification of geographic codes

Editors shall be assigned to check the completeness of submitted forms and maps, and verify the geographic codes. The editors shall verify CPH Form 1 and CPH Form 5, and EA/barangay maps against the EARF, while CPH Forms 2, 3, and 4, against CPH Form 1. The editors shall ensure that all households listed in CPH Form 1 have corresponding CPH Form 2 or 3, and that the institutions have corresponding CPH Form 4. Any missing questionnaire shall be reported to the DSO/SCO concerned for verification.



2) Editing and checking of readability of entries

The rest of the editors shall edit and check the readability of questionnaires. They shall verify all items in the questionnaires, either write-in or marked (pre-coded) for accuracy, consistency and readability of entries. Entries that are not readable shall be enhanced. Refer to the **Provincial Processing Manual** for the details on how to verify and enhance each item in the questionnaire.

3) Coding of selected items with write-in entries

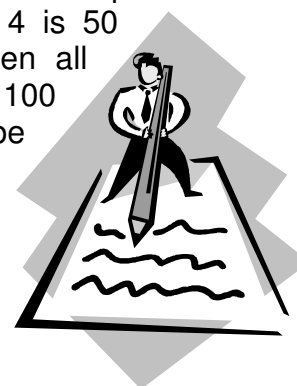
After editing CPH Forms 2, 3, and 4, write-in entries for place of school, highest grade/year completed, usual occupation, kind of business/industry, place of work, and residence 5 years ago and residence 5 years from now, shall be coded. In order to establish expertise in coding, one or two processors shall be assigned to do the coding of these items. Refer to the **Provincial Processing Manual** for the detailed instructions for coding.



4) Sample verification of CPH Forms 1, 2, 3, and 4

The verifiers shall perform a 20 percent sample verification for CPH Forms 1, 2, 3, and 4 and a 100 percent verification for CPH Form 5.

A 20 percent sample verification is accomplished through verification of every fifth questionnaire (CPH Forms 2, 3, and 4) for an EA. Then, the selected questionnaire shall be verified against CPH Form 1 for consistency of entries. If one of the items in the questionnaire fails verification, that is, the number of questionnaires with errors per item in CPH Forms 2, 3, and 4 is 50 percent of the total questionnaires verified, then all questionnaires for an EA shall be subjected to a 100 percent verification. The same procedure shall be applied to CPH Form 1. If 50 percent of verified households/institutions have errors, all entries in CPH Form 1 shall also be verified against CPH Form 2, 3 or 4.



5) Document Preparation

This process is the first stage of preparation for scanning or data capture of questionnaires. The verifiers shall spread out all CPH Forms 2, 3, 4, and 5 before returning the EA pack to the RCC for packaging and transmittal to CPC 2010.

6) Bundling of CPH Forms

The RCC shall bundle CPH Form 1 by city/municipality. He/she shall ensure that all CPH Form 1 are sorted by barangay, EA number, and booklet number.

The RCC shall also bundle separately each of CPH Forms 2, 3 and 4 by EA sorted by household ID and booklet number, while CPH form 5 shall be bundled by province sorted by city/municipality and barangay. A separator (colored paper) shall be placed between CPH Form 5 of different cities/municipalities.

7) Packing of Forms

The RCC shall pack the bundle of CPH Forms 1, 2, 3, and 4 by city/municipality, and CPH Form 5 by province. He/she shall ensure that the bundles of CPH Forms 1, 2, 3, and 4 of the same city/municipality are packed together.

8) Transmittal of Forms

After the manual processing of the accomplished CPH forms, the PSO is responsible for the following:

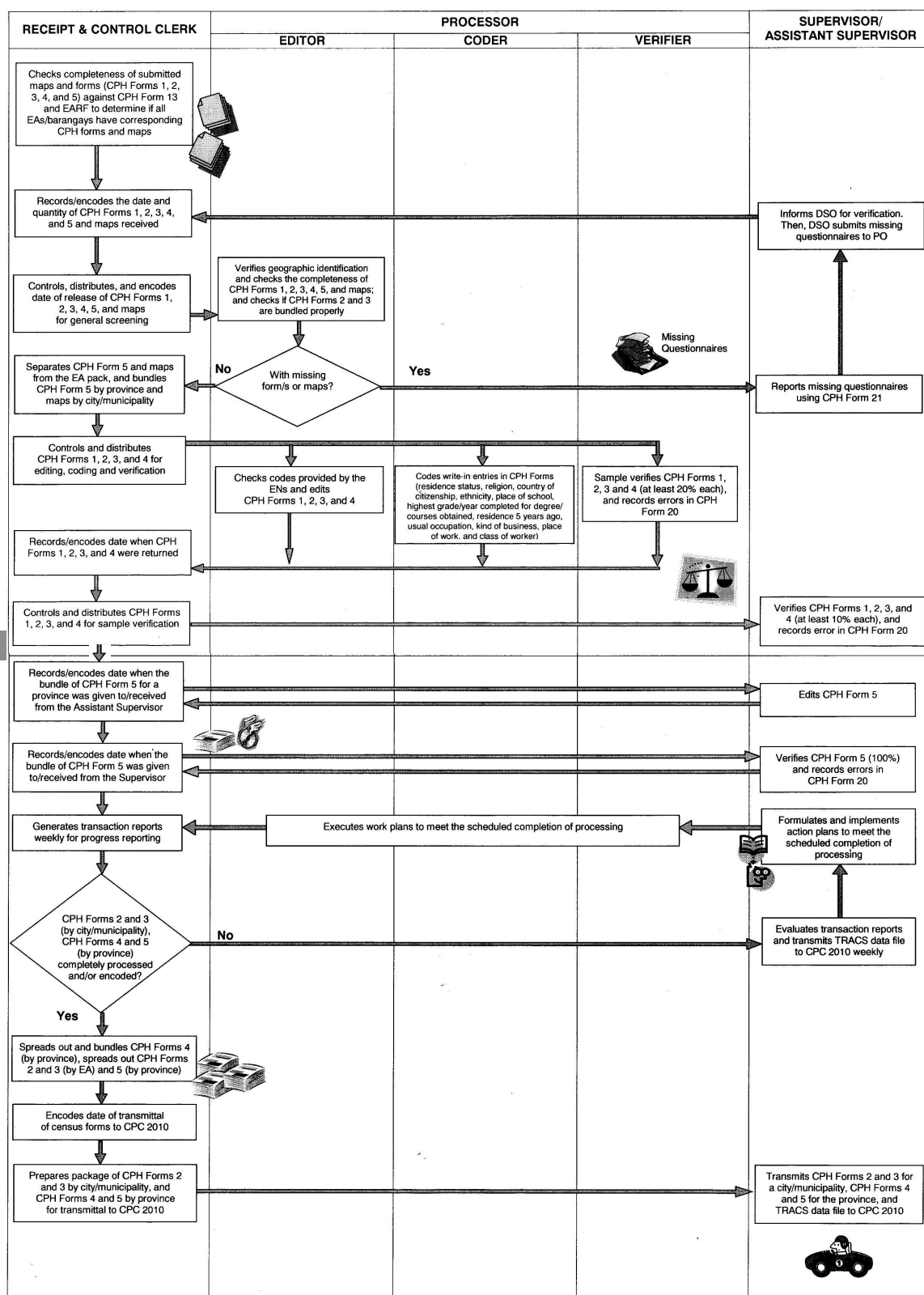
- a. Ensuring that all accomplished questionnaires for each city/municipality have been manually processed, verified, and accounted for;
- b. Transmittal of CPH Forms 1, 2, 3, 4, and 5 to CPC 2010. Transmittal of documents to CPC 2010 shall be done on a staggered basis; that is, once all CPH Forms 2, 3, and 4 for all EAs in a city/municipality have been completed, these forms shall be sent to their respective CPC 2010. CPH Forms 5 shall be sent to CPC 2010 once all these forms in the province have been processed.

9) Checking and Re-drawing of Post-census Maps

The processor shall check all barangay/EA/block maps against the verified CPH Form 1. He/she shall ensure that all household/institutions listed in CPH Form 1 are plotted in the corresponding barangay/EA/block maps. Once the maps have been verified, the cartographer shall draw these maps in standard Mapping Form using black ink. The re-drawn maps shall be photocopied in two copies. One copy shall be sent to the Information Resources Department (**Attention: DISD**) for safekeeping purposes and the other copy shall be kept at the PO. The original copy shall be sent to CPC 2010 for scanning.



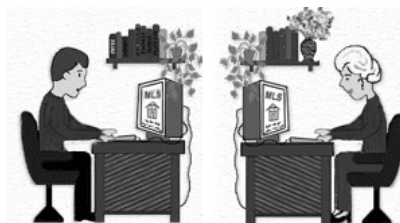
Figure 12.2 Flow of Manual Processing



NOTE: Bundles of CPH Form 1 are to be transmitted to CPC 2010 only after the verification of maps against these forms has been completed.

12.4 MACHINE PROCESSING

Once the manual processing of census forms (CPH Forms 1, 2, 3, 4, and 5, and maps) for a city/municipality has been completed at the PO, the forms are transmitted to CPC 2010 for machine processing. Because the transmittal of processed forms from PO to CPC is done on a staggered basis, CPC 2010 shall be ready at most two weeks after the field enumeration so that machine processing can start as soon as forms for a city/municipality have been received.



Machine processing at CPC 2010 includes scanning of CPH Forms 1, 2, 3, 4, and 5, interpretation of OMR data items, geographic and household ID validation, data encoding, and computerized completeness and data consistency checking of CPH Forms 2, 3 and 4.

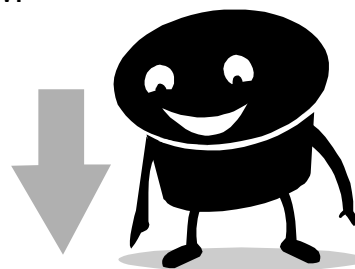
Once all CPH Forms 2 and 3 for a city/municipality have passed the geographic and household ID validation and completeness check, the data files shall be transmitted to the CO. This strategy enables the CO to do staggered evaluation of the counts, which facilitates the release of official count.

1. Distribution of Census Processing Centers

For the 2010 CPH, CPCs shall be set up in different areas of the country. The CPCs and their areas of coverage are outlined below:

CPC 2010 – Manila

- National Capital Region (NCR)
- Palawan
- Rizal
- Cavite



CPC 2010 – City of San Fernando

- All provinces in Region I (Ilocos)
- Abra
- Benguet
- Mt. Province

CPC 2010 – Tuquegarao City

- All provinces in Region II (Cagayan Valley)
- Kalinga
- Apayao
- Ifugao

CPC 2010 – San Fernando City

- All provinces in Region III (Central Luzon)

CPC 2010 – Lipa City

- Batangas
- Laguna
- Quezon
- All provinces in MIMAROPA (except Palawan)

CPC 2010 – Legazpi City

- All provinces in Region V (Bicol)

CPC 2010 – Iloilo City

- All provinces in Region VI (Western Visayas)

CPC 2010 – Cebu City

- All provinces in Region VII (Central Visayas)

CPC 2010 – Tacloban City

- All provinces in Region VIII (Eastern Visayas)

CPC 2010 – Zamboanga City

- All provinces in Region IX (Zamboanga Peninsula)
- Basilan
- Sulu
- Tawi-tawi

CPC 2010 – Cagayan de Oro City

- All provinces in Region X (Northern Mindanao)
- Agusan del Norte
- Surigao del Norte
- Dinagat Islands
- Lanao del Sur



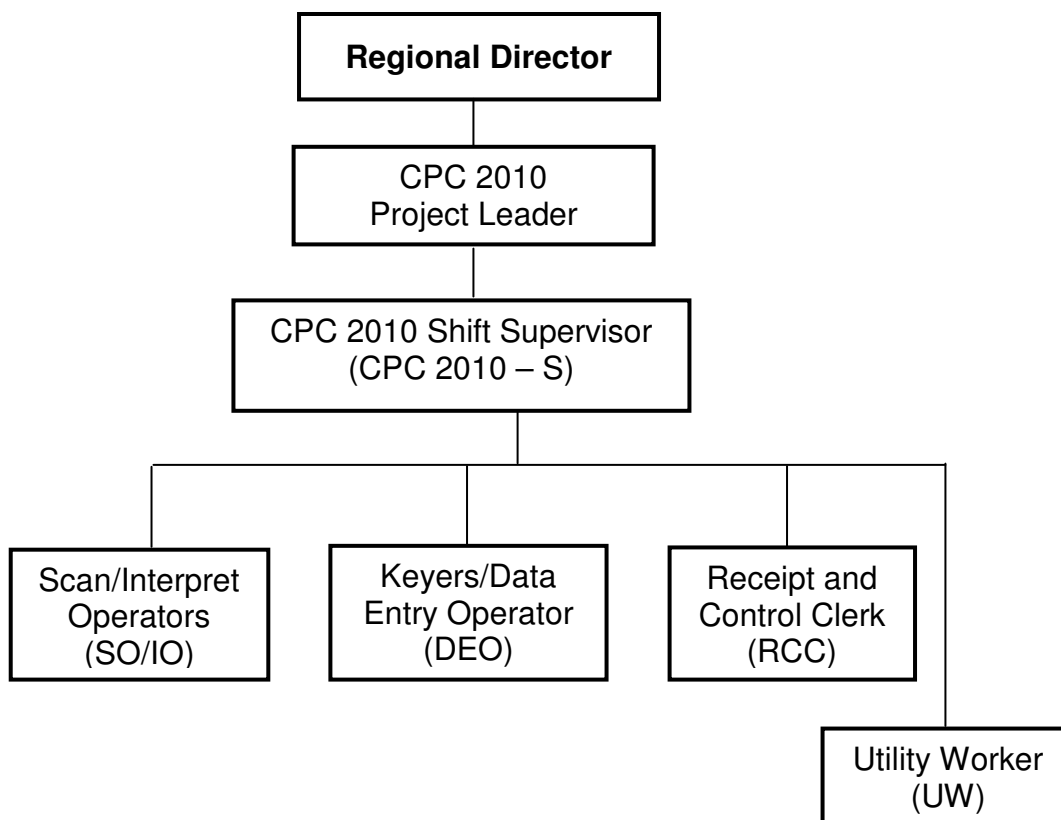
CPC 2010 – Davao City

- All provinces in Region XI (Southern Mindanao)
- South Cotabato
- Sarangani
- Agusan del Sur
- Surigao del Sur
- Cotabato
- Sultan Kudarat
- Maguindanao

2. Organizational Set-up of CPC 2010

CPC 2010 Shift supervisors, scan/interpret operators, and keyers/data controllers shall work under the CPC 2010 – Project Leader (PL) who is responsible for the day-to-day activities at CPC 2010. The RCC is assigned to control the forms. All personnel of CPC, except the CPC 2010 – PL who is the NSO Regional Statistician, shall be hired under a contract of service.

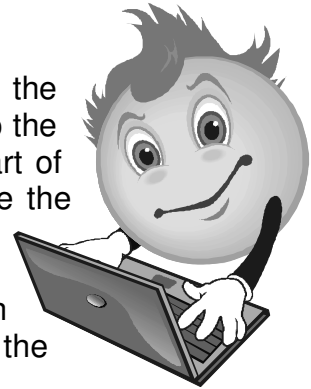
Figure 12.3 Organizational Set-up of CPC 2010



The machine processing shall be done in two (2) shifts. Because of this, each CPC shall have two groups of personnel with CPC–PL in each group. Normally, the first shift is from **6:00 a.m. to 2:00 p.m.** and the second shift is from **2:30 p.m. to 10:30 p.m.** There shall be a gap of at least 30 minutes to let the scanners cool down and to enable the next shift's scan operator clean the scanners. This shift schedule can be adjusted taking into consideration the prevailing conditions in the area, the availability of electricity and transportation facilities, peace and order situation, and others.

3. Preparatory Activities for Machine Processing

The Regional Director (RD) who is assigned to head the CPC shall be responsible for setting up of CPC 2010. Prior to the arrival of equipment, the CPC shall be ready before the start of the training for machine processing. The RD shall undertake the following activities:



- a. Looking for a place where the data processing can be accommodated. The place shall satisfy the following criteria:
 - Proximity of the CPC to the RO
 - Availability of uninterrupted power supply
 - Availability of telephone lines and broadband connection (internet)
 - Accessibility/proximity to major roads and highways
 - Availability of communications and freight support facilities/services (JRS, LBC, PT&T, RCPI, DHL, and others)
- b. Preparation of the processing centers through the following activities:
 - Installation of the microcomputers, local area network, and required computer programs
 - Installation of telephone units (with direct dialing capability)
 - Subscription to broadband connection (internet)
 - Arrangement/set-up of office equipment, tables, chairs, racks and lockers
- c. Ensuring that all electrical wirings for microcomputers, other data processing equipment, and air conditioners/electric fans are properly installed.
- d. Recruitment of CPC 2010 personnel.

4. Overview of Machine Processing at CPC 2010

All CPH Forms 1, 2, 3, 4, and 5, and barangay/EA/block maps shall be scanned. This process captures images of all documents into digital form. For CPH Forms 2–5, OMR data items in image files shall be interpreted; write-in entries shall be encoded; and the resulting batch files shall be checked for completeness and consistencies of data items. Scanning of CPH Form 4 shall be done only after all CPH Forms 2 and 3 have been processed. Moreover, for archiving purposes, CPH Form 1 and the barangay/EA/block maps shall also be scanned after all CPH Forms 2, 3, 4, and 5 have been processed at CPC 2010.

a. Receipt and Control of CPH Form Bundles Received from PO

All CPH form bundles received from PO shall be checked for completeness. The number of forms in each bundle shall be checked for consistency with the number indicated in the transmittal form and TRACS database. Receipt of these CPH form bundles shall be recorded using SCIPS.

b. Scanning of Accomplished Questionnaires

Documents are scanned using a mid-volume scanner producing scan image files (multi-image tiff) with their corresponding serial number used as the filename. Scan operators shall scan the forms by CPH form bundle, that is, by EA and type of form for CPH Forms 2, 3, and 4 and by province for CPH Form 5.

c. Interpretation of OMR Data Items

Once scanning of all documents in an EA/province bundle (CPH form 2, 3, 4, or 5) has been completed, the image interpret program automatically interprets entries in the data fields, producing a batch file. One batch file is produced for each EA and for each type of form for CPH Forms 2, 3 and 4. One batch file is produced for each province for CPH form 5.



d. Data Encoding of Write-in Entries

The batch files created by image interpret program shall be assigned to data encoders for keying the entries in write-in data items. One data encoder shall be assigned one EA batch file at a time.

e. Geographic and Household Identification Validation

After encoding all write-in entries in a batch, the data file are assigned to data editors who shall then check for the correctness of the geographic and household identification. This stage must be given priority over the other succeeding stages. All batch files for a city/municipality must be subjected to this data cleaning stage before doing the data consistency checking.

f. Completeness Check of CPH Forms 2 and 3 Data Files

This stage of machine processing shall be done when all batch files for a city/municipality have been subjected to geographic and household ID validation. The data editor shall check if there are missing EAs for the city/municipality and if the number of forms processed is the same as the number of forms received for each EA.

Once all EA batch files for a city/municipality have been completed at this stage and that there are no missing EAs in the city/municipality, the batch files shall then be transmitted to CO. This enables the staggered evaluation of the household and population count, that is, by city/municipality.

g. Data Consistency

Data consistency checking is the process in which the data editors clean the data files by correcting wrong entries in the data fields due to error in data encoding. Other obvious data consistency errors shall also be fixed in this stage. This phase of data cleaning shall be done only if there are no batch files that need to be subjected to ID validation and completeness check.



Data files shall be sent to CO once all batch files for a province have been subjected to this data cleaning process. The CO may request for a copy of the files for a city/municipality that have been completed in this stage, even though the data consistency cleaning is still on going for the province.

h. Scanning and Archiving of CPH Form 1

All CPH Form 1 are to be scanned. The image files of these forms shall be copied to CD/DVD for transmittal and back-up purposes. One copy of the CD/DVD shall be sent to HSD and the other copy shall be kept at the ROs concerned. No other processing shall be done on

the image files except for EAs that have been selected as samples for the new Master Sample. Data of these forms for sample EAs shall be encoded to create the list of households.

i. Scanning and Archiving of Maps

All maps prepared for the 2010 CPH, both pre-census maps (sketched barangay/EA maps) and post-census maps (with plotted households and re-drawn), shall also be scanned. The image files of these maps are to be copied to CD/DVD for transmittal and back-up purposes. One copy of the CD/DVD shall be sent to IRD-DISD and the other copy shall be kept at the Regional Offices concerned. A mapping archive of hard copy and image file of maps shall be maintained at the RO and CO.

12.5 POST DATA CAPTURE PROCESSING AT CO

1. Certification Pass for received data files from CPC 2010

Data cleaning programs error list shall be generated for all batch files received to check if the batch files sent by CPC 2010 have been cleaned or if the files sent are the latest updated version. If there are unacceptable errors in the error list, the concerned CPC 2010 shall be required to complete the data cleaning or to check whether the files sent are the latest cleaned version.

2. Merging and Reformatting of Data Files

If all batch files for a city/municipality have been found to be free of 'unacceptable' errors in the certification pass, these files shall be merged and reformatted to facilitate the succeeding processing stages, such as generation of tables to be used in the evaluation of the household and population count, consistency editing and imputation of missing values, etc.

3. Generation of Tables for Evaluation of Household and Population Counts

Tables that shall be used in the evaluation of counts shall be generated using the merged/reformatted file. The batch files that shall be merged are those that have been subjected to geographic and household ID validation and completeness check and not necessarily those that have been subjected to data consistency check at CPC 2010. Data consistency checking requires long period of time, hence, it is not possible to wait for CPC 2010 to complete this phase for all batches since it can cause delay in the release of the official population count. The target date of release is December 2010.

4. Consistency Editing and Imputation of missing values

Other data inconsistencies that have not been cleaned at CPC 2010 processing shall be fixed and the missing values shall be imputed using the Edit-Impute program. Input file in this phase is the merged and reformatted file of batch files for a province that have undergone data consistency checking at CPC 2010.

5. Generation of Master File for Tabulation

Weight for sample households (CPH Form 3) shall be attached to the merged/reformatted files that have passed the consistency edit and imputation phase.

6. Tabulation and Evaluation

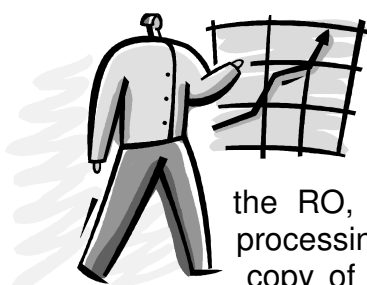
Detailed characteristics of the population shall be generated and evaluated at HSD. Once the results are found to be acceptable, the tables are converted to a format that is ready for publication (camera-ready).

7. Preparation of PUF (Public Use File)

Population and housing characteristics shall be recorded in CD or DVD in a user-friendly format called the Public Use File, which the user can tabulate according to his/her specific needs.

12.6 PROGRESS MONITORING OF THE DATA PROCESSING

The data processing phase of the 2010 CPH is expected to last for 6 months. During this period, the management of the National Statistics Office (NSO) shall be informed regularly of the progress of the manual data processing being done at the POs and the machine processing at the CPCs. The TRACS is designed to provide the required information for monitoring the progress of the data processing by the ROs and the CO.



As discussed above, the PO shall send a copy of the latest TRACS database to RO on a weekly basis to enable the RD to monitor the progress of the manual data processing. The file received shall be 'loaded' in the TRACS-RO version. This is a program installed at the RO, which shall be used in generating the manual data processing progress monitoring reports. The RO shall transmit a copy of the merged TRACS database to the CO on a weekly basis to monitor the progress of data processing at the national level.

Similarly, CPC 2010 shall send the latest machine processing status file to CO on a weekly basis to enable the NSO management to monitor the progress of manual and machine processing being done at the POs and CPCs, respectively. The TRACS-CO version shall be installed at HSD. This is the program that shall be used to generate the data processing monitoring reports at the national level.

The processing status shall be posted at the NSO Website with access restricted to authorized NSO personnel.

Illustration 12.1 Manual Processing at the Provincial Office



The DSO:

- **delivers** EA bundles of accomplished forms to PO with transmittal report



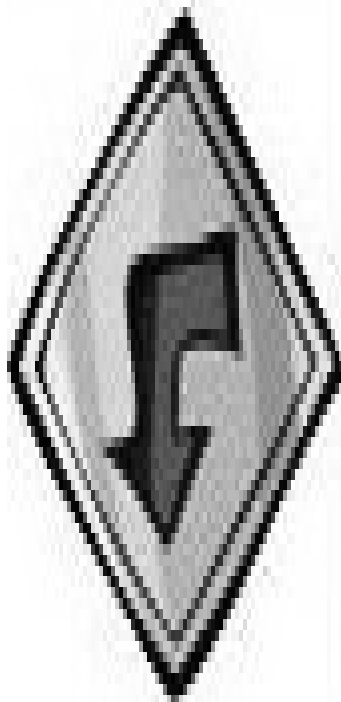
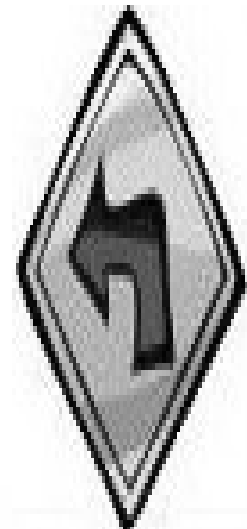
The RCC:

- **receives** the bundles
- **counts** the forms in the bundles, and
- **records/logs** the number using PO-TRACS



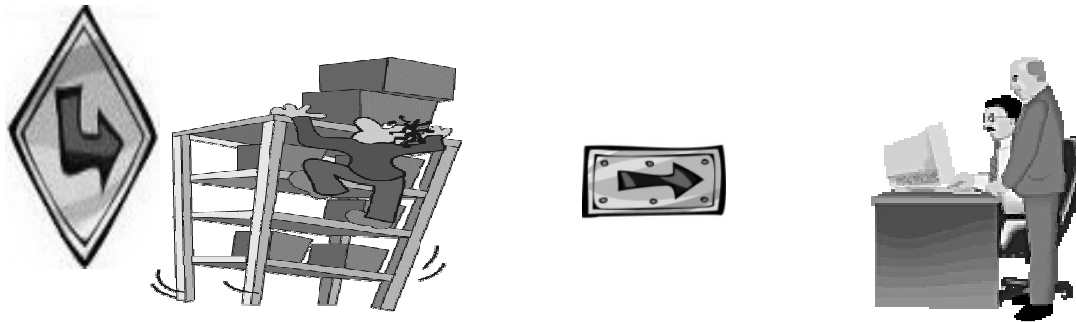
The Supervisor:

- **assigns** EA bundle to data editor
- **receives** processed EA bundles from Data Editors
- **generates** report and EA data processing (DP) status file and **sends** them to Regional Office twice a week



The Data Editor:

- **checks** CPH Forms 2 & 3 against CPH Form 1 for completeness and correctness of Geo and HH ID
- **checks** for consistency and correctness of entries in CPH Forms 2 & 3, and
- **checks** for completeness and legibility of entries



For a city/municipality where all forms of an EA have been processed:

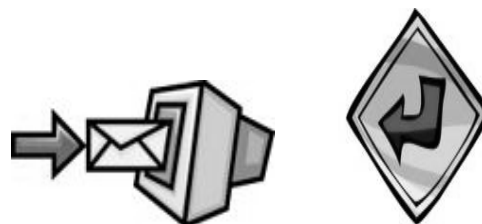
- All CPH Form 1 are taken from the EA bundles and then folioed together, separated by EA with "blank pages"
- CPH Forms 2 & 3 are bundled by EA
- CPH Form 4 are bundled by province
- EA maps are bundled by province

The Supervisor:

- **generates** transmittal report and EA DP status file



CPH forms are delivered to CPC 2010 for machine processing



TRACS EA DP status file are sent via e-mail to Regional Office twice a week for monitoring of the progress of data processing.

Same file is sent to CPC 2010 twice a week.

Illustration 12.2 Machine Processing at Census Processing Center 2010



The RCC:

- **receives** documents from PO, making sure that the numbers in the transmittal form are all correct
- **records/logs** the number of forms received in Survey/Census Integrated Processing System (SCIPS)
- **asks** the utility worker (UW) to place the forms in the storage area

The CPC Supervisor:

- **assigns** CPH forms to Scan Operator (SO) for scanning
- for scanned and interpreted EA bundles, he/she **assigns** Forms 2 or 3 to Key-from-image Encoder for data encoding or for data consistency checking (encoded), if the bundle has already been encoded

CPH Form 1 is assigned by city/municipality

CPH Form 2, by EA

CPH Form 3, by EA

CPH Form 4, by province, and

EA Maps, by province

- **records** the status of processed bundles



The Scan Operators (SO):

- one Scan Operator prepares the forms to be scanned
- the other Scan Operator scans the forms in a bundle that is ready for scanning

Note: There will be 2 Scan Operators for each scanner. They will work interchangeably as the Scan Operator or the one who prepares the bundles of forms.





For CPH Forms 2 and 3, interpret program (VB 6), running unattended, automatically selects scanned CPH forms for interpretation through which a batch file will be produced for entries in all data items fields.



The Key-from-image Encoder:

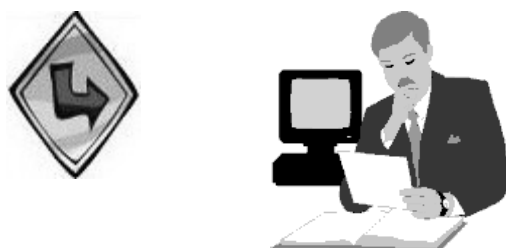
- **encodes** entries (using Key-from-image program) of all CPH forms in assigned bundles using the output batch file as input.



For encoded bundles of EAs, the Data Editor (Key-from-image Encoder):

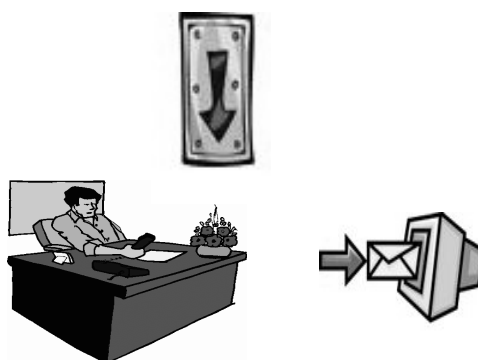
- **generates** consistency check error list by running the Data Consistency Check program (CsPro)
- **resolves** all data inconsistencies
- **generates** completeness check error list by running the Completeness Check program
- **resolves** errors in geographic and household identification (ID)





If CPH Form 2 or 3 for all EAs in a city/municipality have been cleaned, the CPC 2010 Shift Supervisor:

- **generates** consistency check error list by running the Data Consistency Check program (CsPro)
- **verifies** if all data inconsistencies have been resolved
- **generates** completeness check error list by running the Completeness Check program
- **verifies** if all errors in geographic and household ID have been resolved
- **informs** the CPC 2010 Project Leader that the city/municipality is ready for evaluation



The CPC 2010 Project Leader:

- **generates** preliminary tables which show counts and proportions by sex, by age, by relationship and average household size
- **evaluates** the acceptability of the results according to the SMD evaluation procedure
- **transmits/sends** to Central Office (thru email or CD/DVD) data files of the city/municipality that have passed the evaluation

Illustration 12.3 Further Processing at the Central Office



Data files from CPC 2010 are subject to certification pass:

- Data consistency check
- Completeness Check
- Evaluation of counts and indicators



If some data files are not acceptable, the SMD will require CPC 2010 Project Leader or RO to submit an explanation or justification.



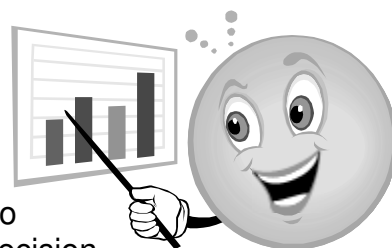
After the certification phase, tables are generated by province.

The post-data capture and cleaning phases before tabulation are the following:

- imputation of missing data
- imputation of missing questionnaires
- reformatting/merging of data files

Dissemination of statistical data generated from the 2010 Census of Population and Housing (2010 CPH) serves as the culminating phase of the census after many months of preparation and implementation of various plans and programs. In this phase, selected demographic, social and economic statistics of the population and some housing characteristics are presented in various forums.

Statistics derived from the 2010 CPH are products of huge investments made by the government in census undertakings. As such, census data form part of the country's national wealth and resources. Serving as valuable tools for development, census information are useful both to the government and the private sectors in their decision-making process. Census data also play an increasingly significant role in the information needs of researchers, both local and abroad. Thus, an effective data dissemination system ensures the maximum utilization of data generated from the census.



This chapter explains the forms and types of census products that shall be presented during the conduct of data dissemination, and the roles of the Field Offices (FOs) in this phase of the census.

13.1 FORMS OF CENSUS PRODUCTS

After the tabulation of results of the 2010 CPH, the data shall be disseminated in the following forms:

1. **Presentation of Population Counts.** The final population count by barangay shall be submitted to the President of the Philippines for proclamation as official population count for all purposes. These results are to be widely disseminated through various forums at the national and regional levels.
2. **Publications.** These information materials shall be distributed to all NSO Regional and Provincial Offices (ROs and POs) and to all concerned departments and



agencies of the government. A limited number of these publications shall also be put on sale. The following publications in the form of reports/special releases shall be published:

- Report No. 1 – Total Population, Household Population, and Number of Households by Province, City/Municipality, and Barangay
- Report No. 2 – Demographic, Socio-economic, and Housing Characteristics for all Provinces and Highly Urbanized Cities
- Report No. 3 – Population, Land Area, and Density
- Report No. 4 – Urban Population
- Report No. 5 – Institutional Population
- Report No. 6 – Barangay Characteristics

Special releases for the following population characteristics shall likewise be prepared:

- Voting Population
- Overseas Workers
- Children
- Economic Activity
- Education
- Senior Citizens
- Men and Women

The above publications shall also be made available to data users in electronic format.

3. **Public Use Files (PUFs).** These data files are generated to meet the demands of users who want to have an intensive use of the data set for the 2010 CPH. A copy of the PUF shall also be given to each RO and PO of the NSO.



4. **Web Page.** Selected data of the 2010 CPH shall be uploaded in the NSO website for internet access.

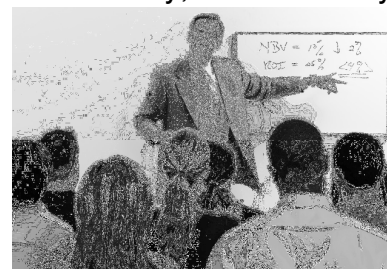


5. **Other Statistical Tables.** These are statistical tables that shall be generated other than the tables already included in the 2010 CPH publications. These tables shall be made available to all ROs and POs in DVD/CD or electronic format.

13.2 ROLE OF FIELD OFFICES IN DATA DISSEMINATION

A CO team shall take charge of the data dissemination program at the national level. The CO team shall also assist the FO staff in conducting their workshops and presentations. The regional and provincial staff shall then conduct the data dissemination activities for their respective region and province. Specifically, the following activities shall be done in the FOs.

1. **Customer Service Inquiries.** Through a customer service system, public inquiries can be answered promptly. All field personnel shall help data users locate, understand, and use census products.
2. **Workshops and Presentations.** Through public forums, data user requirements can be identified and the manner on how the data users can be best served can be determined. Increased demand for data can also result from these activities. Hence, the RD and his/her PSOs shall deliver presentations on census-related topics at local meetings and shall participate in community-sponsored seminars, workshops, and conferences that require the use of census data.
3. **Exhibits.** Displays and exhibits of census products shall be done in the office premises of the NSO. Also, census products shall be displayed during the conduct of national statistical conventions and conferences such as the statistics month celebration, the NSO anniversary, and similar events.
4. **Training.** The RO may provide training to educate data users, such as training on analysis and interpretation of various demographic indicators that can be derived from census data, how to generate tables from PUF, and other forms of trainings for such data users. The RO staff shall also provide information to the data users or organizations that have extensive holdings of census products for public use, such as the National Library, the University of the Philippines Library, and other local libraries.

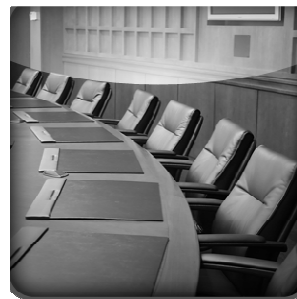


The regional and provincial staff shall work with various organizations, such as local chapters of national organizations, local government units, civic and social service organizations, religious communities, research and academic institutions, non-government organizations, media practitioners, and other potential data users, in their areas of jurisdiction to bring to the attention of the data users the availability and usefulness of NSO data products and services.

13.3 PARTICIPANTS IN LOCAL DATA DISSEMINATION

During the conduct of census data dissemination at the local level, the FOs are required to involve/invite the following participants:

1. RDs, PSOs, Statisticians, DSOs, and SCOs;
2. Private sectors, research and academe, business, religious groups
3. Local government units
4. Media
5. Health and service sector
6. Other stakeholders



13.4 COVERAGE FOR DATA DISSEMINATION

The dissemination of 2010 CPH data shall be as extensive as possible. Basically, it shall include population counts and selected social, economic, and demographic characteristics of the population as well as selected housing characteristics, which are officially released by the NSO.

13.5 PLAN FOR PUBLICATION OF CENSUS DATA

The demand for census data and information changes over time. Some information taken during previous censuses may no longer be relevant to some users in the modern times. Hence, assessment on the prioritization of data to be published has to be done to meet the current data requirements of users.

The FOs shall accomplish the following table for prioritization of data to be published:

Table 13.1 Plan for the Publication of Census Data

Data Item	Cross-Tabulation Variable	Remark
(1)	(2)	(3)

Specific Instructions on Filling Out the Plan for Publication of Census Data

Column 1 – Data

List down in this column all census data items that shall be given priority in the publications.

Column 2 – Cross Tabulation Variable

Specify in this column the variables to be cross-tabulated with the data items listed in Column 1.

Column 3 – Remark

Write the important comments in this column.

The FOs shall submit all accomplished plans for publication of the 2010 CPH data on or before **July 30, 2010** to HSD (**Attention: CPS 2010**).

13.6 PLAN FOR DATA DISSEMINATION ACTIVITIES

The FOs shall have a comprehensive plan for the data dissemination activities to be conducted in their areas. These plans shall be submitted to HSD (**Attention: CPS 2010**) on or before **July 30, 2010**, following the prescribed format:

Table 13.2 Plan for the Data Dissemination Activities

Activity	Participant	Venue	Date	Remark
(1)	(2)	(3)	(4)	(5)

Column 1 – Activity

List down in this column all dissemination activities that shall be conducted in the field.

Column 2 – Participant

Specify in this column the participants who shall attend the data dissemination activity listed in Column 1.

Column 3 – Venue

Identify in this column the venue for the data dissemination activity.

Column 4 – Date

Specify the date the data dissemination activity shall be conducted in the field.

Column 5 – Remark

Write the important comments in this column.

The proper administration of financial resources during the conduct of the 2010 Census of Population and Housing (CPH) is also a vital aspect of the census undertaking that shall be observed by financial personnel when facilitating monetary claims of personnel involved in the enumeration and post-enumeration rounds of the 2010 CPH. Through proper observance of the financial policies and procedures, every personnel involved in the financial transactions or disbursements shall be relieved earlier of the financial burdens and obligations.

This chapter presents the procedures that shall be observed to expedite payment of services and traveling expenses of the Enumerators (ENs), Team Supervisors (TSs), Assistant Census Area Supervisors (ACASs), Census Area Supervisors (CASs), District Statistics Officers (DSOs), Statistical Coordination Officers (SCOs), and other personnel whose services have been utilized for the 2010 CPH field operations. The procedures are intended to facilitate the preparation and submission of corresponding reports of disbursements and related documents.

14.1 RELEASE OF FUNDS

Funds for the 2010 CPH activities shall be transmitted from the Central Office (CO) to the Regional Office (RO) as follows:



1. Release of Advice of Sub-Allotment (ASA) and Cash Allocation
 - a. The ASA serves as the authority or guide to incur obligations or expenses for all the 2010 CPH-related activities. It shall be issued to the RO.
 - b. A corresponding Notice of Cash Allocation (NCA) shall also be released to the RO based on the ASA issuance. The NCA serves as cash authority for payment of obligations incurred.
 - c. The ASA and NCA issuances shall be based on the cost estimates provided to the Budget Division by the Household Statistics Department.

- d. Cash allocation shall be released through the existing regular account being maintained with local Land Bank branch.
2. Incurrence of obligations and/or disbursements of expenditures shall be equivalent only to the respective ASA and NCA received.

14.2 WITHDRAWAL OF FUNDS

Withdrawal of funds shall be made only when there is a need to pay an existing obligation. For every withdrawal made, the Cashier/Disbursing Officer shall prepare a corresponding Disbursement Voucher (DV) duly approved by the Regional Director (RD) or the Provincial Statistics Officer (PSO), as the case may be.

14.3 RATES OF TRAVELING EXPENSES, PER DIEM AND OTHER CONTRACT OF SERVICES

1. Training Period

- a. All field personnel of the National Statistics Office who shall attend the 2010 CPH training outside their stations shall be entitled to actual transportation expenses, per diem, and incidental expenses in accordance with the rates prescribed under Executive Order No. 298 dated March 23, 2004.
- b. All participants for the second to fourth level training shall be allocated an amount of P200.00 per day per person to cover costs for meals and snacks to be served during training.
- c. DepEd/hired CAS and hired ACAS shall be entitled to actual ordinary transportation expenses to and from the provincial training center during the third level training.



2. Enumeration/Supervision Period

- a. For census supervision, the RDs, PSOs, Statisticians, and DSOs shall be entitled to reimbursement of actual transportation expenses subject to the provision of Executive Order 298.
- b. The RDs, PSOs, Statisticians, and DSOs/SCOs shall also be allowed to claim per diem during supervision if their areas of assignment are outside their official stations.

- c. During field enumeration, the hired CAS, ACAS, TS, and EN are entitled to a fixed transportation allowance and meal allowance as follows:

Position	Transportation/M Meal Allowance Per Day
CAS/ACAS	180
TS	155
EN	130

- d. DepEd personnel who served as CAS, ACAS, TS, and EN are not entitled to traveling expenses and meal allowance since these are included in their honorarium.

3. Limitation

Hiring of any mode of transportation at an excessive rate shall be prohibited.

4. Payment and Rates of Services of Hired Personnel

Personnel hired for the 2010 CPH undertaking shall execute a contract of service with a daily/monthly rate as shown below, subject to applicable revenue regulations or withholding tax. These personnel shall be paid on the number of days or months that they have rendered including days spent for the training.



a. Service of Contract to be Paid on a Monthly Basis

Position	Salary Grade	Rate
Statistician I	11	14,198.00/month
Assistant Statistician	9	12,469.00/month
Accounting Clerk III	8	11,636.00/month
Cartographer	6	10,133.00/month
Clerk II	4	8,713.00/month
Provincial Office Clerk	4	8,713.00/month

Personnel who are hired as Utility Workers for the manual processing in the Provincial Office shall be paid on a daily basis following the prescribed rates for Utility Workers hired for machine processing.

b. Contract of Service to be Paid on a Daily Basis

Position	Daily Rate			
	NCR	Region III	Region IV-A	Other Regions
<i>For Enumeration</i>				
EN	332.00	301.00	293.50	279.50
TS	367.00	338.00	338.00	311.00
ACAS	396.00	367.00	367.00	338.00
CAS	427.00	396.00	396.00	367.00
District Office Clerk	332.00	301.00	293.50	279.50
<i>For Processing</i>				
RCC	332.00	301.00	293.50	279.50
Utility Worker	332.00	301.00	293.50	279.50
Key-from-image Encoder	367.00	338.00	338.00	311.00
Processor (Editor, Coder)	332.00	301.00	293.50	279.50
Scan Operator	396.00	367.00	367.00	338.00
Processor (Verifier)	367.00	338.00	338.00	311.00
CPC 2010 Shift Supervisor	427.00	396.00	396.00	367.00

5. Honorarium of DepEd Personnel

The PSO shall be guided by the following in granting honorarium to DepEd personnel:



- a. Each CAS, TS, and EN shall be entitled to payment of honorarium if he/she has satisfactorily completed the work in his/her assigned area. The rate shall be as follows:

Position	Honorarium
CAS	P15,175
TS	P13,050
EN	P11,550

- b. An EN who has satisfactorily completed his/her assigned area shall be paid an honorarium in the following manner:
 1. Full amount of **P11,550** if he/she has worked for 23 days or more (training and enumeration).

2. Proportional to the number of days worked if he/she has completed his/her assigned area in less than 20 days. In this case, an EN is entitled to an honorarium of **P462/day**.

Example:

Number of days worked	:	5 days for training, 15 days for enumeration
Honorarium to be granted:		20 days x P462 = P9,240

6. Honorarium of Barangay Chairperson

An honorarium of P1,500 shall be given to the Barangay Chairperson or his/her duly authorized representative at the end of enumeration period. For this purpose, the PSO/DSOs/SCOs shall get the list of Barangay Chairpersons or their duly authorized representatives for their province/districts.

14.4 MODE OF PAYMENT

1. The ROs/POs shall issue checks as payment for the following expenditures, chargeable to the 2010 CPH account:
 - a. Traveling expenses (TE)/per diem of NSO staff
 - b. Communication, repairs and maintenance, transportation services, supplies and materials, and others
 - c. Issuance of cash advance to the Cashier/Disbursing Officer
 - d. Honorarium of Barangay Chairpersons/Representatives
2. The following may be paid out of cash advance, which shall be issued to the Cashier/Disbursing Officer:
 - a. Services of hired personnel
 - b. TE of CASs, ACASs, TSs, and ENs during enumeration
3. DV for cash advance shall be approved by the RD or the PSO, as the case may be.
4. Cash advance to be issued must be equal to the approved vouchers and/or payrolls.
5. Cash advance shall be withdrawn on the day the claims are paid such that cash balances shall not stay with the Cashier/Disbursing Officer at the end of the day.



14.5 PAYMENT OF CLAIMS AND REQUIRED SUPPORTING DOCUMENTS

A. Payment for services of hired personnel during training, enumeration, and supervision shall be made in accordance with the following schedule:

Personnel	Recom-Mending Officer	Appro-ving Officer	Payment	Supporting Paper
EN/TS ACAS CAS	CAS/DSO CAS/DSO DSO/SCO	PSO PSO PSO	1st payment: 5 days after the start of enumeration Period Covered: Training	<i>For DV/ Payroll</i> <ul style="list-style-type: none"> • Service Contract • CSC Form 48 (DTR)
			2nd payment: 15 days after the start of enumeration Period covered: 10 working days of enumeration	<i>For DV/ Payroll</i> <ul style="list-style-type: none"> • Service Contract • CSC Form 48 (DTR) • Certificate of Work Completed for the period
EN/TS	CAS/DSO /SCO	PSO	3rd payment: 30 days after the start of enumeration Period covered: Remaining days	<i>For DV/ Payroll</i> <ul style="list-style-type: none"> • Service Contract • CSC Form 48 (DTR) • Certificate of Work Completed for the period • Clearance from NSO to be issued by the DSO
CAS/ACAS	DSO/SCO	PSO	3rd payment: 35 days after the start of enumeration Period covered: Remaining days	<i>For DV/ Payroll</i> <ul style="list-style-type: none"> • Service Contract • CSC Form 48 (DTR) • Certificate of Work Completed • Clearance from NSO to be issued by the DSO

B. Traveling expenses/fixed transportation allowance shall be paid as follows:

Personnel	Recommending	Approving	Payment	Supporting Paper
EN/TS ACAS CAS	CAS/DSO CAS/DSO DSO/SCO	PSO PSO PSO	1st payment: 5 days after the start of enumeration Period Covered: TE/TA for the training	<i>DV for TE (if individual claim)</i> <ul style="list-style-type: none"> • Travel Order • Itinerary of Travel • Transportation Tickets • Certificate of Appearance • Certificate of Travel Completed • Clearance <i>Payroll for Fixed TA</i> <ul style="list-style-type: none"> • Travel Order • Itinerary of Travel • Certificate of Appearance • Certificate of Travel Completed • Clearance
			2nd payment: 15 days after the start of enumeration Period covered: 10 working days of enumeration	
EN/TS	CAS/DSO /SCO	PSO	3rd payment: 30 days after the start of enumeration Period covered: Remaining days	
CAS/ACAS	DSO/SCO	PSO	3rd payment: 35 days after the start of enumeration Period covered: Remaining days	

The following procedures shall be followed to effect payment to all persons concerned:

1. Based on the schedule of payment, the CAS shall prepare the Timebook and Payroll for the CAS, ACAS, TSs and ENs and forward it to the respective DSO/SCO.
2. The DSO/SCO shall forward the payroll of those under his/her jurisdiction to the PO for processing, approval by the PSO and release of the corresponding amount in the payroll.
3. If the EN, TS, ACAS, and CAS are unable to collect/get their claims personally, a written authority, duly signed by the EN, TS, ACAS, and CAS for the DSO/SCO to collect the amount due, may be attached to the

payroll. Aside from the written authority, all claimants shall also sign in the payroll.

4. The remaining wages and transportation allowance/traveling expenses shall be paid only after a **Certificate of Work Completed** (CPH Form 18) has been issued (Appendix 9, page 204).
5. Any claim for reimbursement of actual transportation expenses or per diem for travels outside the official station shall be supported by a Travel Order issued by the RD/PSO, itinerary of travel, transportation tickets, Certificate of Appearance, and Certificated of Travel Completed as required under existing auditing rules and regulations.
6. As much as possible, payment of wages and TE/TA of hired personnel shall be done at the Provincial Office. However, certain instances necessitate the conduct of payment outside the PO for reason such as the long distance to be travelled by the hired workers from their areas of assignment to the payment center, and other reasons. In instances like this, payment may be done at the municipal office or at a safe place near the enumeration area.
7. To facilitate payment of services and TE/TA, the terms of payment and submission of the DV or payroll together with the complete supporting documents shall be emphasized during the 4th level training.

14.6 REPORTING REQUIREMENTS

1. Accountability Reports

- a. The Cashier/Disbursing Officer shall see to it that the Check Disbursement Record (Appendix 10, page 205) for check and Cash Disbursement Record (Appendix 11, page 206) for cash payments are maintained and updated for every transaction.
- b. A Report of Checks issued shall be prepared every month chargeable to the 2010 CPH budget.
- c. To liquidate cash advance received, the Cashier/Disbursing Officer, shall accomplish a Report of Disbursements.
- d. The accountability reports together with the paid payrolls/vouchers and the required supporting papers shall be forwarded to the Senior



Bookkeeper or Regional Accountant for review and recording of the transactions.

- e. The word “**PAID**” shall be conspicuously stamped on the paid payrolls/vouchers to which the Cashier/Disbursing Officer shall affix his/her signature.
- f. All cash advances issued to the Cashier/Disbursing Officer in connection with the 2010 CPH must be fully liquidated within 30 days after the completion of the enumeration, unexpended balance, if any, shall be refunded immediately.

2. Monitoring of 2010 CPH Funds

- a. In addition to the usual accountability reports, all allocations received and expenses incurred shall be reported under Financial Monitoring Sheet (Appendix 12, page 207).
- b. It shall be accomplished by the POs for submission to the RO within 5 days after the end of the month. However, submission of the accomplished form may be required on a weekly basis or as the need arises.
- c. The report shall be consolidated by the Regional Budget Officer by item of expenditures per month and cumulative as of the end of each quarter. It shall be submitted monthly by the RO to General Administration Department (Attention: Budget Division) on or before the 10th day after the reference month.
- d. These documents shall be consolidated by the Budget Division and submitted to the Administrator on or before the 15th day of the following month, copy furnished the HSD (**Attention: CPS 2010**), for monitoring purposes.

14.7 PROVISION OF SERVICE CREDITS FOR TEACHER-ENS

Pursuant to Section 7 of Batas Pambansa Blg. 72, public school teachers who shall be employed for enumeration work shall receive service credits equivalent to the number of days rendered in census work.

14.8 OTHER PROVISIONS

- 1. Transactions covered by the provisions of Commission on Audit (COA) Circular No. 2009-002 dated May 18, 2009 shall be forwarded to the Local COA Auditor for pre-audit. RO/PO shall coordinate in advance with their respective auditors regarding the pre-audit of the 2010 CPH transactions.

2. Designated accountable officers shall be properly bonded.
3. Claims not covered by these guidelines must be referred to the CO for appropriate action.
4. Surprise audit/examination may be conducted to check whether financial procedures and policies formulated for the 2010 CPH are strictly observed.
5. The Cashier/Disbursing Officer and the approving official shall be jointly liable for any abuse or misappropriation of fund as a result of the irregular/anomalous transaction.



APPENDIX 1



Republika ng Pilipinas
PAMBANSANG LUPON SA UGNAYANG PANG-ESTADISTIKA
(NATIONAL STATISTICAL COORDINATION BOARD)
 1st, 2nd & 5th Floors Midland Buendia Building
 403 Sen. Gil J. Puyat Avenue, Makati City 1200

NSCB Resolution No. 12
 Series of 2009

DECLARING MAY 2010 AS NATIONAL CENSUS MONTH

WHEREAS, *Batas Pambansa Blg. 72* provides for the taking of an integrated census every 10 years beginning in 1980, in accordance with the plans to be prepared by the then National Census and Statistics Office (NCSO), now the National Statistics Office (NSO);

WHEREAS, pursuant to this legal mandate, the 2010 Census of Population and Housing (CPH) will be conducted in May 2010, with May 1 as reference date;

WHEREAS, the 2010 CPH is designed to take an inventory of the total population and housing units in the country and collect information about their characteristics;


WHEREAS, to ensure the successful conduct of the census, the citizenry must be called upon to support and cooperate in the 2010 CPH;

WHEREAS, in each of the previous censuses, a Presidential Proclamation was issued to highlight the significance and importance of a census undertaking;

NOW, THEREFORE, BE IT RESOLVED AS IT IS HEREBY RESOLVED that the Board favorably endorse to the Office of the President the issuance of a Presidential Proclamation entitled, "Declaring May 2010 as National Census Month" (Annex BR-12-20090706-01).

Approved this 6th day of July 2009, in Pasig City.

Attested by:


ROMULO A. VIROLA
 Secretary General

Tel. Nos. 895-2395 897-2171 896-4665
 896-1787 896-1796 896-7975
 Fax Nos. 895-2765 890-8456

URL: <http://www.nscb.gov.ph>
 E-mail address: info@nscb.gov.ph

APPENDIX 2



Republika ng Pilipinas
PAMBANSANG LUPON SA UGNAYANG PANG-ESTADISTIKA
(NATIONAL STATISTICAL COORDINATION BOARD)
1st, 2nd & 5th Floors Midland Buendia Building
403 Sen. Gil J. Puyat Avenue, Makati City 1200

NSCB Resolution No. 16
Series of 2009

APPROVING THE TERMS OF REFERENCE AND COMPOSITION OF THE REGIONAL, PROVINCIAL, CITY, AND MUNICIPAL CENSUS COORDINATING BOARDS IN THE CONDUCT OF THE 2010 CENSUS OF POPULATION AND HOUSING

WHEREAS, *Batas Pambansa Blg. 72* provides for the taking of an integrated census every 10 years beginning in 1980, in accordance with the plans to be prepared by the then National Census and Statistics Office (NCSO), now the National Statistics Office (NSO);

WHEREAS, pursuant to this legal mandate, the 2010 Census of Population and Housing (CPH) will be conducted in May 2010, with May 1 as reference date;

WHEREAS, the 2010 CPH is designed to take an inventory of the total population and housing units in the country and collect information about their characteristics;

WHEREAS, the assistance provided by other government agencies to the NSO was instrumental to the success of previous census undertakings;

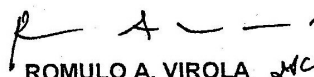
WHEREAS, Section 5 of *Batas Pambansa Blg. 72* provides that the "National Census Coordinating Board may call upon any ministry [department], bureau, office, agency, or instrumentality of the government for any assistance in the performance of their duties;"

NOW, THEREFORE, BE IT RESOLVED AS IT IS HEREBY RESOLVED that the Board approve the terms of reference (TOR) and composition of the Regional, Provincial, City, and Municipal Census Coordinating Boards (Annex BR-16-20090706-01);

BE IT RESOLVED FURTHER that the resources needed to successfully accomplish these TORs be on a cost-sharing basis as may be deemed appropriate by the parties concerned.

Approved this 6th day of July 2009 in Pasig City.

Attested by:


ROMULO A. VIROLA
Secretary General
for B2

Tel. Nos. 895-2395 897-2171 896-4665
896-1787 896-1796 896-7975
Fax Nos. 895-2765 890-8456

URL: <http://www.nscb.gov.ph>
E-mail address: info@nscb.gov.ph

**Terms of Reference and Composition
of the Regional, Provincial, City, and Municipal Census Coordinating Boards**

A. Terms of Reference

REGIONAL CENSUS COORDINATING BOARD	PROVINCIAL CENSUS COORDINATING BOARD	CITY/MUNICIPAL CENSUS COORDINATING BOARD
1. Assess the needs of NSO in the region in terms of transportation, communication, security, and publicity;	1. Assess the needs of NSO in the province in terms of transportation, communication, security, and publicity;	1. Assess the needs of NSO in the district/city/ municipality in terms of transportation, communication, security, and publicity;
2. Make an inventory of the transportation and communication facilities available for use in the census operation;	2. Make an inventory of the transportation and communication facilities available for use in the census operation;	2. Make an inventory of the transportation and communication facilities available for use in the census operation;
3. Specify the areas of involvement or participation of the agencies within the limits of their resources;	3. Specify the areas of involvement or participation of the agencies within the limits of their resources;	3. Provide security to census personnel and materials;
4. Assist, coordinate and mobilize their respective provincial offices which are members of the Provincial Census Coordinating Board in the conduct of the publicity and information campaign;	4. Assist the City/Municipal Census Coordinating Board (C/MCCB) in the conduct of the publicity and information campaign;	4. Conduct a publicity and information campaign on the forthcoming census;
5. Assist NSO in the census operations to ensure complete coverage of the region;	5. Assist NSO in the census operations to ensure complete coverage of the province	5. Assist in the census operation to ensure the complete coverage of the city/municipality;
6. Refer to the National Census Coordination Board (NCCB) matters, which cannot be resolved in the Regional Census Coordinating Board (RCCB); and	6. Refer to the RCCB matters which cannot be resolved in the Provincial Census Coordinating Board (PCCB); and	6. Refer to the PCCB matters which cannot be resolved in the C/MCCB;
7. Take up other matters as may be specified by the NCCB or as necessary for the successful conduct of the census.	7. Take up other matters as may be specified by the RCCB or as necessary for the successful conduct of the census.	7. Enlist the cooperation of barangay officials in the census operation;
		8. Ensure that the census returns are transported to the NSO Provincial Office at the earliest possible time;
		9. Provide, when necessary, the services of a personnel, on a temporary detail, to the District Office for the duration of the census operation; and
		10. Take up other matters as may be specified by the PCCB or as necessary for the successful conduct of the census.

✓
cur file 32 in
2010

B. Composition

<p style="text-align: center;">REGIONAL CENSUS COORDINATING BOARD</p> <p>Heads of Regional Offices of the following departments and government agencies:</p> <ol style="list-style-type: none"> 1. National Economic and Development Authority (Chairperson) 2. Department of the Interior and Local Government (Vice Chairperson) 3. Regional Development Council 4. National Statistical and Coordination Board 5. Department of Agrarian Reform 6. Department of Agriculture 7. Department of Education (DepEd) 8. Department of Environment and Natural Resources 9. Department of Finance 10. Department of Foreign Affairs 11. Department of Justice 12. Department of Labor and Employment 13. Department of National Defense 14. Department of Public Works and Highways 15. Department of Social Welfare and Development 16. Department of Trade and Industry 17. Department of Transportation and Communications 18. Department of Tourism 19. Department of Science and Technology 20. Department of Health 21. Commission on Population 22. National Commission on Indigenous Peoples (NCIP) 23. Office of Muslim Affairs 24. Private Sector Representative 25. National Statistics Office as Executive Officer 	<p style="text-align: center;">PROVINCIAL CENSUS COORDINATING BOARD</p> <ol style="list-style-type: none"> 1. Provincial Governor (Chairperson) 2. Division Superintendent of Schools as designated (Vice Chairperson) 3. District Highway Engineer 4. Provincial Commander (PNP) 5. Provincial Planning and Development Officer 6. Provincial Assessor 7. Provincial Agriculturist 8. Provincial Population Officer 9. Provincial Environment and Natural Resources Officer 10. Provincial Social Welfare and Development Officer 11. Provincial Information Officer 12. NCIP Development Management Officer V 13. Private Sector (3) 14. Provincial Statistics Officer (NSO) as Executive Officer
<p style="text-align: center;">CITY CENSUS COORDINATING BOARD</p> <ol style="list-style-type: none"> 1. City Mayor (Chairperson) 2. City Superintendent of Schools as designated (Vice Chairperson) 3. Station Commander (PNP) 4. City Planning and Development Officer 5. City Population Officer 6. City Assessor 7. City Civil Registrar 8. Private Sector 9. District Statistics Officer (NSO) as Executive Officer 	<p style="text-align: center;">MUNICIPAL CENSUS COORDINATING BOARD</p> <ol style="list-style-type: none"> 1. Municipal Mayor (Chairperson) 2. DepEd District Supervisor as designated (Vice Chairperson) 3. Station Commander (PNP) 4. Municipal Planning and Development Officer 5. Municipal Civil Registrar 6. Municipal Population Officer 7. Municipal Agriculturist 8. Private Sector 9. District Statistics Officer (NSO) as Executive Officer

✓
can file 37 Jan
2010

APPENDIX 3

TIMETABLE OF ACTIVITIES FOR THE FIELD OFFICES

Activity	Timetable	
	Beginning	Ending
1. Preparatory Activities		
1.1 Conduct of Information and Education Campaign		
a. Preparation of IEC Plan	14-Dec-09	15-Jan-10
b. Transmittal of IEC Plan to CO	2-Jan-10	15-Jan-10
c. Conduct of information campaign	4-Jan-10	31-May-10
1.2 Mapping and EA delineation		
a. Mapping and EA delineation	2-Jan-10	31-Mar-10
1.3 Organization/Meetings of the local census coordinating boards		
a. Regional/Provincial census coordination board	4-Jan-10	31-Mar-10
b. City/Municipal census coordination board	4-Jan-10	31-Mar-10
c. Preparation of CCB reports	31-Mar-10	30-Apr-10
d. Preparation of CCB reports	31-Mar-10	30-Apr-10
1.4 Coordination with DepEd for teachers' participation	1-Sep-09	31-Mar-10
1.5 Allocation of questionnaires/forms		
a. By DSO to CAS	7-May-10	14-May-10
b. By CAS to TS and EN	15-May-10	15-May-10
1.6 Purchase and allocation of supplies and materials	15-Jan-10	15-Mar-10
1.7 Establishment of DSO/CAS/ACAS Headquarters	1-Mar-10	31-Mar-10
1.8 Recruitment/hiring of personnel		
a. RO/PO/DO Contractual staff	1-Feb-10	30-Mar-10
b. CAS/ACAS	1-Mar-10	16-Apr-10
c. TS/ENs	1-Mar-10	16-Apr-10
1.9 Training for enumeration and PMS		
a. Establishment of 3rd and 4th training centers	1-Mar-10	5-Apr-10
b. 1st level training	8-Mar-10	12-Mar-10
c. 2nd level training	22-Mar-10	27-Mar-10
d. 3rd level training	19-Apr-10	24-Apr-09
e. 4th level training	26-Apr-10	1-May-10
f. Consolidation/preparation of reports	22-May-10	30-Jul-10
2. Enumeration		
2.1 Enumeration	17-May-10	11-Jun-10
2.2 Field supervision	17-May-10	11-Jun-10
2.3 Consolidation/preparation of reports	19-Apr-10	30-Jul-10
2.4 Evaluation of PMS	1-Jul-10	31-Jul-10
2.5 Submission of census forms to PO	24-May-10	14-Jun-10

Activity	Timetable	
	Beginning	Ending
3. Post Enumeration		
3.1 Manual Processing		
a. Recruitment of manual processors	21-Apr-10	28-May-10
b. 1st level training	24-May-10	28-May-10
c. 2nd level training	7-Jun-10	11-Jun-10
d. 3rd level training	14-Jun-10	18-Jun-10
e. Manual processing at PO	21-Jun-10	14-Aug-10
f. Submission of forms to CPC 2010	28-Jun-10	21-Aug-10
g. Preparation of manual processing report	16-Aug-10	30-Oct-10
3.2 Machine Processing		
a. Establishment of CPC 2010	15-Apr-10	15-Jun-10
b. Recruitment of personnel for CPC 2010	17-May-10	18-Jun-10
c. Training		
i. 1st level training	14-Jun-10	18-Jun-10
ii. 2nd level training	28-Jun-10	2-Jul-10
d. Machine Processing at CPC 2010		
i. Machine processing of CPH Forms		
ii. Scanning/interpretation	1-Jul-10	15-Sep-10
iii. Data Entry	2-Jul-10	7-Oct-10
iv. Geographic and Household ID Validation and CCK	22-Jul-10	14-Oct-10
v. Data Consistency-Check	1-Aug-10	30-Nov-10
vi. Submission of datafiles		
vi.1 to CO of CPH Forms 2,3, and 4 datafiles after CCK for evaluation of population counts	1-Aug-10	21-Oct-10
vi.2 to CO of CPH Forms 2,3, and 4 datafiles after data consistency	5-Nov-10	1-Dec-10
vi.3 to CO of CPH Form 1 datafiles after data capture	1-Aug-10	21-Oct-10
vi.4 to PO of CPH Form 5 datafiles after data capture	5-Jul-10	9-Jul-10
e. Machine Processing of CPH Form 5 at PO		
i. Reject listing and Field Verification	6-Jul-10	30-Jul-10
ii. Evaluation of initial classification of barangays and field verification of barangays that shifted classification	12-Jul-10	13-Aug-10
iii. Submission of evaluation tables and datafiles to CO	2-Aug-10	27-Aug-10

APPENDIX 4



Republika ng Pilipinas
PAMBANSANG LUPON SA UGNAYANG PANG-ESTADISTIKA
(NATIONAL STATISTICAL COORDINATION BOARD)
1st, 2nd & 5th Floors Midland Buendia Building
403 Sen. Gil J. Puyat Avenue, Makati City 1200

NSCB Resolution No. 14
Series of 2009

ENJOINING AGENCIES TO PROVIDE ASSISTANCE TO THE NATIONAL STATISTICS OFFICE FOR THE CONDUCT OF THE 2010 CENSUS OF POPULATION AND HOUSING

WHEREAS, *Batas Pambansa Blg. 72* provides for the taking of an integrated census every 10 years beginning in 1980, in accordance with the plans to be prepared by the then National Census and Statistics Office, now the National Statistics Office (NSO);

WHEREAS, pursuant to this legal mandate, the 2010 Census of Population and Housing (CPH) will be conducted in May 2010, with May 1 as reference date;

WHEREAS, the 2010 CPH is designed to take an inventory of the total population and housing units in the country and collect information about their characteristics;

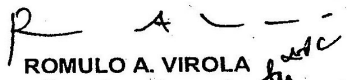
WHEREAS, the assistance provided by other government agencies to the NSO was instrumental to the success of previous census undertakings; -

NOW, THEREFORE, BE IT RESOLVED AS IT IS HEREBY RESOLVED that the Board enjoin all the agencies enumerated in Annex BR-14-20090706-01 to provide assistance to the NSO in connection with the 2010 CPH;

BE IT RESOLVED FURTHER that the assistance include, but not be limited to, those identified in said Annex and that such assistance be on a cost-sharing basis as may be deemed appropriate by the parties concerned.

Approved this 6th day of July 2009 in Pasig City.

Attested by:


ROMULO A. VIROLA
Secretary General

Tel. Nos. 896-2395 897-2171 896-4665
896-1787 896-1796 896-7975
Fax Nos. 896-2765 890-8456

URL: <http://www.nscb.gov.ph>
E-mail address: info@nscb.gov.ph

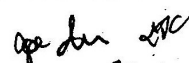
Annex BR-14-20090706-01

Page 1 of 2

KINDS OF ASSISTANCE REQUESTED FROM GOVERNMENT AGENCIES

Agency/Office	Kind of Assistance
Department of Budget and Management	<ul style="list-style-type: none"> o Ensure the proper and timely release of census appropriations o Realignment of census funds, whenever necessary
Commission on Population	<ul style="list-style-type: none"> o Publicity and information drive with focus on utilization of census data
Department of Foreign Affairs	<ul style="list-style-type: none"> o Enumeration of Filipinos employed in embassies, consulates and missions abroad o Publicity and information drive among Filipinos overseas
Department of Education	<ul style="list-style-type: none"> o Publicity and information drive through announcement of census undertaking in school activities, Parents-Teachers Association (PTA) meetings, and others o Inclusion of lectures on census data uses for grade schools and high schools o Use of available classrooms for the training of census enumerators and supervisors
Department of Environment and Natural Resources	<ul style="list-style-type: none"> o Delineation of barangay boundaries, in cooperation with the Local Government Units (LGUs), during the mapping operations. o Use of land transport facilities in transporting census personnel and materials
Department of Labor and Employment-Bureau of Labor and Employment Statistics	<ul style="list-style-type: none"> o Use of transportation and communication facilities o Publicity and information drive
Department of National Defense	<ul style="list-style-type: none"> o Use of land, air and water transport facilities in transporting census personnel and materials o Facilitate enumeration in military camps o Security escorts for selected census enumerators o Advice on the peace and order conditions o Publicity and information drive
Department of Social Welfare and Development	<ul style="list-style-type: none"> o Enumeration in the calamity affected areas, resettlements/evacuation areas, and areas where there are numerous homeless population o Use of transportation and communication facilities
Department of the Interior and Local Government	<ul style="list-style-type: none"> o Issue directive to governors and mayors to convene the Local Census Coordinating Boards and to Association of Barangay Chairmen (ABC), League of Governors, and League of Mayors including other local officials to support the census operations o Use of communication facilities for monitoring and reporting of census activities o Use of facilities for the training of census enumerators and supervisors o Use of land transportation facilities in transporting census personnel and materials
National Economic and Development Authority	<ul style="list-style-type: none"> o Use of facilities for the training of census enumerators and supervisors o Use of transport facilities in transporting census personnel and materials o Publicity and information drive through

✓


 37

Annex BR-14-20090706-01
Page 2 of 2

Agency/Office	Kind of Assistance
	announcement to Regional Development Councils (RDCs), Provincial Development Councils (PDCs) and Municipal Development Councils (MDCs)
National Commission on Indigenous Peoples	<ul style="list-style-type: none"> o Publicity and information drive in indigenous peoples (IP) areas o Facilitate enumeration in IP areas.
Commission on Elections	o Publicity and information drive
Philippine Information Agency	o Publicity and information drive through the development of radio/television plugs and print ads
National Council on Disability Affairs	<ul style="list-style-type: none"> o Publicity and information drive o Facilitate enumeration in institutions where there are persons with disability
University of the Philippines-College of Mass Communication	o Publicity and information drive through the development of radio/television plugs and print ads
Union of Local Authorities of the Philippines	o Publicity and information drive
University of the Philippines-Population Institute	o Publicity and information drive with focus on utilization of census data
Congressional Planning and Budget Department	<ul style="list-style-type: none"> o Ensure the proper and timely release of census appropriations o Publicity and information drive
National Statistical Coordination Board	o Publicity and information drive with focus on utilization of census data
Statistical Research and Training Center	o Publicity and information drive with focus on utilization of census data
Department of Agriculture	<ul style="list-style-type: none"> o Use of facilities for the training of census enumerators and supervisors o Publicity and information drive o Use of communication facilities
Department of Finance	<ul style="list-style-type: none"> o Publicity and information drive o Use of transportation and communication facilities
Department of Health	<ul style="list-style-type: none"> o Provision of first-aid medicines for training and enumeration o Publicity and information drive o Publicity and information drive
Department of Science and Technology	o Publicity and information drive
Department of Public Works and Highways	o Use of land transport facilities in transporting census personnel and materials
Department of Trade and Industry	o Publicity and information drive
Department of Transportation and Communication	<ul style="list-style-type: none"> o Use of communication facilities for monitoring and reporting of census activities o Publicity and information drive
Department of Agrarian Reform	<ul style="list-style-type: none"> o Publicity and information drive o Use of land transport facilities in transporting census personnel and materials o Use of communication facilities
Bangko Sentral ng Pilipinas	o Use of facilities for the training of census enumerators
Civil Service Commission, Government Service Insurance System, Social Security System	o Publicity and information drive
Office of Muslim Affairs	<ul style="list-style-type: none"> o Facilitate enumeration of Muslim groups o Publicity and information drive among Muslim groups

✓ for the 22 etc

APPENDIX 5

Format of Letter to Solicit Assistance

Reference No.

(Please cite this number in your reply)

Date _____

HEAD OF AGENCY

Position

Agency

Address

Dear _____:

In May 2010, the National Statistics Office will conduct the 2010 Census of Population (2010 CPH). This undertaking will provide up-to-date statistics on the socio-economic and demographic characteristics of the population. Such statistics will serve as bases in the formulation of development programs and allocation of scarce local and national resources in the service of the Filipinos.

The carrying out of the 2010 CPH is pursuant to Batas Pambansa Blg. 72, 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 (NEDA).

In this regard, we would like to solicit the assistance of your office in the successful conduct of the 2010 CPH operations. Specifically, we would like to request *(specify assistance needed)*.

The conduct of 2010 CPH will only become successful when there is cooperation among various agencies, be it at the local or national level, government or private entities.

We hope for your assistance to this gigantic task.


Truly yours,

**REGIONAL DIRECTOR/
PROVINCIAL STATISTICS OFFICER**

APPENDIX 6

CPH Form 26 – Record of 2010 CPH Designated/Appointed Personnel and Services Rendered

CPH FORM 26 Sheet ____ of ____ Sheets



Republic of the Philippines
NATIONAL STATISTICS OFFICE

2010 Census of Population and Housing
RECORD OF 2010 CPH DESIGNATED/APPOINTED PERSONNEL
AND SERVICES RENDERED

Region : Province: City/Municipality:

No.	Name	Itemized Position in DepEd (Teacher, Principal, Etc.)	Designation	Date of Service		Number of Days
				Start	End	
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						
21						
22						
23						
24						
25						
26						
27						
28						
29						
30						

Certified Correct:

Provincial Statistics Officer
(Signature over printed name)


Date

APPENDIX 7

CPH Form 10 – EN's Accomplishment/Progress Monitoring Report

CPH FORM 10
(Accomplish in triplicate)

PM Report No.: _____

 *Republic of the Philippines*
NATIONAL STATISTICS OFFICE

2010 Census of Population and Housing
EN'S ACCOMPLISHMENT/PROGRESS MONITORING REPORT

DATE: mm dd

SMS RECEIPT NO.:

PROVINCE CITY/MUNICIPALITY BARANGAY ENUMERATION AREA EA STATUS: ☐ 1 – Ongoing ☐ 2 – Completed

CHECK NO.

Line No.	CPH Form 1 Serial Number and Page	No. of		No. of Households	No. of Institutions	HOUSEHOLD POPULATION				INSTITUTIONAL POPULATION			No. of Call-backs	Date Accomplished
		Bldgs. (A)	HUs (B)			Cumulative Total (E)	Male (F)	Female (G)	TOTAL (H)	Male (I)	Female (J)			
	(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)
1														
2														
3														
4														
5														
6														
7														
8														
9														
10														
11														
12														
13														
14														
15														
16														
17														
18														
19														
20														
21														
22														
23														
24														
TOTAL														

HH HP HM HF IP IM IF

Prepared by: _____ Signature over printed name

Verified by: _____ Signature over printed name

Date Verified: _____

APPENDIX 8**Certification of Barangay Chairperson****CPH FORM 17***Republic of the Philippines*
NATIONAL STATISTICS OFFICEProvince: _____
City/Municipality: _____
Barangay: _____**CERTIFICATION**

This is to certify that the 2010 Census of Population and Housing has been conducted in this barangay from _____ to _____, 2010. This is also to certify that all households/housing units have been completely enumerated/listed by the Census Enumerator (s) of the National Statistics Office.

Date: _____

Place: _____

Barangay Chairperson
(Signature over printed name)

APPENDIX 9**Certificate of Work Completed**

CPH Form 18



Republic of the Philippines
NATIONAL STATISTICS OFFICE

**2010 Census of Population and Housing
CERTIFICATE OF WORK COMPLETED**

To Whom It May Concern:

This is to certify that Mr./Ms. _____ has satisfactorily completed his/her assignment as Enumerator/Team Supervisor/Assistant Census Area Supervisor/Census Area Supervisor during the 2010 Census of Population and Housing from _____ to _____, in:

EA No:	_____
Barangay:	_____
City/Municipality:	_____
Province:	_____

This certification is issued in connection with the claim of the above-named person for wages/honorarium and allowable transportation expenses.

ISSUED this ____ day of _____, 2010 in the city/municipality of _____, province of _____.

Certifying NSO Officer
(Signature over printed name)

Check Disbursement Record

For Accountable Officers' Use

Cash Disbursement Record

National Statistics Office

APPENDIX 12

Financial Monitoring Sheet

2010 Census of Population and Housing Financial Monitoring Sheet

OBJECT OF EXPENDITURES	TOTAL ASA ISSUED	DISBURSEMENTS												BALANCE
		Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	
Maintenance and Other Operating Expenses														
751 Travelling Expenses and Per Diems														
Converting														
Training														
Enumeration and Supervision														
Manual Processing														
Machine Processing														
Others														
753 Training and Seminar Expenses														
Training														
Enumeration														
Manual Processing														
Machine Processing														
Supplies and Materials														
755 Office Supplies (including EIn kit, computer supplies, etc.)														
756 Accountable Forms Expense														
760 Medical Supplies														
765 Other Supplies														
761 Gasoline, Oil & Lubricants Expense														
Utility Expenses														
766 Water Expenses														
767 Electricity Expenses														
Training														
Processing														
Communication														
772 Landline														
773 Mobile														
774 Internet														
782 Rent Expense														
Office Machine														
783 Representation Expenses														
Convening of Census Board/RPCMCB														
Meeting Expenses														
784 Transportation and Delivery Expenses														
Repair and Maintenance														
821 Office Equipment														
823 IT Equipment														
841 Motor Vehicle														
850 Other Repairs														

**2010 Census of Population and Housing
Financial Monitoring Sheet**

OBJECT OF EXPENDITURES	TOTAL ASA ISSUED	DISBURSEMENTS												BALANCE
		Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	
795 General Services – Hired EN/TS/CAS/processor														
Salaries and Wages of Contractuals														
Mapping, Training and Pre-enumeration Activities														
Enumeration and Supervision														
Barangay Honoraria														
Manual Processing														
Machine Processing														
Overtime														
Others														
969 Other Expenses (Specify)														
971 Financial Expenses														
Checkbook														
Bank Charges														
Total MOOE														
Capital Outlay														
Equipment Outlay														
Office Equipments														
IT Equipments														
Motor Vehicle														
Total Capital Outlay														
TOTAL ALLOTMENT														
NCA RECEIVED														
UNFUNDED ALLOTMENT														

Certified Correct:

Approved:

Bookkeeper/Accountant
(Signature Over Printed Name)

Date Signed

RD/PSO
(Signature Over Printed Name)

Date signed

APPENDIX 13

DUTIES AND RESPONSIBILITIES OF CENSUS PERSONNEL

Personnel	Duties and Responsibilities
For Field Enumeration	
Enumerator	<ol style="list-style-type: none"> 1. Attends and participates actively in the fourth level training to gain an understanding of the concepts, definitions, and procedures regarding the conduct of the 2010 CPH, and to know his/her specific responsibilities as an EN. 2. Updates the map of the enumeration area (EA) and makes block maps using standard Mapping Form for congested areas found in the EA. 3. Lists all housing units, institutional living quarters and households found in the EA using the Listing Booklet and submit accomplished forms to TS. 4. Plots on the EA/block maps the relative location of buildings and households listed. 5. Enumerates correctly all households listed using the Household Questionnaire and institutions using the Institutional Population Questionnaire. 6. Transmits all accomplished/collected questionnaires to the supervisor on designated days or schedule. 7. Keeps all information collected strictly confidential by not showing them to persons other than the supervisors and other authorized NSO personnel. 8. Accomplishes the EN's Accomplishment/Progress Monitoring Report at the end of each day and other administrative reports and submits these documents to TS as required. 9. Submits the Certification of Barangay Chairperson to TS.
Team Supervisor	<ol style="list-style-type: none"> 1. Assists the CAS in determining specific EA assignments of the ENs. 2. Provides the local officials/community with background information on the nature of the census undertakings. 3. Coordinates with the Barangay Chairperson regarding the enumeration of the barangay and requests him/her to certify the conduct of the census in the barangay if the barangay has more than one EA. 4. Establishes fixed points along the imaginary boundaries of EAs to ensure complete coverage of listing and enumeration. 5. Meets with the CAS/ACAS every Friday and the ENs every Wednesday to check and assess the progress of enumeration. 6. Supervises closely the work of the ENs during listing and

	<p>enumeration through spot-checking and revisiting the households enumerated.</p> <ol style="list-style-type: none"> 7. Collects forms from the households and institution in behalf of the ENs when Self-Administered Questionnaire are administered or when referral is made to him/her by the EN. 8. Helps enumerate the population living in institutions where the assigned EN cannot accomplish the task. 9. Checks for the completeness of enumeration of all households/institutions in an EA. 10. Recommends to the CAS/ACAS the replacement of ENs who are unable to perform their work satisfactorily or for some other reasons. 11. Ensures that the accomplished questionnaires submitted by his/her ENs are complete and the entries are legible and correct. 12. Submits PM reports and the accomplished questionnaires to the ACAS during meetings. 13. Interviews barangay official who is knowledgeable about the characteristics of the barangay using CPH Form 5 (Barangay Schedule) and submit to CAS/ACAS the accomplished forms for all barangays in his/her assigned area. 14. Collects accomplished Institutional Population Questionnaires (CPH Form 4) from institutional living quarters like hotel, dormitory, or boarding house with more than 20 residents a week after the EN left the form to the head or manager of the institution. 15. Prepares periodic reports on the progress of census work. 16. Performs such other duties as may be assigned from time to time by the CAS/ACAS.
Assistant Census Area Supervisor	<ol style="list-style-type: none"> 1. Assists the CAS in the establishment of their headquarters. 2. Assists the CAS in allocating and distributing the census forms and materials for their area. 3. Helps train the TSs/ENs on the technical as well as administrative aspects of census taking. 4. Assists the CAS in performing other matters pertaining to the conduct of training for ENs. 5. Checks the quality of work of the TSs and ENs through field inspection and spot-checking of their work. 6. Scrutinizes the accomplished questionnaires for completeness and correctness of entries and to return the incomplete ones to the TSs for further scrutiny. 7. Checks the accuracy of the PM reports. 8. Collects ENs Accomplishment/PM reports (CPH form 10) and accomplished questionnaires (CPH Forms 1, 2, 3, and 4) from the TSs every Friday. Transmits these reports to the CAS every Monday, and send summary total of CPH Form 10 through text messaging to Central Office

	<p>after verifying entries in CPH Form 10.</p> <ol style="list-style-type: none"> 9. Reviews maps as to orientation and boundaries and check if households are properly plotted on the maps. 10. Assists the CAS in checking for the completeness of area coverage, that is, complete enumeration of households/institutional population in an EA. 11. Supervises, guides, and assists the TS in the resolution of problems encountered in the assigned areas. 12. Acts as supervisor of ENs who shall enumerate special areas using Self-Administered Questionnaire Instructions. 13. Renders periodic reports to the CAS regarding the progress of work in the assigned area. 14. Transmits to CAS within the prescribed period all the accomplished questionnaires of the area. 15. Countersigns certificates of completion and clearances for TSs and ENs after the enumeration period. 16. Assumes the duties of DepEd CAS who cannot finished the assigned tasks due to the opening of classes. 17. Performs other duties as may be assigned by CAS in connection with census work.
Census Area Supervisor	<ol style="list-style-type: none"> 1. Coordinates with local government agencies and local executives regarding the efficient conduct of the census in his/her assigned area. 2. Assists the provincial office in the conduct of information campaign in his/her assigned area by posting the 2010 CPH posters in strategic places. 3. Establishes a headquarters suitable for keeping census forms and materials, and for holding office for the duration of the census operations. 4. Collects, allocates, and holds responsible for all the census forms and materials needed for the enumeration of his/her area. 5. Leads the training of TSs/ENs on the technical as well as administrative aspects of census taking. 6. Recommends the TSs to be selected from among the trained ENs. 7. Assigns EAs for enumeration by ENs and for supervision by TSs. 8. Directs and supervises the overall conduct of the census in the assigned area. 9. Checks the quality of work of the ACAS, TSs and ENs through field inspection and spot-checking of their work. 10. Checks completeness of area coverage, that is, complete enumeration of households/institutional population in an EA. 11. Supervises, guides, and assists the ACAS and TS in the resolution of problems encountered in the assigned areas. 12. Ensures that all TSs and ENs have all the necessary forms and supplies at all times; if they are short of such materials, it is the duty of the CAS to get them from the

	<p>DSO/SCO.</p> <ol style="list-style-type: none"> 13. Collects CPH Form 10 from the ACAS and submits it to the DSO/SCO during their weekly meeting. 14. Upon the recommendation of the ACAS, endorses/recommends to the DSO/SCO the replacement of ENs or TSs who are unable to perform their work satisfactorily or for some other reasons. 15. Acts as supervisor of ENs who shall enumerate special areas covered by the use of Self-Administered Questionnaires (SAQ). 16. Renders periodic reports to the DSO/SCO regarding the progress of work in their assigned area. 17. Transmits to the DSO/SCO within the prescribed period all the accomplished questionnaires of the area. 18. Certifies the correctness of financial claims by the ACAS, TSs and ENs and recommends payment thereof. 19. Countersigns certificates of completion and clearances for ACAS, TSs and ENs after completion of assigned works. 20. Ensures that all forms and maps required are submitted including the Barangay Chairperson's certification (CPH Form 17). 21. Performs other duties as may be assigned by DSO/SCO in connection with census work.
District Office Clerk	<ol style="list-style-type: none"> 1. Assists the DSO/SCO in receiving and checking of the questionnaires, barangay/EA maps, and other census forms and materials submitted by the CAS. 2. Assists the DSO/SCO in controlling the flow of census questionnaires and materials including reserves within the District Office (DO). 3. Lists the number of accomplished questionnaires received from the CAS. 4. Helps the DSO/SCO in controlling the transmittal of submitted questionnaires to the Provincial Office (PO). 5. Ensures that the questionnaires are properly arranged at the designated place in the DO prior to their transmittal to the PO. 6. Helps the DSO/SCO in packaging accomplished forms and document preparation of processed forms for transmittal to the PO.
For Personnel in the Provincial Offices	
Cartographer	<ol style="list-style-type: none"> 1. Keeps an inventory and controls all copies of maps in the province. 2. Updates city/municipality, barangay, and EA maps. 3. Constructs barangay maps for barangays that have no sketch maps by extracting these from the municipal map and redraws/sketches EA maps for maps with plotted households. 4. Reproduces city/municipal, barangay, and EA maps to be used during enumeration.

	5. Prepares other progress reports in connection with mapping work done in the provincial office.
Accounting Clerk III	<ol style="list-style-type: none"> 1. Prepares the disbursement vouchers (DV), payroll of hired personnel, and pay envelopes in connection with the financial transactions related to the 2010 CPH. 2. Assists the Disbursing Officers in the release of payment to hired personnel. 3. Prepares financial reports such as, liquidation reports for cash advances issued to the Disbursing Officer and 2010 CPH Financial Monitoring Report. 4. Filing of paid DVs, payrolls and supporting documents. 5. Performs other activities that may be assigned by the supervisor.
Assistant Statistician	<ol style="list-style-type: none"> 1. Assists the PSO and Provincial Statistician in the day-to-day operation of the 2010 CPH. 2. Assists in the generation of status reports. 3. Assists the Provincial Statistician in the sample verification of at least 20 percent of the manually processed questionnaires. 4. Does consistency check of CPH Form 5 (Barangay Schedule) and accomplished CPH Form 2 (Common Household Questionnaire) and CPH Form 3 (Sample Household Questionnaire) before transmittal to CPC 2010. 5. Performs other activities that may be assigned by the supervisors.
Receipt and Control Clerk	<ol style="list-style-type: none"> 1. Receives and checks questionnaires, barangay/EA maps, and other census forms and questionnaires submitted by the DSOs/SCOs against EARF. 2. Keeps track of the flow of documents within the PO during manual processing. 3. Encodes the number of questionnaires received and the dates these questionnaires have been edited, coded, and verified using TRACS. 4. Records the transmittal of processed questionnaires to CPC 2010. 5. Assists in checking the geographic identification and completeness of CPH Forms 2, 3, 4, and 5 and maps vis-à-vis CPH Form 1. 6. Ensures that the questionnaires are properly arranged in the designated racks during manual processing. 7. Bundles CPH Forms 1 to 5, folio control forms, and prepare the questionnaire for machine processing. 8. Performs other activities that may be assigned by the supervisors.
Utility Worker	<ol style="list-style-type: none"> 1. Performs general service tasks including maintenance of orderliness and cleanliness in the office. 2. Prepares packages for delivery. 3. Reproduces various forms needed. 4. Performs liaison/messenger works within/outside the

	<p>office.</p> <p>5. Performs other activities that may be assigned by the supervisors.</p>
Manual Processors	<p>Editors</p> <ol style="list-style-type: none"> 1. Checks for the completeness of questionnaires. 2. Checks if CPH Forms 2 and 3 are properly bundled. 3. Verifies the geographic identification of CPH Forms 1, 2, 3, 4 and 5, as well as the maps. 4. Checks for the legibility of entries and acceptability of questionnaires for machine processing. 5. Ensures that all applicable items in CPH forms have entries. 6. Checks for the consistency of entries in the questionnaires (CPH Forms 1, 2, 3, and 4). 7. Checks the consistency of write-in entries and codes supplied by the ENs. 8. Transcribes entries from CPH Form 2 that were used in enumerating institutional population to CPH Form 4; transcribe damaged forms with indistinguishable entries due to unnecessary marks, folds, and deterioration to new questionnaires; and transcribe questionnaires with no serial numbers (that is, questionnaires for the training but were used during enumeration) to questionnaires with serial numbers. 9. Assists in the document preparation of processed forms for machine processing. 10. Performs other activities that may be required by the Supervisors. <p>Coders</p> <ol style="list-style-type: none"> 1. Codes Religion, Citizenship, Ethnicity, Place of School, Highest Grade/Year Completed, Residence 5 Years Ago, Usual Occupation, Kind of Business/Industry, Class of Worker, Place of Work, Language/Dialect Generally spoken at Home, Residence 5 Years from Now 2. Performs other activities that may be required by the Supervisors. <p>Verifiers</p> <ol style="list-style-type: none"> 1. Performs sample verification of the assignment of all Editors and Coders of at least 20 percent for CPH Forms 1, 2, 3, and 4. 2. Performs other activities that may be required by the Supervisors.

For Personnel in the Regional Offices	
Statistician I	<ol style="list-style-type: none"> 1. Assists the Regional Statistician in monitoring the progress of the 2010 CPH within the region. 2. Attends to queries regarding 2010 CPH matters. 3. Performs other activities that may be assigned by the supervisors.
Clerk II	<ol style="list-style-type: none"> 1. Assists in controlling the flow of census questionnaires and materials including reserves within the RO. 2. Compiles circulars, memoranda, orders, rules and regulations, training materials and other papers/documents for reference. 3. Sorts, indexes and files correspondence and other documents. 4. Keeps time records of employees. 5. Performs other activities that may be required by the supervisors.
For Personnel in the CPCs	
CPC 2010 Shift Supervisor	<ol style="list-style-type: none"> 1. Assigns CPH forms to Scan Operator (SO) for scanning. 2. Monitors and records the status of machine processing of EA bundles. 3. Assigns CPH Forms 2 or 3 to Key-from-image Encoder for data encoding, 4. Verifies and resolved all data inconsistencies. 5. Generates completeness check error list by running the Completeness Check program 6. Verifies if all errors in geographic and household ID have been resolved. 7. Informs the CPC 2010 Project Leader that a municipality is ready for evaluation. 8. Performs other activities that may be required by immediate supervisors.
Scan Operator	<ol style="list-style-type: none"> 1. Prepare the EA bundles for scanning. 2. Scans the CPH forms in the EA bundles assigned by Shift Supervisor. 3. Helps other Scan Operators in the preparation of forms for scanning. 4. Resolve errors that may occur in independent workstations. 5. Assists other Scan Operators in cleaning the scanner. 6. Performs other activities that may be required by the supervisors.
Key-from-image Encoder	<ol style="list-style-type: none"> 1. Encodes entries (using Key-from-image program) of all CPH forms in assigned bundles. 2. Acts as data editor during the data cleaning phase. 3. Performs other activities that may be required by the supervisors.

RCC	<ol style="list-style-type: none"> 1. Receives questionnaires, barangay/EA maps, and other census forms and questionnaires submitted by PO. 2. Checks the number of questionnaires and other census materials received from PO against the accomplished CPH Form 13. 3. Records in SCIPS the number of questionnaires received from PO. 4. Records and controls the retrieval and storage of forms to be processed in CPC 2010 area. 5. Asks the Utility Worker to place and retrieve the census forms in the storage area. 6. Ensures that the questionnaires are systematically arranged in the designated racks during machine processing. 7. Performs other activities that may be assigned by the supervisors.
Utility Worker	<ol style="list-style-type: none"> 1. Assists the RCC in the retrieval and storage of forms in their proper places. 2. Retrieves CPH forms for scanning and returns the forms to their proper places after scanning. 3. Performs service tasks including maintenance of orderliness and cleanliness in CPC 2010 work area. 4. Performs other activities that may be assigned by the supervisors.

APPENDIX 14

Sampling Scheme for the 2010 CPH

The 2010 Census of Population and Housing (CPH) will be carried out through a combination of complete enumeration and sampling. The sampling rate or the proportion of households to be selected as samples will depend on the size of the city/municipality where the EA is located. It can be 100 percent or 20 percent as shown below:

Estimated Number of Households in the City/Municipality	Sampling Rate
1 - 500	100 %
501 and above	20 %

In this sampling scheme, each city/municipality is treated as a domain. This is designed in such a way that efficient and accurate estimates at the city/municipality level.

For city/municipality with a 100 percent sampling rate, all households in all the EAs within this city/municipality will be selected as samples. For those with a 20 percent sampling rate, systematic cluster sampling will be adopted. That is, sample selection of one in every five (5) clusters with the first cluster selected at random. Random start is pre-determined for each EA.

Each cluster is composed of five (5) households. Clusters are formed by grouping together households that have been assigned consecutive numbers as they are listed in CPH Form 1.

The following are the municipalities with 100 percent sampling rate:

Municipality	Province	Region
1. Bucloc	Abra	CAR
2. Daguioman	Abra	CAR
3. Carasi	Ilocos Norte	Region I
4. Dumalneg	Ilocos Norte	Region I
5. Sigay	Ilocos Sur	Region I
6. Ivana	Batanes	Region II
7. Mahatao	Batanes	Region II
8. Sabtang	Batanes	Region II
9. Uyugan	Batanes	Region II
10. Kalayaan	Palawan	Region IV-B

APPENDIX 15

List of 2010 CPH Documents/Reports for Submission to CO

Plan	Deadline of Submission
1. Convening Plan	December 31, 2009
2. Field Coordination Plans	January 15, 2010
3. IEC Plans	January 15, 2010
4. List of Drop-off points and Receivers of Census Materials	January 15, 2010
5. Workload Analysis by EA/Barangay	January 29, 2010
6. List of Barangays with Special Areas	January 31, 2010
7. Training Plans	February 28, 2010
8. Status Report of the Implementation of the Regional and Provincial Coordination Plan	March 31, 2010
9. Regional Travel Plan for Supervision	April 30, 2010
10. Personnel Reference File	May 7, 2010
11. Signed Service Contract including the Disclosure Portion	May 14, 2010
12. Provincial Consolidated Reports	July 15, 2010
13. Accomplished Plan for Publication of 2010 CPH Data	July 30, 2010
14. Plan for Census Data	July 30, 2010
15. Regional Consolidated Reports	July 31, 2010
16. Provincial Report on Manual Processing	August 31, 2010
17. Regional Report on Machine Processing	December 15, 2010
18. Financial Monitoring Sheet	Monthly

APPENDIX 16

CPH Form 27 - Clearance

CPH FORM 27



Republic of the Philippines

NATIONAL STATISTICS OFFICE

Province: _____

CLEARANCE

This is to certify that _____ has been cleared of all his/her duties and responsibilities as Enumerator/Team Supervisor/Assistant Census Area Supervisor/Census Area Supervisor in connection with the conduct of the 2010 Census of Population and Housing in the following area/s of assignment:

City/Municipality	Barangay

DSO/SCO

(Signature over printed name)

Date



Support

2010 Census of Population and Housing

NSO Website: www.census.gov.ph