

Supervisor's Manual

2010 CPH



2010 Census of Population and Housing



National Statistics Office
Philippines



2010 Census of Population and Housing

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FOREWORD

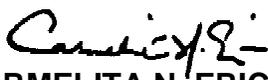
The National Statistics Office will conduct the 2010 Census of Population and Housing (CPH) in May 2010. This census is the 13th census of population and 6th census of housing in the Philippines. The 2010 CPH is designed to take an inventory of the total population and housing units in the Philippines and to collect information about their characteristics. The data that will be collected will provide the government planners, policy makers, and administrators with data on which to base their social and economic development plans and programs.

You are one of the Census Area Supervisors (CASs), Assistant Census Area Supervisors (ACASs), and Team Supervisors (TSs) involved in this nationwide undertaking. As a supervisor, you are responsible for the supervision of all enumerators under you as well as the collection of complete, accurate and reliable data in your area of assignment.

The Supervisor's Manual was prepared to serve as guide on how to be an effective supervisor. This manual contains basic instructions on how to carry out your duties and responsibilities efficiently and effectively as supervisor. It also provides you the background information on the nature of census operations and instructions on how to solve and handle problems that you may encounter in your work.

To be an effective supervisor, you should fully understand the role of the enumerators in this undertaking. Therefore, this manual shall be used together with the Enumerator's Manual which gives the detailed role and function of the enumerator. It also gives the operational procedures on how to accomplish the various forms and questionnaires.

We dedicate the success of this undertaking to our country and to all people who help us achieve our objectives.


CARMELITA N. ERICATA
Administrator

Manila, Philippines
March 2010

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LIST OF ABBREVIATIONS AND ACRONYMS

ACAS	Assistant Census Area Supervisor
BSN	Building Serial Number
CA 265	Commonwealth Act No. 265
CAS	Census Area Supervisor
CCB	Census Coordinating Board
C/MCCB	City/Municipal Census Coordinating Board
CO	Central Office
CPOD	Census Planning and Operations Division
CPS 2010	2010 CPH Project Staff
DSO	District Statistics Officer
EA	Enumeration Area
EARF	Enumeration Area Reference File
E-mail	Electronic Mail
EN	Enumerator
HSD	Household Statistics Department
HSN	Household Serial Number
HUSN	Housing Unit Serial Number
ILQ	Institutional Living Quarters
ISN	Institutional Serial Number
LGU	Local Government Unit
MWSS	Metropolitan Waterworks and Sewage System
NCCB	National Census Coordinating Board
NCR	National Capital Region
NEDA	National Economic and Development Authority
NSCB	National Statistical Coordination Board
NSO	National Statistics Office
PCCB	Provincial Census Coordinating Board
PLDT	Philippine Long Distance Telephone Company
PM	Progress Monitoring
PMS	Progress Monitoring System
PO	Provincial Office
2010	2010 Census of Population and Housing
PPS 2010	2010 CPH Provincial Project Staff
PSO	Provincial Statistics Officer
RCCB	Regional Census Coordinating Board
RHU	Rural Health Unit

RD	Regional Director
RO	Regional Office
RPS 2010	2010 CPH Regional Project Staff
SAQ	Self-Administered Questionnaire
SCO	Statistical Coordination Officer
SMS	Short Message Service
TS	Team Supervisor
UHC	Urban Health Center
VHU	Vacant Housing Unit
2010 CPH	2010 Census of Population and Housing



INTRODUCTION

In May 2010, the National Statistics Office (NSO) will be conducting the 2010 Census of Population and Housing (2010 CPH). This statistical undertaking aims to take an inventory of the total population and stock of housing units and living quarters where the population lives as of 12:01 a.m., May 1, 2010.

The enumeration for the 2010 CPH will be undertaken by about 70 thousand Enumerators (ENs) throughout the country. They will be closely supervised by about 13 thousand Team Supervisors (TSs), 3 thousand Assistant Census Area Supervisors (ACASs), and 3 thousand Census Area Supervisors (CASs). In addition, the District Statistics Officers (DSOs) and Statistical Coordination Officers (SCOs), Provincial, Regional and Central Office officials shall also supervise census personnel in their respective areas of jurisdiction.

This **Supervisor's Manual** has been prepared to guide all supervisors involved in the 2010 CPH in the performance of their respective duties and functions. This manual is designed primarily to provide:

- a. sufficient background information on the nature of the census operations;
- b. the required duties to be performed in the course of supervision; and
- c. the necessary information and instructions to enable the supervisors solve problems that they may encounter in the course of their work.

This manual contains also detailed instructions for all the tasks that you have to perform. Specifically, this manual includes discussions on the following:

- a. Your role as supervisor;
- b. Principles and instructions for training ENs;
- c. Principles and instructions for observing ENs and reviewing their completed work; and
- d. Instructions in doing administrative duties.

In addition to your specific tasks, you are expected to be familiar with the **EN's Manual**, which describes the EN's duties and gives detailed instructions on how the enumeration will be carried out. The Supervisor's and EN's Manuals will be your major references and guides in performing your duties and responsibilities as supervisors.



REMINDER:

YOU MUST ALWAYS BRING YOUR SUPERVISOR'S AND EN'S MANUALS AS YOU PERFORM YOUR WORK AS SUPERVISORS.

1.1 HIERARCHY OF SUPERVISION

The NSO, headed by the Administrator, is the agency mandated to formulate and execute plans to undertake 2010 CPH. All directives pertaining to the census emanate from the NSO Administrator. She will be assisted by the Deputy Administrator. Specific instructions and orders are delegated to the field supervisors through a chain of command, which is shown in a diagram on page 3.

During the conduct of the census, the Director of the Household Statistics Department (HSD) of the NSO will supervise the 2010 CPH Project Staff (CPS 2010) which will serve as the monitoring hub and communications and action center for the 2010 CPH.

In the field, the NSO Regional Director (RD) will be responsible for the coordination, monitoring, and supervision of operations in all provinces within the region.

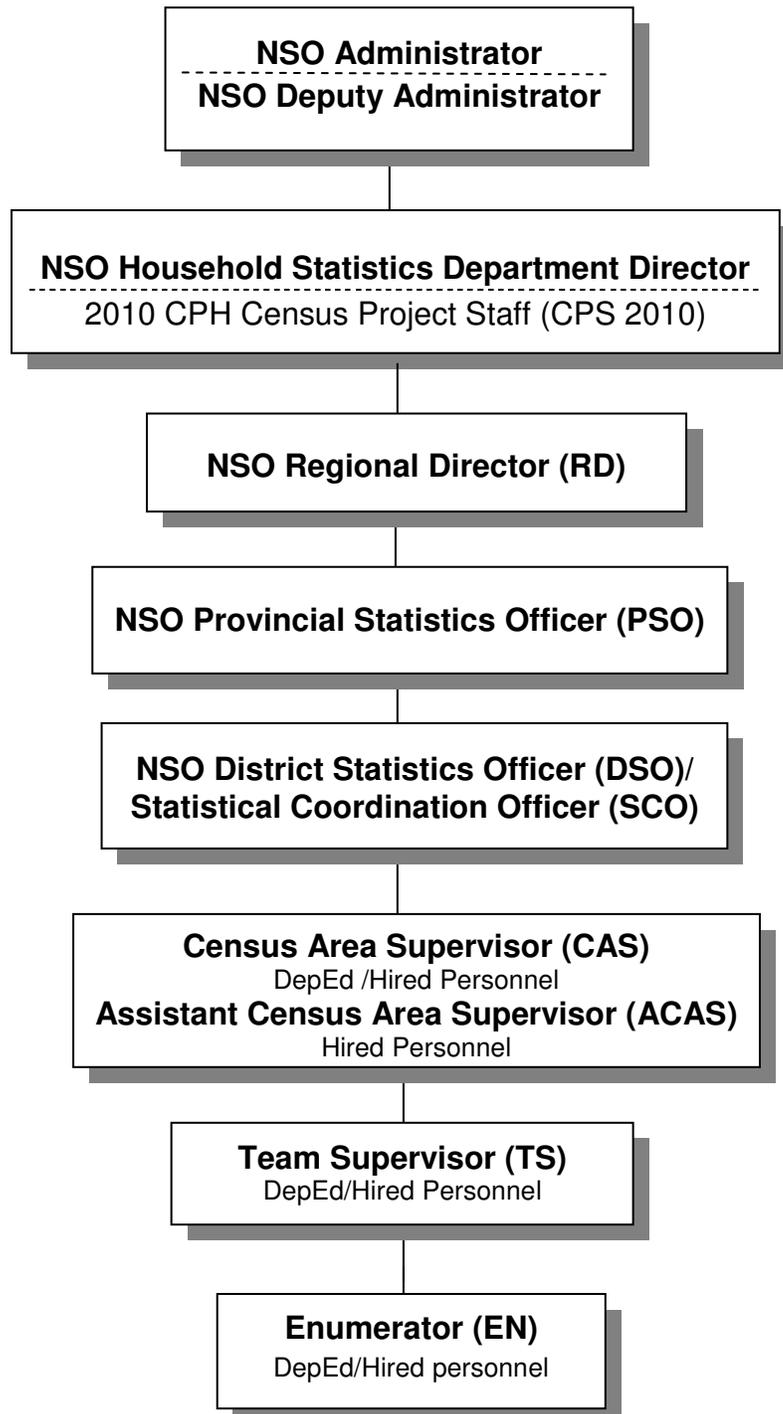
The NSO Provincial Statistics Officer (PSO) will be responsible for the field operations in the province.

The NSO District Statistics Officer (DSO) or Statistical Coordination Officer (SCO) will be responsible for the supervision, monitoring, and coordination of their assigned cities/municipalities.

The Census Area Supervisor (CAS) will be assigned a city or municipality as his/her area of supervision and will be responsible for the EAs comprising his/her census area. Usually each CAS will directly supervise about five TSs in his/her area of supervision. He/she will be assisted by an ACAS.

The Team Supervisor (TS) will be directly responsible for the ENs assigned to his/her enumeration areas (EAs). Usually, a TS will be assigned to supervise about five ENs.

FIGURE 1.1 2010 CPH HIERARCHY OF SUPERVISION



1.2 FLOW OF COMMUNICATION

All communications, whether verbal or written, including e-mail messages, progress reports, problem referrals, transmittal of completed questionnaires, and others, must flow according to the hierarchy of supervision shown in Figure 1.1, page 3.

Instructions and communications received by the PSO from the RD should be passed on to the DSO who is then responsible for passing on the information to the CAS, ACAS, TS, and EN following the hierarchy of supervision.

Reports and other information intended for higher levels of authority must likewise follow the same channels. Thus, the CAS submits all his/her reports and sends his/her communications to the DSO, except in sending progress monitoring (PM) reports and other queries about census taking, which will be the duty of the ACAS. The ACAS will directly send these to CO through text messaging. The DSO will be responsible for transmitting other reports through the PSO, the PSO to the RD, and the RD to the Administrator (Attn: CPS 2010).

Communications from the field offices should be addressed to the Administrator **“Attention: CPS 2010”**. Electronic mail to CPS2010@census.gov.ph or text messages through PMREM may be resorted to for faster communication. Detailed instructions for sending text messages are found in Chapter 6.

Observance of this line of supervision and channels of communication is essential in ensuring the smooth conduct of the census as well as the efficient flow of information through all those involved in census taking.

1.3 FRANKING PRIVILEGE

Commonwealth Act No. 265 (CA 265), which was approved on May 20, 1938, authorized the then Bureau of the Census and Statistics (now NSO), to send its mails and telegrams free of charge. When the CAS/ACAS needs to send mails, he/she should write the words **“CENSUS FREE UNDER CA 265”** at the upper right-hand corner of an envelope. The CAS/ACAS should use the mails sparingly and should observe the rules of brevity. When he/she avails of the franking privilege, he/she may be asked to identify himself/herself at the Philippine Postal Corporation or the Bureau of Telecommunications. In such case, the CAS/ACAS should show his/her identification card.



1.4 CALENDAR OF MAJOR FIELD OPERATIONS

The conduct of a census involves several distinct but interrelated activities. Some of these activities cannot be undertaken unless prior related activities are accomplished. Moreover, all these activities should be undertaken throughout the entire country simultaneously. They must be coordinated and synchronized so that the goals of 2010 CPH can be achieved. For this reason, it is imperative upon each personnel involved in census taking to be aware of and adhere strictly to the timetable of census activities.

As CAS/ACAS and TS, you will be involved deeply in all aspects of the operations. It is your responsibility to see to it that the timetable of operations for 2010 CPH in your assigned area is strictly followed.

Below are the schedules of some of the major activities for census field operations that you must mark in your calendar:

Training:

First Level

First Batch : March 8 to 13, 2010

Second Batch : March 15 to 20, 2010

Second Level : March 22 to 27, 2010

Third Level : April 19 to 24, 2010

Fourth Level : April 25 to May 1, 2010

Enumeration and Supervision : May 17 to June 11, 2010



THE ROLE OF SUPERVISORS

This chapter presents an overview of the role of the supervisors in the census operation and their basic duties and responsibilities.

Each supervisor is responsible for the successful conduct of the census in his/her assigned area. The CAS is responsible for the census operation in a city or municipality. He/She may be assisted by an ACAS depending on the workload and the expected duration to cover the city or municipality. The CAS/ACAS will directly supervise all the TSs in their assigned area. The TS, likewise, will supervise ENs who are responsible for the complete and accurate coverage of the EAs. The TS also serves as the link between the CAS/ACAS and the ENs. Similarly, the CAS/ACAS serves as the link between the DSO/SCO and TS.

You should ensure that the following census activities are completely and accurately done within your respective areas of assignment:

1. plotting of buildings with housing units on prescribed mapping forms; listing of households, housing units, and institutional living quarters; and
2. enumeration of all households and individuals found in housing units and institutional living quarters.

2.1 DESIGNATION AND APPOINTMENT

The Department of Education (DepEd) will provide teaching personnel who will be designated by the PSO as CASs, TSs, and ENs. The PSO will also hire/recruit additional census personnel when necessary. The hired personnel will be appointed by the PSO. As evidence of their designation/appointment, they will be given identification cards (IDs) duly signed by the Administrator and countersigned by the PSO. For hired census personnel, a contract of service will be issued in addition to their designation and IDs. The CASs, ACASs, TSs, and ENs should always carry with them their identification cards and should be prepared to show these especially to respondents seeking to verify their identity and authority.

2.2 DUTIES AND RESPONSIBILITIES OF DISTRICT STATISTICS OFFICER (DSO) /STATISTICAL COORDINATION OFFICER (SCO)

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 DSOs/SCOs shall be responsible for the supervision of each field personnel and in the implementation of field enumeration activities. Specifically, the DSO/SCO among other responsibilities 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);
- e. Evaluate CPH Form 10 submitted by CAS/ACAS by checking the average household size (AHS);
- f. Review maps as to orientation and boundaries and if buildings or housing units and their corresponding household serial numbers are properly plotted on the map;
- g. Submit CPH Form 10, and accomplished and unused questionnaires and forms and maps to the PSO;
- 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.

2.3 DUTIES AND RESPONSIBILITIES OF 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:

1. Pre-enumeration

- a. To help coordinate with local government agencies and local executives regarding the efficient conduct of the census in his/her assigned area;
- b. To assist in the information campaign in his/her assigned area example, by distributing 2010 CPH primers and posting in strategic places the 2010 CPH posters provided by the PO;
- c. To establish headquarters suitable for keeping census forms and materials, and for holding office for the duration of the census operations;
- d. To collect, allocate, and be responsible for all the census forms and materials needed for the enumeration of his/her assigned area; and
- e. To perform other duties as may be assigned from time to time by the DSO/SCO.

2. Training

- a. To lead the training of TSs/ENs on the technical as well as administrative procedures of census taking; and
- b. To recommend to DSO/SCO the TSs to be selected from among the trained ENs, whether from DepEd or hired.

3. Enumeration

- a. To provide EAs for enumeration by ENs and for supervision by TSs;
- b. To direct and supervise the overall conduct of the census in his/her assigned area;

- c. To ensure 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 responsibility of the CAS to get them from the DSO/SCO;
 - d. To check the quality of work of the ACAS, TSs and ENs through field inspection and spot-checking of their work;
 - e. To supervise, guide, and assist the ACAS and TS in the resolution of problems encountered in the assigned areas;
 - f. To supervise TSs/ENs who will enumerate special areas using CPH Form 2 with CPH Form 7 and CPH Form 4 with CPH Form 8;
 - g. To review accomplished CPH Forms 1,2,3,4 and 5;
 - h. To collect CPH Form 10 from the ACAS and submit it to the DSO/SCO during their weekly meeting every Monday;
 - i. Upon the recommendation of the ACAS, to endorse/recommend to the DSO/SCO the replacement of ENs or TSs who are unable to perform their work satisfactorily or for some other reasons;
 - j. To check completeness of area coverage, that is, complete enumeration of households/institutional population in an EA;
 - k. To conduct regular weekly meeting with TSs and ACAS every Friday; and
 - l. To submit periodic reports DSO/SCO regarding the progress of work in their assigned area using CPH Form 11; and
 - m. To report any untoward incidents to DSO/SCO.
4. Post-enumeration
- a. To transmit to the DSO/SCO within the prescribed period all the accomplished questionnaires, maps and Barangay Chairperson's certification (CPH Form 17);
 - b. To ensure that all accomplished CPH Forms 2 and 3 are bundled properly prior to submission;
 - c. To ensure that all unused questionnaires, forms, manuals, codebooks, IDs and others are returned to the DSO/SCO;
 - d. To certify the correctness of financial claims by the ACAS, TSs and ENs and recommend payment thereof;

- e. To countersign certificates of completion and clearances for ACAS, TSs and ENs after the enumeration period; and
- f. To perform other duties as may be assigned by DSO/SCO in connection with census work.

2.4 DUTIES AND RESPONSIBILITIES OF ASSISTANT CENSUS AREA SUPERVISOR

The ACASs, on the other hand, will be the assistant of the CAS in carrying out the smooth flow of the census operation in their assigned city or municipality.

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

1. Pre-enumeration

- a. To assist the CAS in the conduct of information campaign in their assigned area, example by distributing 2010 CPH primers and posting in strategic places the 2010 CPH posters provided by the PO;
- b. To assist the CAS in the establishment of their headquarters;
- c. To assist the CAS in collecting and allocating the census forms and materials needed for the enumeration of their area; and
- d. To perform other duties as may be assigned from time to time by the CAS.

2. Training

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

3. Enumeration

- a. To check the quality of work of the TSs and ENs through field inspection and spot-checking of their work;
- b. To assist the CAS in checking for the completeness of area coverage, that is, complete enumeration of households/institutional population in an EA;

- c. To scrutinize the accomplished questionnaires for completeness and correctness of entries and to return the incomplete ones to the TSs for further scrutiny;
 - j. To review maps as to orientation and boundaries and if buildings or housing units and their corresponding household serial numbers are properly plotted on the map;
 - d. To check the accuracy of entries in CPH Form 10;
 - e. To collect accomplished questionnaires (CPH Forms 1, 2, 3, and 4) and CPH Form 10 from TSs every Friday;
 - f. To transmit CPH Form 10 to the CAS every Monday and send summary total of CPH Form 10 through text messaging to Central Office after verifying entries in CPH Form 10;
 - g. To supervise, guide, and assist the TS in the resolution of problems encountered in the assigned areas;
 - h. To attend together with the CAS regular weekly meeting with the DSO/SCO every Monday and with TSs every Friday;
 - i. To render periodic reports to the DSO/SCO regarding the progress of work in the assigned area using CPH Form 11; and
 - j. To report any untoward incidents to the CAS.
4. Post-enumeration
- a. To bundle all accomplished CPH Forms 2 and 3;
 - b. To transmit to CAS within the prescribed period all the accomplished questionnaires of the area;
 - c. To perform other duties as may be assigned by CAS in connection with census work; and
 - d. To assume the duties of CAS who cannot finish the assigned tasks after the enumeration period.

2.5 DUTIES AND RESPONSIBILITIES OF TEAM SUPERVISOR

The TS is the link between the CAS/ACAS 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 ENs assigned to these EAs.

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

- a. To assist the CAS/ACAS in providing specific EA assignments of the ENs;
- b. To provide local officials/community with background information on the nature of the census undertaking;
- c. To coordinate with the Barangay Chairperson regarding the enumeration of the barangay and ask him/her to certify the conduct of the census in the barangay (using CPH Form 17) if the barangay has more than one EA;
- d. To identify imaginary boundaries of EAs to ensure complete coverage of listing and enumeration;
- e. To supervise closely the work of the ENs during listing and enumeration by spot-checking the ENs and revisiting the households enumerated;
- f. To collect accomplished CPH Form 2 from the households and corresponding SAQ instructions (CPH Form 7) which were previously left with the respondents on the appointed date and time;
- g. To collect accomplished institutional population questionnaires (CPH Form 4) and corresponding SAQ instructions (CPH form 8) from institutional living quarters with more than 20 residents, preferably within a week after the EN left the forms to the head or manager of the institution or at the convenience of the manager of the institution;
- h. To help enumerate the population living in institutions which cannot be completely accomplished by the assigned EN;
- i. To ensure the completeness of enumeration of all households/institutions in an EA;
- j. To help solve and report to the CAS/ACAS problems encountered by the ENs such as refusals, callbacks, and others;

- k. To recommend to the CAS/ACAS the replacement of ENs who are unable to perform their work satisfactorily or for some other reasons;
- l. To ensure that accomplished questionnaires submitted by his/her ENs are complete and the entries are legible and correct;
- m. To check the accomplishment of ENs as reported in CPH Form 10 vis-à-vis the accomplished questionnaires;
- n. To submit the accomplished questionnaires and CPH Form 10 to the CAS/ACAS every Friday meetings;
- o. To interview a barangay official who is knowledgeable about the characteristics of the barangay using CPH Form 5 (Barangay Schedule) and submit to CAS/ACAS the accomplished CPH Form 5 for all barangays in his/her assigned area;
- p. To meet with the CAS/ACAS every Friday and the ENs every Wednesday to check and assess the progress of enumeration;
- q. To render periodic reports to CAS/ACAS regarding the progress of work in the assigned area using CPH Form 11;
- r. To report untoward incidents to the CAS/ACAS; and
- s. To perform such other duties as may be assigned from time to time by the CAS/ACAS.

2.6 Schedule of Weekly Meeting for 2010 CPH Personnel

Day of meeting	DSO/ SCO	CAS/ ACAS	TS	Personnel to meet
Monday	X			CAS/ACAS
Wednesday			X	EN
Friday		X		TS



TRAINING AND ENUMERATION AREA ASSIGNMENT

Training of personnel who will be involved in the actual collection of data is one of the crucial aspects of 2010 CPH. This chapter describes the training which the Census Area Supervisor (CAS)/Assistant Census Area Supervisor (ACAS) will have to undergo before he/she can supervise effectively the Team Supervisor (TSs) and Enumerators (ENs). Included also in this chapter are discussions on the inspection of maps, ocular inspection of the assignment areas, census materials and supplies, and the assignment areas of TSs and ENs.

3.1 TRAINING OF CAS/ACAS

As CAS/ACAS, you should have been trained on all aspects of census work from pre-enumeration to post-enumeration activities. You should be familiar with all the mapping, listing and enumeration procedures and the materials to use. Remember that you will not only supervise the ENs and TSs but will also be responsible for their training.

You will be taught systematic procedures for checking the fieldwork of your TSs and ENs, verifying the accuracy of data they collect, and assisting them in times of difficulties during enumeration. Moreover, you will learn also how to prepare regular progress reports on the conduct of the enumeration and how to fill out other administrative forms.

As part of your training, instructions on what pre-enumeration activities you will undertake and how you can efficiently carry out the various tasks involved will be discussed to you thoroughly in this chapter.

3.2 TRAINING OF TSs/ENs

Being a CAS/ACAS, you will conduct a five-day training for the ENs and an additional one day training for the TS to discuss the Supervisor's Manual. You may be assisted by a DSO or SCO. Some of the hired TSs and ENs may not have any experience in census work nor possess the necessary knowledge or skills to do the enumeration job. Whatever knowledge or skills they will

acquire during the training will depend greatly on the skill, patience, and preparation of CAS/ACAS. The TSs and ENs must be trained well before they can do their job. To assist the CAS/ACAS in performing this task properly, a Training Guide has been prepared. On the last day of training, the CAS/ACAS will be taught how to use this training guide.

The CAS/ACAS responsibility is to make sure that after the training, the TSs and ENs are ready to perform their job satisfactorily and in accordance with the prescribed rules and procedures.

A detailed day-to-day schedule has been prepared for the training of TSs and ENs. (See Appendix 2). All trainers must adhere to this schedule as strictly as possible without compromising the quality for which the training is handled.

3.3 FIELD ASSIGNMENTS OF CAS/ACAS, TSs AND ENs

The assignment of TSs and ENS shall be provided by the DSO/SCO through the CAS/ACAS, based on the following:

1. Enumerator

Generally, a barangay constitutes one Enumeration Area (EA). An EA normally consists of about 350 to 500 households. There are barangays with large population sizes which are divided into two or more EAs. A four-digit code is assigned as EA number.

For barangays which were not divided into an EA, an EA number of '0000' was assigned. For barangays with more than one EA, EAs are serially numbered with '0100' for the first EA, "0200" for the second EA, "0300" for the third EA, and so on.

In general, ENs have been assigned to the EAs where they live. If this is not possible, an EN has to be assigned to another EA. The assignment of EN was made as close as possible to EN's residence to minimize travel time to and from his/her area(s) of assignment.

The CAS/ACAS has to see to it that the distribution of work is even among all ENs as census enumeration is expected to be completed in more or less 23 days starting May 17, 2010.

Following the principle of even distribution of workload assignments among the ENs, two or more small and adjacent EAs/barangays have been assigned to one EN if the total workload in these EAs is manageable for one EN to accomplish in about 23 days.

If during enumeration, an EA is found to be large for one EN to accomplish within the prescribed census period, another EN with smaller EA may be assigned to help complete the enumeration of the large EA within the census period. In doing this, ENs should be advised to employ "buddy system", for example, one EN list using CPH Form 1, while another interviews using the appropriate CPH questionnaire. It should be remembered that said EA should not be subdivided/delineated into 2 or more smaller areas. The CAS/ACAS should inform the DSO/SCO of such decision.

The enumeration rate per day per EA/barangay should be determined by the DSO/SCO prior to enumeration. This is based on the dispersion of houses, terrain, mode of transportation, and other crucial factors. Thus, it is possible that the enumeration rate varies from one EA to another.

Activity	Daily Output Rate
Mapping, Listing and Enumeration of Households/ Institutions	 <p data-bbox="813 1094 1211 1150">Depends on the characteristics of the area</p>

2. Team Supervisor

As a general rule, a TS will be assigned to supervise five ENs. This is the number of ENs deemed ideal for one TS to supervise effectively. The assignment of TS depends also on the proximity and accessibility of EAs assigned to ENs. For example, if the EAs of six ENs are close and accessible to each other, the DSO/SCO may assign one TS to supervise all these six ENs. On the other hand, if assigning one TS to five ENs is impractical because their areas of assignment are very far from each other, the DSO/SCO may assign one TS to fewer than five ENs.

It is important that if several EAs are given to TS, these areas must be contiguous and accessible since the TS has to be in the field visiting his/her ENs, checking their work, determining the progress of enumeration, solving their problems, and recording individual accomplishments to be reported every week to the CAS/ACAS. He/she can effectively do these if all his/her areas are within short travel to one another.

3. Census Area Supervisor/Assistant Census Area Supervisor

Every city/municipality shall have at least one CAS and/or ACAS to supervise the enumeration in a city/municipality. The DSO/SCO shall define the area of assignment of the CAS, and the ACAS. He/She shall also prepare a personnel reference file of all CASs, ACAs, TSs, and ENs for submission to PO, following the format shown on page 21. On the average, one CAS/ACAS is expected to supervise five TSs.

After the training the CAS, ACAS and TS shall be provided by the DSO/SCO with the following:

- ✓ List of area of assignments of TSs and ENs;
- ✓ List of CASs, ACASs, TSs and ENs and their corresponding codes:
 - CAS and ACAS code is a three-digit code, that is unique and sequential within the province.
 - TS code is a three-digit code, that is unique and sequential within the municipality.
 - EN code is a three-digit code, that is unique and sequential within the barangay.
- ✓ Random start to be used by each EN in selecting the sample cluster of households;
- ✓ City/municipality and Barangay/EA maps; and
- ✓ Printed copy of EARF for 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).



REMINDER:

DO NOT CHANGE THE GEOGRAPHIC CODES OR ALPHABETICAL ARRANGEMENT OF THE BARANGAYS.

3.4 CENSUS AREA SUPERVISOR'S INSPECTION OF AREA MAPS

Maps are very important and useful during field enumeration. They will serve as guides for the CAS in supervising the work of his/her TSs and ENs during enumeration; for the TS in supervising the work of his/her ENs; and for the ENs in covering his/her areas of assignments.

The PSO or DSO/SCO shall provide you with a copy of city/municipality and barangay/EA maps under your supervision. These maps have been updated prior to the 2010 CPH enumeration.

As CAS/ACAS, you shall check for the completeness of the EA/barangay maps for each city/municipality assigned to you and make sure that the barangays are properly shown on your city/municipality map. Following are the guidelines in reviewing the maps:

- ✓ Check for the completeness of the maps for the barangays for each city/municipality. See to it that all EAs/barangays assigned to you have maps.
- ✓ Make sure that the barangay/EA boundaries are properly identified and indicated.
- ✓ Make necessary updates if there are new landmarks, man-made features, and others.
- ✓ Validate the updated map by conferring with the barangay officials.

The city/municipality and barangay maps shall be provided to TSs and barangay/EA maps to the ENs corresponding to their area/s of assignment given at the end of the training.

3.5 FAMILIARIZATION/OCULAR INSPECTION OF THE AREAS OF ASSIGNMENT

Prior to enumeration, a two-day familiarization/ocular inspection of the areas of assignment shall be carried out by the CAS and ACAS, and one day for TSs. The following are the activities to be done during the ocular inspection:

- ✓ Make a courtesy call to the City/Municipal Mayor and/or Barangay Chairperson and inform them that you are the census personnel assigned to cover his/her city/municipality/barangay. For a city/municipality that will be covered by more than one CAS, coordination should be done among themselves to facilitate this activity.
- ✓ Using the city/municipality and/or barangay maps, familiarize yourself with the areas assigned to you, by going around the EAs/barangays.

3.6 CENSUS MATERIALS AND SUPPLIES

The CAS/ACAS will be given several boxes containing the questionnaires, census forms, and other materials and supplies that the ENs will need in their enumeration work.

He/She should verify the contents of the boxes against the accompanying CPH Form 13 (Transmittal/Receipt Form). This form specifies the types of census-related items that are being transmitted and the quantities of each item. The CAS/ACAS should check the type and quantities of census questionnaires indicated in CPH Form 13 against the actual questionnaires received. After the CAS/ACAS has received and checked all the items listed, he/she should acknowledge the receipt of these materials by signing his/her name on CPH Form 13. A copy of acknowledgement receipt should be given to the DSO/SCO. Meanwhile, if a discrepancy occurs between the transmittal/receipt form and the materials, the same should be relayed immediately to the DSO/SCO for appropriate action.

The contents of the census boxes are the following:

1. Enumeration Forms

An adequate supply of census questionnaires is allocated to each EN. Specifically, these are the following:

- a. CPH Form 1 - *Listing Booklet*
- b. CPH Form 2 - *Common Household Questionnaire*
- c. CPH Form 3 - *Sample Household Questionnaire*
- d. CPH Form 4 - *Institutional Population Questionnaire*

2. Other Enumeration Forms

- a. CPH Form 5 - *Barangay Schedule*
- b. CPH Form 5A - *Kinds of Establishments*
- c. CPH Form 6 - *Notice of Listing/Enumeration*
- d. CPH Form 7 - *Common Household Self-Administered Questionnaire Instructions*
- e. CPH Form 8 - *Institutional Population Self-Administered Questionnaire Instructions*
- f. CPH Form 9 - *Appointment Slip to Household/Institutional Population Respondent*
- g. CPH Form 9A - *Appointment Slip to Barangay Official*
- h. Mapping Form
- i. Barangay/EA/Block Maps
- j. City/Municipality Scaled Map (for supervisors only)

3. Field Reporting Forms

- a. CPH Form 10 - *EN's Accomplishment/PM Report*
- b. CPH Form 11 - *CAS/ACAS/TS Weekly Progress Report*
- c. CPH Form 12 - *Re-interview/Spot-check Record*

4. Certification Forms

- a. CPH Form 17 - *Certification of Barangay Chairperson*
- b. CPH Form 18 - *Certificate of Work Completed*
- c. Certificate of Appearance
- d. Certificate of Travel Completed
- e. CPH Form 27 - *Clearance*

5. Other Census Forms

- a. CPH Form 15 - *CPH Form 2 Bundle Cover*
- b. CPH Form 15A - *CPH Form 3 Bundle Cover*
- c. CPH Form 16 - *CPH Form 10 Folio Cover*

6. Other Administrative Forms

- a. Identification Card
- b. Itinerary of Travel
- c. Daily Time Record (CSC Form 48)
- d. Disbursement Voucher (General Form 5A)

7. **Office supplies** such as pencils, erasers, pentel pen, sharpeners, EN's bags, clipboards and folders.

The above forms will be distributed to the ENs and TSs after the CAS/ACAS has designated them to their assigned areas at the end of their training. The distribution will be based on the allocation list provided by the DSO/SCO. It should be noted that some of the census forms are intended as **reserves** which the CAS/ACAS or the TS should keep. These reserves shall be given only to ENs who run out of such forms.

The CAS/ACAS should maintain a record of the types and quantities of forms that he/she issues to each TS/EN using CPH Form 13. Those who receive the materials should sign their names and indicate the date of receipt.

The plastic used to cover blank CPH forms should be kept as these will be used to cover the accomplished CPH forms which will be sent to the DSO/SCO.

4

FIELD SUPERVISION AND CONTROL

This chapter discusses the general instructions to the **CAS** and **TS** on field supervision. The purpose and frequency of field observations, the procedures for reviewing EN's work and the assurance that high quality data are collected are discussed in detail in this chapter. Guidelines for supervisors on how to handle enumeration problems and other related problems are provided so that the CAS, ACAS and the TS will be prepared to resolve common problems that they may encounter in the course of their work.

4.1 QUALITY ASSURANCE



The best method of having good output is to collect good input. This means that statistical data, which are the final product of this census will be accurate if the methods of collecting these data in the field are done according to the prescribed standards for the 2010 CPH. Thus, no matter how efficient the processing and handling of the collected information will be, the final statistical data derived may be worthless if no adequate quality assurance methods are instituted at the source to ensure that only accurate information are obtained.

Close supervision of the EN's work and regular review of the accomplished questionnaires are basic strategies that can assure good quality census data. For the 2010 CPH, quality control during field enumeration should be done through the following procedures:

1. The TS should observe the ENs as they conduct the enumeration; he/she should conduct spot-checks, re-interview some households, and edit the accomplished questionnaires while still in the field.
2. The CAS/ACAS should also do what the TS does and check on the performance of the TS.
3. The DSO/SCO should spot-check the CAS, ACAS, TS, and EN; revisit some households; and review the accomplished questionnaires in the field.

4. The Provincial Office Staff should review the accomplished questionnaires in terms of completeness, legibility, and accuracy of entries.

The following sections discuss in detail the quality assurance procedures to be instituted by the TS, ACAS and CAS.

4.2 FIELD SUPERVISORY ACTIVITIES AND CONTROL

For prompt monitoring of the progress of enumeration and early detection of the possible problems of data collection, the following supervisory activities are prescribed:

1. Weekly meeting of DSO/SCO with CAS/ACAS

The DSO/SCO will meet with CAS/ACAS every Monday to collect CPH Form 10 and verify it against CPH Form 11 (CAS/ACAS/TS Weekly Progress Report). During this meeting, the DSO/SCO will be able to assess the progress of work in his/her area of assignment. They will also discuss the problems encountered in the field.

2. Weekly meetings of CAS/ACAS with TS

The CAS is required to meet with his/her ACAS and TS every Friday for the duration of the fieldwork. In addition, the CAS may also call the ACAS and some or all the TSs for a meeting at any day as he/she deems it necessary.

During the regular meetings, the TS should bring his/her accomplished CPH Form 11 (CAS/ACAS/TS Weekly Progress Report), which contains the actual number of households, household population, and institutional population enumerated by the ENs during the week preceding the meeting, and his/her record of problems encountered with corresponding actions taken. Based on these information, the CAS should be able to assess the progress of the work of his/her ACAS, TSs and ENs. Also, during these weekly meetings, the ACAS and TS should discuss with the CAS the problems encountered in the field, performance of the ENs, and others. The CAS should then record at the back of his/her CPH Form 11 the problems referred to him/her by the ACAS and TS and the corresponding actions taken.

In these meetings, the TS should submit accomplished questionnaires and a copy of CPH Form 10 (EN's Accomplishment/PM Report) submitted by the ENs. Based on the submitted CPH Form 10, the CAS/ACAS shall prepare CPH Form 11 for his/her city/municipality.

3. Meetings between TS and ENs

Before the start of the enumeration, the TS must call a meeting with the ENs to discuss strategies to facilitate enumeration of the assigned areas. Although the TS is expected to meet one or two ENs per day during enumeration, he/she should also schedule weekly meetings to check on the progress of their work. The ENs should submit accomplished questionnaires and two copies of CPH Form 10 during meetings every Wednesday. Based on the CPH Form 10 submitted by the ENs, the TS should prepare CPH Form 11 for each barangay under his/her supervision.



During these meetings, the results of the observations/spot-checks conducted by the TS during enumeration should be discussed. Specifically, the TS must point out errors committed by each EN and give them suggestions on how to improve the conduct of enumeration. Also, the TS should record at the back of his/her CPH Form 11 the problems referred to him/her by the ENs and the corresponding actions taken.

4. Communicating effectively with the ENs

The TS should maintain open communication with his/her ENs so that he/she can supervise them effectively. He/she should talk with his/her ENs, listen to them and solve their problems. As TS, he/she should know how to resolve the most common problems of the ENs by constantly referring to the EN's and Supervisor's Manuals. In the event that the solution to a problem cannot be found in any of the census manuals, the TS should contact the CAS or ACAS. Similarly, the CAS should likewise contact the DSO/SCO in case problems cannot be acted on. All matters pertaining to the census operations should be reported following the prescribed flow of communication.



5. Observing the conduct of enumeration

The CAS, ACAS and TS should spend most of their time in the field observing the conduct of enumeration. This strategy guarantees that the procedures for canvassing, mapping, listing, and interviewing are strictly being followed.

The CAS, ACAS and TS should not interfere while the EN is conducting an interview. They should simply note down their observations

and comments while the interview is in progress. For this purpose, the CAS, ACAS and the TS should accomplish the Re-interview/Spot-check Record (CPH Form 12), writing in the detail all their observation on the interview.

During the first week of enumeration, the TS should spend half day with each EN to observe how each EN conducts an interview. This approach should be done in the first few days of census enumeration period to check if the EN is doing his/her task properly. In this way, errors can be corrected early enough. He/she should immediately inform the EN of the errors committed and suggest improvements for the next interview. He/she should try to spot “weak ENs” whom he/she should spend more time with during his/her succeeding visits.

6. Correcting errors as early as possible

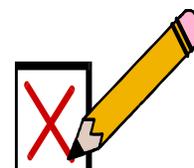
Early detection of errors will lead to early correction of such errors. Errors are best corrected on the spot and early enough so that occurrence of the same can be avoided.

The supervisors should be aware of some common problems in enumeration so that they can anticipate occurrence of such errors and be ready to deal with them. These common problems include: inaccurate coverage of households located near the barangay/EA boundaries, omission of households residing in isolated parts of the barangay/EA, failure to follow the skipping patterns, and others.

The supervisors must call the attention of the concerned ENs if such errors are detected. The ENs, on the other hand, should go back and enumerate missed households.

7. Conducting spot-checks and re-interviews

One of the main tasks of the CAS, ACAS and TS is to ensure that the ENs are at the place of work and that they are doing the work themselves. Moreover, they must ensure that the listing and enumeration of households in a barangay/EA are done systematically to ensure complete coverage of the area enumerated.



One way to check if an EN is doing the assigned job properly is to conduct spot-checks and to review what he/she has accomplished. The supervisors should check the following:

- a. Households are listed in the order they are plotted on the map, that is, along the route of enumeration;

- b. All buildings and housing units have been listed;
- c. All households have been listed and enumerated;
- d. In cases of reported refusals, the households were already revisited by the EN or the TS;
- e. All questionnaires were completely and accurately filled out;
- f. The block maps prepared by the EN were neatly and properly sketched or drawn; and
- g. The number of males and females in CPH Form 1 tally with the count in CPH Forms 2, 3, or 4.

As part of the supervisory functions, the CAS, ACAS, and the TS should re-interview households to verify if the EN had correctly enumerated those households. Refer to Chapter 8 for the type of form that will be accomplished while performing this task.

8. Ocular inspection of the Notice of Listing/Enumeration

The CAS, ACAS, and the TS are responsible for the complete listing and enumeration of all households/institutions in their assigned areas. CPH Form 6, a sticker to be posted on a conspicuous place of each living quarter of a building being occupied by household(s)/institution(s) should be inspected. If no sticker was posted in a living quarter that was already enumerated as reported by the EN, the CAS/ACAS/TS should require the EN to explain for such omission.

9. Replacing “weak” ENs/TSS

The EN/TS should be replaced by another if he/she has unacceptable work performance in terms of quantity and quality of work. The CAS/ACAS must use proper judgment in determining whether the EN/TS is capable of doing the assigned job satisfactorily. Whenever the CAS/ACAS feels that the EN/TS should be replaced, he/she must not hesitate to recommend the EN/TS for replacement to the DSO. The CAS/ACAS must remember that an unsatisfactory job by even one of the ENs/TSS will reflect on the CAS/ACAS performance as census supervisor.

The following are grounds for recommending the replacement of an EN/TS:

- a. He/She is not working when he/she is supposed to;



- b. He/She asks someone to do his/her work;
- c. He/She fabricates the information;
- d. He/She violates confidentiality;
- e. He/She behaves unethically;
- f. He/She does not correct his/her errors immediately; or
- g. He/She does not exert efforts in convincing “refusal households”.

10. Collecting, editing, and submitting accomplished questionnaires by the TS

The TS should meet with each EN at least once a week to check the accomplished questionnaires. During these meetings, the TS should collect accomplished questionnaires from the EN.

To properly account for each questionnaire that the TS receives from the ENs in each meeting, the TS should do the following while he/she is still with the EN:

- a. Arrange the questionnaires he/she receives from a particular EN in ascending household serial number by barangay/EA.
- b. Check if the following that are listed in CPH Forms 1 has a corresponding set of accomplished CPH Forms 2, 3, or 4:
 - i. successfully interviewed household/institution
 - ii. vacant housing unit
 - iii. vacation/rest house
 - iv. housing unit occupied by person(s) who is/are excluded from enumeration
- c. Check entries in CPH Form 1 against CPH Forms 2, 3, or 4 to ensure that the number of males and females reported for each household and institutional living quarter in CPH Form 1 match with the corresponding numbers in CPH Forms 2, 3, or 4. If they do not match, he/she should correct the entries in CPH Form 1, unless otherwise informed earlier that it is the entry in CPH Forms 2, 3, or 4 that has the error. If the error is indeed in CPH Forms 2, 3, or 4, correction should be made in the form accordingly. He/she should be on guard against unreasonable and inconsistent entries in the accomplished questionnaires; if he/she finds any, he/she should make a visit to the household/institution for verification.
- d. Reflect the number of accomplished questionnaires he/she receives from the EN in CPH Form 13.



The TS must then make a thorough review of all the submitted questionnaires to ensure that they are correctly and completely filled out. Specific instructions on how to scrutinize entries in the questionnaires are given in Chapter 5 (Scrutiny of Questionnaires).

If he/she finds missing or inconsistent entries in the questionnaires, the TS should immediately return the questionnaires to the EN. He/she should give specific instructions on how the EN should rectify the error or problem. This observation should be properly noted on the remarks column of CPH Form 1. The TS should initial and write the date the questionnaires were returned to EN. He/she should also take note of the number of questionnaires that were returned in CPH Form 13. He/she should properly instruct the EN to make callbacks on those households/institutions for which inconsistent or incomplete questionnaires were returned.



CPH Form 1, 2, 3 or 4, which the TS finds to be in order, should be submitted to the CAS/ACAS during their weekly meetings for further verification and safekeeping.

11. Verifying and submitting accomplished CPH Form 10 by the TS

The EN should submit two copies of CPH Form 10 and accomplished questionnaires to the TS every Wednesday. The information in CPH Form 10 are the data needed to monitor the progress of enumeration. Hence, it is imperative that the TS should verify the submitted CPH Form 10 with their corresponding accomplished questionnaires (CPH Form 1, 2, 3, and 4). He/She should do this activity after he/she has completed the checking of accomplished CPH Form 1 against CPH Forms 2, 3, and 4.



In verifying CPH Form 10, the TS should do the following:

- a. Verify if the entries in CPH Form 10 correspond to the page totals in CPH Form 1. Call the attention of the EN if there are discrepancies and ask the EN to reconcile the discrepancies.
- b. Check the totals in each CPH Form 10.
- c. If everything is in order, affix your signature on the space provided in CPH Form 10.

Submit one copy of the verified CPH Form 10 to your ACAS every Friday and retain one copy for you. The ACAS, on the other hand, should

verify the geographic codes and the correctness of totals in each CPH Form 10. He/She should also write the check number for the EA in CPH Form 10. Once verified, the ACAS should be responsible for sending the totals in CPH Form 10 to CO through text messaging. The ACAS should folio all CPH Forms 10 with “SMS receipt number” and submit this folio to the CAS. The CAS should submit the folios to the DSO for verification and transmittal to PO.

The specific instructions in text messaging and submission of CPH Form 10 are provided in Chapter 6 of this manual.

12. Verifying accomplished questionnaires by ACAS

The ACAS should check for the completeness and do sample verification of accomplished questionnaires edited and submitted by the TS. The ACAS, must:

- a. Count the number of submitted questionnaires and check with the number recorded in CPH Form 13. Verify from the TS for any discrepancy.
- b. Review the submitted questionnaires, on a sample basis, to make sure that these are acceptable. He/she should review at least one in every 20 questionnaires in each barangay/EA for consistency and completeness of entries. For instructions on how to scrutinize the questionnaires, the ACAS should refer to Chapter 5 (pages 34 to 47) of this manual.
- c. Review all the questionnaires for the barangay/EA if half of the total number of sample-verified questionnaires contain errors. For example, if 100 questionnaires for the barangay/EA are submitted, five of them will have to be reviewed by the ACAS for quality. If, out of these five reviewed questionnaires, three or more have errors, the ACAS should proceed with the review of the remaining 95 questionnaires.
- d. Return all questionnaires which are grossly erroneous or incomplete to the TS for correction/verification either through revisit of the households by the EN or TS, or through consultation with the EN if the errors are clerical and can be corrected without the need for verification from the household. Enter this information in CPH Form 13.
- e. Submit reviewed questionnaires to the CAS.

The CAS keeps custody of CPH Form 1,2,3,4 and 5 until the enumeration in the EA has been completed. He/she then transmits the verified questionnaires and CPH Form 10, 11 and 12 of the completed EA to the DSO/SCO.

13. Reviewing and submitting of barangay/EA/block maps prepared by the ENs

The EN shall submit all accomplished barangay/EA/block maps upon completion of enumeration in his/her assigned EA. Hence, maps should be included in the last transmittal of accomplished questionnaires. The TS and CAS, in turn, should review carefully the barangay/EA/block maps accomplished by the EN. The guidelines in reviewing the maps are as follows:

- a. Check if the EN followed the instructions in updating the barangay/EA map and in preparing block maps. Refer to Chapter 5, Section 5.2 of EN's Manual for the procedures in updating the maps and block mapping.
- b. Verify if all housing units, whether vacant or occupied, are properly plotted on the barangay/EA/block maps. If there are inconsistencies, call the attention of the EN concerned.

14. Accomplishing Barangay Schedule (CPH Form 5)

The TS will accomplish CPH Form 5 for every barangay assigned to him/her. Instructions that will be followed in accomplishing this form are discussed in Chapter 7 of this manual. The TS may ask the help of the CAS/ACAS in filling out this form.

15. Certification of Barangay Chairperson (CPH Form 17)

If the barangay is divided into two or more EAs, it is the responsibility of the TS to ask the Barangay Chairperson to sign CPH Form 17 (Appendix 14) upon completion of enumeration work in the barangay. However, if the barangay is not divided into EAs, it is the responsibility of the EN to have the CPH Form 17 signed by the Barangay Chairperson. The certification refers only to the conduct of enumeration in the barangay and not the population count of the barangay. This form should be submitted together with the last set of CPH Form 10 for the EA/barangay.

4.3 HANDLING ENUMERATION AND OTHER FIELD PROBLEMS

The CAS, ACAS, and TS should always be available to provide advice and help in resolving problems related to census enumeration. Experience has shown that a solution to a specific problem may be applicable in one area but may not work in another. The solutions given below are only suggestions. The CAS, ACAS, and TS should use their best judgment in coming up with ways to overcome problems in the field.

1. Refusals

It is important to remember that a refusal should not be taken as a final act. The supervisor should investigate this case and should do everything to persuade the respondent to cooperate and be interviewed.



In instances where the respondent stubbornly refuses to entertain an EN and not even the supervisor nor the Barangay Chairperson can persuade the respondent to cooperate, the name and address of the person should be reported to the DSO/SCO. A case like this is expected to be isolated. If the CAS, ACAS, and TS encounter several cases in the EN's work, the CAS, ACAS, and TS should investigate immediately, as these are indicative of more serious problems.

If the number of refusals in an area indicates a "planned refusal" campaign or resistance to census activities on the part of some sectors of the society, the C/MCCB through the CAS or DSO/SCO should be notified of the situation for appropriate action. At the same time, the assistance of the local officials of the barangay should be requested.

2. Callbacks

The TS should advise the EN to plan the callbacks efficiently so that his/her schedule will not be greatly affected. It is advised that callbacks be made in the late afternoon or evening, or on Sundays when people are most likely to be at home.

The TS should remind the EN to use the Appointment Slip Form (CPH Form 9) in making an appointment with the household that was not interviewed on the first visit. He/she should remind also the EN to be on time for such an appointment.



If the household cannot still be interviewed after two callbacks, as a last resort, the EN may obtain information for the target household from

the neighboring household/s or other reliable sources. The TS should be informed if this strategy was done by the EN.

The following are some situations wherein an EN should make a callback:

- a. No responsible respondent at home
- b. Respondent is busy
- c. Household away for sometime

3. Households with incompletely filled out questionnaires

Incompletely filled out questionnaires may come about in several ways:

- a. The EN inadvertently omits certain items in the questionnaire;
- b. The respondent refuses to respond or does not know the answers to certain questions; or
- c. Interruptions occurred during the interview before it can be completed.

The TS should review the accomplished questionnaires for completeness of entries. If there are incompletely filled out questionnaires, he/she should ask the concerned EN to make a revisit to the household or the TS may do the revisit to complete the entries of the questionnaires. If the respondent refuses to respond or does not know the answers, the EN may seek the help from other members of the household who can provide the needed information.

4. Other field problems

There may be some problems during field enumeration that require the personal attention or intervention of higher census authorities. In these cases, the CAS should refer the problems to the DSO/SCO. The DSO/SCO may attend to the matter personally, or request the PSO to do so.

a. Report of calamity, disaster, or abnormal conditions

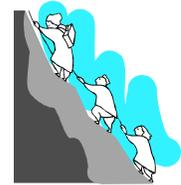
The CAS should inform immediately the DSO/SCO by telephone, text message, email, or through any fastest means available, of any calamity, catastrophe, peace and order problem, or abnormal situations or conditions prevailing in the city/municipality or barangay that might delay or render impossible the completion of enumeration of the affected areas within the census enumeration period.

b. Report of accidents

The CAS should immediately inform the DSO/SCO by any fastest means the accidents befalling any ACAS, TS or EN in the course of the latter's census work. A written report which contains the full details of such accidents should be subsequently submitted to the DSO/SCO for record purposes and for immediate action. The DSO/SCO should then report this immediately to the PSO for appropriate action.

c. Report of problem areas

Some EAs, which were not included in the list of problem areas, may no longer be penetrable or accessible at the time of enumeration. The CAS should report such situation immediately to the DSO/SCO for proper action.

**d. Report of loss of or damage to census documents or materials**

Loss of or damage to census documents or materials should be reported immediately to the DSO/SCO through CAS/ACAS for immediate action/decision.



SCRUTINY OF QUESTIONNAIRES

Field edit is one of the procedures to check the quality of data. Errors of enumeration detected by the field supervisors should be immediately corrected and feedback about the kind of errors committed should be provided to the ENs right at the source where they are observed. Field edit is also one of the major steps to attain results of good quality in all statistical undertakings.

This chapter discusses the instructions for the CAS, ACAS and the TS on how to carry out field edit of the accomplished questionnaires and other census forms. Some of the errors observed might be mere clerical omissions and can be readily corrected. Others, however, may be gross errors which the supervisors may not be able to resolve without referring them back to the ENs for their verification from the source. The ENs should be instructed to revisit the households to rectify errors of this nature. Specifically, all missing and inconsistent entries in the questionnaire should be referred back to the ENs concerned for verification.

5.1 CPH FORM 1 – LISTING BOOKLET

Item	Procedures
Geographic Identification	Check the geographic codes against the codes from the EARF. This means that you should always bring the EARF while doing supervision. Make sure that the codes are properly entered in the boxes and that the corresponding names of province, city/municipality and barangay are legibly written. Check also the number of booklets used in an EA and the two-digit code for the month of visit and the two-digit number for the random start
Column 1 – Day of Visit	Check that this column is properly filled out. Numeric date should be written in two digits. Compare the average daily output of the EN with the expected daily output for the assigned area. Investigate reasons for too low or too high outputs.

Item	Procedures
Column 2 – Building Serial Number (BSN)	<p>BSN should be four digits and should appear in consecutive order, except for callbacks.</p> <p>If not in consecutive order, write the missing BSN in the column for “Remarks” in the row preceding the missing BSN. DO NOT RENUMBER. Be sure to verify the missing numbers with the EN.</p>
Column 3 – Housing Unit Serial Number (HUSN)	<p>HUSN should also be four digits. Numbering should be in consecutive order, except for callbacks.</p> <p>If there is a missing HUSN, write the missing HUSN in the column for “Remarks” in the row preceding the missing HUSN. DO NOT RENUMBER.</p> <p>Make sure that the HUSN has corresponding HSN. If there is no HUSN, there should be ISN. If none, verify inconsistency from the EN.</p>
Column 4 – Household Serial Number (HSN)	<p>HSN should also be four digits and should be in consecutive order, except for callbacks.</p> <p>If there is a missing number, write the missing HSN in the column for “Remarks” in the row preceding the missing HSN. DO NOT RENUMBER. Be sure to verify the missing numbers with the EN.</p> <p>If the HSN is duplicated, change the duplicate number with an HSN following the last HSN in the EA. Verify this duplicate with the EN concerned.</p> <p>Take note of the following special codes for HSN:</p> <p>9999 - for vacant housing units (VHU) as specified in Column 6</p> <p>8889 - if the housing units are used only as vacation house or rest house</p> <p>8888 - if the household members are excluded from enumeration</p> <p>7777 - occupied exclusively by non-usual residents.</p>

Item	Procedures
Column 5 – Institutional Serial Number (ISN)	ISN of the institutional living quarters should be four digits and should appear in consecutive order, except for callbacks.
Column 6 – Name of Head of Household/Name or type of institution and the address	<p>Check whether the name of the household head or name/type of institutional living quarter is legibly written in this column.</p> <p>Check whether the address is properly filled out. Require the TS/EN to amend the entry as may be needed.</p> <p>Check also the name and address with CPH Forms 2, 3, or 4 to ensure that every household or institutional living quarter has a corresponding form.</p>
Columns 7, 8 and 9 – Population Count	<p>For VHUs, there should be no entries in the columns for population count. For each household listed, except for callbacks (with X mark in Column 1), <u>check population count with CPH Forms 2, 3, or 4.</u></p> <p>For each institution listed (with entry in Column 5), there should be an X mark in Column 7. <u>Check population count with CPH Form 4.</u></p>
Column Totals	Verify if the column totals for each page are correct. Refer to your EN Manual for the correct way of filling out the page/column totals.

5.2 CPH FORM 2 – COMMON HOUSEHOLD QUESTIONNAIRE

Item	Procedures
A. Geographic Identification	
Booklet number	Check the number of booklets used for every household. If two or more booklets have been used, make sure that the same geographic names and codes, and serial numbers are reflected in all booklets.
Geographic area (Province, city/municipality, barangay, EA number)	Check if the correct geographic identifications are entered on the cover page of every questionnaire. Make sure that the geographic names and codes are properly and legibly written.

Item	Procedures
Serial numbers (building, housing unit, household)	Check if the boxes for serial numbers are properly filled out. Cross-check these serial numbers with the serial numbers listed in CPH Form 1.
Line number of respondent and name of household head	Check for the correctness of the entries on this portion of the front page of the questionnaire against the line number of the respondent and name of the household head in the inside pages of the questionnaire.
B. Interview Record	
Date, time, and result of visits	<p>Check the entries in the boxes for the date of visit/s, and the time the interview began and ended. Make sure that the time is recorded in military time.</p> <p>For any visit conducted, there should be a corresponding code for the result of visit. Note that code “4” (postponed), cannot be considered as a final visit and therefore, this should be verified with the EN. If code “6” has been entered for the result of final visit, check if there is a specific answer written on the space provided under code “6”. If it can be categorized, correct the result of final visit.</p>
Summary of visit	<p>Check the entries in the boxes for the number of visits made, final result of visit, and number of household members, males and females. Check also the EN’s code assigned to the EN.</p> <p>Note that the number to be reported for the total number of household members, and total males and females should refer to the count of the total members in the household.</p> <p>If two or more booklets were used for a household, the contents of interview record including the summary of visit should only be found in the first booklet. If there is entry on the second booklet, advice the EN to follow the procedures in the EN manual.</p>
C. Population Census Questions	
Line number	Make sure that for households with <u>more than eight members</u> , the line number on the second booklet/succeeding pages are corrected.

Item	Procedures
P1- Name	<p>Check if the names of household members are legibly written on the spaces provided. Read carefully the names of each household member to spot any fictitious name, name of popular figures like actors, actresses, and others, reported as household members. Check for possible padding of population count.</p> <p>Initials of the EN should appear after the last household member listed. If the EN failed to write his/her initials after the last household member listed, instruct the EN to do this.</p>
P2 - Relationship to the household head	<p>The first member should be the household head and coded "01". This code should appear on the first line only. However, if there is no household head, verify from the EN.</p> <p>Verify if the code entered in the boxes matched with the description written on the space provided. Check also if the entries for other members are reasonable and valid. Verify from the EN if there is any error in this item.</p>
P3 - Sex	<p>If there is no entry in this column, determine the sex based on Item P1 (Name) and Item P2 (Relationship to Head). If it is impossible to determine, verify from the EN.</p>
P4 - Date of birth	<p>There should be an entry on the appropriate code for the month and year of birth for all members of the household. If there is no entry, verify from the EN.</p>
P5 - Age	<p>Age should be entered in three digits and in completed years.</p> <p>If there is no age written in the boxes provided for this item, verify from the EN.</p>
P6 - Birth registration	<p>There should be one box marked with X in this column. Otherwise, verify from the EN.</p>
P7 - Marital status	<p>For persons 9 years old and below, the box opposite code "1" should have an X mark. Marital status of household head and spouse should either have an X mark opposite code "2" or "5". If box for code "6" was frequently marked by the EN, verify from him/her these entries. The EN should</p>

Item	Procedures
	<p>be able to give an explanation to these entries. Otherwise, this may indicate that the EN is not doing enough probing to get more specific responses.</p>
P8 - Religious affiliation	<p>There should be a write-in entry for all persons. Check if the write-in entry on the space provided matched with the corresponding code in the boxes. If the reported religious affiliation is not among the pre-coded answers provided in the questionnaire, write code 99.</p> <p>If there is write-in entry but no code in the code boxes, code it based on the codebook.</p> <p>If there is an entry in the code boxes but the code does not correspond to the write-in entry, the write-in entry should prevail, code it based on the write-in entry.</p> <p>If there is no write-in entry or code in code boxes, verify from the EN.</p>
P9 and P10 – Citizenship	<p>There should be entries for all persons.</p> <p>There should be an entry of either “1”, “2” or “3” in P9.</p> <p>If the box for “1” is marked with X in P9, there should be no entry in P10. If there is entry in P10 and there is no entry in P9, verify from the EN which code is correct in P9 and mark with X the box for either “1” or “2”.</p> <p>If “2” or “3” is marked with X in P9, there should be an entry in P10. If there is no entry, verify from the EN.</p>
P11- Ethnicity	<p>There should be a write-in entry for all persons. Check if the write-in entry on the space provided matched with the corresponding code in the boxes.</p> <p>If there is a write-in entry but no code in the code boxes, code it based on the codebook.</p> <p>If there is an entry in the code boxes but the code does not correspond to the write-in entry, the</p>

Item	Procedures
	<p>write-in entry should prevail. If there is no write-in entry or code in the boxes, verify from the EN.</p> <p>Check for cases of mixed ancestry especially those with mixed non-IP parents, mixed IP parents, and mixed IP and non-IP parents. If entries are not consistent with the instructions given in the EN's manual, discuss these cases with the EN and correct errors in the questionnaire.</p>
P12 - Disability	<p>There should be an entry for all persons in P12.</p> <p>There should be an X mark for either "1" or "2". If it is blank, verify from the EN.</p>
P13 - Functional difficulty	<p>There should be an entry in each category for 5 years old and over in P13. There should be an X mark for either "Yes" or "No" in all the six categories (functional difficulty). If it is blank, verify from the EN.</p>
P14 - Residence 5 years ago	<p>There should be entry for all persons 5 years old and over.</p> <p>Check in P14 if the names of city/municipality and province are written legibly on the spaces provided. These will be coded during the manual processing at the PO.</p> <p>Take note also of the following special codes: 0000 – Same City/Municipality 8887 – Foreign Country</p> <p>The word "SAME" should have been written on the spaces provided for the city/municipality, if the code entered in the code boxes is "0000". On the other hand, the name of country should be specified on the space for province if the code entered in the boxes is "8887".</p>

Item	Procedures
P16 - Highest grade/year completed	<p>There should be an entry for all persons 5 years old and over. Check if the write-in entry on the space provided matches with the code in the boxes.</p> <p>For post-secondary or college level, make sure that the specific course is written legibly on the space provided. These will be coded during the manual processing at the PO. If there is no entry in this column, verify from the EN.</p> <p>Consistency of entries between Items P5 (Age) and P16 (Highest Grade/Year Completed) should also be verified. For example, there is inconsistency if the age is 10 years old and the reported highest grade/year completed is college graduate. Verify from the EN for any error detected.</p>
P19 - Overseas worker	<p>There should be entry for all persons 10 years old and over.</p> <p>There should be an X mark in the box for either code “1” or “2” for persons 10 years old and over in this column. If none, verify from the EN.</p>
D. Housing Census Questions	
B1- Type of building/house B2 - Construction materials of the roof B3 - Construction materials of the outer walls B4- State of repair of building/house	<p>If two or more booklets were used for a household, the contents of housing census questions should only be found in the first booklet. If there is entry on the second booklet, advice the EN to follow the procedures in the EN manual.</p> <p>B1 to B4 are based on observations only.</p> <p>There should be one box marked with X in each item. If there are two or more boxes with mark X in each item, verify from the EN which one is correct.</p>
	<p>If no entry in any of the boxes, verify from the EN.</p> <p>All questionnaires with HSN 9999 (vacant housing unit), 8889 (housing unit used only as vacation or rest house), 8888 (housing unit occupied by household members excluded from enumeration), and 7777 (housing unit occupied exclusively by non-usual residents) should have entries in B1 to</p>

Item	Procedures
	B4, otherwise verify from the EN.
B5 - Year building/house was built D1- Floor area of the housing H8 - Tenure status of the lot	There should be entries in B5, D1 and H8. There should be one box marked with X in each item. If there are two or more boxes with mark X in each item, verify from the EN which one is correct. If no entry in any of the boxes, verify from the EN. Blank in B5, D1 and H8 are acceptable only for HSN 9999, 8889, 8888, 7777.
Remarks on Page 2D	Check for any information or remarks written in this portion. These might help you in reviewing the questionnaires.

Certification Portion on the Cover Page

All questionnaires that were reviewed by the supervisors should bear the supervisors' names and signatures. The name of the EN as well as his/her signature and the date accomplished should also be properly indicated.

5.3 CPH FORM 3 – SAMPLE HOUSEHOLD QUESTIONNAIRE

A. Population Items Census Questions

Item	Procedures
P1 to P14,P16 and to P19	Refer to the instructions for CPH Form 2 in editing these items.
P15 - Literacy	There should be an entry for all 5 years old and over. If there is no entry, verify from the EN.
P17 - School attendance P18 - Place of school	There should be an entry in P17 and P18 for all persons 5 to 24 years old. If the box opposite code "1" in P17 is marked, there should be entry in P18 . If there is no entry, verify from the EN. If there is an entry in P18 , but there is no entry in P17 , check if P5-Age is 5 to 24 years old. If the age is between 5 to 24 years old, P18 should prevail, correct the entry in P17 . In P18 , if only the name of the city/municipality is entered and the said name is one of the

Item	Procedures
	<p>cities/municipalities comprising your assigned province, write the name of the province. Otherwise, verify from the EN. Take note of the following special codes:</p> <p>0000 – Same City/Municipality 8887 – Foreign Country</p> <p>The word “SAME” should have been written on the spaces provided for the city/municipality, if the code entered in the code boxes is “0000”. On the other hand, the name of country should be specified on the space for province if the code entered in the boxes is “8887”.</p> <p>The write-in entries in P18 will be coded during manual processing at the PO.</p>
<p>P20 - Usual occupation P21 - Kind of business or industry P22 - Class of worker P23 - Place of work</p>	<p>There should be entry in P20 to and P23 for all persons 15 years old and over.</p> <p>Check if write-in entry is legibly written on the space provided in writing the description of the occupation. If there is <u>no occupation</u> specified for a household member 15 years old and over, verify from the EN.</p> <p>If write-in entry in P20 is a gainful activity, there should be entry in P21, P22 and P23. If there is no entry, verify from the EN.</p> <p>If write-in entry in P20 is non-gainful activity such as student, housekeeper, or dependent, P21, P22, and P23 should have no write-in entries. If there are write-in entries in P21, P22 and P23, verify from the EN the entry in P20.</p> <p>The write-in entries in P20 to P23 will be coded during manual processing at the PO.</p>
<p>P24 to P 27 - Fertility indicators</p>	<p>There should be entries for all women 15 to 49 years old regardless of marital status in P24 to P27. If there are no entries, verify from the EN.</p> <p>Check that the number of children born alive reported in P24 is not less than P25 (number of children still living) or P26 (number of children born</p>

Item	Procedures
	<p>alive from May 1, 2009 to April 30, 2010).</p> <p>If P25 or P26 is greater than P24, verify from the EN.</p> <p>If the entry in P26 is 2 or more, check if the female household member gave birth to a twin or triplets or quadruplets, and so on. Check this entry in items P4 or P5 if there are 2 or more children with the same date of birth/age. Check also if there was a short interval between two live-births. Verify the interval in P4 if there are children with different dates of birth from May 1, 2009 to April 30, 2010 or verify in P5 if there are children aged less than one year old.</p> <p>There should be entry in P27 for all ever-married women 15 to 49 years old except for single. If there is no entry, verify from the EN. If answer in P7 is single, blank is acceptable in P27.</p>

B. Housing/Household Census Questions

Item	Procedures
B1 to B5, D1, and H8	Refer to the instructions for CPH Form 2 in editing these items.
H1 - Fuel for lighting H2 - Fuel for cooking	<p>Check if there are entries for these items. If box for "Others" is marked, there should be a specified source of lighting/cooking.</p> <p>For H1-Fuel for lighting, if there is more than one entry but including Electricity (code 1), retain the X mark for Electricity and line out the other entries for this item.</p> <p>Verify from the EN if there are no entries in H1 and H2.</p>
H3- Source of water supply for drinking, cooking, and laundry and/or bathing	There should be one box marked with X in each water use. If no entry, verify from the EN. If marked box is "Others", there should be a write-in entry. If none, verify from the EN.
H4- Tenure of the housing unit	<p>There should be only one box marked with X. If there is no entry, verify from the EN.</p> <p>If the box for "Rented" is marked in H4, there</p>

Item	Procedures
	<p>should be an entry in H7. If no entry, verify from the EN.</p> <p>If marked box in H4 is other than “Rented,” there should be an entry in H5. Otherwise, verify from the EN.</p>
H5 - Acquisition of the housing unit	There should be only one box marked with X . If there is no entry and H4 is not “Rented”, verify from the EN.
H6 - Source of financing of the housing unit	There should only be entries in H6 if answer in H4 is “Purchased”. Each category should have an answer for either “Yes” or “No”, marked applicable entries. If no entry on each category, verify from the EN.
H7 - Monthly rental of the housing unit	<p>There should be only one box marked with X.</p> <p>If the box for “Rented”, is marked in H4, there should be an entry in H7. If no entry in H7, verify from the EN.</p> <p>If there is an entry in H7, but in H4 the marked item is other than “Rented”, verify from the EN which is the correct entry.</p>
H9 - Usual manner of garbage disposal H10 - Kind of toilet facility	There should only one box marked with X in H9 and H10. If none, verify from the EN.
H11 - Land ownership	There should be entry for either “Yes” or “No”. If none, verify from the EN.
H12 - Language/dialect generally spoken at home	<p>There should be a write-in entry for HH1. If none, verify from the EN.</p> <p>Verify if the code entered corresponds to the code in the codebook.</p>
H13- Residence 5 years from now	<p>There should be entry in H13 for all households</p> <p>Take note of the following codes: 0000 - Same city/municipality 8887 - Foreign country 9999 - Unknown</p> <p>If there is no entry, verify from the EN.</p> <p>Write-in entries for residence 5 years ago will be coded during manual processing at PO.</p>

Item	Procedures
H14 - Presence of household conveniences/availability of ICT devices	There should be one box marked with X for either Yes or No for each category. If none, verify from the EN.
H15 - Internet access	There should be one box marked with X for either Yes or No for each category. If none, verify from the EN.
Remarks	Check for any information or remarks written that may help in reviewing the questionnaire.

5.4 CPH FORM 4 – INSTITUTIONAL POPULATION QUESTIONNAIRE

In editing CPH Form 4, follow the same instructions given in editing CPH Form 2 for the same items. Additional instructions for specific items are given below:

Item	Procedures
Geographic Identification	<p>Check the geographic identification codes against the codes from the EARF.</p> <p>Check if the ISN and the type and name of the institutional living quarter are properly filled out. If two or more booklets are used for the institutional living quarter, ensure that the same ISN are reflected in all questionnaires.</p>
Summary of Visit	<p>Check if the total number of members is equal to the details of total males and females. Verify if these numbers tally with the members of the institution listed in the inside pages of the questionnaire.</p> <p>If more than one booklet was used for an institutional living quarter, the contents of interview record including the summary of visit should only be found in the first booklet. If found in the second booklet, advice the ENs to follow the procedures in EN's manual.</p>
	<p>Also, note that the number to be reported for the total members of the institution and number males and females should refer to the count of the <u>total members (males/females) in the institution and not the number of members listed per booklet of the questionnaire.</u></p>

Item	Procedures
P1 to P13, P16	There should be entries for all persons residing in the institutional living quarters. Follow the edit procedures for CPH Form 2.
P2 - Residence Status	Check that the description for the residence status of the member is legibly written and properly coded.
Remarks	Check for any information or remarks written that may help you reviewing the questionnaire.



PROGRESS MONITORING REPORT AND TEXT MESSAGING PROCEDURES

This chapter gives an overview of the flow of Progress Monitoring (PM) reports and the procedures for sending the information from these reports. The flow starts with the preparation of CPH Form 10 (EN's Accomplishment/PM Report) in the field and ends with the submission of this form to the DSO/SCO.

As CAS, ACAS and TS, you should ensure that the PM reports are accurate and reliable. The CAS is responsible for the timely delivery of these reports to the DSO, while the ACAS is the one responsible for sending PM reports to CO through Short Message Service (SMS) or text messaging. In case there is no ACAS, the CAS will take the duties and responsibilities including the sending of PM reports to CO.

6.1 OBJECTIVES OF THE PROGRESS MONITORING SYSTEM REPORT

The enumeration for 2010 CPH is expected to last for 23 days. During this period, the NSO management should apprise the progress of field operations through the use of PM reports. The PM reports will provide the information needed to monitor the progress of enumeration. Also, the PM reports will serve as inputs in evaluating population counts at the barangay level.

6.2 FLOW OF PROGRESS MONITORING REPORT

The flow of data and documents that will be used to monitor the progress of enumeration is described below:

1. The EN transcribes the summary data from the completely filled out page of CPH Form 1 to CPH Form 10 everyday, in triplicate copies. The summary data pertain to the total number of households/institutions and total male and female household/institutional population found at the bottom of each page of CPH Form 1.
2. The EN submits CPH Form 10 (two copies) and accomplished CPH Forms 2, 3, or 4 to TS every Wednesday.

3. The TS verifies the entries in the submitted CPH Form 10 by comparing the data in this form with the entries in the corresponding page totals of CPH Form 1.
4. The TS submits one copy of the verified CPH Form 10 and the corresponding CPH forms 2, 3, or 4 to the ACAS every Friday.
5. The ACAS verifies the geographic codes and checks the page totals in CPH Form 10.
6. The ACAS writes the four-digit check number in the appropriate box in CPH Form 10. Each four-digit check number can be used only once.

The check numbers are generated in CO and will be provided by the DSO/SCO to ACAS. There will be five four-digit check numbers generated per EA. These five check numbers for the EA can also be verified through text messaging using PMCKN. (Refer to Section 6.3 e for detailed instructions in verifying check numbers).

7. The ACAS sends the page totals in each verified CPH Form 10 to CO through SMS (instructions for text messaging is discussed in detail in Section 6.3). Each PM text message sent to CO will be acknowledged by an 'SMS receipt number' to indicate that the data have been received and accepted at CO. PM text messages that were not acknowledged after 2 hours should be resent to CO. In case a text message has not been acknowledged after sending it the second time in the same day, it must be resent only after 24 hours have lapsed, 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. The CPH Form 10 should be properly annotated that the totals had been sent but no acknowledgement was received. Submit this CPH Form 10 together with other CPH Form 10 to the DSO/SCO.

Once the acknowledgement text has been received, the ACAS should verify from CPH Form 10 the correctness of the summary data acknowledged by CO to double check if the summary data sent to CO are indeed correct. Once verified correct, the ACAS writes the SMS receipt number in the appropriate box in CPH Form 10.

8. The ACAS folios all CPH Forms 10 with SMS receipt number (or with annotation) for the city/municipality in ascending geographic area code (barangay and EA number), that is, from lowest to highest. All CPH Forms 10 belonging to the same EA/barangay should be grouped together and arranged according to the date when CPH Forms 10

- were accomplished. A folio cover (CPH Form 16) should be placed on top of the folio every time the ACAS transmits CPH Form 10 to the CAS every Monday.
9. The CAS submits CPH Form 10 to DSO/SCO every Monday.
 10. The DSO/SCO submits CPH Form 10 to the PSO at least once a week or the PSO may collect the forms during his/her daily supervision round.
 11. The PO should verify the correctness and completeness of PM text messages received at CO using the program PPMS2010. PM text messages should match the summary data in CPH Form 10.
 12. When enumeration for a barangay is completed, the TS submits the last batch of CPH Forms 10 together with the Barangay Chairperson's Certification (CPH Form 17) to the ACAS. In turn, the ACAS will send thru text messaging the last batch of CPH Form 10 page total to CO. The ACAS should folio CPH Form 10 placing CPH Form 17 on top of CPH Form 10 for a barangay and submits them to CAS.

6.3 TEXT MESSAGING PROCEDURES

a. Registering the cell phone

The ACAS should register his/her cellular phone number that will be used to send summary data from CPH Form 10. This will enable 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 (ACAS). The 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, i.e. more than 1 access code.

The procedures in registering the cellular phone numbers are as follows:

Type

PMREG<space>**Aaaaa**<space>**Ppp**<space>**Mmm**<space>**NAME**<space>
<name of ACAS>

where:

- PMREG** - required keyword indicating that the sender is registering his/her cellular phone number

- | | | |
|-----------------------------|---|---|
| <space> | - | Space |
| Aaaaa | - | A is a prefix for the access code; <i>aaaa</i> is a unique four-digit access code that will be given to each ACAS during the training; an ACAS may be given with more than one access code if he/she has more than one city/municipality to cover. |
| Ppp | - | P is a prefix for the province code; <i>pp</i> is the two-digit code for the province where the ACAS is assigned |
| Mmm | - | M is a prefix for the city/municipality code; <i>mm</i> is the two-digit code for the city/municipality where the ACAS is assigned |
| NAME | - | required keyword indicating that the next character will comprise the name of the ACAS |
| <name of ACAS> | - | name of ACAS (First name first followed by the last name, e.g., ANGEL QUIAMBAO) |

Send to 0920 951 9297 or 0920 945 4003

The system will reply with:

PM D Ppp Mmm B E T C HH HP HM HF IP IM IF REM

Save this message and use this as template whenever you are sending PM reports data.

In case the registered cellphone or sim card was damaged or lost, the ACAS should report this immediately to DSO/SCO and DSO/SCO will report the case to the PSO. The PSO will report the matter to cps2010@census.gov.ph.

b. Sending PM Report through Text Messaging

Totals in CPH Form 10 shall be transmitted to CO through text messaging. Only those text messages received from registered cell phones will be accepted. Text messages from unregistered cellular phones will be treated as prank messages and will be ignored. Texts coming from registered cell phones will be validated for correctness and consistencies. If errors are found, the system will inform the sender about the problem by replying with the details of the problem.

Valid text messages will be acknowledged by the CO through an ‘SMS receipt number’. The ACAS should write this number in CPH Form 10 in the box provided for “**SMS RECEIPT NO.**”. This indicates that the totals in CPH Form 10 have been accepted and added in the Progress Monitoring System (PMS) database at CO.

Below is the template to be used in sending text messages by EA.

Type

PM<space>**D***mmdd*<space>**P***pp*<space>**M***mm*<space>**B***bbb*<space>**E***eeee*
 <space>**T***s*<space>**C***cccc*<space>**HH***nnn*<space>**HP***nnn*<space>**HM***nnn*
 <space>**HF***nnn* <space> **IP***nnn* <space> **IM***nnn* <space> **IF***nnn* <space> **REM**
 <space> <Remarks>

< Send to 0920 951 9297 or 0920 945 4003

where:

PM	- required keyword needed; the program will not accept messages that do not start with PM
<i><space></i>	- Space
D <i>mmdd</i>	- D is the prefix for the date; <i>mm</i> is the month (2 digits); <i>dd</i> is the day (2 digits)
P <i>pp</i>	- P is the prefix for the province code; <i>pp</i> is the province code (2 digits)
M <i>mm</i>	- M is the prefix for the city/municipality code; <i>mm</i> is the city/municipality code (2 digits)
B <i>bbb</i>	- B is the prefix for the barangay code; <i>bbb</i> is the barangay code (3 digits)
E <i>eeee</i>	- E is the prefix for the EA; <i>eeee</i> is the EA code (4 digits)
T <i>s</i>	- T is the prefix for the status code; <i>s</i> is the status of enumeration (one digit: '1' for on going and '2' for completed) If you do not supply the status of enumeration, the program will treat it as '1'
C <i>cccc</i>	- C is the prefix for the check number; <i>cccc</i> is the four digit check number
HH <i>nnn</i>	- HH is the prefix for the household count; <i>nnn</i> is the number of households (<u>no maximum number of digits</u>)
HP <i>nnn</i>	- HP is the prefix for the household population count; <i>nnn</i> is the number of household members (<u>no maximum number of digits</u>)
HM <i>nnn</i>	- HM is the prefix for the male population count;

- HF***nnn* - *nnn* is the number of male household members (no maximum number of digits);
- **HF** is the prefix for the female population count;
nnn is the number of female household members (no maximum number of digits)
- IP***nnn* - **IP** is the prefix for the institutional population count;
nnn is the number of ILQ residents (no maximum number of digits, type this item only if there are ILQ residents)
- IM***nnn* - **IM** is the prefix for the male institutional population count;
nnn is the number of male ILQ residents (no maximum number of digits, type this item only if there are ILQ residents)
- IF***nnn* - **IF** is the prefix for the female institutional population count;
nnn is the number of female ILQ residents (no maximum number of digits, type this item only if there are ILQ residents)
- REM**<space><Remarks> - **REM** is the keyword to be used when the ACAS wants to include remarks in the SMS-PM report; (<Remarks> could contain comments, explanation, or observation about the situation of the EA, or the progress of operation (optional); The sender may indicate whatever remarks he/she wants to relay to CO but it should be as short as possible. For example, the sender may send the reason(s) why enumeration is slow in his/her area or why the number of enumerated households by a certain EN is lower compared to other ENs.

For a valid text message, the system will reply with:

Rsssss **D**mmdd **P**pp **M**mm **B**bbb **E**eeee **T**s **C**cccc **HH**nnn **HP**nnn **HM**nnn
HFnnn **IP**nnn **IM**nnn **IF**nnn **REM**

where **R** is a prefix for SMS receipt and sssss is a five-digit “SMS receipt number”, which will be copied to CPH Form 10.

Illustration 5.1

CPH FORM 10
(Accomplish in triplicate)

PM Report No.: 1

Republic of the Philippines
NATIONAL STATISTICS OFFICE

2010 Census of Population and Housing
EN'S ACCOMPLISHMENT/PROGRESS MONITORING REPORT

DATE: 05 19
mm dd

SMS RECEIPT NO.

PROVINCE 12 CITY/MUNICIPALITY 40 BARANGAY 012 ENUMERATION AREA 0000 EA STATUS 1 CHECK NO. 0136
BONOL SIERRA BULLONES MAGSAYSAY

Line No.	CPH Form Serial Number and Page	Number of		No. of Households	No. of Institutions	HOUSEHOLD POPULATION				INSTITUTIONAL POPULATION			No. of Call-backs	Date Accomplished
		Bldgs.	HUs			Cumulative Total	TOTAL	Male	Female	TOTAL	Male	Female		
(1)	(2)	(A)	(B)	(C)	(D)	(E)	(F)	(G)	(H)	(I)	(J)	(13)	(14)	
1	000008 1A	5	4	3	1	15	15	6	9	0	0	0	3	5/17
2	000008 1B	8	10	10	0	75	60	23	37	0	0	0	2	5/18
3	000008 1C	11	9	7	2	105	30	9	21	33	12	21	2	5/19
4														
21														
22														
23														
24														
	TOTAL			20		105	38	67	33	12	21			

Prepared by: KAREN MIRANDA
Signature over printed name

Verified by: ANGEL M. QUIAMBAO
Signature over printed name

Date Verified: MAY 20, 2010

To text the information in CPH Form 10 above,

Type

PM D0519 P12 M40 B012 E0000 T1 C0136 HH20 HP105 HM38 HF67 IP33 IM12 IF21 REM

Send to 0920 951 9297 or 0920 945 4003

The system will reply as follows:

R22375 D0519 P12 M40 B012 E0000 T1 C0136 HH20 HP105 HM38 HF67 IP33 IM12 IF21 REM

where 22375 is the number used by the system as the ‘SMS receipt number’.

The same procedure above shall be followed in sending the population count for the succeeding weeks.

c. Correcting the count previously sent

To correct the previously acknowledged (accepted) PM text message, the keyword **PMCOR** will be used. From the example above, if the number of male and female household members was interchanged, the message that will be sent to correct the entries should be:

PMCOR R22375 D0519 P12 M40 B012 E0000 T1 C0136 HH20 HP105 HM67 HF38 IP33 IM12 IF21

Note that inclusion in the PM text message of the other counts or information that are not to be corrected is optional, that is, they may or may not be included in the text message.

The system will reply as follows:

U22375 D0519 P12 M40 B012 E0000 T1 C0136 HH20 HP105 HM67 HF38 IP33 IM12 IF21

where **U** is a prefix to SMS Receipt Number to mean that the count has been updated/corrected.

d. Sending Remarks

It is also possible to text the remarks or queries to the CO. In this case, the sender should type the following:

PMREM<space><remarks>

Example:

PMREM are students going home only once a week included in the household?

The system will reply as follows:

PMREM yes . . . **PMREM** Are students going home only once a week included in the household?

e. Verification of Check Numbers Through Text Messaging

If the check number provided to you by the DSO/SCO happens to be misplaced, forgotten, and you are not sure whether you have used a particular check number or not, verification can be made through PMCKN, using the following procedure:

Type

PMCKN Ppp Mmm Bbbb Eeeee

Send to 0920 951 9297 or 0920 945 4003

If the EA from the example is verified, you will receive a reply as shown below:

PMCKN Check Numbers: 0136 already used 1265-free 1391-free 1524-free
1650-free ...**PMCKN P12 M40 B012 E0000**

Note:

If in the rare case, there is a need for an additional check number the ACAS should inform the DSO/SCO about this matter.



ACCOMPLISHING CPH FORM 5 – BARANGAY SCHEDULE

In the conduct of the 2010 CPH, the Barangay Schedule (CPH Form 5) will be used to gather data on the characteristics of all barangays. These data will be used to update the urban-rural classification of barangays. The travel information part of CPH Form 5 will be used as inputs in the refinement of the criteria in identifying the least accessible barangays in the development of the master sample frame for household-based surveys of NSO.

The TS will be responsible in accomplishing CPH Form 5 for each barangay assigned to him/her. Thus, the TS should be acquainted with the boundaries, facilities, establishments and mode of transportation available in the barangays assigned to him/her. Should the TS encounter some difficulties or problems in distinguishing barangay boundaries, he/she may ask the assistance of the CAS/ACAS. The map of the city/municipality showing the boundaries of the barangay should always be used as reference.

This chapter discusses the enumeration procedures on how the TS will accomplish CPH Form 5. See Appendix 3 for a copy of this form.

7.1 CONTENTS OF CPH FORM 5

CPH Form 5 is a four-page questionnaire, which will be used to record the physical characteristics of each barangay, kinds of establishments and service facilities in the area or within some specified distance from the area, and travel information from town/city proper to the barangay.

The first page of the questionnaire contains the following:

Title Panel

- NSCB approval number and the expiration date;
- title of the questionnaire;
- serial number; and
- authority and confidentiality clauses.

Geographic Identification Panel

- geographic location of the barangay to be visited;
- interview record; and
- certification by the TS and his/her supervisors regarding the veracity and accuracy of the data collected.

Part I of CPH Form 5, which covers the first and the second pages of the questionnaire, contains questions on barangay characteristics and facilities.

Part II, which covers the third and part of fourth page of the questionnaire, contains questions regarding the kinds of establishments within and outside the barangay.

On the lower part of the fourth page is Part III which includes questions on modes of transportation/access from the town/city proper to the barangay and frequency/availability of those transportations.

7.2 HOW TO ENUMERATE

Whom to interview

The **respondent shall be an official of the barangay** who can provide accurate information about the characteristics of the barangay and its neighboring barangays. He/she could either be the Barangay Chairperson, Barangay Councilor, Barangay Secretary, or any knowledgeable barangay official.

CPH Form 5 Respondent
Any knowledgeable official of the barangay

How to Set an Appointment

During a courtesy call to the Barangay Chairperson or any other barangay official, the TS should ask for the most qualified respondent for the interview. Then, the TS should set an appointment with the barangay official for an interview. It should be scheduled as early as possible or before the middle of the enumeration period. During this time the TS has already made an ocular inspection of the barangay and already familiar with the facilities and establishments present in the barangay and neighboring barangays. In this way, he/she could also verify the information given by the barangay official during the interview.

Use CPH Form 9A (Appointment Slip to Barangay Official) in making an appointment with the barangay official. Refer to Chapter 8, Section 8.2 for the instructions on how to accomplish this form and Illustration 8.7 for a sample of filled out CPH Form 9A.

How to Record Answers

Observe the following rules in recording responses into the questionnaires:

1. Use the required pencil in accomplishing the form.
2. Write neatly and legibly.
3. For items provided with pre-coded answers, mark with “x” the code that corresponds to the answer given by the respondent.

Example:

Q2	Does your barangay have a street pattern, that is, networks of streets of at least three streets or roads?	<input checked="" type="checkbox"/> 1 Yes	<input type="checkbox"/> 2 No
----	--	---	-------------------------------

Example:

Q3	Is this barangay accessible to the national highway? IF YES, how many kilometers away is the distance between the nearest point of this barangay and the national highway using the access road?	<input checked="" type="checkbox"/> 1 Yes	<input type="checkbox"/> 2 No, GO TO Q4a
		<input checked="" type="checkbox"/> 1 2 kms. or less	<input type="checkbox"/> 3 5 kms. or more
		<input type="checkbox"/> 2 more than 2 but less than 5 kms.	<input type="checkbox"/> 9 Don't know

4. For items in Part II that require three-digit answers inside the box, prefix “00” for a one-digit entry and “0” for a two-digit entry. On the other hand, leave the boxes blank if there is no answer given.

Example:

Part II – Kinds of Establishments		5C		
INSTRUCTION: ENTER ANSWER IN BOXES PROVIDED OR ENCIRCLE APPROPRIATE CODE.		Number of Establishments with...		
		less than 10 employees	10-99 employees	100 employees or more
Q6 Commercial establishments like wholesale store, department store, bazaar, hardware store, drugstore, gasoline station, sari-sari store, or other stores with current merchandise worth P600 or more	a. How many commercial establishments in this barangay have less than 10 employees, 10 to 99 employees, and 100 employees or more? →	0 1 0	□ □ □	□ □ □
	b. How many commercial establishments outside the barangay but within 2 kms. from the barangay hall have less than 10 employees, 10 to 99 employees, and 100 employees or more? →	0 0 2	0 0 2	□ □ □

5. Follow the skipping instruction to get accurate information from the respondent.

Example:

Q4	In the barangay, is there a ...		
a.	town/city hall or provincial capitol? IF NO, what is the distance of the nearest town/city hall or provincial capitol from the barangay hall?	<input checked="" type="checkbox"/> 1 Yes, GO TO Q4b	<input type="checkbox"/> 2 No
		<input type="checkbox"/> 1 2 kms. or less	<input type="checkbox"/> 3 5 kms. or more
		<input type="checkbox"/> 2 more than 2 but less than 5 kms.	<input type="checkbox"/> 9 Don't know
b.	church, chapel or mosque with religious service of at least once a month? IF NO, what is the distance of the nearest church, chapel or mosque from the barangay hall?	<input type="checkbox"/> 1 Yes, GO TO Q4c	<input checked="" type="checkbox"/> 2 No
		<input checked="" type="checkbox"/> 1 2 kms. or less	<input type="checkbox"/> 3 5 kms. or more
		<input type="checkbox"/> 2 more than 2 but less than 5 kms.	<input type="checkbox"/> 9 Don't know

6. When correcting marks or characters, ensure that each entry is properly erased. Do not leave any dirt in the questionnaires.
7. Do not fold the questionnaire in parts other than the fold in the center.
8. If an answer needs further explanation, write this down on the "**Remarks**" portion of CPH Form 5.

7.3 INSTRUCTIONS IN ACCOMPLISHING CPH FORM 5

Geographic Identification

Codes for the province, city/municipality, and barangay will be given to the TS by the CAS during the last day of the training.

Before the actual visit to the barangay, write the names of the province, city/municipality, and barangay on the spaces provided and enter the codes in the corresponding code boxes.

Example:

 Republic of the Philippines NATIONAL STATISTICS OFFICE		5A NSCB Approval No. NSO – 1003-05 Expires on June 30, 2011
2010 CENSUS OF POPULATION AND HOUSING BARANGAY SCHEDULE (TO BE ACCOMPLISHED BY TEAM SUPERVISOR)		
GEOGRAPHIC IDENTIFICATION		
PROVINCE	<u>MANILA</u>	3 9
CITY/MUNICIPALITY	<u>SAMPALOC</u>	0 6
BARANGAY	<u>631</u>	2 3 8
NAME OF RESPONDENT	<u>QUIAMBAO</u> <u>MARY JO</u>	
	<small>LAST NAME</small> <small>FIRST NAME</small>	
DESIGNATION/POSITION IN THE BARANGAY	<u>BGY. CHAIRPERSON</u>	
ADDRESS OF THE BARANGAY HALL	<u>D. AMPIL ST.</u>	J
	<small>NUMBER AND STREET NAME OR NAME OF SITIO</small>	

Name of Respondent

The respondent is any barangay official who can provide accurate and reliable information about his/her barangay. Write the last and first names of the respondent on the spaces provided.

Designation/Position in the Barangay

Fill out the line provided for the designation/position of the respondent in the barangay.

Address of the Barangay Hall

Ask the respondent the complete address of the barangay hall, which should include the number of the building, and street name or sitio, and write this address on the space provided. If there is no barangay hall, record the address of the Barangay Chairperson’s residence.

Interview Record

Use this portion to record the date of visit or interview. Use military time in recording time, e.g., 2:30 p.m. should be written as 14:30.

Example:

INTERVIEW RECORD														
DATE OF VISIT <small>MM:DD</small>	0	6	1	0	TIME BEGAN <small>HR:MINUTE</small>	1	4	3	0	TIME ENDED <small>HR:MINUTE</small>	1	5	1	0

Certification Portion

As TS, you should sign the certification portion of CPH Form 5 only after you have successfully completed the interview and edited the questionnaire. When you signed this portion, you are certifying that you conducted the interview personally and that you had followed the procedures religiously as stated in this chapter of the manual.

Example:

CPH FORM 5	
<p>AUTHORITY: Commonwealth Act No. 591, Batas Pambansa Blg. 72, and Executive Order No. 121 authorize the National Statistics Office (NSO) to conduct and collect information for this census.</p>	
<p>CONFIDENTIALITY: Section 4 of Commonwealth Act No. 591 provides that all information furnished in this questionnaire shall be kept STRICTLY CONFIDENTIAL.</p>	
CERTIFICATION	
<p>I hereby certify that the data set forth herein were personally obtained/reviewed by me and in accordance with the instructions given by the NSO.</p>	
<p style="text-align: center;">Jane Krizia Macaraeg</p>	
<p style="text-align: center;">JANE KRIZIA MACARAEG (SIGNATURE OVER PRINTED NAME)</p>	
<p style="text-align: center;">MAY 26, 2010 DATE ACCOMPLISHED</p>	
<p style="text-align: center;">--- SANDRA MACATANGAY</p>	
<p style="text-align: center;">CAS/CAS (SIGNATURE OVER PRINTED NAME)</p>	
<p style="text-align: center;">MAY 28, 2010 DATE REVIEWED</p>	
<p style="text-align: center;">Cherrybelle Quiambao</p>	
<p style="text-align: center;">CHERRYBELLE QUIAMBAO (SIGNATURE OVER PRINTED NAME)</p>	
<p style="text-align: center;">JUNE 4, 2010 DATE REVIEWED</p>	

You should clearly print your full name on the space provided and sign over it. Enter also the date you accomplished the questionnaire.

The CAS will also accomplish the certification portion after he/she has reviewed the questionnaire. He/she will print his/her full name and write his/her signature over it only if he/she has completely verified the questionnaire. Personnel from the Central, Regional, and Provincial Offices who have reviewed the questionnaire will also write their name and signature to certify that they have personally reviewed the questionnaire strictly following the instructions given in this manual.

Part I – Barangay Facilities/Characteristics

Part I includes five (5) questions on barangay characteristics and the facilities present within the barangay.

Ask the following questions and mark **X** the box corresponding to the answer given by the respondent. Refer to illustrations on pages 77 and 78 of this chapter in recording responses.

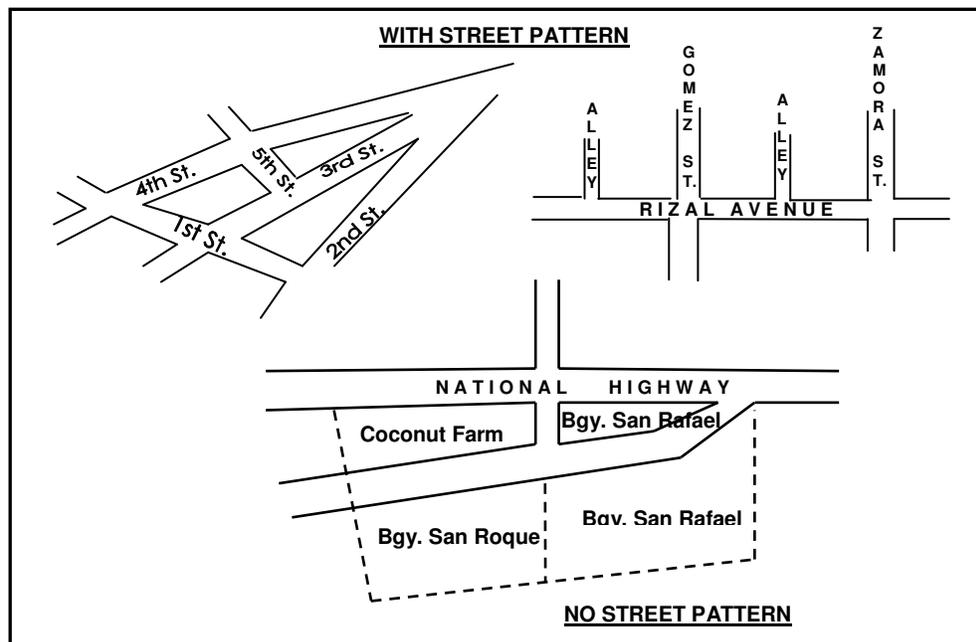
Q1. Is your barangay, a ...

- a. part of the town/city proper?
- b. former poblacion of the municipality?
- c. poblacion/city district?

A poblacion in a city/municipality or municipal district usually consists of one or more barangays. Aside from being known as a political-administrative territorial unit, it is also known as a “town proper” in which the town hall, church, schools, plaza, and other public facilities, are located. It also serves as the center of employment, education, health, entertainment, and cultural services. Also, the central districts of chartered cities and provincial capitals are identified as “poblaciones”.

Q2. Does your barangay have a street pattern, i.e., networks of streets or roads at least three streets or roads?

Street pattern refers to a system of at least three streets running in either parallel or right angle orientation. The streets may either be paved with cement or asphalt, or unpaved provided it is wide enough for a four-wheel vehicle to pass through. Refer to the illustration on the next page.



Q3. Is this barangay accessible to the national highway? If 'Yes', how many kilometers away is the distance between the nearest point of this barangay and the national highway using the access road?

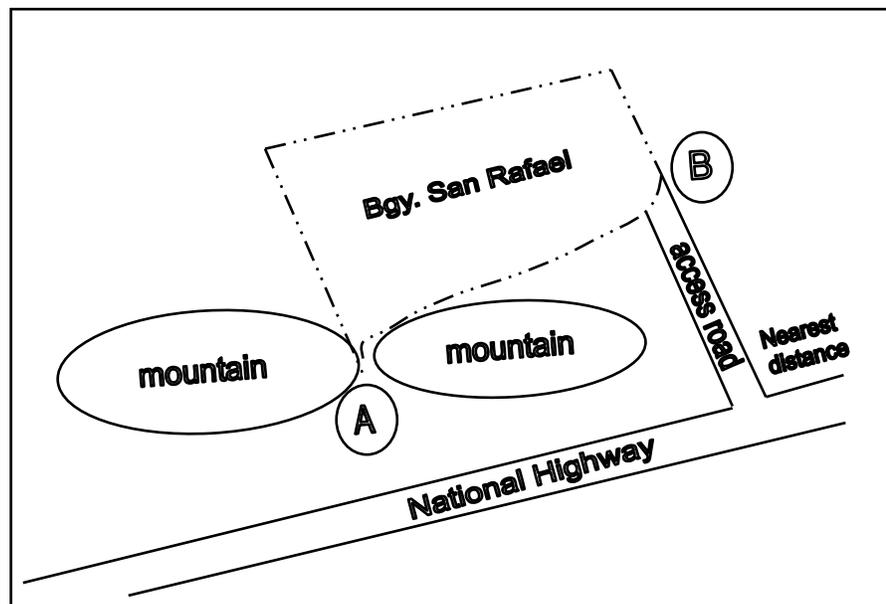
Nearest point between the barangay and the national highway using the access road refers to the nearest distance wherein the barangay can be reached using the access road. Access roads are roads passable by four-wheel motor vehicles.

If a national highway cuts across the barangay, the nearest distance will be zero (0), hence code "1".

For island barangays that can only be reached by using boats, consider the routes traversed by ferry boats, motor boats, and others, as access path. Thus, the nearest point between the island barangay and the national highway will be the shortest distance between the two points using the access path.

Example:

Suppose a barangay can be reached using trails or man-made roads passing through mountains, rivers and others, and through an access road. The distance between the barangay and the national highway using the trail (point A) should not be considered as the nearest point. In this case, consider the access road (point B) as the nearest point. Refer to the illustration below.



In the example on page 64, the distance that should be reported for Bgy. San Rafael is the distance in B (using the access road) and not in A.

Q4. In the barangay is there a . . .

Questions 4a to 4r asked for the presence of facilities within the barangay. The facilities to be considered here are only those in operation or currently being utilized.

For a facility or service not available in the barangay, ask the respondent about the distance of the nearest facility/service from the barangay hall. If there is no barangay hall, the point of reference in estimating the distance should be the residence of the Barangay Chairperson.

- a. town/city hall or provincial capitol? If ‘No’, what is the distance of the nearest town/city hall or provincial capitol from the barangay hall?**

Town/city hall or provincial capitol pertains to the building in which the functions of the local government are carried out. A barangay hall is not considered in this question.

- b. church, chapel, or mosque with religious service of at least once a month? If ‘No’, what is the distance of the nearest church, chapel, or mosque from the barangay hall?**

Church, chapel, or mosque pertains to the divine place of worship of religious sects existing in the barangay. Religious congregation in private houses is not considered.

- c. public plaza or park for recreation? If ‘No’, what is the distance of the nearest public plaza or park from the barangay hall?**

Public plaza refers to an open area that offers amenities for relaxation like a town plaza. Playing courts like tennis and basketball courts are not considered as a public plaza.

Public park refers to a public garden surrounded by grass and trees, or a public area set aside as nature reserve.

- d. cemetery? If “No”, what is the distance of the nearest cemetery from the barangay hall?**

Cemetery refers to a burial ground, government or privately owned, open for general use of the public. This is a place duly

authorized by law for burying the dead. Memorial parks are included here.

- e. market place or building where trading activities are carried out at least once a week? If 'No', what is the distance of the nearest market place or building where trading activities are carried out from the barangay hall?**

Market place pertains to the public place where the people meet together for the purpose of trading by private purchase and sale.

- f. elementary school? If 'No', what is the distance of the nearest elementary school from the barangay hall?**
- g. high school? If 'No', what is the distance of the nearest high school from the barangay hall?**
- h. college/university? If 'No', what is the distance of the nearest college/university from the barangay hall?**

Questions (f) to (h) refer only to the organization whether private or public that offers elementary, high school, and college/university levels of education. Trade and vocational schools are not considered here. Likewise, entities that offer private or tutorial services are excluded.

- i. public library? If 'No', what is the distance of the nearest public library from the barangay hall?**

Public library is a place where reference materials and daily newspaper are kept for use by the public and not for sale.

- j. hospital? If 'No', what is the distance of the nearest hospital from the barangay hall?**

Hospital refers to a place devoted primarily to the maintenance and operation of facilities for the diagnosis, treatment, and care of individuals suffering from illness, disease, injury or deformity, or in need of obstetrical or other medical and nursing care. The term "hospital" shall also be construed as any institution, building or place where there are installed beds or cribs or bassinets for 24-hour use or longer by patients in the treatment of diseases, diseased-condition, injuries, deformities or abnormal physical and mental states, maternity cases, and sanitorial or sanitorial care infirmities, nurseries, dispensaries, and such other means by which they may be designated.

This includes both government and private hospitals. A government hospital is a hospital operated and maintained either partially or wholly by the national, provincial, municipal or city government, or other political subdivision, or by any department, division, board, or other agency thereof while a private hospital is a hospital which is privately owned, established, and operated with funds raised or contributed through donations, or by private capital or other means, by private individuals, association, corporation, religious organizations, firms, company, or joint stock association.

Clinic or dispensary where there are at least six beds with cribs or bassinets installed for 24-hour use by patients is construed to fall within the definition of a hospital (*Source: Republic Act 4226, Department of Health*).

k. puericulture center or barangay health center/station? If 'No', what is the distance of the nearest puericulture center or barangay health center/station from the barangay hall?

These are health centers that give services to the public, which are mostly outpatient. Included also are lying-in clinics which provide first aid treatments not only deliveries and other clinics which offer services to the public.

- a. Health center refers to a health facility being administered by the government and private institutions or agencies to improve the health conditions of the population through the provision of health services, either free of charge or for a fee.
- b. Barangay health center is a health station which requires only the presence of a midwife either live-in or present only during office hours. However, there are doctors on call. Meanwhile, a puericulture center is a health center that is smaller than a hospital but bigger than clinics. It requires a physician, lying-in beds, or at least one maternity bed. Minor surgeries can be performed in these centers.
- c. Barangay health station is a peripheral health facility that delivers basic services to a barangay with an estimated population of 5,000 and usually staffed by a midwife.
- d. Rural Health Unit (RHU)/Urban Health Center (UHC) is a field health unit/center of the local government units (LGU) providing or making accessible under the direct supervision of at least one physician, the basic health services for a city/municipality.

l. landline telephone system or calling station? If 'No', what is the distance of the nearest calling station from the barangay hall?

A barangay is said to have a landline telephone system if there are telephone lines and at least one telephone set in working condition or at least one resident of the barangay has a landline telephone at home, that is being operated and serviced by commercial telephone companies such as Philippine Long Distance Telephone (PLDT), Digitel, Smart Telecom, Globe Telecom, and others. Two-way radios, i.e., ICOM, are not considered here.

m. cellular phone signal? If 'No', what is the distance of the nearest place with cellular phone signal from the barangay hall?

Cellular phone signal is said to be available in a barangay if one can send/receive text messages or can make phone calls/receive calls through a cellular phone.

n. Post office or postal service? If 'No', what is the distance of the nearest postal service from the barangay hall?

Postal service is said to be available in a barangay if there is a post office unit/service or a postman who handles the transmission or delivery of mails in the barangay.

o. community waterworks system? If 'No', what is the distance of the nearest place with community waterworks system from the barangay hall?

Community waterworks system refers to a network of water installation directly connected to a pipeline from the community water system like the Maynilad or Manila Water or any local water network system wherein the household gets the water supply from a faucet inside the house or yard or from a public tap whether for own use or shared.

The water system with deep well as the source is considered a community waterworks system for as long as it subscribes to a community water system, such as those provided by the developers to homeowners.

p. seaport in operation? If 'No', what is the distance of the nearest seaport from the barangay hall?

Seaport refers to a terminal and an area within which cargoes are loaded in and/or discharged from ships. It includes the usual

places where ships wait for their turn or are ordered or obliged to wait for their turn. It is a place where goods and passengers transfer between ship and shore. As such, it commonly occupies a site where there is and adequate sheltered water. This is commonly called a “pier”.

The classification of ports that are to be included for this purpose are as follows:

- 1) Commercial Public Port – ports which are owned and operated by the government, constructed primarily to serve the needs of the general public, and generally cater to vessels of more than 30 tonnage.
- 2) Feeder Port – a port constructed primarily to provide linkages among neighboring small islands and nearby urban centers. This port generally caters to few passengers and small fishing vessels.
- 3) Fishing Port – a port which primarily serves the fishing industry, either within the area, or may be regional in scope, servicing the main collection and distribution center for fish.

q. Fire station or public fire-protection service? If ‘No’, what is the distance of the nearest public fire-protection service from the barangay hall?

A barangay is said to have a public fire-protection service if there is at least one mobile fire-protection unit and firemen.

r. public-street sweeper?

A barangay is said to have a public-street sweeper if there is at least one public-street sweeper who regularly cleans streets, sidewalks, and other public rights-of-way to remove litter and garbage, regardless of who or what entity provides the remuneration of the public street sweeper.

Q5. Do farmers, farm laborers, fishermen, loggers, and forest product gatherers constitute more than half of the population 10 years old and over?

This is a general knowledge of the respondent on the predominant occupation of population ages 10 years and over in the barangay. Mark **X** the box for “1” Yes, if more than one half of the population 10 years old and over are farmers, farm laborers, fishermen, loggers, and forest products gatherers. Otherwise, Mark **X** the box for “2” No.

Part II – Kinds of Establishments

An establishment is an economic unit, which engages in one or predominantly one kind of economic activity at a fixed single physical location.

There are three categories of establishments in terms of the number of employees. These are:

1. Establishments with less than 10 employees
2. Establishments with 10 to 99 employees
3. Establishments with 100 employees or more

There might be some establishments that are household-based, that is, with or without billboards announcing the services catered inside their house. These are smaller version of establishments which are not included here. Examples are diesel/gasoline oil retailer and a four-pocket flat-wood pool.

Items Q6 to Q12 pertain to seven (7) kinds of establishments. Before asking the respondent with these items, the TS should inform the respondent that the answer required for each kind of establishment is in terms of the number of establishments within and/or outside his/her barangay. Provide the respondent with **CPH Form 5A (Kinds of Establishments)** for his/her guide in enumerating and determining the number of establishments per type. See Appendix 4 for a copy of CPH Form 5A.

Guide in Asking the Questions in Part II

For each kind of establishment, there are two underlying questions. Ask the respondent question (a) “How many _____ establishments in this barangay have less than 10 employees, 10 to 99 employees, and 100 employees or more within the barangay?”. Write the number of establishments in the corresponding boxes for the three categories of establishments. If there are no such establishments existing in the barangay, leave the boxes blank.

Next, ask question (b) “How many _____ establishments outside the barangay but within two kilometers from the barangay hall have less than 10 employees, 10 to 99 employees, and 100 employees or more?”. Write the number of establishments in the corresponding boxes for the three categories of establishments. If there are no such establishments existing in the barangay, leave the boxes blank.

Be guided by the illustration given below when accomplishing Part II.

Part II – Kinds of Establishments		5C		
INSTRUCTION: ENTER ANSWER IN THE BOXES PROVIDED.		Number of Establishments with...		
		less than 10 employees	10-99 employees	100 employees or more
Q6 Commercial establishments like wholesale store, department store, bazaar, hardware store, drugstore, gasoline station, sari-sari store, or other stores with current merchandise worth P600 or more.	a. How many commercial establishments in this barangay have less than 10 employees, 10 to 99 employees, and 100 employees or more?	<input type="text"/>	<input type="text"/>	<input type="text"/>
	b. How many commercial establishments outside the barangay but within 2 kms from the barangay hall have less than 10 employees, 10 to 99 employees, and 100 employees or more?	<input type="text"/>	<input type="text"/>	<input type="text"/>
Q7 Recreational establishments like movie house, night club, bar, beer garden, billiard hall, bowling alley, DVD/ VCD/CD rental, computer games station, videoke, internet café, cockpit arena, gym, sports house, or other establishments for recreational activities.	a. How many recreational establishments in this barangay have less than 10 employees, 10 to 99 employees, and 100 employees or more?	<input type="text"/>	<input type="text"/>	<input type="text"/>
	b. How many recreational establishments outside the barangay but within 2 kms from the barangay hall have less than 10 employees, 10 to 99 employees, and 100 employees or more?	<input type="text"/>	<input type="text"/>	<input type="text"/>

The following are the kinds of establishments to be asked and their corresponding descriptions:

Q6. Commercial establishments like wholesale store, department store, bazaar, hardware store, drugstore, gasoline station, sari-sari store, or other stores with current merchandise worth P600 or more.

These include the resale (sale without transformation) of new and used goods to retailers, to industrial, commercial, institutional or professional users, or to other wholesalers, or acting as agents or brokers in buying merchandise to, such persons or companies. The principal types of businesses include merchant wholesalers, i.e. wholesalers who take title to the goods they sell, such as wholesale merchants or jobbers, industrial distributors, exporters, importers, terminal elevators, and cooperative buying associations, sales branches and sales offices (but not retail stores) which are maintained by manufacturing or mining units apart from their plants or mines for the purpose of marketing their products and which do not merely take orders to be filled by direct shipments from the plants or mines.

These also include resale (sale without transformation) of new and used goods to the general public for personal or household consumption or utilization, by shops, department stores, stalls, mail-order houses, hawkers and peddlers, consumer cooperatives, auction houses, and others. (Most retailers take title to the goods they sell, but some act as agents for a principal and sell either on consignment or on a commission basis.)

Non-specialized retail trade stores are also included like groceries, supermarkets, and sari-sari stores or a retail sale of variety of goods with current merchandise worth P600 or more.

These include booking agencies, movie houses, theaters, radio and television stations and studios, stage and opera companies, bands, orchestras, ticket agencies, libraries, museums, dance halls, bowling alleys, beaches, swimming pools, sports clubs, galleries, skating rinks, race tracks or golf courses engaged in providing entertainment, amusement, cockpit arena, and other recreational services.

Q7. Recreational establishments like movie house, night club, bar, beer garden, billiard hall, bowling alley, video tapes/CD rental, computer games station, videoke, internet café, cockpit arena, gym, sports house, or other establishments for recreational activities.

These includes booking agencies, movie houses, theaters, radio and television stations and studios, stage and opera companies, bands, orchestras, ticket agencies, libraries, museums, dance halls, bowling alleys, beaches, swimming pools, sports clubs, galleries, skating rinks, race tracks or golf course engaged in providing entertainment, amusement, cockpit arena, and other recreational services.

Q8. Manufacturing establishments like rice or corn mill, food processing, e.g., bakery and noodle factory, ice cream production, ice plant, tailor or dress shop or shoe factory, furniture factory, blacksmith shop, or other manufacturing establishments.

Shops, factories, bakeries, millworks, distilleries, refineries, canneries, abattoirs (slaughter houses), breweries, foundries, tanneries or plants engaged in manufacturing, processing, fabricating or finishing products, mechanically or manually, including the assembly of the component parts of manufactured products and the substantial alteration, reconstruction or repair of special type of goods are considered as manufacturing establishments.

Q9. Hotel, dormitory, motel, or other lodging places.

Hotels, motels, resorts, inns, lodges, camps, dormitories, retreat houses, guest homes or houses, or lodging houses engaged in the provision of lodging facilities to the general public for lease, rental, or fee basis are included in this category.

Q10. Banking institution, pawnshop, financing/investment or insurance company/agency, or others.

Life insurance companies; non-life insurance for fire, marine, accident, health, title, financial obligation, casualty, fidelity and surety; agents and brokers servicing insurance carriers, consultant for policyholders; and fund managers are included in this category.

Q11. Auto repair shop, vulcanizing shop, electronic repair shop, or other repair shops.

These include shops specializing in the repair of consumer goods like electrical appliances and equipment such as television and radio receivers, refrigerators, washing machines, ironers, vacuum cleaners, toasters, and motor vehicles including motorcycles.

Q12. Establishments offering personal services like restaurant, cafeterias, or refreshment parlor (excluding mobile eating places), beauty parlor, barber shop, massage parlor, industry shop, funeral parlor, or other establishments offering personal services.

These include laundry shops, barber shops, massage parlors, skin clinics, beauty parlors, funeral parlors, fortune telling shops, and such establishments engaged in rendering various specialized service to the general public.

**Part III – Travel Information from Town/City Proper to Barangay
(Part III will be asked for areas outside NCR)**

In view of the cost and time requirements in conducting surveys in barangays that are least accessible, there is a need to exclude them in the sampling frame so that they will not be given chances to be drawn as sample barangays for household-based surveys of NSO. Questions Q13 to Q18 are asked as bases for the following:

- a. refinement of the criteria in identifying the Least Accessible Barangays (LABs),
- b. identification of the LABs, and
- c. computation of the proportion of LABs.

Questions Q13 to Q18 refer to the travel information from the town/city proper to the barangay where the reference point in the barangay is the barangay hall.

Q13. What are the modes of transportation/access from the town/city proper to this barangay?

This question gives information on the available means of transportation/access from the town/city proper going to the barangay.

Ask from the respondent the modes of transportation that travel from the town/city proper to the barangay. These include those that pass directly or indirectly from the town/city proper to the barangay. Modes of transportation that pass **directly** from the town/city proper to the barangay are those that do not require commuters to use another mode of transportation in order to reach the barangay. Modes of transportation that pass **indirectly** from the town/city proper to the barangay are those that pass from the town/city proper to the next/last vehicle station, from vehicle station to the next/last vehicle station, or from the last vehicle station to the barangay. This means that you have to take several modes of transportation/access from the town/city proper to the barangay.

Write "X" in all boxes that correspond to the available modes of transportation/access that travel from the town/city proper to the barangay.

Q14. If mode of transportation/access is marked "X" in Q13, does _____ pass directly or indirectly to this barangay?

This question provides information on the modes of transportation/access that travel directly from the town/city proper to the barangay. Refer to the instruction in Q13 for the modes of transportation/access that pass directly from the town/city proper to the barangay.

For each mode of transportation with mark "X" in Q13, indicate if it travels directly (1) or indirectly (2) from the town/city proper to the barangay by writing "X" in the appropriate box.

Q15. How many days in a week is _____ available as a mode of transportation?

For each mode of transportation with mark "X" in Q13, except for hiking/walking, write in the appropriate box the number of days in a week the vehicle is available as a mode of transportation from the town/city proper to the barangay, either directly or indirectly.

Q16. Using the most frequent and economical mode of transportation possible, how much (in pesos) is the total cost of a one-way trip from the town/city proper to the barangay?

Ask from the respondent the **total cost of a one-way trip** using the most frequent and economical mode of transportation from the town/city proper to the barangay. If the most frequent and economical means of transportation in going to the barangay consists of several vehicles, the total cost of a one-way trip in riding all these vehicles shall be considered.

Write the total amount in the boxes rounded to the nearest peso. Prefix zero in the box/es if the amount is less than 10 thousand pesos.

Q17. CHECK Q13 FOR ITEM i:

Question Q17 is a filter question to check if item i. (hiking/walking) is a mode of transportation/access in going to the barangay. Check Q13 if the box for item “i” (hiking/walking) is marked with “X” or not. Write “X” in the appropriate box in Q17 depending on the response for item “i” (hiking/walking) in Q13. Go to Q18 if item “i” is marked, otherwise, end the interview.

Q18. How many hours is the travel time in hiking/walking from the last vehicle station to the barangay?

Ask from the respondent the number of hours and/or minutes in hiking/walking from the last vehicle station to the barangay and write the response in the appropriate boxes ensuring that the number of hours is written in the boxes with label “HR” and the number of minutes in the boxes with label “MIN”. Prefix “0” if the number of hours and/or minutes is less than “10”.

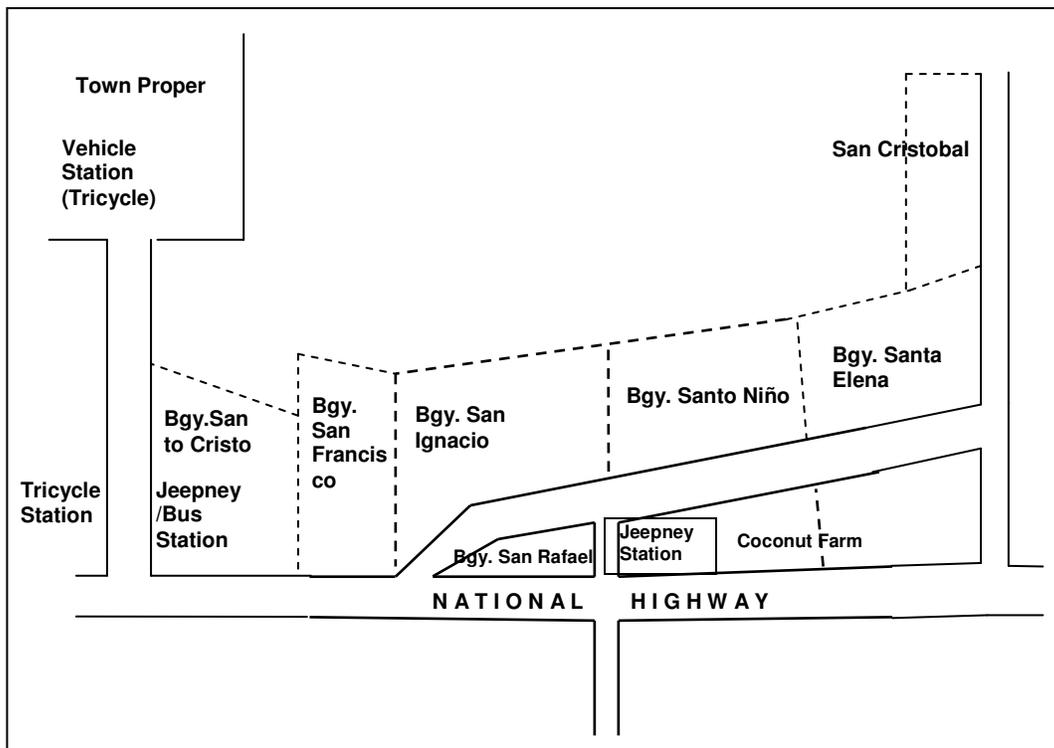
Example:

From the town proper, the residents of Bgy. San Cristobal will ride a tricycle going to the National Highway. The fare from the town proper to the National Highway is P10. They have the option of riding a jeepney going straight to their barangay or they can ride a bus and drop-off at Bgy. Sto. Niño, where a jeepney station plying the route Sto. Niño Highway to Bgy. Cristobal is located.

When riding a jeepney going straight to the barangay, the fare is P15. If they take a bus (fare P10), they have to transfer to another vehicle

going to Bgy. San Cristobal. The fare going to San Cristobal from the jeepney station in Sto. Niño is P10.

Refer to Illustration 7.1 on page 80 in filling out Part III – Travel Information of CPH Form 5 (Barangay Schedule).



7.4 REVIEW AND SUBMISSION OF ACCOMPLISHED CPH FORM 5

After the interview with the respondent, the TS should review the questionnaire immediately by going over the entries to see to it that they are legible and complete. Make sure that no question is omitted before leaving the respondent. After the review, the TS should fill out the certification portion.

Submit the accomplished CPH Form 5 to your CAS/ACAS who in turn shall review the form for completeness and correctness of entries before submitting all the accomplished CPH Forms 5 to the DSO/SCO. In the same manner, the CAS/ACAS and DSO/SCO shall fill out the certification portion only after they have reviewed the questionnaires.

Illustration 7.1 Filled Out CPH Form 5 – Barangay Schedule

<p>CPH FORM 5</p> <p>AUTHORITY: Commonwealth Act No. 591, Batas Pambansa Blg. 72, and Executive Order No. 121 authorize the National Statistics Office (NSO) to conduct and collect information for this census.</p> <p>CONFIDENTIALITY: Section 4 of Commonwealth Act No. 591 provides that all information furnished in this questionnaire shall be kept STRICTLY CONFIDENTIAL.</p>	 Republic of the Philippines NATIONAL STATISTICS OFFICE 2010 CENSUS OF POPULATION AND HOUSING BARANGAY SCHEDULE (TO BE ACCOMPLISHED BY TEAM SUPERVISOR)	<p style="font-size: 24px; font-weight: bold;">5A</p> <p>NSCB Approval No. NSO – 1003-05 Expires on June 30, 2011</p>
<p style="text-align: center;">CERTIFICATION</p> <p>I hereby certify that the data set forth herein were personally obtained/reviewed by me and in accordance with the instructions given by the NSO.</p> <p style="text-align: center;"><i>Krizia J. Macaraeg</i> KRIZIA J. MACARAEG TEAM SUPERVISOR (SIGNATURE OVER PRINTED NAME) DATE ACCOMPLISHED MAY 26, 2010</p> <p style="text-align: center;"><i>Sandy M. Macatangay</i> SANDY M. MACATANGAY CASIACAS (SIGNATURE OVER PRINTED NAME) DATE REVIEWED MAY 28, 2010</p> <p style="text-align: center;"><i>Cherry Belle Quiambao</i> CHERRY BELLE QUIAMBAO FO/CO SUPERVISOR (SIGNATURE OVER PRINTED NAME) DATE REVIEWED MAY 31, 2010</p>	<p style="text-align: center;">GEOGRAPHIC IDENTIFICATION</p> <p>PROVINCE <u>LAGUNA</u> 34</p> <p>CITY/MUNICIPALITY <u>SAN PABLO CITY</u> 24</p> <p>BARANGAY <u>SAN CRISTOBAL</u> 045</p> <p>NAME OF RESPONDENT <u>DELA CRUZ JOHN</u> <small>LAST NAME FIRST NAME</small></p> <p>DESIGNATION/POSITION IN THE BARANGAY <u>BSY. CHAIRMAN</u></p> <p>ADDRESS OF THE BARANGAY HALL <u>123 PARK 3</u> <small>NUMBER AND STREET NAME OR NAME OF SITIO</small></p>	
<p>INTERVIEW RECORD</p> <p>DATE OF VISIT MONTH DAY 05 28 TIME BEGAN HOUR MINUTE 14 30 TIME ENDED HOUR MINUTE 15 10</p>		
<p>Part I – Barangay Facilities/Characteristics</p> <p>INSTRUCTION: WRITE "X" IN THE BOX OPPOSITE THE CORRESPONDING ANSWER.</p>		
<p>Q1 <i>Is your barangay, a ...</i></p> <p>a. <i>part of the town/city proper?</i></p> <p>b. <i>former poblacion of the municipality?</i></p> <p>c. <i>poblacion/city district?</i></p>	<p><input type="checkbox"/> 1 Yes <input checked="" type="checkbox"/> 2 No</p> <p><input type="checkbox"/> 1 Yes <input checked="" type="checkbox"/> 2 No</p> <p><input type="checkbox"/> 1 Yes <input checked="" type="checkbox"/> 2 No</p>	
<p>Q2 <i>Does your barangay have a street pattern, that is, networks of streets of at least three streets or roads?</i></p>	<p><input type="checkbox"/> 1 Yes <input checked="" type="checkbox"/> 2 No</p>	
<p>Q3 <i>Is this barangay accessible to the national highway?</i></p> <p>IF YES, how many kilometers away is the distance between the nearest point of this barangay and the national highway using the access road?</p>	<p><input checked="" type="checkbox"/> 1 Yes <input type="checkbox"/> 2 No, GO TO Q4a</p> <p><input checked="" type="checkbox"/> 1 2 kms. or less <input type="checkbox"/> 3 5 kms. or more</p> <p><input type="checkbox"/> 2 more than 2 but less than 5 kms. <input type="checkbox"/> 9 Don't know</p>	
<p>Q4 <i>In the barangay, is there a ...</i></p> <p>a. <i>town/city hall or provincial capitol?</i></p> <p>IF NO, what is the distance of the nearest town/city hall or provincial capitol from the barangay hall?</p> <p>b. <i>church, chapel or mosque where religious service is held at least once a month?</i></p> <p>IF NO, what is the distance of the nearest church, chapel or mosque (where religious service is held at least once a month) from the barangay hall?</p> <p>c. <i>public plaza or park for recreation?</i></p> <p>IF NO, what is the distance of the nearest public plaza or park from the barangay hall?</p> <p>d. <i>cemetery?</i></p> <p>IF NO, what is the distance of the nearest cemetery from the barangay hall?</p>	<p><input type="checkbox"/> 1 Yes, GO TO Q4b <input checked="" type="checkbox"/> 2 No</p> <p><input type="checkbox"/> 1 2 kms. or less <input checked="" type="checkbox"/> 3 5 kms. or more</p> <p><input type="checkbox"/> 2 more than 2 but less than 5 kms. <input type="checkbox"/> 9 Don't know</p> <p><input checked="" type="checkbox"/> 1 Yes, GO TO Q4c <input type="checkbox"/> 2 No</p> <p><input type="checkbox"/> 1 2 kms. or less <input type="checkbox"/> 3 5 kms. or more</p> <p><input type="checkbox"/> 2 more than 2 but less than 5 kms. <input type="checkbox"/> 9 Don't know</p> <p><input type="checkbox"/> 1 Yes, GO TO Q4d <input checked="" type="checkbox"/> 2 No</p> <p><input type="checkbox"/> 1 2 kms. or less <input checked="" type="checkbox"/> 3 5 kms. or more</p> <p><input type="checkbox"/> 2 more than 2 but less than 5 kms. <input type="checkbox"/> 9 Don't know</p> <p><input type="checkbox"/> 1 Yes, GO TO Q4e <input checked="" type="checkbox"/> 2 No</p> <p><input type="checkbox"/> 1 2 kms. or less <input checked="" type="checkbox"/> 3 5 kms. or more</p> <p><input type="checkbox"/> 2 more than 2 but less than 5 kms. <input type="checkbox"/> 9 Don't know</p>	

Filled Out CPH Form 5 - Page 5B

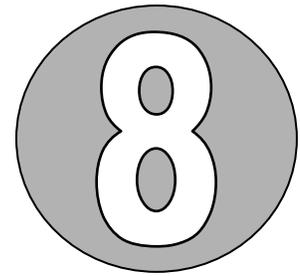
5B		Part I – Barangay Facilities/Characteristics	
Q4	In the barangay, is there a/an ...		
e.	market place or building where trading activities are carried out at least once a week?	<input type="checkbox"/> 1 Yes, GO TO Q4f	<input checked="" type="checkbox"/> 2 No
	IF NO, what is the distance of the nearest market place or building (where trading activities are carried out at least once a week) from the barangay hall?	<input type="checkbox"/> 1 2 kms. or less <input type="checkbox"/> 2 more than 2 but less than 5 kms.	<input checked="" type="checkbox"/> 3 5 kms. or more <input type="checkbox"/> 9 Don't know
f.	elementary school?	<input checked="" type="checkbox"/> 1 Yes, GO TO Q4g	<input type="checkbox"/> 2 No
	IF NO, what is the distance of the nearest elementary school from the barangay hall?	<input type="checkbox"/> 1 2 kms. or less <input type="checkbox"/> 2 more than 2 but less than 5 kms.	<input type="checkbox"/> 3 5 kms. or more <input type="checkbox"/> 9 Don't know
g.	high school?	<input type="checkbox"/> 1 Yes, GO TO Q4h	<input checked="" type="checkbox"/> 2 No
	IF NO, what is the distance of the nearest high school from the barangay hall?	<input type="checkbox"/> 1 2 kms. or less <input type="checkbox"/> 2 more than 2 but less than 5 kms.	<input checked="" type="checkbox"/> 3 5 kms. or more <input type="checkbox"/> 9 Don't know
h.	college/university?	<input type="checkbox"/> 1 Yes, GO TO Q4i	<input checked="" type="checkbox"/> 2 No
	IF NO, what is the distance of the nearest college/university from the barangay hall?	<input type="checkbox"/> 1 2 kms. or less <input type="checkbox"/> 2 more than 2 but less than 5 kms.	<input checked="" type="checkbox"/> 3 5 kms. or more <input type="checkbox"/> 9 Don't know
i.	public library?	<input type="checkbox"/> 1 Yes, GO TO Q4j	<input checked="" type="checkbox"/> 2 No
	IF NO, what is the distance of the nearest public library from the barangay hall?	<input type="checkbox"/> 1 2 kms. or less <input type="checkbox"/> 2 more than 2 but less than 5 kms.	<input checked="" type="checkbox"/> 3 5 kms. or more <input type="checkbox"/> 9 Don't know
j.	hospital?	<input type="checkbox"/> 1 Yes, GO TO Q4k	<input checked="" type="checkbox"/> 2 No
	IF NO, what is the distance of the nearest hospital from the barangay hall?	<input type="checkbox"/> 1 2 kms. or less <input checked="" type="checkbox"/> 2 more than 2 but less than 5 kms.	<input type="checkbox"/> 3 5 kms. or more <input type="checkbox"/> 9 Don't know
k.	puericulture center or barangay health center/station?	<input checked="" type="checkbox"/> 1 Yes, GO TO Q4l	<input type="checkbox"/> 2 No
	IF NO, what is the distance of the nearest puericulture center or barangay health center/station from the barangay hall?	<input type="checkbox"/> 1 2 kms. or less <input type="checkbox"/> 2 more than 2 but less than 5 kms.	<input type="checkbox"/> 3 5 kms. or more <input type="checkbox"/> 9 Don't know
l.	landline telephone system or calling station?	<input checked="" type="checkbox"/> 1 Yes, GO TO Q4m	<input type="checkbox"/> 2 No
	IF NO, what is the distance of the nearest landline telephone system or calling station from the barangay hall?	<input type="checkbox"/> 1 2 kms. or less <input type="checkbox"/> 2 more than 2 but less than 5 kms.	<input type="checkbox"/> 3 5 kms. or more <input type="checkbox"/> 9 Don't know
m.	cellular phone signal?	<input checked="" type="checkbox"/> 1 Yes, GO TO Q4n	<input type="checkbox"/> 2 No
	IF NO, what is the distance of the nearest place with cellular phone signal from the barangay hall?	<input type="checkbox"/> 1 2 kms. or less <input type="checkbox"/> 2 more than 2 but less than 5 kms.	<input type="checkbox"/> 3 5 kms. or more <input type="checkbox"/> 9 Don't know
n.	post office or postal service?	<input checked="" type="checkbox"/> 1 Yes, GO TO Q4o	<input type="checkbox"/> 2 No
	IF NO, what is the distance of the nearest post office or postal service from the barangay hall?	<input type="checkbox"/> 1 2 kms. or less <input type="checkbox"/> 2 more than 2 but less than 5 kms.	<input type="checkbox"/> 3 5 kms. or more <input type="checkbox"/> 9 Don't know
o.	community waterworks system?	<input checked="" type="checkbox"/> 1 Yes, GO TO Q4p	<input type="checkbox"/> 2 No
	IF NO, what is the distance of the nearest place with community waterworks system from the barangay hall?	<input type="checkbox"/> 1 2 kms. or less <input type="checkbox"/> 2 more than 2 but less than 5 kms.	<input type="checkbox"/> 3 5 kms. or more <input type="checkbox"/> 9 Don't know
p.	seaport in operation?	<input type="checkbox"/> 1 Yes, GO TO Q4q	<input checked="" type="checkbox"/> 2 No
	IF NO, what is the distance of the nearest seaport (in operation) from the barangay hall?	<input type="checkbox"/> 1 2 kms. or less <input type="checkbox"/> 2 more than 2 but less than 5 kms.	<input checked="" type="checkbox"/> 3 5 kms. or more <input type="checkbox"/> 9 Don't know
q.	fire station or public fire-protection service?	<input type="checkbox"/> 1 Yes, GO TO Q4r	<input checked="" type="checkbox"/> 2 No
	IF NO, what is the distance of the nearest fire station or public fire-protection service from the barangay hall?	<input type="checkbox"/> 1 2 kms. or less <input type="checkbox"/> 2 more than 2 but less than 5 kms.	<input checked="" type="checkbox"/> 3 5 kms. or more <input type="checkbox"/> 9 Don't know
r.	public-street sweeper?	<input type="checkbox"/> 1 Yes	<input checked="" type="checkbox"/> 2 No
Q5	Do farmers, farm laborers, fishermen, loggers, and forest product gatherers constitute more than half of the population 10 years old and over?	<input type="checkbox"/> 1 Yes	<input checked="" type="checkbox"/> 2 No

Filled Out CPH Form 5 - Page 5C

Part II – Kinds of Establishments		5C		
INSTRUCTION: ENTER ANSWER IN THE BOXES PROVIDED.		Number of Establishments with...		
		less than 10 employees	10-99 employees	100 employees or more
Q6 <u>Commercial establishments</u> like wholesale store, department store, bazaar, hardware store, drugstore, gasoline station, sari-sari store, or other stores with current merchandise worth P600 or more.	a. How many commercial establishments in this barangay have less than 10 employees, 10 to 99 employees, and 100 employees or more? →	010		
	b. How many commercial establishments outside the barangay but within 2 kms. from the barangay hall have less than 10 employees, 10 to 99 employees, and 100 employees or more? →	012	002	
Q7 <u>Recreational establishments</u> like movie house, night club, bar, beer garden, billiard hall, bowling alley, DVD/ VCD/CD rental, computer games station, videoke, internet café, cockpit arena, gym, sports house, or other establishments for recreational activities.	a. How many recreational establishments in this barangay have less than 10 employees, 10 to 99 employees, and 100 employees or more? →			
	b. How many recreational establishments outside the barangay but within 2 kms. from the barangay hall have less than 10 employees, 10 to 99 employees, and 100 employees or more? →	002		
Q8 <u>Manufacturing establishments</u> like rice or corn mill, food processing, such as bakery and noodle factory, ice cream production, ice plant, tailor or dress shop or shoe factory, furniture factory, blacksmith shop, or other manufacturing establishments.	a. How many manufacturing establishments in this barangay have less than 10 employees, 10 to 99 employees, and 100 employees or more? →	002		
	b. How many manufacturing establishments outside the barangay but within 2 kms. from the barangay hall have less than 10 employees, 10 to 99 employees, and 100 employees or more? →	005		
Q9 <u>Hotel, dormitory, motel, or other lodging places.</u>	a. How many hotels, dormitories, motels, or other lodging places in this barangay have less than 10 employees, 10 to 99 employees, and 100 employees or more? →	001		
	b. How many hotels, dormitories, motels, or other lodging places outside the barangay but within 2 kms. from the barangay hall have less than 10 employees, 10 to 99 employees, and 100 employees or more? →	005	004	
Q10 <u>Banking institution, pawnshop, financing/investment or insurance company/agency, or other financial institutions.</u>	a. How many banking institutions, pawnshops, financing/investment or insurance companies/agencies, or other financial institutions in this barangay have less than 10 employees, 10 to 99 employees, and 100 employees or more? →	001		
	b. How many banking institutions, pawnshops, financing/investment or insurance companies/agencies, or other financial institutions outside the barangay but within 2 kms. from the barangay hall have less than 10 employees, 10 to 99 employees, and 100 employees or more? →	005		
Q11 <u>Auto repair shop, vulcanizing shop, electronic repair shop, or other repair shops.</u>	a. How many auto repair shops, vulcanizing shops, electronic repair shops, or other repair shops in this barangay have less than 10 employees, 10 to 99 employees, and 100 employees or more? →			
	b. How many auto repair shops, vulcanizing shops, electronic repair shops, or other repair shops outside the barangay but within 2 kms. from the barangay hall have less than 10 employees, 10 to 99 employees, and 100 employees or more? →	002		

Filled Out CPH Form 5 - Page 5D

5D		Part II – Kinds of Establishments		
INSTRUCTION: ENTER ANSWER IN THE BOXES PROVIDED.		Number of Establishments with...		
		less than 10 employees	10-99 employees	100 employees or more
Q12 Establishments offering personal services like restaurant, cafeteria, or refreshment parlor (excluding mobile eating places), beauty parlor, barber shop, massage parlor, industry shop, funeral parlor, or other establishments offering personal services.	a. How many establishments offering personal services in this barangay have less than 10 employees, 10 to 99 employees, and 100 employees or more?	010		
	b. How many establishments offering personal services outside the barangay but within 2 kms. from the barangay hall have less than 10 employees, 10 to 99 employees, and 100 employees or more?	010		
Part III – Travel Information				
Mode of Transportation/Access	Mode of Transportation/Access from the Town/City Proper		Frequency	
	What are the modes of transportation/access from the town/city proper to this barangay?	If mode of transportation/access is marked "X" in Q13, does _____ pass directly or indirectly to this barangay? 1 Directly 2 Indirectly	How many days in a week is _____ available as a mode of transportation?	
	WRITE "X" IN THE BOX FOR ALL AVAILABLE MODES OF TRANSPORTATION/ACCESS.	WRITE "X" IN THE BOX CORRESPONDING TO THE ANSWER	WRITE THE NUMBER OF DAYS IN THE BOX FOR ALL MODES OF TRANSPORTATION WITH "X" MARK IN Q13.	
	Q13	Q14	Q15	
a. Bus	<input checked="" type="checkbox"/>	<input type="checkbox"/> 1 <input checked="" type="checkbox"/> 2	7	
b. Jeepney	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> 1 <input type="checkbox"/> 2	7	
c. Van	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> 1 <input type="checkbox"/> 2	7	
d. Tricycle	<input type="checkbox"/>	<input type="checkbox"/> 1 <input type="checkbox"/> 2		
e. Motorcycle	<input checked="" type="checkbox"/>	<input type="checkbox"/> 1 <input checked="" type="checkbox"/> 2	7	
f. Boat/motorboat	<input type="checkbox"/>	<input type="checkbox"/> 1 <input type="checkbox"/> 2		
g. Calesa/other animal-driven transport	<input type="checkbox"/>	<input type="checkbox"/> 1 <input type="checkbox"/> 2		
h. Horse and other animals	<input type="checkbox"/>	<input type="checkbox"/> 1 <input type="checkbox"/> 2		
i. Hiking/walking	<input type="checkbox"/>	<input type="checkbox"/> 1 <input type="checkbox"/> 2		
j. Others, specify _____	<input type="checkbox"/>	<input type="checkbox"/> 1 <input type="checkbox"/> 2		
Q16	Using the most economical mode of transportation possible, how much (in peso) is the total cost of a one-way trip from the town/city proper to the barangay?		00025	
Q17	CHECK Q13 FOR ITEM i: IF ITEM i (hiking/walking) IS MARKED WITH "X" <input type="checkbox"/> IF ITEM i (hiking/walking) IS NOT MARKED WITH "X" <input checked="" type="checkbox"/>		→ GO TO Q18 → END INTERVIEW	
Q18	How many hours is the travel time in hiking/walking from the last vehicle station to the barangay?		<input type="text"/>	<input type="text"/>
			HR	MIN
REMARKS				



HOW TO ACCOMPLISH OTHER CPH FORMS

This chapter discusses instructions on how the CAS/ACAS will accomplish CPH forms such as CPH Forms 11, 12, 13, 15 and 16, and how the TS will accomplish CPH Forms 9A, 11,12 and 13.

8.1 OTHER CPH FORMS TO BE ACCOMPLISHED BY THE CENSUS AREA SUPERVISOR & ASSISTANT CENSUS AREA SUPERVISOR

As part of your supervisory functions, you have to accomplish the following CPH forms:

a. CPH Form 11 – CAS/ACAS/TS Weekly Progress Report

This form is a progress report of enumeration in the various areas assigned to the CAS/ACAS as well as record of problems encountered and actions taken during the course of enumeration. As CAS/ACAS, you should accomplish this form for all barangays/EAs assigned to you.

The following instructions should be followed in filling out the front portion of CPH Form 11:

1. Sheet _____ of _____ sheets

Write “1” in the first blank to mean that it is the first sheet used to record the progress of enumeration, “2” for the second sheet used, and so on. Write on the second blank the total number of sheets used in the areas assigned to you.

2. Geographic Identification

Write the names and codes of the province and city/municipality on the respective spaces and boxes provided.

3. Name and Designation

Write your name and designation on the appropriate spaces provided.

4. Column 1 – Name of Barangay

Write in alphabetical order the name of each barangay assigned to you. If the barangay is divided into several EAs, write a ditto (“) mark to indicate that the succeeding EAs are in the same barangay.

5. Column 2 – Barangay Code

Write in this column the three-digit barangay code corresponding to the barangay listed in Column 1.

6. Column 3 – EA Number

For all EAs in the barangay, write the EA numbers in ascending order.

NOTE:

Columns 1 to 3 should be filled out prior to field enumeration to ensure that all EAs under your supervision are completely monitored.

7. Column 4 to 23 – Households/Population Enumerated

The entries in these columns shall be copied from CPH Form 10.

COLUMN	INSTRUCTION	SOURCE (CPH FORM 10)
Columns 4, 8, 12, 16 and 20 – Dates Enumerated	Copy the date when the ENs accomplished CPH Form 10.	Date
Columns 5, 9, 13, 17 and 21 - Number of Households Enumerated	Copy the total number of households from the box labeled Total with letters HH below it.	Column 4 (C)
Columns 6, 10, 14, 18 and 22 - Household Population (HH Pop) Enumerated	Copy the total number of household population from the box labeled Total with letters HP below it.	Column 7 (E)

COLUMN	INSTRUCTION	SOURCE (CPH FORM 10)
Columns 7, 11, 15, 19 and 23 - Institutional Population (INST Pop) Enumerated	Copy the total number of household population from the box labeled Total with letters IP below it.	Column 10 (H)

8. Column 24 – Total Number of Households (HH)

Add the number of households in Columns 5, 9, 13, 17 and 21. Enter the sum in Column 24.

9. Column 25 – Total Household Population (HH Pop)

Add the household population in Columns 6, 10, 14, 18 and 22. Enter the sum in Column 25.

10. Column 26 – Total Institutional Population (INST Pop)

Add the institutional population in Columns 7, 11, 15, 19 and 23. Enter the sum in Column 26.

11. Column 27 – Remarks

Write in this column the number of households that were revisited for a callback and successfully enumerated for the period, or any remark that can explain results, or experience that can clarify counts or entries.

The CAS/ACAS should assess if the average household size of a barangay is about 4 to 6 household members. The formula on how to compute average household size is given below.

$$\text{Average Household Size} = \frac{\text{Total household population in the barangay}}{\text{Number of household population in the barangay}}$$

For completely enumerated barangay, the average household size is computed by dividing the reported household population and number of households in CPH Form 11. If the computed AHS is significantly different from the average household size of 4 to 6 household members, the CAS/ACAS should investigate and inform the

DSO/SCO about this matter. Write at the back portion of CPH Form 11 the justification for the abrupt increase or decrease in the number of households and household population.

12. Repeat the procedures outlined in numbers 4 to 11 above for each barangay/EA assigned to you.

In the course of your supervision and during CAS/ACAS/TS weekly meetings, there may be some problems referred to you that need immediate decision. As CAS/ACAS, you should record at the back of CPH Form 11 all the problems encountered and their corresponding actions taken. This is important to ensure that decisions made are well documented, and that these will be included in the CAS/ACAS narrative report which will be submitted at the end of enumeration. The instructions in accomplishing the back portion of CPH Form 11 are as follows:

- 1. Column 1 – Name of Barangay**

Write in this column the name of the barangay.

- 2. Column 2 – Barangay Code**

Write in this column the three-digit barangay code that corresponds to the barangay listed in Column 1.

- 3. Column 3 – EA Number**

Write in this column the EA number that corresponds to the barangay listed in Column 1.

- 4. Column 4 – Problems Encountered**

Write in this column the specific problems you encountered as well as referred by your TS or ENs during your field supervision and during weekly meetings with your TS.

- 5. Column 5 – Actions Taken**

Write in this column the actions taken or decisions made corresponding to the problems reported in Column 4.

- 6. Column 6 – Name of the Person**

Write in this column the name of the person who referred the problem to you. Write your name if you are the one who observed/encountered the problems.

7. Column 7 – Designation

Write in this column the designation of the person written in Column 6.

8. Column 8 – Code

Write in this column the assigned code of the person written in Column 6.

See Illustration 8.1 for a sample of filled out CPH Form 11.

At the end of the enumeration period, you should place your CPH Form 11 on top of the folioed CPH Form 11 submitted by your TSs and submit these forms to the DSO/SCO. The CPH Form 11 submitted by your TS should be folioed in the order that the barangays appeared in your CPH Form 11.

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

The Re-interview/Spot-check Record (CPH Form 12) is used in checking whether the interview was done properly and that the data gathered met the standards set by the office. Moreover, re-interview/spot-checking is done to determine if the ENs are at work, at the time and place expected, and that they are doing the work themselves.

As CAS/ACAS, you should re-interview at least one household enumerated by each EN assigned in your area of supervision during enumeration period. For the same EN, you should observe at least three households.

Follow these procedures in re-interviewing and in filling out the form:

1. Visit an area with on-going or completed enumeration and re-interview the following:
 - ✓ households with 2010 CPH stickers; and
 - ✓ households residing in hidden structures or areas which are likely to have been missed.
2. Fill out the following items in CPH Form 12:
 - ✓ name of supervisor;
 - ✓ name of EN; and
 - ✓ date of re-interview/spot-checking.
3. Write the names of the province, city/municipality and barangay, and EA number on the spaces provided.
4. Copy the HSN from the posted sticker and write the address of the household on the spaces provided.
5. Interview a responsible member of the household. List the members of the household and their corresponding relationships to the household head, sex, dates of births, ages, whether their births were registered or not, and marital status, following the procedures given in the EN's manual.
6. Ask the respondent the three questions enumerated at the bottom of the form to check whether the EN is doing his/her job properly.
7. Compare the information that you have gathered against those of the EN's accomplished CPH Form 2.

8. At the bottom of this form, copy the name of the respondent from CPH Form 2 to CPH Form 12 and write the date when the comparison was done.
9. Write the result of your comparison on the space provided for **“Observations/Actions Taken:”**
10. If there are inconsistencies in the entries, discuss those cases with the TS concerned. In turn, the TS should then discuss this matter with the EN.

The procedures below should be followed in spot-checking:

1. Use the second page of this form when observing how a particular EN conducted the actual interview. This page can accommodate three households.
2. Write the HSN of the household you just spot-checked/observed and answer the list of questions based on the EN’s performance, i.e., check the column for **“Yes”** if he/she complies; otherwise, check the **“No”** column.
3. Write the corresponding observations/remarks on the space provided.
4. If there is a significant number of errors or there are more **“No”** checkmarks than **“Yes”**, investigate such errors occurred, then inform the TS and EN involved for corrections.

An example of filled out CPH Form 12 is shown in Illustration 8.2.

Illustration 8.2

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

CPH Form 12 Sheet 1 of 1 sheets



Republic of the Philippines
NATIONAL STATISTICS OFFICE

2010 Census of Population and Housing

I. RE-INTERVIEW/SPOT-CHECK RECORD

Name of Supervisor: RDWEN CRUZ
 Name of Enumerator: JOVE VERA Barangay: SAN ISIDRO
 Date of Re-interview/Spot-check: MAY 18, 2010 EA No.: 0600
 Province: RIZAL Household Serial No.: 0021
 City/Municipality: CAINTA Address: Lot 5 Bautista Compound

LINE NUMBER	NAME	RELATIONSHIP TO HEAD	SEX	DATE OF BIRTH	AGE	BIRTH REGISTRATION	MARITAL STATUS
	<i>Who is the head of this household?</i>	<i>What is _____'s relationship to the head of the household?</i>	<i>Is _____ male or female?</i>	<i>In what month and year was _____ born?</i>	<i>What is _____'s age as of his/her last birthday?</i>	<i>Was _____'s birth registered with the Civil Registry Office?</i>	<i>Is _____ single, married, widowed, divorced/ separated, or in a common-law/ live-in arrangement?</i>
	<i>Who are the persons usually residing here as of May 1, 2010?</i>						
	WRITE SURNAME, FIRST NAME.	WRITE DESCRIPTION ON THE SPACE PROVIDED AND ENTER CODE IN THE BOXES. SEE CODES AT THE BOTTOM.	1 Male 2 Female ENTER CODE	ENTER MONTH AND YEAR.	IF AGE IS LESS THAN ONE YEAR, WRITE "000".	1 Yes 2 No 3 Don't Know	1 Single 2 Married 3 Widowed 4 Divorced/ Separated 5 Common-law/Live-in 6 Unknown ENTER CODE
	P1	P2	P3	P4	P5	P6	P7
01	GABON, ALBERTO	HEAD 01	1	Mo. 06 Yr. 1960	49	1	2
02	_____, KRISTINE	SPOUSE 02	2	Mo. 06 Yr. 1962	47	1	2
03	_____, HANNAH	DAUGHTER 04	2	Mo. 03 Yr. 1995	15	1	1
04	SANTOS, SUSAN	OTHER RELATIVE 57	2	Mo. 01 Yr. 1975	35	1	4
05				Mo. Yr. 			
06				Mo. Yr. 			
07				Mo. Yr. 			
08				Mo. Yr. 			

CODES FOR P2-RELATIONSHIP TO HEAD

01 Head	21 Stepson	31 Grandson	41 Brother	55 Nephew	65 Boarder
02 Spouse	22 Stepdaughter	32 Granddaughter	42 Sister	56 Niece	66 Domestic helper
03 Son	23 Son-in-law	33 Father	43 Uncle	57 Other relative	
04 Daughter	24 Daughter-in-law	34 Mother	44 Aunt	58 Nonrelative	

Ask the respondent the following questions:

- Did an interviewer from the National Statistics Office visit you?
 Yes No
- When did he/she visit you? MAY 18, 2010
- What questions did he/she ask from you?
 SPECIFY:
Same question and a lot more like ethnicity, religion, citizenship, residence 5 years ago, highest grade completed and others.

Name of Respondent in CPH Form 2/3: KRISTINE

Date compared with CPH Form 2/3: MAY 19, 2010

OBSERVATIONS/ACTIONS TAKEN:
The same data given by the respondent.

II. RECORD OF OBSERVATION

OBSERVATION CHECKLIST	OBSERVATION NUMBER						EVALUATION BASED ON ENTIRE OBSERVATION
	1		2		3		
	HH Serial No. 0022		HH Serial No. 0023		HH Serial No. 0024		
Did the Enumerator observe the following:	YES	NO	YES	NO	YES	NO	OBSERVATION #1 THE EN STRICTLY FOLLOWED THE PROCEDURES LEARNED.
1. correct canvassing procedures?	✓		✓		✓		
2. correct mapping procedures such as:							
a. updating of the map?	✓		✓		✓		
b. plotting of correct building symbol and serial number?	✓		✓		✓		
c. preparation of block maps, if necessary?	✓		✓		✓		
3. correct listing procedure such as:							
a. visitation of each building to determine if it contains housing units?	✓		✓		✓		
b. proper determination of number of households in a housing unit?	✓		✓		✓		
c. correct filling up of CPH Form 1?	✓		✓		✓		
4. correct interviewing procedures such as:							OBSERVATION #2
a. giving proper introduction and explaining the census?	✓		✓		✓		
b. interviewing a responsible member of the household?	✓		✓		✓		
c. ascertaining if a person is a household member according to the rules on household membership?	✓		✓		✓		
d. asking the questions as worded or translating to dialect the meaning of/correctly rephrasing the questions?	✓		✓		✓		
5. correct closing of interviews such as:							OBSERVATION #3
a. checking/reviewing of completed questionnaires immediately after the interview?	✓		✓		✓		
b. closing the interview properly and thanking the respondent?	✓		✓		✓		
c. posting of NOTICE OF LISTING/ENUMERATION (CPH Form 6) near the main door where it is visible from the outside after the interview?	✓		✓		✓		

Supervised by:
Rowen Cruz
 ROWEN CRUZ

 Signature over printed name
 MAY 19, 2010

 Date

Enumerator being supervised:
Jove Vera
 JOVE VERA

 Signature over printed name
 MAY 18, 2010

 Date

c. CPH Form 13 – Transmittal/Receipt Form

This form should be used for every transaction to be made, i.e., transmitting or receiving CPH forms and materials between DSO/SCO and CAS/ACAS, CAS/ACAS and TS, and vice-versa.

As CAS/ACAS, you should accomplish CPH Form 13 whenever you transmit or receive questionnaires and other forms from or to your TS. You should always record the number of questionnaires transmitted or received in this form. You will use the same form to record the number of edited questionnaires and forms transmitted by your TS. This form will also be used to return incomplete or incorrectly filled out questionnaires to your TS and to transmit all unused census materials after enumeration to the DSO/SCO.

The detailed procedure on how to fill out CPH Form 13 can be found in Chapter 11, Section 11.3 of EN's Manual.



**PREPARE THIS FORM IN
DUPLICATE, ONE COPY TO
THE RECEIVING PERSONNEL
AND THE OTHER TO THE
TRANSMITTING OFFICER.**

Upon receipt, the TS should check the number of questionnaires and other forms received from you and reflect these numbers in CPH Form 13. If the quantity received in the transmittal does not match the submitted questionnaires and other forms, the TS should inform you about the discrepancy. Then, the TS should get his/her duplicate copy of CPH Form 13.

Refer to Illustration 8.3 (page 93) and Illustration 9.1 (page 106) for samples of filled out CPH Form 13.

d. CPH Form 15 – CPH Form 2 Bundle Cover

This form is the bundle cover for CPH Form 2. The CAS/ACAS should fill out this form to cover all accomplished CPH Forms 2 submitted by the TS. CPH Forms 2 should be bundled separately for each EA.

Follow the procedures below on how to fill out this form:

1. Write the names of province, city/municipality, and barangay on the spaces provided, and enter the corresponding codes in the boxes. Write also the EA number inside the boxes.
2. Write the total number of CPH Form 2 on the space provided.
3. Fill out only the first three rows of the “**Processing Record**” portion of this form intended to CAS/ACAS. Enter the dates when you started and finished bundling and verifying the questionnaires, and the date of transmittal to the DSO/SCO. Affix your signature and write any remark in each activity conducted.

e. CPH Form 15A – CPH Form 3 Bundle Cover

This form is the bundle cover for CPH Form 3. Follow instructions for CPH Form 15 in accomplishing this form.

An example of accomplished CPH Form 15 and 15A are provided in Illustration 8.4 and 8.5 (page 95 and 96, respectively).

f. CPH Form 18 – Certificate of Work Completed

After completing your work, a certification will be issued to you, countersigned by the DSO/SCO. This form will serve as one of the supporting documents you need for payment of wages or other financial claims.

Refer to example of filled out CPH Form 18 in Illustration 8.7 on page 98.

Illustration 8.4 Filled Out CPH Form 15 – CPH form 2 Bundle Cover

CPH Form 15
Bundle 1 of 1 Bundle(s)



Republic of the Philippines
NATIONAL STATISTICS OFFICE

2010 Census of Population and Housing

CPH FORM 2 BUNDLE COVER

(QUESTIONNAIRE TRANSMITTAL AND PROCESSING RECORD)

Province: RIZAL 5 8

City/Municipality: CAINTA 0 5

Barangay: SAN ISIDRO 0 1 5

EA Number: 0 6 0 0

Number of Questionnaires: 354

Processing Record					
Activity	Date		Signature of Person Responsible	Remarks	
	Started	Finished			
CAS/ ACAS	Bundling of Forms	06/10/10	06/10/10	Cherry Quaiambao	
	Verification of Codes/Consistency and Completeness of Entries	06/10/10	06/10/10	Cherry Quaiambao	
	Transmittal to DSO/SCO		06/10/10	Cherry Quaiambao	
DSO/ SCO	Receipt				
	Verification of Codes/Consistency and Completeness of Entries				
	Transmittal to Provincial Office				
P O	Receipt				
	Verification of Geographic Codes				
	Completeness Checking of Forms				
	Editing/Coding/Consistency Checking of Entries				
	Sample Verification of Forms and Entries/Document Preparation				
	Transmittal to 2010 Census Processing Center (CPC 2010)			OK for transmittal: _____ PSO Date	
C P C 2010	Receipt				
	Scanning				
	Test for Interpretability of CPH Form 2				
	Transmittal of Data File to Central Office			OK for transmittal: _____ RD Date	

Illustration 8.5 Filled Out CPH Form 15A – CPH form 3 Bundle Cover

CPH Form 15A
Bundle 1 of 1 Bundle(s)



Republic of the Philippines
NATIONAL STATISTICS OFFICE

2010 Census of Population and Housing

CPH FORM 3 BUNDLE COVER

(QUESTIONNAIRE TRANSMITTAL AND PROCESSING RECORD)

Province: RIZAL 5 | 8

City/Municipality: CAINTA 0 | 5

Barangay: SAN ISIDRO 0 | 1 | 5

EA Number: 0 | 6 | 0 | 0

Number of Questionnaires: 70

Processing Record					
	Activity	Date		Signature of Person Responsible	Remarks
		Started	Finished		
CAS/ ACAS	Bundling of Forms	06/10/10	06/10/10	Cherry Quaiambao	
	Verification of Codes/Consistency and Completeness of Entries	06/10/10	06/10/10	Cherry Quaiambao	
	Transmittal to DSO/SCO		06/10/10	Cherry Quaiambao	
DSO/ SCO	Receipt				
	Verification of Codes/Consistency and Completeness of Entries				
	Transmittal to Provincial Office				
P O	Receipt				
	Verification of Geographic Codes				
	Completeness Checking of Forms				
	Editing/Coding/Consistency Checking of Entries				
	Sample Verification of Forms and Entries/ Document Preparation				
	Transmittal to 2010 Census Processing Center (CPC 2010)				OK for transmittal: _____ PSO Date
C P C	Receipt				
	Scanning				
	Test for Interpretability of CPH Form 3				
2010	Transmittal of Data File to Central Office				OK for transmittal: _____ RD Date

g. CPH Form 16 – CPH Form 10 Folio Cover

This form is the folio cover of CPH Form 10, and should be filled out and used as a cover each time the ACAS transmits CPH Form 10 to the DSO/SCO. The procedures for filling out CPH Form 16 are as follows:

1. Enter the folio number in the boxes provided. The ACAS will assign a unique and sequential folio number to each city/municipality where “01” refers to the first folio submitted, “02” for the second, and so on. For city/municipality with more than one ACAS, the DSO/SCO will bundle CPH Form 10s.
2. Write the names of the province and city/municipality on the spaces provided and the corresponding codes in the boxes.
3. Write your name and sign above it. Enter the date you folioed and verified CPH Form 10s.
4. Leave the spaces for “**Matched with SMS Transaction Record by:**” blank. This will be filled out after verifying the SMS Transaction Record with CPH Forms 10 at the PO. Refer to Illustration 8.6 below for the filled out CPH Form 16.

Illustration 8.6
Filled Out CPH Form 10 – CPH Form 10 Folio Cover

CPH FORM 16		 <i>Republic of the Philippines</i> NATIONAL STATISTICS OFFICE	
2010 Census of Population and Housing CPH FORM 10 FOLIO COVER			
Folio Number:	0	1
Province:	BOHOL	1	2
City/Municipality:	SIERRA BULLONES	4	0
	Cherrybelle		
Folioed/Verified by:	Quiambao	06/7/10	
	<small>Signature over printed name</small>	<small>Date</small>	
Matched with SMS Transaction Record by:	_____	_____	
	<small>Signature over printed name</small>	<small>Date</small>	

Illustration 8.7 Filled Out CPH Form 18 – 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 This May Concern:

This is to certify that Mr./Ms. WENDY NARVASA 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 MAY 17 to MAY 25, 2010 in:

EA No:	<u>0000</u>
Barangay:	<u>LOMA</u>
City/Municipality:	<u>BIÑAN</u>
Province:	<u>LAGUNA</u>

This certification is issued in connection with the claim of the above-named person for wages/honorarium and allowable transportation expenses.

ISSUED this 15th day of JUNE, 2010, in the city/municipality of BIÑAN province of LAGUNA.

Andres
CHRISTADEL ANDRES
Certifying NSO Officer
(Signature over printed name)

8.2 OTHER CPH FORMS TO BE ACCOMPLISHED BY THE TEAM SUPERVISOR

Like the CAS/ACAS, the TS must also fill out the field reporting forms. The TSs should submit all the following forms to their respective CAS/ACAS.

- ✓ CPH Form 11 – CAS/ACAS/TS Weekly Progress Report
- ✓ CPH Form 12 – Re-interview/Spot-check Record
- ✓ CPH Form 13 – Transmittal/Receipt Form

Aside from these forms, the TS shall also use CPH Form 9A (Appointment Slip to Barangay Official) to set an appointment with the respondent of CPH Form 5.

a. CPH Form 9A – Appointment Slip to Barangay Official

This form should be filled out by the TS to set an appointment with the respondent of CPH Form 5. Schedule of interview should be set at a later date so that you will have time to familiarize yourself with the assigned barangay. If there are two or more TSs assigned in the barangay, coordinate with the other TSs and ascertain who will interview the respondent.

When you make your courtesy call to the Barangay Chairperson, ask him/her on who will be the qualified respondent for interview using CPH Form 5. If the respondent will be the Barangay Chairperson, ask his/her available time and date for the interview. If the respondent is other than the Barangay Chairperson, try to ascertain from the Barangay Chairperson or from any other barangay official on who will be the qualified respondent for interview. Ask for the respondent's address so that you can set an appointment with him/her personally or leave CPH Form 9A to any barangay official in the barangay hall or to any other members of his/her household. Write in CPH Form 9A the name and address of the respondent, and the time and date you will visit the respondent. Affix also your signature. Make sure that you maintain a record of your appointments so that you can keep track of your scheduled visit properly.

See Illustration 8.8 (page 100) for a sample of filled out CPH Form 9A.

Illustration 8.8

Filled Out CPH Form 9A – Appointment slip to Barangay Official

CPH Form 9A



Republic of the Philippines
NATIONAL STATISTICS OFFICE

2010 Census of Population and Housing
APPOINTMENT SLIP TO BARANGAY OFFICIAL

May 20, 2010
Date

Sir/Madam:

The National Statistics Office (NSO) is currently conducting the 2010 Census of Population and Housing. Mandated by Batas Pambansa Blg. 72 and Commonwealth Act No. 591, and in accordance with Executive Order No. 121, the NSO is authorized to gather data on the socio-economic characteristics of the population and housing information around the country. The data that will be obtained from this census will be used as bases for making and implementing policies and programs for social and economic development. Moreover, the data on barangay characteristics will be used as basis for the urban-rural classification of barangays in the country.

I am the Team Supervisor assigned to cover this area. Please allow me to meet with **YOU** on the schedule indicated below to serve as the respondent for the questions about your barangay:

Date: **May 28, 2010**

Time: **9:00 a.m.**

Rest assured that all data gathered from you will be held strictly confidential as provided for by Section 4 of Commonwealth Act No. 591.

Thank you for your cooperation.

Miguel Ramirez
MIGUEL RAMIREZ
Team Supervisor
(Signature over printed name)

For more information, please visit the nearest NSO Provincial Office and/or contact:

PSO/DSO: **JESSAMYN C. ALCAZAREN** Address: **Manzano Bldg. San Jose, Cogon District, Tagbilaran City** Telephone No.: **411-40-69**

b. CPH Form 11 – CAS/ACAS/TS Weekly Progress Report

As TS, you shall accomplish CPH Form 11 for all the barangays/EAs assigned to you. As earlier mentioned, this is a progress report of enumeration in the various areas assigned to you.

In accomplishing this form, refer to Section 8.1(a) on pages 81 to 84 for the instructions on how to fill out CPH Form 11 and Illustration 8.1 on pages 86 and 87 for the example of a filled out CPH Form 11. The information will also be based on submitted CPH Forms 10 submitted by your EN.

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

The re-interview/spot-check activity of the TS is independent from the re-interview/spot-check activity of the CAS/ACAS. As TS, you should check whether the work of your ENs meet acceptable standards. To obtain a periodic evaluation of the quality of work of each EN, these re-interviews should be scheduled such that at least one household per EN is re-interviewed every week. For the same EN, you should observe him/her enumerate at least three households.

Give particular attention to CPH forms with questionable entries or gross errors. You may need to conduct more re-interviews/spot-checks on the work of ENs who do not perform satisfactorily. Follow the instructions on how to accomplish CPH Form 12 in Section 8.1(b) (pages 87 and 88). See also Illustration 8.2 on pages 89 and 90.

d. CPH Form 13 – Transmittal/Receipt Form

This form is to be used to record transactions to be made, i.e., transmitting or receiving of CPH forms and materials between TS to CAS/ACAS and TS to EN, and vice-versa. The TSs should always record the number of questionnaires transmitted or received in this form.

The detailed procedure on how to fill out CPH Form 13 can be found in Chapter 11, of EN Manual. Moreover, refer to Illustration 8.9 (page 102) of this manual for the example of a filled out CPH Form 13 (transmitting accomplished forms from TS to CAS/ACAS).



POST ENUMERATION ACTIVITIES

This chapter discusses the activities you will do as CAS, ACAS or TS after the enumeration of an EA (for TS) or city/municipality (for CAS/ACAS) has been completed. These activities are called post-enumeration activities which include transmittal, bundling/folioing, packaging, and verification of accomplished questionnaires and transmittal of other census materials to the DSO/SCO by the CAS/ACAS.

9.1 TRANSMITTAL OF CENSUS MATERIALS TO THE CENSUS AREA SUPERVISOR/ASSISTANT CENSUS AREA SUPERVISOR

The TS should check that the EN submits all the required forms and materials for each EA he/she has completed. After doing these final check routines, the TS should submit to the CAS/ACAS the following materials and forms:

- 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 7- Common Household Self-Administered Questionnaire
Instructions
- CPH Form 8 - Institutional Population Self-Administered Questionnaire
Instructions
- CPH Form 10 - EN's Accomplishment/PM Report
- CPH Form 11 - CAS/ACAS/TS Weekly Progress Report
- CPH Form 12 - Re-interview/Spot-check Record
- CPH Form 17 - Certification of Barangay Chairperson
Accomplished Barangay/EA/Block Map

All unused census forms and other census materials should also be transmitted upon the completion of your EAs.

9.2 VERIFICATION OF QUESTIONNAIRES

As soon as all the questionnaires for an EA have been transmitted. The CAS/ACAS should review the questionnaires following the guidelines below:

1. Aside from the five percent verification which was done during the partial submission of questionnaires for an EA, you should review another five percent when all the questionnaires for an EA have been transmitted to ensure that the entries are complete and reasonable. You should verify every 20th questionnaire for an EA, excluding those already verified. Follow the verification procedure in Chapter 4, Section 4.2 and Chapter 5.
2. The CAS/ACAS should verify if each household/institution, vacant or occupied housing unit, that is listed in CPH Form 1 has a corresponding questionnaire. If there are missing questionnaires, instruct your EN/TS to revisit and enumerate the listed household or institution.
3. The CAS/ACAS should instruct the TS/EN to revisit each of the households or ILQs with incomplete or inconsistent entries which cannot be corrected using the rest of the items in the questionnaire as basis.
4. After verification, enter the date and affix your signature on the appropriate space in CPH Form 15 (CPH Form 2 Bundle Cover) or CPH Form 15A (CPH Form 3 Bundle Cover).

9.3 BUNDLING OF QUESTIONNAIRES BY THE CENSUS AREA SUPERVISOR AND ASSISTANT CENSUS AREA SUPERVISOR

To facilitate the handling, verification, and machine processing of the questionnaires, the CAS/ACAS should group the questionnaires by bundle. Ask the assistance of the TS in bundling the questionnaires. This activity should be done as soon as the enumeration of an EA has been completed.

Only CPH Forms 2 and 3 will be bundled by the CAS/ACAS since CPH Forms 1, 4 and 5 will be bundled at the PO.



**BUNDLE
CPH FORMS
2 or 3 BY EA
SEPARATELY**

The following steps are to be followed by the CAS/ACAS who is responsible for bundling the questionnaires:

1. Sort CPH Forms 2 or 3 of a particular EA by building, housing, household serial number, and booklet number.
2. Bundle the accomplished questionnaire by type (CPH Forms 2 or 3).
3. Ensure that all accomplished CPH Forms 2 or 3 for one household go together in the same bundle.
4. For each EA bundle of CPH Forms 2 or 3, fill out the necessary information required in CPH Form 15 or 15A: province, city/municipality, barangay, EA number, the type and number of questionnaires, and the number of bundles. Place the filled out CPH Form 15 and CPH form 15A on top of the bundle of CPH Forms 2 and 3, respectively of an EA.
5. Use plastic to cover the bundle of CPH Forms 2 or 3 for an EA.

IMPORTANT NOTICE

Do not put holes, staple, nor use shoelace in bundling the questionnaires.

9.4 TRANSMITTAL OF CENSUS MATERIALS TO THE DISTRICT STATISTICS OFFICER/STATISTICAL COORDINATION OFFICER

The last transmittal of census materials from CAS/ACAS to DSO/SCO should be done as soon as the enumeration in a city/municipality has been completed and the CAS/ACAS has reviewed the questionnaires following the instructions in Section 9.2 (page 104). He/she should transmit these questionnaires immediately to the DSO/SCO together with other CPH forms so that the DSO/SCO shall have time to review the submitted forms.

As CAS/ACAS, you should be guided by the following in transmitting the census materials:

1. All census materials of your EAs should be submitted to you by your TS within two days after the close of the enumeration. The two-day period is assumed to give the TS enough time to review the accomplished questionnaires for the EA. All census materials for a

- city/municipality should be transmitted to the DSO/SCO within two days after the close of the enumeration.
2. Pack the census materials for transmittal to the DSO/SCO. The packing should be done in such a way that the bundled questionnaires and other accomplished census forms are sorted by EA/barangay. In sorting within an EA, see to it that CPH Forms 2 and 3 are bundled separately and CPH Forms 1 and 4 are arranged sequentially. CPH Forms 1 are placed on top of the first bundle for the EA. The EA pack should contain the following accomplished forms and arrange in the following manner:
 - 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
 - Accomplished Barangay/EA/Block Maps

The folio of CPH Form 10 together with CPH Form 17 should be placed on top of the first EA pack for a city/municipality followed by CPH Form 11 and CPH Form 12.

Use plastic (the one used in covering the blank CPH forms) to cover each EA pack and secure it with packaging tape around it.
 3. Fill out CPH Form 13 in duplicate copies. Record the number of forms by type and the EA/barangay/block maps until all EA packs for the city/municipality have been recorded. Record the number of unused forms after the last EA pack of accomplished forms for the city/municipality. Place filled out CPH Form 13 at the top of first EA pack. If there are more than one box for the city/municipality, place CPH Form 13 in the first box.
 4. All census materials for a particular city/municipality should be kept intact. The EA/barangay packs for a city/municipality should be placed in the box. Pile the EA/barangay packs of census materials by geographic identification number. Meanwhile, all unused census materials should be placed in a separate box.
 5. Label each box indicating the point of its origin (name of the city/municipality), "Box ___ of ___ Boxes", the contents and the place of destination including the name of the receiving person (DSO/SCO). See Illustration 9.1 for the correctly filled out CPH Form 13.

Transmit the boxes of census materials. If the DSO/SCO has made prior arrangements with other cooperating agencies for the pick-up of these materials, take note of the schedule and be ready with the materials on the scheduled date of pick up.

Illustration 9.1 Filled Out CPH Form 13 – Transmittal/Receipt Form (Transmittal of Accomplished Questionnaires From CAS/CAS to DSO/SCO)

CPH FORM 13
(Accomplish in duplicate)

Sheet 1 of Sheets



Republic of the Philippines
NATIONAL STATISTICS OFFICE

2010 Census of Population and Housing
TRANSMITTAL/RECEIPT FORM

The number here should be the total sheet used for this transmittal.

Cherrybelle Quiambao
CHERRYBELLE QUIAMBAO
Signature over printed name

Region: VII 07 Transmitting Officer: _____

Province: BOHOL 12 Designation: CAS

AREA/DESCRIPTION OF MATERIALS (Name and Code of City/Municipality and Barangay, EA Number, CPH Form, and Manual)	UNIT	TRANSMITTED		RECEIVED		
		Date	Quantity	Date	Quantity	Name/Signature
SIERRA BULLONES 40						
CPH Form 10	sheet	06/8/10	34			
CPH Form 17	sheet	06/8/10	30			
CPH Form 11 (CAS)	sheet	06/8/10	3			
CPH Form 11 (ACAS)	sheet	06/8/10	3			
CPH Form 12 (CAS)	sheet	06/8/10	12			
CPH Form 12 (ACAS)	sheet	06/8/10	12			
SIERRA BULLONES 40 ABACHANAN 001. EA 0000						
CPH Form 1	bkl't	06/8/10	9			
CPH Form 2	bkl't	06/8/10	336			
CPH Form 3	bkl't	06/8/10	84			
CPH Form 4	bkl't	06/8/10	4			
CPH Form 5	bkl't	06/8/10	1			
Accomplished Bgy Map	sheet	06/8/10	1			
Accomplished Block Map	sheet	06/8/10	2			
SIERRA BULLONES 40 ANIBONGAN 002. EA 0000						
CPH Form 1	bkl't	06/8/10	9			
CPH Form 2	bkl't	06/8/10	176			
CPH Form 3	bkl't	06/8/10	44			
CPH Form 4	bkl't	06/8/10	3			
CPH Form 5	bkl't	06/8/10	1			
Accomplished Bgy Map	sheet	06/8/10	1			
Accomplished Block Map	sheet	06/8/10	1			
To be accomplished by CAS/ACAS.				To be filled out by DSO/SCO upon receipt of CPH Forms.		
Remarks:						

The DSO/SCO should check for completeness of all forms and materials transmitted by the CAS.

All census materials for each area assigned to you should be received at the DO within 10 days after the close of enumeration. If the census returns of a city/municipality are not submitted to the DSO/SCO within this period, your DSO/SCO should notify the PSO about the cause of the delay. Therefore, you should inform your DSO/SCO about any circumstances that may lead to the delay in the completion of enumeration in your area of responsibility.

9.5 NARRATIVE REPORT BY THE CENSUS AREA SUPERVISOR/ ASSISTANT CENSUS AREA SUPERVISOR

Each CAS/ACAS is required to prepare and submit a narrative report on all phases of the operation in his/her area based on his/her experience. The narrative report should be submitted within 10 days after the completion of enumeration of his/her assigned area. The CAS/ACAS should submit narrative report before DSO/SCO recommends the issuance of CPH Form 18 (Certificate of Work Completed) (Appendix 15) to the PSO.

The CAS/ACAS should use the following guide questions in preparing the report:

1. Pre-enumeration

Updating/Verification/Inspection of Area Maps

- ✓ What percentage of the total barangays assigned to you have maps?
- ✓ Did you prepare EA maps for any of the areas assigned to you? Why was this needed?
- ✓ Were landmarks in the EA maps given to you reflected properly?
- ✓ How many barangays did you actually visit? (Specify per day)
- ✓ What were the problems encountered and the corresponding actions taken during updating?

Venue for Training

- ✓ Where did you conduct the training for your ENs and TSs?
- ✓ How would you assess this training site using the criteria specified in the Training Guide?
- ✓ How many ENs/TSs did you train? How many classes did you hold?
- ✓ Did you follow the training schedule? If not, why?

- ✓ Did you administer the classroom exercises? Include in your narrative report a summary of grades of the trainees.
- ✓ Was the training guide helpful? How about the posters and flipcharts? Why or why not?
- ✓ What were the problems encountered and the corresponding actions taken during the training?

2. Enumeration

Problems Encountered

- ✓ What were the problems encountered and the corresponding actions taken during the field enumeration?
- ✓ What were the problems encountered in sending PM reports through text messaging?
- ✓ Were the schedules in text messaging followed strictly?

Transmission of Reports

- ✓ How did you submit your reports to the DSO/SCO?
- ✓ How often?
- ✓ Did you utilize methods other than those specified in this manual to obtain the report from the TSs and to transmit these reports to the DSO/SCO? What were these methods?

3. Post-enumeration

- ✓ Did you encounter any problem in collecting all forms and materials from your TSs and ENs within the prescribed period? What were these problems?
- ✓ How were you able to transmit forms and materials to the DSO/SCO?

4. Overall Assessment of the 2010 CPH Operation

- ✓ Give your assessment of the operation in terms of the training, pre-enumeration activities, enumeration activities, and post-enumeration activities. Be specific as possible.

5. Suggestions/Recommendations to Improve the 2010 CPH and Future Censuses

9.6 ISSUANCE OF CLEARANCE TO EN/TS/ACAS/CAS

After all phases of activities in census operations and submitting all the accomplished questionnaires, Bgy/EA maps, field operation forms, blank forms, narrative reports and others documents, the EN/TS/ACAS/CAS can already secure the clearance. This clearance is a certification that you are cleared of all the duties and responsibilities as EN/TS/ACAS/CAS in connection with the 2010 CPH duly signed by your DSO/SCO. See example below.

Illustration 9.2
Filled Out CPH Form 27 - Clearance

CPH FORM 27



Republic of the Philippines
NATIONAL STATISTICS OFFICE

Province: BOHOL

CLEARANCE

This is to certify that JOVE VERA 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
SIERRA BULLONES	SALVADOR

Jorenegel
T. Abad
DSO/SCO
 (Signature over printed name)

JUNE 14, 2010
 Date

Appendices

APPENDIX 1**COMMONWEALTH ACT No. 265****AN ACT TO GRANT COMPLETE POSTAL
AND TELEGRAPH FRANKING PRIVILEGES
TO THE COMMISSION OF THE CENSUS**

Be it enacted by the National Assembly of the Philippines:

SECTION 1. All mail matters of whatever class relative to Commission of the Census and addressed to or from the Commissioner or the Assistant Commissioner of the Census, or any census officer, supervisor or enumerator or employee of the Commission of the Census, and indorsed "Official Business, Commission of the Census," shall be transported free of postage; and all telegrams relative to officials aforesaid over all telephone and telegraph lines or other means of communication under public control in the Islands, shall be transmitted and delivered free of charge: *Provided*, That any person making use for private purposes of the postal or telegraph franking privileges to avoid the payment of postage or telegraph charges on messages, letters, packages, or other matter sent by mail or telegraph shall be guilty of a misdemeanor and subject to a fine of three hundred pesos.

The Commissioner of the Census is authorized to employ, in his discretion, messengers or couriers, at a compensation to be fixed by him for the purpose of expeditiously conveying official census mail of any class to any locality.

SECTION 2. This Act shall take effect upon its approval.

Approved, May 20, 1938.

APPENDIX 2

Schedule for the First and Second Level Training

2010 CENSUS OF POPULATION AND HOUSING
SCHEDULE FOR THE FIRST- AND SECOND-LEVEL TRAINING

TIME	DAY 1	DAY 2	DAY 3	DAY 4	DAY 5	DAY 6
8:00 – 10:00	<ul style="list-style-type: none"> Registration and Distribution of Training Materials Opening Program Orientation <ul style="list-style-type: none"> Overview of Census 2010 Purpose of the Training Training Requirements Discussion of Schedule Data Appreciation 	<ul style="list-style-type: none"> Chapter 5 – Mapping and Canvassing Exercise No. 3 Discussion of Exercise No. 3 	<ul style="list-style-type: none"> Chapter 8 – Enumeration of Household Population Using CPH Form 3 	<ul style="list-style-type: none"> Chapter 10 – EN's Accomplishment and Progress Monitoring Report Exercise No. 8 Discussion of Exercise No. 8 	<ul style="list-style-type: none"> Chapter 7 – Enumeration Procedures in Accomplishing CPH Form 5 – Barangay Schedule Chapter 8 – How to Accomplish Other Forms Chapter 9 – Post-enumeration Activities 	<p>PROGRESS MONITORING SYSTEM (PMS) USER'S MANUAL</p>
10:01 – 10:15	BREAK	BREAK	BREAK	BREAK	BREAK	BREAK
10:16 – 12:00	<p>ENUMERATOR'S MANUAL</p> <ul style="list-style-type: none"> Chapter 1 – Introduction Chapter 2 – The Role of an Enumerator Chapter 3 – Census Concepts 	<ul style="list-style-type: none"> Chapter 6 – Listing of Basic Units for Enumeration 	<ul style="list-style-type: none"> Continuation of Chapter 6 Exercise No. 6 Discussion of Exercise No. 6 	<ul style="list-style-type: none"> Chapter 11 – How to Accomplish Other Forms Chapter 12 – Administrative and Financial Matters 	<p>FIELD OPERATIONS MANUAL</p> <ul style="list-style-type: none"> Chapter 1 – Introduction Chapter 2 – Coordination Activities of the Field Offices Chapter 3 – Information, Education and Communication Program Chapter 4 – Allocation and Shipment of Census Materials and Supplies Chapter 5 – Workload Analysis Chapter 6 – Recruitment and Hiring, and Duties and Responsibilities of Census of Personnel Chapter 7 – Mapping and Other Pre-Enumeration Activities 	<ul style="list-style-type: none"> Continuation of PMS User's Manual
12:01 – 1:00	LUNCH BREAK	LUNCH BREAK	LUNCH BREAK	BREAK	LUNCH BREAK	LUNCH BREAK
1:01 – 3:00	<ul style="list-style-type: none"> Continuation Chapter 3 Exercise No. 1 Discussion of Exercise No. 1 	<ul style="list-style-type: none"> Exercise no. 4 Discussion of Exercise No. 4 Chapter 7 – Enumeration of Household Population Using CPH Form 2 	<ul style="list-style-type: none"> Mock Interviews Discussion of Observations of Mock Interviews Chapter 9 – Enumeration of Institutional Population 	<p>SUPERVISOR'S MANUAL</p> <ul style="list-style-type: none"> Chapter 1 – Introduction Chapter 2 – Role of Supervisors Chapter 3 – Training and EA assignment Chapter 4 – Field Supervision 	<ul style="list-style-type: none"> Chapter 8 – Training Chapter 9 – Field Enumeration and Evaluation Chapter 10 – Progress Monitoring and Evaluation Chapter 11 – Post-Enumeration Activities Chapter 12 – Data Processing Chapter 13 – Data Dissemination Chapter 14 – Financial Policies and Procedures 	<p>TRACKING, RECEIPT AND CONTROL SYSTEM (TRACS) USER'S MANUAL</p>
3:01 – 3:15	BREAK	BREAK	BREAK	BREAK	BREAK	BREAK
3:16 – 5:00	<ul style="list-style-type: none"> Chapter 4 – Census Forms and Procedures Exercise No. 2 Discussion of Exercise No. 2 	<ul style="list-style-type: none"> Continuation of Chapter 7 Exercise No. 5 Discussion of Exercise No. 5 	<ul style="list-style-type: none"> Continuation of Chapter 9 Exercise No. 7 Discussion of Exercise No. 7 	<ul style="list-style-type: none"> Chapter 5-Scrutiny of Questionnaires Chapter 6 – Progress Monitoring Report and Text Messaging Procedures 	<p>TRAINING GUIDE</p>	<ul style="list-style-type: none"> Continuation of TRACS User's Manual Discussions of Issues Other Matters Closing Program

Schedule for the Third Level Training

2010 CENSUS OF POPULATION AND HOUSING
SCHEDULE FOR THE THIRD-LEVEL TRAINING

TIME	DAY 1	DAY 2	DAY 3	DAY 4	DAY 5	DAY 6
8:00 – 10:00	<ul style="list-style-type: none"> Registration and Distribution of Training Materials Opening Program Orientation <ul style="list-style-type: none"> Overview of Census 2010 Purpose of the Training Training Requirements Discussion of Schedule 	<ul style="list-style-type: none"> Chapter 5 – Mapping and Canvassing Exercise No. 3 Discussion of Exercise No. 3 	<ul style="list-style-type: none"> Continuation of Chapter 7 Exercise No. 5 Discussion of Exercise No. 5 Mock Interviews Discussion of Observations of Mock Interviews 	<ul style="list-style-type: none"> Continuation of Chapter 9 Exercise No. 7 Discussion of Exercise No. 7 Chapter 10 – EN's Accomplishment and Progress Monitoring Report 	<ul style="list-style-type: none"> Chapter 6 – Progress Monitoring Report and Text Messaging Procedures 	<ul style="list-style-type: none"> Discussion of Area Assignment for CAS and ACAS and corresponding codes Other Matters and Concerns <p>DISTRIBUTION OF CENSUS FORMS AND TRAINING MATERIALS AND SUPPLIES</p>
10:01 – 10:15	BREAK	BREAK	BREAK	BREAK	BREAK	BREAK
10:16 – 12:00	<ul style="list-style-type: none"> Data Appreciation <p>ENUMERATOR'S MANUAL</p> <ul style="list-style-type: none"> Chapter 1 – Introduction Chapter 2 – The Role of an Enumerator Chapter 3 – Census Concepts 	<ul style="list-style-type: none"> Chapter 6 – Listing of Basic Units for Enumeration 	<ul style="list-style-type: none"> Chapter 8 – Enumeration of Household Population Using CPH Form 3 	<ul style="list-style-type: none"> Exercise No. 8 Discussion of Exercise No. 8 Chapter 11 – How to Accomplish Other Forms 	<ul style="list-style-type: none"> Chapter 7 – Enumeration Procedures in Accomplishing CPH Form 5 – Barangay Schedule 	<p>FIELD OPERATIONS MANUAL (for DSOs/SCOs only)</p> <ul style="list-style-type: none"> Chapter 1 – Introduction Chapter 2 – Coordination Activities of the Field Offices Chapter 3 – Information, Education and Communication Program Chapter 4 – Allocation and Shipment of Census Materials and Supplies Chapter 5 – Workload Analysis
12:01 – 1:00	LUNCH BREAK	LUNCH BREAK	LUNCH BREAK	BREAK	LUNCH BREAK	BREAK
1:01 – 3:00	<ul style="list-style-type: none"> Continuation Chapter 3 Exercise No. 1 Discussion of Exercise No. 1 	<ul style="list-style-type: none"> Continuation of Chapter 6 Exercise No. 4 Discussion of Exercise No. 4 	<ul style="list-style-type: none"> Continuation of Chapter 8 Exercise No. 6 Discussion of Exercise No. 6 	<ul style="list-style-type: none"> Chapter 12 – Administrative and Financial Matters <p>SUPERVISOR'S MANUAL</p> <ul style="list-style-type: none"> Chapter 1 – Introduction Chapter 2 – Role of Supervisors Chapter 3 – Training and EA assignment 	<ul style="list-style-type: none"> Chapter 8 – How to Accomplish Other Forms Chapter 9 – Post-enumeration Activities 	<ul style="list-style-type: none"> Chapter 6 – Recruitment and Hiring, and Duties and Responsibilities of Census of Personnel Chapter 7 – Mapping and Other Pre-Enumeration Activities Chapter 8 – Training Chapter 9 – Field Enumeration Chapter 10 – Progress Monitoring and Evaluation
3:01 – 3:15	BREAK	BREAK	BREAK	BREAK	BREAK	BREAK
3:16 – 5:00	<ul style="list-style-type: none"> Chapter 4 – Census Forms and Procedures Exercise No. 2 Discussion of Exercise No. 2 	<ul style="list-style-type: none"> Chapter 7 – Enumeration of Household Population Using CPH Form 2 	<ul style="list-style-type: none"> Mock Interviews Discussion of Observations of Mock Interviews Enumeration of Institutional Population 	<ul style="list-style-type: none"> Chapter 4 – Field Supervision Chapter 5 – Scrutiny of Questionnaires 	<p>TRAINING GUIDE</p>	<ul style="list-style-type: none"> Chapter 11 – Post-Enumeration Activities Chapter 12 – Data Processing Chapter 13 – Data Dissemination Chapter 14 – Financial Policies and Procedures Closing Program

Schedule for the Fourth Level Training

2010 CENSUS OF POPULATION AND HOUSING
SCHEDULE FOR THE FOURTH-LEVEL TRAINING

TIME	DAY 1	DAY 2	DAY 3	DAY 4	DAY 5	DAY 6
8:00 – 10:00	<ul style="list-style-type: none"> Registration and Distribution of Training Materials Opening Program Orientation <ul style="list-style-type: none"> Overview of Census 2010 Purpose of the Training Training Requirements Discussion of Schedule 	<ul style="list-style-type: none"> Chapter 4 – Census Forms and Procedures Exercise No. 2 	<ul style="list-style-type: none"> Discussion of Exercise No. 4 Chapter 7 – Enumeration of Household Population Using CPH Form 2 	<ul style="list-style-type: none"> Continuation of Chapter 8 Exercise No. 6 Discussion of Exercise No. 6 Mock Interviews Discussion of Observations of Mock Interviews 	<ul style="list-style-type: none"> Field Practice Interview 	SUPERVISOR'S MANUAL <ul style="list-style-type: none"> Chapter 1 – Introduction Chapter 2 – Role of Supervisors Chapter 3 – Training and EA assignment
10:01 – 10:15	BREAK	BREAK	BREAK	BREAK	BREAK	BREAK
10:16 – 12:00	<ul style="list-style-type: none"> Data Appreciation ENUMERATOR'S MANUAL <ul style="list-style-type: none"> Chapter 1 – Introduction Chapter 2 – The Role of an Enumerator 	<ul style="list-style-type: none"> Discussion of Exercise No. 2 Chapter 5 – Mapping and Canvassing 	<ul style="list-style-type: none"> Continuation of Chapter 7 	<ul style="list-style-type: none"> Chapter 9 – Enumeration of Institutional Population Exercise No. 7 Discussion of Exercise No. 7 	<ul style="list-style-type: none"> Continuation of Field Practice Interview Discussion of Field Practice Interview 	<ul style="list-style-type: none"> Chapter 4 – Field Supervision Chapter 5 - Scrutiny of Questionnaires
12:01 – 1:00	LUNCH BREAK	LUNCH BREAK	LUNCH BREAK	BREAK	LUNCH BREAK	LUNCH BREAK
1:01 – 3:00	<ul style="list-style-type: none"> Chapter 3– Census Concepts 	<ul style="list-style-type: none"> Exercise No. 3 Discussion of Exercise No. 3 Chapter 6 – Listing of Basic Units for Enumeration 	<ul style="list-style-type: none"> Exercise No. 5 Discussion of Exercise No. 5 Mock Interviews Discussion of Observations of Mock Interviews 	<ul style="list-style-type: none"> Chapter 10 – EN's Accomplishment and Progress Monitoring Report Exercise No. 8 Discussion of Exercise No. 8 	<ul style="list-style-type: none"> Chapter 12 – Administrative and Financial Matters Evaluation 	<ul style="list-style-type: none"> Chapter 6 – Progress Monitoring Report and Text Messaging Procedures Chapter 7 – Enumeration Procedures in Accomplishing CPH Form 5 – Barangay Schedule
3:01 – 3:15	BREAK	BREAK	BREAK	BREAK	BREAK	BREAK
3:16 – 5:00	<ul style="list-style-type: none"> Continuation of Chapter Exercise No. 1 Discussion of Exercise No. 1 	<ul style="list-style-type: none"> Continuation of Chapter 6 Exercise No. 4 	<ul style="list-style-type: none"> Chapter 8 – Enumeration of Household Population Using CPH Form 3 	<ul style="list-style-type: none"> Chapter 11 – How to Accomplish Other Forms Briefing for the Conduct of Field Practice Interview 	<ul style="list-style-type: none"> Discussion of Area Assignment for ENs and corresponding code Assignment of EN's Setting Schedule of Meetings Distribution of Census Forms, Materials and Supplies to ENs 	<ul style="list-style-type: none"> Chapter 8 – How to Accomplish Other Forms Chapter 9 – Post-enumeration Activities Discussion of Area Assignment for TS Closing Program

APPENDIX 3

CPH FORM 5 - BARANGAY SCHEDULE

<p>CPH FORM 5</p> <p>AUTHORITY: Commonwealth Act No. 591, Batas Pambansa Blg. 72, and Executive Order No. 121 authorize the National Statistics Office (NSO) to conduct and collect information for this census.</p> <p>CONFIDENTIALITY: Section 4 of Commonwealth Act No. 591 provides that all information furnished in this questionnaire shall be kept STRICTLY CONFIDENTIAL.</p>	<p>Republic of the Philippines NATIONAL STATISTICS OFFICE</p> <p>2010 CENSUS OF POPULATION AND HOUSING</p> <p>BARANGAY SCHEDULE (TO BE ACCOMPLISHED BY TEAM SUPERVISOR)</p>	<p>5A</p> <p>NSCB Approval No. NSO – 1003-05 Expires on June 30, 2011</p>
<p>CERTIFICATION</p> <p>I hereby certify that the data set forth herein were personally obtained/reviewed by me and in accordance with the instructions given by the NSO.</p> <p>_____ TEAM SUPERVISOR (SIGNATURE OVER PRINTED NAME)</p> <p>_____ DATE ACCOMPLISHED</p> <p>_____ CASI/CAS (SIGNATURE OVER PRINTED NAME)</p> <p>_____ DATE REVIEWED</p> <p>_____ FO/CO SUPERVISOR (SIGNATURE OVER PRINTED NAME)</p> <p>_____ DATE REVIEWED</p>	<p>GEOGRAPHIC IDENTIFICATION</p> <p>PROVINCE _____</p> <p>CITY/MUNICIPALITY _____</p> <p>BARANGAY _____</p> <p>NAME OF RESPONDENT _____ LAST NAME FIRST NAME</p> <p>DESIGNATION/POSITION IN THE BARANGAY _____</p> <p>ADDRESS OF THE BARANGAY HALL _____ NUMBER AND STREET NAME OR NAME OF SITIO _____</p>	
<p>INTERVIEW RECORD</p> <p>DATE OF VISIT MONTH: DAY _____ TIME BEGAN HOUR: MINUTE _____ TIME ENDED HOUR: MINUTE _____</p>		
<p>Part I – Barangay Facilities/Characteristics</p>		
<p>INSTRUCTION: WRITE "X" IN THE BOX OPPOSITE THE CORRESPONDING ANSWER.</p>		
<p>Q1 Is your barangay, a ...</p> <p>a. part of the town/city proper?</p> <p>b. former poblacion of the municipality?</p> <p>c. poblacion/city district?</p>	<p><input type="checkbox"/> 1 Yes <input type="checkbox"/> 2 No</p> <p><input type="checkbox"/> 1 Yes <input type="checkbox"/> 2 No</p> <p><input type="checkbox"/> 1 Yes <input type="checkbox"/> 2 No</p>	
<p>Q2 Does your barangay have a street pattern, that is, networks of streets of at least three streets or roads?</p>	<p><input type="checkbox"/> 1 Yes <input type="checkbox"/> 2 No</p>	
<p>Q3 Is this barangay accessible to the national highway?</p> <p>IF YES, how many kilometers away is the distance between the nearest point of this barangay and the national highway the access road? using</p>	<p><input type="checkbox"/> 1 Yes <input type="checkbox"/> 2 No, GO TO Q4a</p> <p><input type="checkbox"/> 1 2 kms. or less <input type="checkbox"/> 3 5 kms. or more</p> <p><input type="checkbox"/> 2 more than 2 but less than 5 kms. <input type="checkbox"/> 9 Don't know</p>	
<p>Q4 In the barangay, is there a ...</p> <p>a. town/city hall or provincial capitol?</p> <p>IF NO, what is the distance of the nearest town/city hall or provincial capitol from the barangay hall?</p> <p>b. church, chapel or mosque where religious service is held at least once a month?</p> <p>IF NO, what is the distance of the nearest church, chapel or mosque (where religious service is held at least once a month) from the barangay hall?</p> <p>c. public plaza or park for recreation?</p> <p>IF NO, what is the distance of the nearest public plaza or park from the barangay hall?</p> <p>d. cemetery?</p> <p>IF NO, what is the distance of the nearest cemetery from the barangay hall?</p>	<p><input type="checkbox"/> 1 Yes, GO TO Q4b <input type="checkbox"/> 2 No</p> <p><input type="checkbox"/> 1 2 kms. or less <input type="checkbox"/> 3 5 kms. or more</p> <p><input type="checkbox"/> 2 more than 2 but less than 5 kms. <input type="checkbox"/> 9 Don't know</p> <p><input type="checkbox"/> 1 Yes, GO TO Q4c <input type="checkbox"/> 2 No</p> <p><input type="checkbox"/> 1 2 kms. or less <input type="checkbox"/> 3 5 kms. or more</p> <p><input type="checkbox"/> 2 more than 2 but less than 5 kms. <input type="checkbox"/> 9 Don't know</p> <p><input type="checkbox"/> 1 Yes, GO TO Q4d <input type="checkbox"/> 2 No</p> <p><input type="checkbox"/> 1 2 kms. or less <input type="checkbox"/> 3 5 kms. or more</p> <p><input type="checkbox"/> 2 more than 2 but less than 5 kms. <input type="checkbox"/> 9 Don't know</p> <p><input type="checkbox"/> 1 Yes, GO TO Q4e <input type="checkbox"/> 2 No</p> <p><input type="checkbox"/> 1 2 kms. or less <input type="checkbox"/> 3 5 kms. or more</p> <p><input type="checkbox"/> 2 more than 2 but less than 5 kms. <input type="checkbox"/> 9 Don't know</p>	

PAGE 5B

5B		Part I – Barangay Facilities/Characteristics	
Q4	In the barangay, is there a/an ...		
e.	market place or building where trading activities are carried out at least once a week?	<input type="checkbox"/> 1 Yes, GO TO Q4f	<input type="checkbox"/> 2 No
	IF NO, what is the distance of the nearest market place or building (where trading activities are carried out at least once a week) from the barangay hall?	<input type="checkbox"/> 1 2 kms. or less <input type="checkbox"/> 2 more than 2 but less than 5 kms.	<input type="checkbox"/> 3 5 kms. or more <input type="checkbox"/> 9 Don't know
f.	elementary school?	<input type="checkbox"/> 1 Yes, GO TO Q4g	<input type="checkbox"/> 2 No
	IF NO, what is the distance of the nearest elementary school from the barangay hall?	<input type="checkbox"/> 1 2 kms. or less <input type="checkbox"/> 2 more than 2 but less than 5 kms.	<input type="checkbox"/> 3 5 kms. or more <input type="checkbox"/> 9 Don't know
g.	high school?	<input type="checkbox"/> 1 Yes, GO TO Q4h	<input type="checkbox"/> 2 No
	IF NO, what is the distance of the nearest high school from the barangay hall?	<input type="checkbox"/> 1 2 kms. or less <input type="checkbox"/> 2 more than 2 but less than 5 kms.	<input type="checkbox"/> 3 5 kms. or more <input type="checkbox"/> 9 Don't know
h.	college/university?	<input type="checkbox"/> 1 Yes, GO TO Q4i	<input type="checkbox"/> 2 No
	IF NO, what is the distance of the nearest college/university from the barangay hall?	<input type="checkbox"/> 1 2 kms. or less <input type="checkbox"/> 2 more than 2 but less than 5 kms.	<input type="checkbox"/> 3 5 kms. or more <input type="checkbox"/> 9 Don't know
i.	public library?	<input type="checkbox"/> 1 Yes, GO TO Q4j	<input type="checkbox"/> 2 No
	IF NO, what is the distance of the nearest public library from the barangay hall?	<input type="checkbox"/> 1 2 kms. or less <input type="checkbox"/> 2 more than 2 but less than 5 kms.	<input type="checkbox"/> 3 5 kms. or more <input type="checkbox"/> 9 Don't know
j.	hospital?	<input type="checkbox"/> 1 Yes, GO TO Q4k	<input type="checkbox"/> 2 No
	IF NO, what is the distance of the nearest hospital from the barangay hall?	<input type="checkbox"/> 1 2 kms. or less <input type="checkbox"/> 2 more than 2 but less than 5 kms.	<input type="checkbox"/> 3 5 kms. or more <input type="checkbox"/> 9 Don't know
k.	puericulture center or barangay health center/station?	<input type="checkbox"/> 1 Yes, GO TO Q4l	<input type="checkbox"/> 2 No
	IF NO, what is the distance of the nearest puericulture center or barangay health center/station from the barangay hall?	<input type="checkbox"/> 1 2 kms. or less <input type="checkbox"/> 2 more than 2 but less than 5 kms.	<input type="checkbox"/> 3 5 kms. or more <input type="checkbox"/> 9 Don't know
l.	landline telephone system or calling station?	<input type="checkbox"/> 1 Yes, GO TO Q4m	<input type="checkbox"/> 2 No
	IF NO, what is the distance of the nearest landline telephone system or calling station from the barangay hall?	<input type="checkbox"/> 1 2 kms. or less <input type="checkbox"/> 2 more than 2 but less than 5 kms.	<input type="checkbox"/> 3 5 kms. or more <input type="checkbox"/> 9 Don't know
m.	cellular phone signal?	<input type="checkbox"/> 1 Yes, GO TO Q4n	<input type="checkbox"/> 2 No
	IF NO, what is the distance of the nearest place with cellular phone signal from the barangay hall?	<input type="checkbox"/> 1 2 kms. or less <input type="checkbox"/> 2 more than 2 but less than 5 kms.	<input type="checkbox"/> 3 5 kms. or more <input type="checkbox"/> 9 Don't know
n.	post office or postal service?	<input type="checkbox"/> 1 Yes, GO TO Q4o	<input type="checkbox"/> 2 No
	IF NO, what is the distance of the nearest post office or postal service from the barangay hall?	<input type="checkbox"/> 1 2 kms. or less <input type="checkbox"/> 2 more than 2 but less than 5 kms.	<input type="checkbox"/> 3 5 kms. or more <input type="checkbox"/> 9 Don't know
o.	community waterworks system?	<input type="checkbox"/> 1 Yes, GO TO Q4p	<input type="checkbox"/> 2 No
	IF NO, what is the distance of the nearest place with community waterworks system from the barangay hall?	<input type="checkbox"/> 1 2 kms. or less <input type="checkbox"/> 2 more than 2 but less than 5 kms.	<input type="checkbox"/> 3 5 kms. or more <input type="checkbox"/> 9 Don't know
p.	seaport in operation?	<input type="checkbox"/> 1 Yes, GO TO Q4q	<input type="checkbox"/> 2 No
	IF NO, what is the distance of the nearest seaport (in operation) from the barangay hall?	<input type="checkbox"/> 1 2 kms. or less <input type="checkbox"/> 2 more than 2 but less than 5 kms.	<input type="checkbox"/> 3 5 kms. or more <input type="checkbox"/> 9 Don't know
q.	fire station or public fire-protection service?	<input type="checkbox"/> 1 Yes, GO TO Q4r	<input type="checkbox"/> 2 No
	IF NO, what is the distance of the nearest fire station or public fire-protection service from the barangay hall?	<input type="checkbox"/> 1 2 kms. or less <input type="checkbox"/> 2 more than 2 but less than 5 kms.	<input type="checkbox"/> 3 5 kms. or more <input type="checkbox"/> 9 Don't know
r.	public-street sweeper?	<input type="checkbox"/> 1 Yes	<input type="checkbox"/> 2 No
Q5	Do farmers, farm laborers, fishermen, loggers, and forest product gatherers constitute more than half of the population 10 years old and over?	<input type="checkbox"/> 1 Yes	<input type="checkbox"/> 2 No

PAGE 5C

Part II – Kinds of Establishments		5C		
INSTRUCTION: ENTER ANSWER IN THE BOXES PROVIDED.		Number of Establishments with...		
		less than 10 employees	10-99 employees	100 employees or more
Q6 <u>Commercial establishments</u> like wholesale store, department store, bazaar, hardware store, drugstore, gasoline station, sari-sari store, or other stores with current merchandise worth P600 or more.	a. How many commercial establishments in this barangay have less than 10 employees, 10 to 99 employees, and 100 employees or more? →	<input type="text"/>	<input type="text"/>	<input type="text"/>
	b. How many commercial establishments outside the barangay but within 2 kms. from the barangay hall have less than 10 employees, 10 to 99 employees, and 100 employees or more? →	<input type="text"/>	<input type="text"/>	<input type="text"/>
Q7 <u>Recreational establishments</u> like movie house, night club, bar, beer garden, billiard hall, bowling alley, DVD/VCD/CD rental, computer games station, videoke, internet café, cockpit arena, gym, sports house, or other establishments for recreational activities.	a. How many recreational establishments in this barangay have less than 10 employees, 10 to 99 employees, and 100 employees or more? →	<input type="text"/>	<input type="text"/>	<input type="text"/>
	b. How many recreational establishments outside the barangay but within 2 kms. from the barangay hall have less than 10 employees, 10 to 99 employees, and 100 employees or more? →	<input type="text"/>	<input type="text"/>	<input type="text"/>
Q8 <u>Manufacturing establishments</u> like rice or corn mill, food processing, such as bakery and noodle factory, ice cream production, ice plant, tailor or dress shop or shoe factory, furniture factory, blacksmith shop, or other manufacturing establishments.	a. How many manufacturing establishments in this barangay have less than 10 employees, 10 to 99 employees, and 100 employees or more? →	<input type="text"/>	<input type="text"/>	<input type="text"/>
	b. How many manufacturing establishments outside the barangay but within 2 kms. from the barangay hall have less than 10 employees, 10 to 99 employees, and 100 employees or more? →	<input type="text"/>	<input type="text"/>	<input type="text"/>
Q9 <u>Hotel, dormitory, motel, or other lodging places.</u>	a. How many hotels, dormitories, motels, or other lodging places in this barangay have less than 10 employees, 10 to 99 employees, and 100 employees or more? →	<input type="text"/>	<input type="text"/>	<input type="text"/>
	b. How many hotels, dormitories, motels, or other lodging places outside the barangay but within 2 kms. from the barangay hall have less than 10 employees, 10 to 99 employees, and 100 employees or more? →	<input type="text"/>	<input type="text"/>	<input type="text"/>
Q10 <u>Banking institution, pawnshop, financing/investment or insurance company/agency, or other financial institutions.</u>	a. How many banking institutions, pawnshops, financing/investment or insurance companies/agencies, or other financial institutions in this barangay have less than 10 employees, 10 to 99 employees, and 100 employees or more? →	<input type="text"/>	<input type="text"/>	<input type="text"/>
	b. How many banking institutions, pawnshops, financing/investment or insurance companies/agencies, or other financial institutions outside the barangay but within 2 kms. from the barangay hall have less than 10 employees, 10 to 99 employees, and 100 employees or more? →	<input type="text"/>	<input type="text"/>	<input type="text"/>
Q11 <u>Auto repair shop, vulcanizing shop, electronic repair shop, or other repair shops.</u>	a. How many auto repair shops, vulcanizing shops, electronic repair shops, or other repair shops in this barangay have less than 10 employees, 10 to 99 employees, and 100 employees or more? →	<input type="text"/>	<input type="text"/>	<input type="text"/>
	b. How many auto repair shops, vulcanizing shops, electronic repair shops, or other repair shops outside the barangay but within 2 kms. from the barangay hall have less than 10 employees, 10 to 99 employees, and 100 employees or more? →	<input type="text"/>	<input type="text"/>	<input type="text"/>

PAGE 5D

5D				Part II – Kinds of Establishments		
INSTRUCTION: ENTER ANSWER IN THE BOXES PROVIDED.		Number of Establishments with...				
		less than 10 employees	10-99 employees	100 employees or more		
Q12 Establishments offering personal services like restaurant, cafeteria, or refreshment parlor (excluding mobile eating places), beauty parlor, barber shop, massage parlor, industry shop, funeral parlor, or other establishments offering personal services.	a. How many establishments offering personal services in this barangay have less than 10 employees, 10 to 99 employees, and 100 employees or more? →	<input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/>		
	b. How many establishments offering personal services outside the barangay but within 2 kms. from the barangay hall have less than 10 employees, 10 to 99 employees, and 100 employees or more? →	<input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/>		
Part III – Travel Information						
Mode of Transportation/Access	Mode of Transportation/Access from the Town/City Proper		Frequency			
	What are the modes of transportation/access from the town/city proper to this barangay?	If mode of transportation/access is marked "X" in Q13, does _____ pass directly or indirectly to this barangay?	How many days in a week is _____ available as a mode of transportation?			
	WRITE "X" IN THE BOX FOR ALL AVAILABLE MODES OF TRANSPORTATION/ACCESS. Q13	1 Directly 2 Indirectly WRITE "X" IN THE BOX CORRESPONDING TO THE ANSWER Q14	WRITE THE NUMBER OF DAYS IN THE BOX FOR ALL MODES OF TRANSPORTATION WITH "X" MARK IN Q13. Q15			
a. Bus	<input type="checkbox"/>	<input type="checkbox"/> 1 <input type="checkbox"/> 2	<input type="text"/>			
b. Jeepney	<input type="checkbox"/>	<input type="checkbox"/> 1 <input type="checkbox"/> 2	<input type="text"/>			
c. Van	<input type="checkbox"/>	<input type="checkbox"/> 1 <input type="checkbox"/> 2	<input type="text"/>			
d. Tricycle	<input type="checkbox"/>	<input type="checkbox"/> 1 <input type="checkbox"/> 2	<input type="text"/>			
e. Motorcycle	<input type="checkbox"/>	<input type="checkbox"/> 1 <input type="checkbox"/> 2	<input type="text"/>			
f. Boat/motorboat	<input type="checkbox"/>	<input type="checkbox"/> 1 <input type="checkbox"/> 2	<input type="text"/>			
g. Calesa/other animal-driven transport	<input type="checkbox"/>	<input type="checkbox"/> 1 <input type="checkbox"/> 2	<input type="text"/>			
h. Horse and other animals	<input type="checkbox"/>	<input type="checkbox"/> 1 <input type="checkbox"/> 2	<input type="text"/>			
i. Hiking/walking	<input type="checkbox"/>	<input type="checkbox"/> 1 <input type="checkbox"/> 2	<input type="text"/>			
j. Others, specify _____	<input type="checkbox"/>	<input type="checkbox"/> 1 <input type="checkbox"/> 2	<input type="text"/>			
Q16	Using the most economical mode of transportation possible, how much (in peso) is the total cost of a one-way trip from the town/city proper to the barangay?		<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>			
Q17	CHECK Q13 FOR ITEM i: IF ITEM i (hiking/walking) IS MARKED WITH "X" <input type="checkbox"/> → GO TO Q18 IF ITEM i (hiking/walking) IS NOT MARKED WITH "X" <input type="checkbox"/> → END INTERVIEW					
Q18	How many hours is the travel time in hiking/walking from the last vehicle station to the barangay?		<input type="text"/> <input type="text"/> HR	<input type="text"/> <input type="text"/> MIN		
REMARKS						

APPENDIX 4

CPH FORM 5A - KINDS OF ESTABLISHMENT

CPH Form 5A


 Republic of the Philippines
NATIONAL STATISTICS OFFICE
 2010 Census of Population and Housing
KINDS OF ESTABLISHMENT

COMMERCIAL ESTABLISHMENTS		MANUFACTURING ESTABLISHMENTS	
Bazaar		Abattoir	Ice cream production
Department store		Bakery	Ice plant
Drugstore		Blacksmith shop	Noodle factory
Gasoline station		Brewery	Refinery
Hardware store		Cannery	Rice or corn mill
Sari-sari store		Distillery	Shoe factory
Wholesale store		Dress shop	Tailor shop
Other stores with current merchandise worth P600 or more		Foundry	Other manufacturing establishments
		Furniture factory	
RECREATIONAL ESTABLISHMENTS		LODGING FACILITIES	REPAIR SHOPS
Band/orchestra	Museum	Camp	Auto repair shop
Bar	Night club	Dormitory or lodging house	Electronic repair shop
Beer garden	Race track	Hotel	Vulcanizing shop
Billiard hall	Radio and television station	Inn	Watch repair shop
Bowling alley	Skating rink	Motel	Other repair shops
Cockpit arena	Sports house	Resort	
Computer game station	Stage and opera company	Retreat house	
Dance hall	Swimming pool	Other lodging places	
Gallery	Ticketing agency		
Golf course	Video tape/CD/DVD rental	BANKING AND FINANCIAL INSTITUTIONS	
Gym	Videoke	Bank	Pawnshop
Internet café	Other establishments for recreational activities	Financing/investment company	Other banking and financial institutions
Library		Insurance company or agency	
Movie house/theater			
PERSONAL SERVICE ESTABLISHMENTS			
Barber shop	Fortune telling shop	Massage parlor	Other establishments offering personal services
Beauty parlor	Funeral shop	Restaurant	
Cafeteria or refreshment parlor	Industry shop	Skin clinic	

APPENDIX 5

CPH FORM 9 - APPOINTMENTS SLIP TO HOUSEHOLD/INSTITUTIONAL
POPULATION RESPONDENT

CPH Form 9



Republic of the Philippines
NATIONAL STATISTICS OFFICE

2010 Census of Population and Housing

APPOINTMENT SLIP TO HOUSEHOLD/INSTITUTIONAL POPULATION RESPONDENT

_____ Date

Sir/Madam:

The National Statistics Office is currently conducting the 2010 Census of Population and Housing to gather data on the socio-economic characteristics of households and to take stock of housing units in the country. The data that will be obtained from this census will be used as bases for making and implementing policies and programs for social and economic development.

I am the Census Enumerator/Team Supervisor assigned to cover this area. Since you were out when I dropped by at this address today, please allow me to meet with **YOU** or with any responsible member of your household/institution to serve as respondent on:

Date: _____

Time: _____

Rest assured that all data gathered from you will be held strictly confidential as provided for in Section 4 of Commonwealth Act No. 591.

Thank you for your cooperation.

Enumerator/Team Supervisor
(Signature over printed name)

For more information, please visit the nearest NSO Provincial Office and/or contact:

PSO/DSO: _____ Address: _____ Telephone No.: _____

APPENDIX 6

CPH FORM 9A - APPOINTMENT SLIP TO BARANGAY OFFICIAL

CPH Form 9A



Republic of the Philippines
NATIONAL STATISTICS OFFICE

2010 Census of Population and Housing
APPOINTMENT SLIP TO BARANGAY OFFICIAL

_____ Date

Sir/Madam:

The National Statistics Office (NSO) is currently conducting the 2010 Census of Population and Housing. Mandated by Batas Pambansa Blg. 72 and Commonwealth Act No. 591, and in accordance with Executive Order No. 121, the NSO is authorized to gather data on the socio-economic characteristics of the population and housing information around the country. The data that will be obtained from this census will be used as bases for making and implementing policies and programs for social and economic development. Moreover, the data on barangay characteristics will be used as basis for the urban-rural classification of barangays in the country.

I am the Team Supervisor assigned to cover this area. Please allow me to meet with **YOU** on the schedule indicated below to serve as the respondent for the questions about your barangay:

Date: _____

Time: _____

Rest assured that all data gathered from you will be held strictly confidential as provided for by Section 4 of Commonwealth Act No. 591.

Thank you for your cooperation.

_____ Team Supervisor
(Signature over printed name)

For more information, please visit the nearest NSO Provincial Office and/or contact:

PSO/DSO: _____ Address: _____ Telephone No.: _____

APPENDIX 9

CPH FORM 12 - RE-INTERVIEW/SPOT- CHECK RECORD

CPH Form 12

Sheet ____ of ____ sheets



Republic of the Philippines
NATIONAL STATISTICS OFFICE

2010 Census of Population and Housing

I. RE-INTERVIEW/SPOT-CHECK RECORD

Name of Supervisor: _____
 Name of Enumerator: _____
 Date of Re-interview/Spot-check: _____, 2010
 Province: _____
 City/Municipality: _____
 Barangay: _____
 EA No.: _____
 Household Serial No.: _____
 Address: _____

LINE NUMBER	NAME	RELATIONSHIP TO HEAD	SEX	DATE OF BIRTH	AGE	BIRTH REGISTRATION	MARITAL STATUS
	Who is the head of this household? Who are the persons usually residing here as of May 1, 2010? WRITE SURNAME, FIRST NAME.	What is _____'s relationship to the head of the household? WRITE DESCRIPTION ON THE SPACE PROVIDED AND ENTER CODE IN THE BOXES. SEE CODES AT THE BOTTOM.	Is _____ male or female? 1 Male 2 Female	In what month and year was _____ born? ENTER MONTH AND YEAR.	What is _____'s age as of his/her last birthday? IF AGE IS LESS THAN ONE YEAR, WRITE "000".	Was _____'s birth registered with the Civil Registry Office? 1 Yes 2 No 3 Don't Know	Is _____ single, married, widowed, divorced/separated, or in a common-law/live-in arrangement? 1 Single 2 Married 3 Widowed 4 Divorced/Separated 5 Common-law/Live-in 6 Unknown ENTER CODE
	P1	P2	P3	P4	P5	P6	P7
01				Mo.			
				Yr.			
02				Mo.			
				Yr.			
03				Mo.			
				Yr.			
04				Mo.			
				Yr.			
05				Mo.			
				Yr.			
06				Mo.			
				Yr.			
07				Mo.			
				Yr.			
08				Mo.			
				Yr.			

CODES FOR P2-RELATIONSHIP TO HEAD

01 Head	21 Stepson	31 Grandson	41 Brother	55 Nephew	65 Boarder
02 Spouse	22 Stepdaughter	32 Granddaughter	42 Sister	56 Niece	66 Domestic helper
03 Son	23 Son-in-law	33 Father	43 Uncle	57 Other relative	
04 Daughter	24 Daughter-in-law	34 Mother	44 Aunt	58 Nonrelative	

Ask the respondent the following questions:
 1. Did an interviewer from the National Statistics Office visit you?
 1 Yes 2 No
 2. When did he/she visit you? _____
 3. What questions did he/she ask from you?
 SPECIFY:

Name of Respondent in CPH Form 2/3: _____
 Date compared with CPH Form 2/3: _____
 OBSERVATIONS/ACTIONS TAKEN:

PAGE 2

II. RECORD OF OBSERVATION

OBSERVATION CHECKLIST	OBSERVATION NUMBER						EVALUATION BASED ON ENTIRE OBSERVATION
	1		2		3		
	HH Serial No.		HH Serial No.		HH Serial No.		
Did the Enumerator observe the following:	YES	NO	YES	NO	YES	NO	OBSERVATION #1
1. correct canvassing procedures?							
2. correct mapping procedures such as:							
a. updating of the map?							
b. plotting of correct building symbol and serial number?							
c. preparation of block maps, if necessary?							
3. correct listing procedure such as:							
a. visitation of each building to determine if it contains housing units?							
b. proper determination of number of households in a housing unit?							
c. correct filling up of CPH Form 1?							
4. correct interviewing procedures such as:							OBSERVATION #2
a. giving proper introduction and explaining the census?							
b. interviewing a responsible member of the household?							
c. ascertaining if a person is a household member according to the rules on household membership?							
d. asking the questions as worded or translating to dialect the meaning of/correctly rephrasing the questions?							
5. correct closing of interviews such as:							OBSERVATION #3
a. checking/reviewing of completed questionnaires immediately after the interview?							
b. closing the interview properly and thanking the respondent?							
c. posting of NOTICE OF LISTING/ENUMERATION (CPH Form 6) near the main door where it is visible from the outside after the interview?							

Supervised by:

Enumerator being supervised:

Signature over printed name

Signature over printed name

Date

Date

APPENDIX 11

CPH FORM 15 - CPH FORM 2 BUNDLE COVER

CPH Form 15

Bundle ____ of ____ Bundle(s)



Republic of the Philippines
NATIONAL STATISTICS OFFICE

2010 Census of Population and Housing

CPH FORM 2 BUNDLE COVER

(QUESTIONNAIRE TRANSMITTAL AND PROCESSING RECORD)

Province: _____

City/Municipality: _____

Barangay: _____

EA Number: _____

Number of Questionnaires: _____

Processing Record					
Activity	Date		Signature of Person Responsible	Remarks	
	Started	Finished			
CAS/ ACAS	Bundling of Forms				
	Verification of Codes/Consistency and Completeness of Entries				
	Transmittal to DSO/SCO				
DSO/ SCO	Receipt				
	Verification of Codes/Consistency and Completeness of Entries				
	Transmittal to Provincial Office				
P O	Receipt				
	Verification of Geographic Codes				
	Completeness Checking of Forms				
	Editing/Coding/Consistency Checking of Entries				
	Sample Verification of Forms and Entries/Document Preparation				
	Transmittal to 2010 Census Processing Center (CPC 2010)				OK for transmittal: _____ PSO Date
C P C 2010	Receipt				
	Scanning				
	Test for Interpretability of CPH Form 2				
	Transmittal of Data File to Central Office				OK for transmittal: _____ RD Date

APPENDIX 12

CPH FORM 15A - CPH FORM 3 BUNDLE COVER

CPH Form 15A

Bundle _____ of _____ Bundle(s)



Republika ng Pilipinas
 NATIONAL STATISTICS OFFICE
2010 Census of Population and Housing
CPH FORM 3 BUNDLE COVER
 (QUESTIONNAIRE TRANSMITTAL AND PROCESSING RECORD)

Provinces: _____
 City/Municipality: _____
 Barangay: _____
 EA Number: _____
 Number of Questionnaires: _____

	Activity	Date		Signature of Person Responsible	Remarks
		Started	Finished		
CASI/ACAS	Bundling of Forms				
	Verification of Codes/Consistency and Completeness of Entries				
	Transmittal to DSO/SCO				
DSO/SCO	Receipt				
	Verification of Codes/Consistency and Completeness of Entries				
	Transmittal to Provincial Office				
P O	Receipt				
	Verification of Geographic Codes				
	Completeness Checking of Forms				
	Editing/Coding/Consistency Checking of Entries				
	Sample Verification of Forms and Entries/ Document Preparation				
	Transmittal to 2010 Census Processing Center (CPC 2010)				OK for transmittal PSC _____ Date _____
C P C	Receipt				
	Scanning				
	Test for Interpretability of CPH Form 3				
2010	Transmittal of Data File to Central Office				OK for transmittal BO _____ Date _____

APPENDIX 14

CPH FORM 17 – CERTIFICATION OF BARANGAY CHAIRPERSON

CPH FORM 17



Republic of the Philippines
NATIONAL STATISTICS OFFICE

Province: _____
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 15

CPH FORM 18 – 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 This 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)

APPENDIX 16
CERTIFICATE OF APPEARANCE



Republic of the Philippines
NATIONAL STATISTICS OFFICE

CERTIFICATE OF APPEARANCE

TO WHOM IT MAY CONCERN:

This is to certify that the above-named personnel was in
_____ on _____, 2010 in connection with
_____.

Name of officer/employee
(Signature over printed name)

APPENDIX 17
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