

**2012**

**Family Income and  
Expenditure Survey**

***Interviewer's Manual***



Republic of the Philippines  
National Statistics Office  
Manila

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# CHAPTER I

## INTRODUCTION

### Introduction

The 2012 Family Income and Expenditure Survey (FIES) is a nationwide survey of households undertaken by the National Statistics Office (NSO). It is the main source of data on family income and expenditures. The 2012 FIES is the sixteenth survey on family income and expenditure conducted since 1957.

From 1957 to 1975, the FIES was conducted every five years. However, in 1985, a new series of FIES (in terms of content and methodology) had begun and the gap of conducting this survey was reduced to three years using a “shuttle type” questionnaire, wherein the sample households are interviewed in two separate operations with same set of questions. Starting 2003 up to the present, separate questionnaire (with same set of questions) for the two visits was adopted.

Like the previous FIES, this undertaking aims to accomplish the following objectives:

- a. to gather data on family income, sources of income, family expenditure and related information affecting family income and expenditure levels and patterns in the Philippines;
- b. to determine the income distribution, levels of living and spending patterns, and the degree of inequality among families;
- c. to provide benchmark information to update the weights used in the estimation of Consumer Price Index (CPI); and
- d. to provide inputs in the estimation of the country’s poverty threshold and incidence.

### Importance of the FIES

The FIES provides data that are needed in the different aspects of the country's economic conditions. Specifically, it is the basic source of information for the following:

- a. estimation of the household account in the System of National Accounts and balances;
- b. measurement of the Human Development Index (HDI);
- c. measurement of poverty; and
- d. measurement of the levels of living of different sections of the population and disparities in levels of living across geographical regions and socio-

economic groups and for inter temporal comparisons of these levels and disparities.

Other important uses of the FIES are as follows:

- a. provides basic data for studies on the distinctive effects of direct and indirect taxation and of social benefits, for the formulation of income and fiscal policies and for the estimation of tax receipts;
- b. furnishes information for assessing the impact on living standards of existing or proposed social and economic programs and for formulating welfare-oriented policies; and
- c. yields data needed for statistical demand analysis leading to the estimation of income, price and cross elasticity of demand, among other things.

## **Authority for the Survey**

The authority for the survey emanates from Commonwealth Act No. 591, which authorizes the NSO under Section 2(a) *“To collect by enumeration, sampling or other methods, statistics and other information concerning population, agricultural conditions, the area and production of crops, the number of livestock, the production of livestock products, exports, imports, commerce, industrial and commercial enterprises, prices, employment wages, stocks of commodities, agricultural and other properties, social and economic institutions, and such other statistics as the President of the Philippines by executive order may direct.”*

The Executive Order No. 121, otherwise known as the Reorganization Act of the Philippine Statistical System, which was passed on January 30, 1987, declared that the NSO shall be the major statistical agency responsible for generating general purpose statistics and for undertaking such censuses and surveys as may be designated by the National Statistical Coordination Board (NSCB).

Like any other survey undertaken by the NSO, the data that will be gathered in the 2012 FIES are for statistical purposes only and will be published in summary forms. As provided in the said Act, the data cannot be used for taxation, investigation or law enforcement purposes.

## **Confidentiality**

All personnel who are involved in 2012 FIES are required to maintain in STRICT CONFIDENCE any information pertaining to any particular household or person that is obtained in the conduct of 2012 FIES.

Section 4 of Commonwealth Act No. 591 states very specifically that the data collected by the NSO *“shall not be used as evidence in any court or in any public office either as evidence for or against the individual, corporation, association, partnership, institution or business enterprise from whom such data emanates; nor shall such data or information be divulged to any person except authorized*

*employees of the Bureau of the Census and Statistics (now NSO), acting in the performance of their duties; nor shall such data be published except in the form of summaries or statistical tables in which no reference to an individual, corporation, association, partnership, institution or business enterprise shall appear.”*

If you are found guilty for violating this confidentiality provision, your services will be terminated immediately and you will be persecuted under this law.

## Scope and Coverage

The survey will gather income and expenditure data that include, among others, sources of income in cash and in kind and the levels of consumption by item of expenditure. To update the weights used in generating the CPI, detailed items of expenditures up to six-digit level are also incorporated in this survey. About 800 items are included in the FIES questionnaire.

The survey involves an interview of a national sample of about 50,000 households. **This sample size is deemed sufficient to provide reliable estimates of income and expenditure levels for each region.**

## Sampling Design

Starting in July 2003, the FIES used the sampling design of the 2003 Master Sample (MS). A master sample is a sample from which subsamples or list of sample households are drawn to serve the needs of various household surveys of NSO.

## Domain

The 2003 MS considers the country's 17 administrative regions as defined in Executive Order Nos. 36 and 131 as its sampling domain. A domain is referred to as subgroups of the population in which estimates with adequate level of precision is generated. It must be noted that while there is demand for data at the provincial level (and to some extent municipal and barangay levels), the provinces were not treated as sampling domains because there are more than 80 provinces which would entail a large resource requirement. The following are the 17 administrative regions of the country:

National Capital Region	Region VII – Central Visayas
Cordillera Administrative Region	Region VIII – Eastern Visayas
Region I – Ilocos	Region IX – Zamboanga Peninsula
Region II – Cagayan Valley	Region X – Northern Mindanao
Region III – Central Luzon	Region XI – Davao
Region IVA – CALABARZON	Region XII – SOCCSKSARGEN
Region IVB – MIMAROPA	Region XIII – Caraga
Region V – Bicol	Autonomous Region in Muslim Mindanao
Region VI – Western Visayas	

## **Sampling Frame**

As in most household surveys, the 2003 MS made use of an area sample design. For this purpose, the Enumeration Area Reference File (EARF) of the 2000 Census of Population and Housing (CPH) was utilized as sampling frame. The EARF contains the number of households by enumeration area (EA) in each barangay.

This frame was used to form the primary sampling units (PSUs). With consideration of the period for which the 2003 MS will be in use, the PSUs were formed/defined as a barangay or a combination of barangays with at least 500 households.

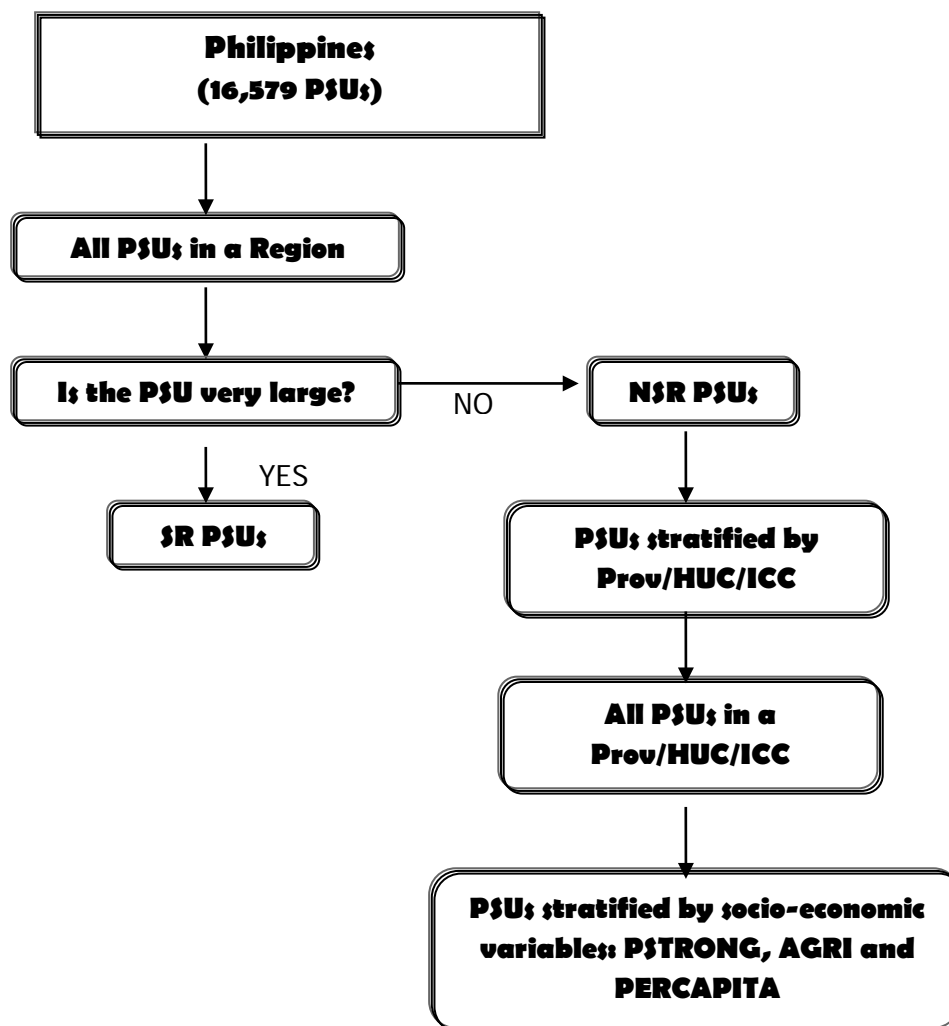
## **Stratification Scheme**

Stratification involves the division of the entire population into non-overlapping subgroups called strata. Prior to sample selection, the PSUs in each domain were stratified as follows:

1. All large PSUs were treated as separate strata and were referred to as certainty selections (Self-representing PSUs). A PSU was considered large if it has a large probability of selection.
2. All other PSUs were then stratified by province, highly urbanized city (HUC) and independent component city (ICC).
3. Within each province/HUC/ICC, the PSUs were further stratified or grouped with respect to some socio-economic variables that were related to poverty incidence. These variables were: (a) the proportion of strongly built houses (PSTRONG); (b) an indication of the proportion of households engaged in agriculture (AGRI); and (c) the per-capita income (PERCAPITA).



The stratification procedure used in the MS is described in the diagram below.



## Sample Selection

To have some control over the sub sample size, the PSUs were selected with probability proportional to some estimated measure of size. The size measure refers to the total number of households from the 2000 CPH. Because of the wide variation in PSU sizes, PSUs with selection probabilities greater than 1 were identified and were included in the sample as ***certainty selections***.

At the second stage, enumeration areas (EAs) were selected within sampled PSUs, and at the third stage, housing units were selected within sampled EAs. Generally, all households in sampled housing units were enumerated, except for few cases when the number of households in a housing unit exceeds three. In which case, a sample of three households in a sampled housing unit was selected at random with equal probability.

An EA is defined as an area with discernable boundaries within barangays, consisting of about 150 contiguous households. These EAs were identified during the 2000

CPH. A housing unit is a structurally separate and independent place of abode which, by the way it has been constructed, converted, or arranged, is intended for habitation by a household.

## **Sample Size**

The 2003 Master Sample consists of a sample of 2,835 PSUs of which 330 were certainty PSUs and 2,505 were non-certainty PSUs. The number of households for the 2000 CPH was used as measure of size. The entire MS was divided into four sub-samples or independent replicates, such as a quarter samples contains one fourth of the PSUs found in one replicate; a half-sample contains one-half of the PSUs in two replicates.

## **Linkage with Labor Force Survey**

The FIES shall be conducted in two separate operations as rider to the July LFS of the FIES year, and the January LFS of the following year. The first round in July 2012 gathers data for the period January 1 to June 30, 2012; the second round, in January 2013, for the period July 1 to December 31, 2012.

While the FIES gathers data on a semestral basis, the LFS covers employment characteristics of the population based on a “past week” reference period. The family members enumerated in the LFS will be the subjects of inquiry of the FIES.

In order to link the LFS to FIES, the same unique identification of the family/household shall be used in both surveys.

## **Role of the Interviewers**

As an Interviewer, you are expected to do the following duties and responsibilities:

- a. to attend the training and learn the concepts, definitions and instructions that will be used in the enumeration;
- b. to locate the sample households assigned to you and interview the knowledgeable respondents using the FIES questionnaires;
- c. to accomplish the FIES Form 1 completely and accurately according to the instructions;
- d. to make callbacks or return to the non-responding sample household at least thrice on different days;
- e. to go over the accomplished questionnaires for completeness before leaving the sample household;
- f. to review the accomplished questionnaires for consistency and accuracy before submission to the DSOs/supervisors; and
- g. to submit the accomplished questionnaires to the provincial office on or before the target date.

## Rules for Interviewing

### Whom to Interview

The respondent/s shall be the household head and/or the person/s who has/have the knowledge of the finances of the family.

*Note: As much as possible, interview the same respondent of the sample household during the second visit.*

### How to Conduct an Interview

- a. Be presentable.

Make a good impression by dressing appropriately and neatly. Some people judge others by what they wear and may not open the door for someone who appears untidy.

- b. Be polite.

People will react to you differently. However, you must always remain cordial and polite.

Never argue with the respondent. Maintain your composure even if the respondent is irritated due to the length of the interview.

- c. Introduce yourself and the survey. As an introduction you may say the following:

***“Good morning/afternoon. I am (state your name, show your NSO ID), a Statistical Researcher of the National Statistics Office. We are currently conducting the 2012 Family Income and Expenditure Survey in the country. I would appreciate very much your cooperation in answering the questions in this undertaking. Please be assured that all your answers will be treated confidential”.***

- d. Explain the Objectives.

It is necessary to explain the objectives of the survey to gain cooperation from a person. Explain to him the objectives as well as the importance of the survey.

- e. Ask all the questions.

Never assume answers. Ask all the questions though you already have an idea of the answers to some of these questions. What you think may not be the right answers.

- f. Probe if the respondent's answer is not satisfactory.

Do not settle for unsatisfactory answer. You can do any of the following:

- a. repeat the question
  - b. ask for an estimate, if appropriate
  - c. pause to give the respondent time to think
- g. Thank the respondent for his/her cooperation.

Always try to leave the respondent with a good feeling toward the survey. Express your appreciation for the respondent's cooperation.

- h. After each interview, review all the different pages of the questionnaire for possible omissions of entries.

### **How to Ask Questions**

- a. Ask the questions as they are worded in the questionnaire. If the interview is conducted in any of the dialects, be sure to translate the question in such a way that you do not change the meaning of the question. A test of a good translation is that you should have the same wordings as in the questionnaire when you translate back to English.
- b. Unless otherwise instructed, ask the questions in the order that they are presented in the questionnaire. Verify if all the pages of the questionnaire are accounted for.
- c. Never ask a leading question that suggests the answer. By asking a leading question, the respondent's mind is set into believing that the answer suggested by the question is the right one. Example of leading question: "Do you normally consume 5 kilos of meat per week?"
- d. Do not interrupt the respondent unless necessary.
- e. Finish recording an answer before asking the next question.

# CHAPTER II

## FIES QUESTIONNAIRE

### (FIES Form 1)

#### **General Design of the Questionnaire**

The FIES questionnaire has seven main parts consisting of the following:

#### **Part I. Identification and Other Information (pages 1 to 3)**

(Geographic Identification, Other Information and Particulars about the Family)

#### **Part II. Expenditures and Other Disbursements (pages 4 to 50)**

- Section A. Food and Non-Alcoholic Beverages
- Section B. Alcoholic Beverages and Tobacco
- Section C. Clothing and Footwear
- Section D. Housing, Water, Electricity, Gas and Other Fuels
- Section E. Furnishings, Household Equipment and Routine Maintenance of the House
- Section F. Health
- Section G. Transport
- Section H. Communication
- Section I. Recreation and Culture
- Section J. Education
- Section K. Restaurants and Hotels
- Section L. Miscellaneous Goods and Services
- Section M. Other Expenditures
- Section N. Other Disbursements

#### **Part III. Housing Characteristics (pages 51 to 52)**

#### **Part IV. Social Protection (page 53)**

#### **Part V. Income and Other Receipts (pages 54 to 61)**

- Section A. Salaries and Wages from Employment
- Section B. Net Share of Crops, Fruits and Vegetables Produced  
Aquaculture Products Harvested or Livestock and Poultry  
Raised by Other Households
- Section C. Other Sources of Income
- Section D. Other Receipts
- Section E. Checklist for Family Sustenance and Entrepreneurial Activities
- Section F. Family Sustenance Activities

#### **Part VI. Entrepreneurial Activities (page 64 to 77)**

- A1. Crop Farming and Gardening

- A2. Livestock and Poultry Raising
- A3. Fishing
- A4. Forestry and Hunting
- A5. Wholesale and Retail and Repair of Personal and Household Goods
- A6. Manufacturing
- A7. Community, Social, Recreational and Personal Services
- A8. Transportation, Storage and Communication Services
- A9. Mining and Quarrying
- A10. Construction
- A11. Entrepreneurial Activities Not Elsewhere Classified

## Part VII. Evaluation of the Household Respondent by the Interviewer (page 78)

### General Instructions in Filling up FIES Form 1

- a. Use pencil in making entries into the FIES questionnaire.
- b. There is a screening question, answerable by YES or NO, in each section/subsection of Part II (Expenditures), Part V (Income and Other Receipts), and Part VI (Entrepreneurial Activities). Ask this screening question to the respondent and encircle the appropriate code corresponding to his/her answer. If the answer is YES, fill out the portion of the section/subsection, otherwise follow the skipping instruction. Always answer the screening question in all sections/subsections.
- c. The **quantity** of all food items consumed should be reported up to **four decimal places** while the quantity of all non-food items purchased or received should be reported up to **two decimal places**.

(a) How much is your consumption of the following?  
Please give me the consumption on a weekly or monthly basis, or for the entire six months (January to June 2012).

Item	Code	IN CASH/ON CREDIT			IN KIND			RECEIVED AS GIFT (6 months)		
		Unit Price (PESO)	Quantity Consumed	Value Consumed (PESO)	Reference Period (ENTER CODE IN THE BOX. IF CODE "9", SPECIFY)	Quantity Consumed	Value Consumed (PESO)	Reference Period (ENTER CODE IN THE BOX. IF CODE "9", SPECIFY)	Quantity Consumed	Value Consumed (PESO)
1. Meat, Fresh, Chilled or Frozen										
a. Beef	011211	450.00	0.5000 kg	225.00	2					
b. Pork	011212	180.00	1.0000 kg	180.00	1					

- d. The **value** of all food items consumed should be reported up to **two decimal places** or rounded off to the last centavo while the value of all non-food items consumed should be rounded off to the nearest peso.

(a) How much is your consumption of the following?  
Please give me the consumption on a weekly or monthly basis, or for the entire six months (January to June 2012).

Item	Code	IN CASH/ON CREDIT				IN KIND			RECEIVED AS GIFTS (6 months)	
		Unit Price (PESO)	Quantity Consumed	Value Consumed (PESO)	Reference Period (ENTER CODE IN THE BOX. IF CODE "9", SPECIFY)	Quantity Consumed	Value Consumed (PESO)	Reference Period (ENTER CODE IN THE BOX. IF CODE "9", SPECIFY)	Quantity Consumed	Value Consumed (PESO)
1. Meat, Fresh, Chilled or Frozen										
a. Beef	011211	450.00	0.5000 kg	225.00	2					
b. Pork	011212	180.00	1.0000 kg	180.00	1					

**C. CLOTHING AND FOOTWEAR**

During the period **JANUARY to JUNE 2012**, did you or any member of your family purchase in cash or on credit, or receive as gift any clothing materials, garments, other articles of clothing and clothing accessories, shoes, and other footwear, and pay for service fees?

1 - YES      2 - NO, GO TO PAGE 33 (D)

Item	Code	Quantity	Unit Price (PESO)	Total	In Cash/ On Credit	Received as Gifts
<b>CLOTHING</b>	031000	XXXXXX	XXXXXX	=====	=====	=====
1. Clothing Materials	031100			=====	=====	=====
2. Garments	031200	XXXXXX	XXXXXX	=====	=====	=====
a. Garments for Men (18 years old and above)	031210	XXXXXX	XXXXXX	=====	=====	=====
a.1 Pants, short	031211	2.00 pcs	700.00	1,400	1,400	

2 decimal places
Whole number

- e. Place a **sharp sign (#)** before each expenditure item which was received by the family member as a fringe benefit from employment during the reference period. This will facilitate the reporting of these items in Section A (Salaries and Wages from Employment) of Part V (Income and Other Receipts).

Item	Code	IN CASH/ON CREDIT				IN KIND		
		Unit Price (PESO)	Quantity Consumed	Value Consumed (PESO)	Reference Period (ENTER CODE IN THE BOX. IF CODE "9", SPECIFY)	Quantity Consumed	Value Consumed (PESO)	Reference Period (ENTER CODE IN THE BOX. IF CODE "9", SPECIFY)
1. Rice (in all forms)								
a. Well milled, premium, fragrant, polished, or glazed	011111	36.00	10.0000 kg	360.00	1			
b. Regular milled, commercial	011113							

**Sharp sign** → #

**Salaries and Wages from Employment** → 1

**2012 Family Income and Expenditure Survey (FIES)**

1 - YES                      2 - NO, GO TO PAGE 56 (A2)

Line No.	First Name of Family Member	Occupation	[Occupation Code]	Kind of Industry	[Industry Code]	C A S H    E A R N I N G S			E A R N I N G S   I N   K I N D			
						Basic Salaries and Wages	Allowances Honoraria, Tips, etc.	Total	Basic Salaries and Wages	Housing, Clothing, Food, etc.	Total	
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	
01	Juanito	Chemical engineer	2155	Manufacture of wines	1552					10,800	10,800	
<b>TOTAL</b>						910200	=====	=====	=====	=====	10,800	0,800

- f. Make appropriate remarks to explain all entries which may appear doubtful/vague to the editor.
- g. Erase completely a wrong entry. DO NOT just write over the original entry.
- h. Accomplish the certification portion of the questionnaire right after the interview. Write at the bottom of the first page the date when the questionnaire was accomplished or when the interview was completed. Enter the interviewer's code in the box provided.
- i. The supervisor should sign the certification portion only after he/she had actually reviewed the accomplished questionnaire. Enter the reviewer's code in the box provided. The review of questionnaire can be done during field supervision. The review can also be done in the office when the questionnaires are already submitted.

## Family Members to be Included in FIES

Members of the family to be included in the FIES are those individuals enumerated in ISH Form 2 whose relationship to household head is coded as follows:

- |                          |  |
|--------------------------|--|
| <b>01</b> – Head         | <b>05</b> – Son-in-law/Daughter-in-law |
| <b>02</b> – Wife/Spouse  | <b>06</b> – Grandson/Granddaughter     |
| <b>03</b> – Son/Daughter | <b>07</b> – Father/Mother              |



However, for the purpose of this survey, the overseas Filipinos (those with coded entry of “1” to “4” in Col. 12 of ISH Form 2) shall be excluded from the count of family members.

In a case where the sample household of LFS is composed of two or more families not related by blood, marriage or adoption, include only the family of the household head in reporting demographic characteristics and family transactions in FIES Form 1. Similarly, if the household is composed of unrelated members, for example, a group of students living together, consider the household head as a one-person family. This is a special case where a family consists of only one person. Therefore, only his income and expenditure should be reported. A single person household is also treated as a one-person family.

## **An Overview of Family Account**

In business accounting, transactions are classified either as receipts or disbursements. Receipts are debited while disbursements are credited. If the receipts are more than disbursements, then there is positive balance (cash balance). On the other hand, if receipts are less than disbursements then there is negative balance. This is the simplest form of accounting. When we translate these receipts and disbursements into income and expenditure, the analysis becomes more complicated. We have to identify which among the receipts can be considered as income and in the same manner, we have to identify which of the disbursements are considered current expenditures (operating expenses) to separate them from capital expenditures (purchases of fixed assets such as land, buildings, machines and other durable equipment) in order to determine the profit.

In family accounting, not all receipts are considered as income and not all disbursements are considered expenditures. We have to identify the items, which are considered as income and expenditures for personal consumption so that we can determine the cash position of the family. If expenditure for personal consumption exceeds family living expenditures then there is a deficit in the account of the family. However if income exceeds family living expenditures then there is savings. Savings can be in the form of an investment or cash-on hand or deposits in the bank. Unlike in business accounting, where fixed assets and durables are considered as capital expenditures, family accounting considers only the purchase of real property as capital expenditure for family living. Therefore, all acquisitions of the family on equipment, motor vehicles and appliances, which are for personal consumption, are considered as family expenditures.

As you will learn later, there are certain items of expenditures which are considered as income or vice versa, in order to balance both sides of the family account and in to make sure that the cash position of the family is not disturbed. These expenditure items are those goods and services which are received as gifts, assistance, allowances from other household or institutions and those own-produced goods and services which were consumed by the family during the reference period.

Examples of these expenditure items are the following:

- a. Imputed rental value of owned-occupied dwelling unit - This item should be in the expenditure side of the family account and at the same time must be reflected in the income side so that the cash position of the family is not affected. The level of expenditure and income, of course, will increase by the inclusion of this item on both sides of the account.
- b. Own-produced goods and services - These items are reported on both sides of the family account.
- c. Goods and services received by the family, which are consumed or used - These items are also treated as expenditure and as income at the same time. For example, if during the reference period a family received a gift, say a television set from a friend belonging to another household or from a relative abroad, the value of the TV set must be reported in Part II under Section I [Recreation and Culture item 1(a)], but at the same time it will be copied in the income side of Part V during machine processing.

Receipts, which are not considered as family income, are those, which do not come from earnings and property income.

Examples are loans borrowed from the bank or from other sources, withdrawal from savings account, cash surrender value of insurance, sale of real or personal properties (gains realized from the sale, however, is considered as income), payments received from loans granted to others, inheritance, profits from sale of stocks and bonds and net winnings from gambling and lotto/sweepstakes.

***Expenditures in connection with a family business are not within the scope of expenditures for family living.***

## Family Income and Expenditure Concepts

### Family Expenditures

For FIES purposes, **family expenditures** consist of the following:

- a. Value of food consumed and value of goods/services paid for, whether in cash or on credit, during the reference period.
- b. Value of goods and services received as gifts.

- c. Value consumed from Net Share of Crops, etc. (Part III-B); Family Sustenance Activities (Part III-F); and Entrepreneurial Activities (Part VI-A1, A2, A4, and A6)
- d. Imputed value of owned/rent-free house and/or lot in housing in item 2 of Part II- Section D. Housing, Water, Electricity, Gas and Other Fuels.

*In addition to cash purchases consumed and actual cash expenditures of the family during the reference period, the following shall also be included as **cash expenditures** of families:*

- a. Total value of all items of expenditure bought on credit during the reference period as well as services availed of within the same period that has not been fully paid at the time of visit.
- b. Cash and in kind payments made during the reference period for items bought on credit prior to the reference period.
- c. Value of foods and other items from the family own produce prior to the reference semester but consumed during the reference period. In particular, this refers to all items of Section A under sub-section 01.1.1 to 01.1.9.
- d. The imputed value of goods/services received as fringe benefits from employer or part of the salaries/wages of employed family members.

Examples:

- 1) A member of the family receives food subsidy from his place of work. For instance, he has to pay only half the price of a kilo of fresh chicken when he buys it from the office cooperative store.

Report the usual price of chicken consumed in Item 2 (Fresh, Chilled or Frozen Meat) of Part II- Section A. Include also the subsidized amount in the appropriate subsection of Part V- A (Salaries and wages from employment), as earnings in kind, of the employed member.

- 2) A family member studies in a school where he works as a janitor. The school gives him free tuition as part of his salaries and wages.

Enter the value of free tuition and miscellaneous fees in Section J (Education) under "in cash/on credit" column. Include the amount corresponding to six-month tuition fee and miscellaneous fee as part of the earnings in kind in the appropriate subsection of non-agricultural in Salaries and Wages from Employment (Part V- A).

- e. The value of consumed items taken from a family-operated activity should be added to total sales of Section E- Wholesale and Retail, and to total gross

receipts of Section G- Community, Social, Recreational and Personal Services, and Section I- Mining and Quarrying of Part VI- Entrepreneurial Activities.

<b>ENTREPRENEURIAL ACTIVITIES</b>	<b>VALUE CONSUMED ITEMS TAKEN FROM FAMILY-OPERATED ACTIVITY SHOULD BE INCLUDED UNDER THE FOLLOWING:</b>
A5. Wholesale and Retail	Total Sales
A7. Community, Social, Recreational and Personal Services	Total Gross Receipts
A9. Mining and Quarrying	Total Gross Receipts

**The “in kind” items of expenditures are the following:**

- a. Value of own produced goods which were produced and consumed by the family during the reference period from Net Share of Crops, etc. (Part V- B), Family Sustenance Activities (Part V- F), and Entrepreneurial Activities (Part VI) of the manual.
- b. Value of items received as gifts during the reference period.
- c. Value of services received free during the reference period.
- d. Cash gift received intended for a specific purpose.

## **Family Income**

Family Income is derived from the following:

- a. Income from work: Part V- A (Salaries and Wages from Employment) and Part V- Entrepreneurial Activities
- b. Income from other sources: Part V- B (Net Share of Crops, etc.), Part V- C (Other Sources of Income), and Part V- F (Family Sustenance Activities).

- c. Imputed value of owned/rent free house and/or lot except those with fringe benefit represented by a sharp sign (#) in codes 4 or 6 in Part III- Housing Characteristics (page 50).
- d. Total value of goods received as gifts.

# CHAPTER III

## HOW TO ACCOMPLISH FIES FORM 1

FIES Form 1 is a 78-page questionnaire that collects data on income and expenditure of the family.

### PART I - IDENTIFICATION AND OTHER INFORMATION

This portion of the questionnaire covers the geographic identification, certification portion, interview status and other information.

#### Geographic Identification and Other Information

Fill up the Geographic Identification portion before your visit to the sample household. **Copy correctly** from ISH Form 2 the geographic identification of the sample household into FIES Form 1.

**Number of Households in the Housing Unit** - the number of households in the housing unit should be the total number of eligible households including those that were not sampled. Eligible households are those households with interview status code of 1,2,3 or 7.

**Total number of family members enumerated** - count the number of family members enumerated in ISH Form 2. Family members are those with codes 01 to 08 (relationship to the head) in column 5 of ISH Form 2.

#### Name of Respondent, Line Number, Name of Household Head, and Address

Write the name of the respondent and its corresponding line number in the boxes provided. Copy the name and address of household head in the line provided.

The respondent in ISH Form 2 may not necessarily be the same as the respondent in the FIES. However, if there are more than one respondent, enter the name of the respondent who provided most of the information.

#### Interview Status

The interview status code must be encircled appropriately and must be entered in the box provided. The different codes for interview status and its corresponding descriptions are as follows:

**01 Completed interview** - The sample household was successfully enumerated and interviewed.

**02 Refusal** - The sample household refused to be interviewed.

- 03 No household member at home or no competent respondents at home at the time of visit.** - This code is to be used in cases where the housing unit is occupied, but no one is at home or no competent respondent is at home at the time of visit. After three callbacks, no other member of the household is at home when you visit, except children or an adult member who is ill, deaf, or mentally incompetent; enter code “03” as the interview status.
- 04 Entire household absent for extended period of time** – This code is to be used only in cases where no one is at home and the neighbors say that no one will return until the end of the enumeration period. In such cases, enter code “04” as the interview status code.
- 05 Vacant housing unit** – An interview status of code “05” should only be assigned to a sample housing unit if it was listed as vacant in MS Form 6 and still not occupied at the time of visit.
- 06 Housing unit destroyed/demolished.** The housing unit was destroyed due to fire, typhoon, earthquake, demolished, etc.
- 07 Address not a housing unit.** If the housing unit is used entirely for purposes other than residential or the housing unit had been converted to commercial or industrial establishment.
- 08 Housing unit not found.** You should make a thorough search, asking people in the area if they are familiar with the address or the name of the household head. If you are unable to locate the structure after thorough search, you should enter code “08”.
- 09 Critical or flooded area.** An interview status code of “09” will be used to identify household located in the following areas:
- EAs affected by insurgency or within military restricted areas at the time of visit and considered as “critical areas”; and
  - EAs which are flooded and not accessible during the entire enumeration period. These EAS may have been affected by natural disaster such as typhoon, lahar, flash flood, and landslides.
- 10 Others, specify.** This interview status should be assigned if:
- The household had permanently moved out of the housing unit;
  - The household had been merged with another household in the same housing unit;
  - The household is not a permanent resident of the housing unit;
  - A one man household who passed away.

Do not forget to write in the boxes located at the right side, the appropriate encircled code for the interview status.

### **Certification Portion**

In the certification portion, print and sign your name on the line allotted for the purpose to certify that the data written on this form were obtained by you personally and that these data are complete to the best of your knowledge and ability. Write also on the space provided the date when the form (FIES FORM 1) was completed. Enter the interviewer's code in the box provided.

Do not fill out the space provided for the supervisor.

### **Particulars about the Family**

Copy correctly from ISH Form 2 items 1(a) to 1(d). Items 1(e) to 1(h) should be asked from the respondent since these sets of information are not available in ISH Form 2. Items 2 to 7 can be derived from ISH Form 2. The information is necessary to guide you in determining the members of the family to be included in the FIES.

#### **1(e) Did the head of the family have a job or business during the past six months?**

Ask the respondent if the head of the family had a job or business during the past six months. Encircle code "1" for YES, otherwise, encircle code "2" for NO, GO TO ITEM 2. Enter the correct code in the box provided.

A person has a job/business if he/she reported to his/her place of work and performed his duties or activities for at least one hour during the past six months.

This item refers not only to the work done in the **primary job but refers also to the work done in other jobs (secondary job)**. Hence, if he/she did not work in his/her primary job during the past six month but rather worked in his/her other jobs (secondary job), he/she should have an answer of "Yes".

#### **1(f) What was the primary occupation of the head of the family during the past six months?**

**Occupation** refers to the type of work, trade or profession performed by the individual during the reference period such as palay farmer, typist, physician, beauticians, etc. If he or she is not at work, occupation refers to the kind of work he was doing or will be doing if merely waiting for a new job to begin within two weeks from the date of interview. A person operating his own farm should be reported as farmer-owner while the person hired to manage or oversee a farm is a farm manager or farm overseer. Paid laborers or unpaid family workers assisting in the farm operation are considered farm workers.



Primary occupation or job/business is any gainful activity of a person which is a permanent and full time job, lasting for one (1) year or longer or had lasted or expected to last for one year or longer, regardless of whether he was at work or not during the reference period.

Inquire from the respondent the primary occupation of the family head during the past six months.

**1(g) In what kind of industry did the head of the family work during the past six months?**

Write in the space provided the specific kind of business or industry where the person worked in relation to his occupation during the past six months. Codes will be filled up during the manual processing.

The primary occupation reported in item 1(f) should be classified according to the kind of business or industry. Politely ask the respondent to give you a description of the nature of work or the kind of business/es or industry/ies the family member is engaged in such as palay farming, fishing, sari-sari store, shoe factory, school, etc.

**1(h) What was the class of worker of the head of the family during the past six months?**

**Class of worker** refers to the relationship of the worker to the establishment in which he/she works.

Ascertain the class of worker of the family head and enter the appropriate code in the box provided. Use the same LFS concept for this item.

**2. What is the type of this household?**

The entry under this item can also be derived from entries in ISH Form 2. Unlike in Item 1 where most of the items require only the transfer of information, Item 2 requires some further classification and distribution.

**Type of Household** - The household can be classified by referring to the relationship to head (Col. 5 in ISH Form 2) of the members.

**1 Single family-** refers to a household consisting of one nuclear family, that is whose household members are with codes 01, 02 and 03 in Col.5 of ISH Form 2, and that the marital status of children of the head (code 03) is single (code 1 in Col. 6 of ISH Form 2). The presence of boarder (code 09) and domestic helper (code 10) is still acceptable under this type. For the purpose of this survey, the following are also considered as a single family: unmarried sisters and brothers who are living together; and a one-person household.

**2 Extended family** - refers to a household composed of a single family as defined above together with relatives, that is, household members with codes of 04, 05, 06, 07 and 08 in Col. 5 of ISH Form 2. It also refers to parents with married children, or a lone parent (either a mother or a father) with married children, or grandparents with grandchildren, or uncle/aunt with nephews/nieces, or cousins who are living together. The presence of a boarder and domestic helper will not change this household type.

**3 Household consisting of two or more non-related families or persons** - refers to a household with two or more families or two or more persons not related to each other by blood, marriage or adoption.

As discussed in Chapter II, only the family of the head of the household will be the concern of FIES in cases of two or more families which are unrelated. For non-related persons, only the head is considered to be included in this survey. However, to identify the extent of occurrences of this type of household, Code 3 should be used. If there are two or more non-related families living together, most of the members of the household will have a code of either 09 or 10 or 11 in relationship to head depending upon the living arrangements with the main family (family of household head).

### **3. How many members are there in the family?**

Refer to Col. 5 of ISH Form 2 and examine the relationship to head. Count the household members with codes 01 to 08 but excluding the overseas Filipinos, that is those with entry of "1" to "4" in Col. 12 of ISH Form 2.

### **4. How many family members are below 5 years old?**

Refer to column 7 of ISH form 2. Count the number of family members below 5 years old.

### **5. How many family members are 5 to 17 years old?**

Refer to column 7 of ISH form 2. Count the number of family members 5 to 17 years old.

### **6a. How many family members including the head and his/her spouse were employed for pay during the past six months (excluding unpaid family worker)?**

Ask the number of family members who were employed for pay during the past six months. Also, inquire further as to the class of worker of each of the family members during the past six months and subtract from the count the unpaid family workers since they are not included under this sub-item.

**6b. How many family members including the head and his spouse were employed for profit during the past six months (excluding unpaid family worker)?**

Ask the number of family members who were employed for profit during the past six months. Also, inquire further as to the class of worker of each of the family members during the past six months and subtract from the count the unpaid family workers since they are not included under this sub-item.

**7. Did the spouse of the family head have a job or business during the past six months?**

Ask the respondent if the spouse of the family head have a job or business during the past six months. Encircle “1” for Yes if the class of worker of the spouse during the past six months is a paid family worker. However, if he/she is an unpaid family worker encircle “2” in this item for a No answer.

Encircle “3”, which refers to Not Applicable, that is, if the family head is single, widowed, divorced/separated, or the spouse is not a member of the household. Encircle code ‘1” for YES if the spouse is an overseas Filipino worker.

In cases where the head has two or more spouses, if one or both of the spouses are working encircle code “1” for YES, otherwise encircle Code “2” for NO.

Be guided by this matrix:

<b>If the spouse of the family head is any of the following:</b>	<b>Did the spouse of the family head have a job/business during the past six months?</b>
➤ Paid family worker	1 - YES
➤ Widowed/ divorced/ separated or not a member of the household	3 - Not Applicable
➤ OCW	1 - YES
➤ Worker other than OCW	1 - YES
➤ Employees in Phil. Embassy, Consulates & other missions	1 - YES
➤ Students abroad/tourist who are working	1 - YES

## PART II - EXPENDITURES AND OTHER DISBURSEMENTS

### Family Expenditures Defined:

Family expenditures refer to the expenses or disbursements made by the family purely for personal consumption. Therefore, it excludes all expenses in relation to farm or business operations, investment ventures, purchase of real property and other disbursements that do not involve personal consumption.

Gifts, support, assistance, or relief in goods and services received by the family from friends, relatives, and others are considered as part of family income but at the same time treated as expenditures of the family for purposes of balancing the family account.

The 14 major sections under Part II are as follows:

- Section A. Food and Non-Alcoholic Beverages
- Section B. Alcoholic Beverages and Tobacco
- Section C. Clothing, and Footwear
- Section D. Housing, Water, Electricity, Gas and Other Fuels
- Section E. Furnishing, Household Equipment and Routine Maintenance of the House
- Section F. Health
- Section G. Transport
- Section H. Communication
- Section I. Recreation and Culture
- Section J. Education
- Section K. Restaurants and Hotels
- Section L. Miscellaneous Goods and Services
- Section M. Other Expenditures
- Section N. Other Disbursements

There is a screening question in each section on whether any family member had consumed a particular food item, or had purchased a non-food item during the reference period. Ask the respondent this screening question and encircle the appropriate code corresponding to his/her reply. If the answer is YES, fill out the section. Otherwise, skip to next section.

It should be emphasized that expenditures incurred by family members who are overseas ***workers on vacation during the reference period are to be included.***

### SECTION A - FOOD AND NON-ALCOHOLIC BEVERAGES

Each subsection contains detailed items on food and non-alcoholic beverages. In order to ensure that the respondent did not miss any item, it is important that all items must be asked.

Consumption of these items during the reference period can be categorized according to the following:

- a. n Cash /On Credit
- b. In Kind
- c. Received as Gifts

For each category the following information will be asked:

- a. Unit Price
- b. Quantity consumed
- c. Value consumed
- d. Reference period

There are lines provided for items “Others, specify” category. Fill out this line if there are items consumed which are not specified. These items will be coded during manual processing.

Take note of the following in recording unit price:

- a. the unit price should be up to two (2) decimal places.
- b. if the unit of measurement is in kilogram the reported unit price should be price per kilogram, if it is in gram it should be price in gram, etc.

In reporting quantity consumed and value consumed in the **IN CASH/ON CREDIT** column, the following should be included:

- a. purchases in cash or on credit
- b. fringe benefits from employer of salaried family members (indicated by a sharp sign)
- c. other food items consumed but harvested before the reference period
- d. food items consumed from household-operated carindaria, groceries, sari-sari store, etc. These food items should also be reported as part of the sales in Part VI.

In reporting quantity consumed and value consumed in the **IN KIND** column, items can be sourced from any of the following:

- a. Net Share of Crops (Part V-B)
- b. Family Sustenance Activities (Part V-F)
- c. Entrepreneurial Activities (Part VI- A1, A2, A3, A4 and A5)

In reporting quantity consumed and value consumed in the **RECEIVED AS GIFTS** column, the following items should be included:

- a. Items received from friends, relatives, neighbors, etc.
- b. Items received from various organizations

**REFERENCE PERIOD. ENTER CODE “1” IF THE FREQUENCY OF CONSUMPTION IS ON A WEEKLY BASIS, CODE “2” FOR MONTHLY CONSUMPTION OR CODE “3” FOR THE ENTIRE SIX MONTHS. IF THE REFERENCE PERIOD OR FREQUENCY OF CONSUMPTION IS NOT ON A WEEKLY, MONTHLY, OR ENTIRE SIX MONTHS, ENTER CODE “9” IN THE BOX AND ASK THE RESPONDENT TO SPECIFY THE REFERENCE PERIOD.**

## **01.1 FOOD**

The food products classified here are those purchased for home consumption.

*The subsection excludes: food products bought and consumed away from home in places like restaurants, hotels cafes, bars, kiosks, street vendors, automatic vending machines, etc. (Subclass 11.11); cooked food prepared and consumed dishes from restaurants for consumption off their premises, (Subsection 11.11); cooked dishes prepared by catering contractors whether collected by the customer or delivered to the customer's home, (Subsection 11.11); and products sold specifically as pet foods, (Subsection 09.3.4).*

The items to be entered in these subsections should be the food consumption of the family on the specified reference period, that is, weekly or monthly or past six months. Hence, items, which were purchased but not consumed during the reference period, should be excluded. This category includes food prepared at home whether eaten at home or brought outside and eaten elsewhere like in place of work, school, etc.

Food consumption covers only the actual food consumption of the family. Consumption of domestic helper as well as persons employed by the family to do odd jobs around the house may be included if they cannot be accounted for separately. The food consumption of the boarders and other persons in the same household not related to the family during the reference period are excluded.

For households composed exclusively with unrelated members, report only the actual consumption of the head. Prepared meals bought from restaurants, and the like or received as gift but eaten at home are classified in Section K (Restaurant) under item 1 (e).

Report the ingredients of food prepared at home in the items of expenditure where they belong. That is, if the family baked a cake, report the flour consumed as flour in Item 3 of sub-section 01.1.1 (Bread and Cereals) and other ingredients in their corresponding group.

Bottled, canned and other packed food items as well as those bought in “ready-to-eat”, and “ready-mixed” forms will be classified accordingly as preparations (cereal and other cereal preparation, and other processed meat and meat-based preparation, etc.) or processed food, as the case may be. Similarly, flavored foods are to be classified according to their main content/ingredient and not their flavors. For instance, calamansi consumed as juice should be reported in 01.2.2 (Mineral water, softdrinks, fruit and vegetable juices under item 3.g.

**01.1.1 Bread and Cereals** – Include rice in all forms, corn, wheat, barley, oats, and other cereal in the form of grain or flour, bread and other bakery products, mixes and dough for preparation of bakery products, pasta products in all forms, cereal preparations, farinaceous-based products prepared with meat, fish, seafood, cheese, vegetables and fruits.

*This subsection excludes meat pies, (Subsection 01.1.2); fish pies, (Subsection 01.1.3); sweet corn (Subsection 01.1.7)*

The subsections under bread and cereals are:

Subsection	Items Included
1. Rice	Well milled premium rice, fragrant, polished, or glazed, such as Jasmine, Sinandomeng, Dinorado, Milagrosa, Wagwag, Glutinous rice etc,  Brown rice  Regular milled, commercial rice, unpolished, unglazed  NFA rice  Overmilled, broken rice
2. Corn	Corn on the cob (yellow, white), whole corn grain, glutinous corn, popcorn (variety), corn grits or milled, corn starch, etc.
3. Flour	Mixes and dough for preparation of bakery products  Flour bought in raw form whether it is made from wheat, rice, corn, cassava, etc.
4. Other Cereal Preparation	Flakes (cornflakes, puffed rice, oatflakes and similar products)  Native cakes (puto, bibingka, biko, suman, etc. prepared from rice)  Infant food cereal-based  Ready-mixed noodle soup  Junk food cereal-based  Other cereal preparations and other products n.e.c. such as champorado, potato starch, tapioca, sago, arrozcaldo and other starches, etc.

Subsection	Items Included
5. Bread and other bakery products	Loaf bread, pandesal , sweet biscuits, biscuits plain, waffles and wafers, ice cream cones, crotons, toasted bread and similar toasted products, crispbread, crackers, cookies, cakes, hopia and pies, lumpia wrapper, gingerbread, pizzas, muffins, croissants, tarts, monay, mamon, spanish bread, star bread, etc..
6. Pasta products in all forms	Pasta such as macaroni, spaghetti, lasagna, vermicelli and the like, whether or not cooked or otherwise prepared  Noodles such as sotanghon, bihon, lomi, canton, miki, misua, etc.  Instant noodles all variants, etc.

Ask the respondent the family's consumption on each food items on a weekly or monthly or for the entire six months. If the frequency of consumption is not on a weekly, monthly, or entire six months, ask the respondent to specify the reference period.

Inquire further if the food items were purchased either in cash or on credit. Enter this value under the column for "In Cash/On Credit". However, if the food items consumed was taken from their farm, impute the value based on the prevailing prices in the locality. Then enter the imputed value under the "In Kind" column. For those received as a gift, enter the imputed value under "Received as Gifts" column.

The values to be entered under the "Value Consumed" columns are up to the last centavo. For example if the total value of rice consumed on a weekly basis is P200.50, the 50 centavos must be entered or write the entire amount in the line provided.

Ask for the unit price of each food item consumed.

***Note: if the consumption is taken from own-produce harvested before the reference period, then the consumption should be reported in the "In Cash" column with corresponding entry in the "In Kind" column in Item 6 (Withdrawals from savings/ business equity), Section D (Other Receipts) of PART V.***

**01.1.2 Meat** - include fresh, chilled or frozen meat (meat of cattle, pig, goat, chicken, duck, goose, turkey, rabbit, quail, etc.); fresh, chilled or frozen edible offal like liver, gizzard; dried, salted or smoked; preserved or processed meat and meat-based preparations (tocino, tapa hotdog, longaniza, chorizo, corned beef, luncheon meat, meatloaf, embotido, sausages, bacon, salami, ham, etc).



*This subsection excludes sea snails, (Subsection 01.1.3), and soup broths and stocks containing meat, (Subsection 01.1.9).*

### **01.1.3 Fish and Seafood**

The subsections under fish and seafoods are:

<b>Subsection</b>	<b>Items included</b>
1. Fish, Fresh, Chilled or Frozen	All kinds of fish like galunggong, bangus, tilapia, lapu-lapu, dilis, mackerel, salmon, tuna, etc.
2. Dried, Smoked or Salted Fish	Examples are bisugo, tuyo, tamban, salinas, danggit, bangus, espada, dilis, etc.
3. Fresh, Chilled or Frozen Seafoods	Includes shrimps, prawns, lobster, crabs, squids, shells and mollusks (clams, green mussels, halaan and oyster), etc.
4. Fish otherwise prepared or preserved, canned or bottled	Fish in oil or in sauce, canned or bottled (mackerel, sardines, etc)  Fish, marinated (bagoong, burong isda, etc.)  Other fish prepared or preserved, canned or bottled, n.e.c. (caviar, fish pies, etc.).
5. Seafood-based preparations, canned or bottled	Squid, canned or bottled, burong talangka, alamang, salted shells, etc.

*This subsection excludes soups, broths and stocks containing fish and seafood.*

**01.1.4 Milk, Cheese and Eggs** - This subsection includes raw milk, pasteurized and sterilized milk, condensed, evaporated or powdered milk, yoghurt, cream, milk-based beverage and other similar milk-based products, cheese and curd, egg and egg products made wholly from eggs.

This subsection also includes milk, cream and yoghurt containing sugar, cocoa, fruit or flavorings, dairy products not based on milk such as soya milk.

*This subsection excludes butter and butter products (Subsection 01.1.5).*

**01.1.5 Oils and Fats** – This subsection includes butter and butter products (butter oil, etc.), margarine (including "diet" margarine) and other vegetable fats (including peanut butter), edible oils (corn, coconut oil including milk, canola oil, soya bean oil, peanut oil, etc.), edible animal fats (lard, etc.).

*This subsection excludes cod and halibut liver oil (Subsection 06.1.1)*

**01.1.6 Fruit** – This subsection includes fresh, chilled or frozen fruit like pineapple, mango, banana, papaya, dalanghita, etc. dried fruit or preserved, fruit nuts and edible seeds (peanut, cashew nut, coconut, etc.) and preserved fruit and fruit based products, kaong preserved and nata de coco, etc.

*This subsection excludes vegetables cultivated for their fruit such as cucumbers and tomatoes, (Subsection 01.1.7); jams, marmalades, jellies, and fruit purees, (Subsection 01.1.8); fruit juices and syrups, (Subsection 01.2.2).*

### **01.1.7 Vegetables**

The subsections under vegetables are:

<b>Subsection</b>	<b>Items included</b>
1. Vegetables Cultivated for their Leaves or Stalks (Fresh chilled or frozen)	Cabbage, ampalaya leaves, camote tops, kangkong, malunggay leaves, pechay, mustard, etc.
2. Vegetables Cultivated for their Fruit (Fresh, chilled, frozen or dried)	Ampalaya, eggplant, squash, okra, patola, tomato, chayote, beans and legumes (stringbeans, mongo, togue, olives, etc.
3. Vegetables Cultivated for their Roots (Fresh, chilled or dried)	Onion, carrots, raddish, garlic, turnips, tugui, mushroom, etc.
4. Potatoes and Tubers Vegetables, (Fresh or Dried)	Potatoes, camote, cassava/manioc, taro (gabi), yam (ube), etc.
5. Vegetables Preserved or Processed and Other Vegetable.-based Products	Processed potatoes (French fries), processed camote, cassava, tokwa, tausi, miso, pork and beans, etc.
6. Products of Tuber Vegetables including preparations	Potato chips, cassava cake, haleya (ube), camote cue, etc.

*This subsection excludes potato starch, tapioca, sago and other starches, (Subsection 01.1.1); soups, broths and stocks containing vegetables, (Subsection 01.1); culinary herbs (parsley, rosemary, tyhme, etc.) and spices (pepper, pimento, ginger, etc.) (Subsection 01.1.9); vegetable juices, (Subsection 01.2.2).*

**01.1.8 Sugar, Jam, Honey, Chocolate and Confectionery** - This subsection includes cane or beet sugar, unrefined or refined, jams, marmalades, fruit jellies, natural and artificial honey, maple syrup, molasses and parts of plants preserved in sugar, chocolate in bars or slabs, chewing gum, sweets, toffees, and other confectionery products, cocoa-based foods and cocoa-based desert preparations, ice cream, sorbet and edible ice, and artificial sugar substitutes.

*This subsection excludes cocoa and chocolate based powder (Subsection 01.2.)*  
Do not include homemade ice cream here. Report the ingredients used in their corresponding expenditure group.

**01.1.9 Food Products Not Elsewhere Classified** – Include salt, spices, culinary herbs, sauces, condiments, seasonings, prepared baking powder, baking yeast, dessert preparations, soups, broths, stocks, culinary ingredients, homogenized baby food and dietary preparations irrespective of the preparation.

*This subsection excludes milk-based desserts, soya milk (Subsection 01.14), artificial sugar substitutes, cocoa-based dessert preparations (Subsection 01.18).*

The subsections under food products not elsewhere classified are:

Subsection	Items included
1. Salt	Rock salt, iodized salt
2. Spices and culinary herbs	Pepper (crushed or ground), pimento, ginger, vetsin, laurel, etc.
3. Sauces, Condiments & Seasonings	Soya sauce, tomato catsup & other tomato sauces, banana catsup, salad dressing & mayonnaise, patis, other sauces, condiments & seasonings, nec. (ginisa mix, lechon sauce, etc.)
4. Vinegar	Coco vinegar, pineapple vinegar, palm vinegar, sugarcane vinegar, etc.
5. Dessert preparation and soups, broth, stocks & culinary vegetables	Bouillon, vegetable soups, mushroom soup, etc.
6. Baby food and dietary preparations	Cerelac, etc.

**01.2 Non- Alcoholic Beverages** - include non-alcoholic beverages purchased for consumption at home.

*This subsection excludes non-alcoholic beverages sold for immediate consumption away from home by hotels, restaurants, cafes, bars, kiosks, street vendors, automatic vending machines, etc. (Subsection 11.1.1)*

**01.2.1 Coffee, Tea and Cocoa** - include coffee, whether or not decaffeinated, roasted ground, including instant coffee, tea, and other plant products for infusions (green tea, black tea, pito pito, etc,) cocoa, whether or not sweetened and chocolate-based powder (milo, ovaltine, etc), cocoa-based beverage preparations, coffee and tea substitutes, extract and essences of coffee and tea (ricoa, cocoa, tablea, cocoa beans, etc.)

*This subsection excludes chocolate in bars, cocoa-based products and cocoa-based dessert preparations (Subsection 01.18)*

**01.2.2 Mineral Water, Soft drinks, Fruit and Vegetable Juices** - include all drinking water sold in container such as mineral or spring water, soft drinks such as soda, lemonade, colas, fruit and vegetables juices (pineapple juice, mango juice, orange juice, etc.) syrup and concentrates for the preparation of beverages, and other non alcoholic beverages such as energy drink like Lipovitan Red Bull, Joss, Gatorade, cobra, etc.

*This subsection excludes non-alcoholic beverages which are generally alcoholic such as alcoholic beer, (Subsection 02.1)*

## SECTION B - ALCOHOLIC BEVERAGES AND TOBACCO

**02.1 – Alcoholic Beverages** - alcoholic beverages classified here are those purchases for consumption at home. This subsection includes low or non-alcoholic beverages which are generally alcoholic such as non-alcoholic beer.

*This subsection excludes alcoholic beverages sold for immediate consumption away from the home, by hotels, restaurants, cafes, bars, kiosks, street vendors, automatic vending machines, etc., (Subsection 11.11).*

**02.2 - Tobacco** - covers all purchases of tobacco by households, including purchases of tobacco in restaurants, cafes, bars, service stations, etc.

*This subsection excludes other smoker's articles (Subsection 12.3.2).*

**02.3 – Other Vegetables based products** - include other vegetables based products such as betel leaves, betel nuts, mint leaf and lime, etc.

## **SECTION C - CLOTHING AND FOOTWEAR**

Take note that in this section, the reference period is the past six months, that is, January to June 2012.

Ask for the amount paid for any clothing and footwear bought within the reference period

In asking for expenditures on garments either ready to wear or made to measure in all materials refer back to the list of family members in ISH Form 2 and note the age group composition of the family. Ask also if there are family members of that age group who used to be part of the household but are no longer there at the time of the survey. Ask for the collective amount paid/to be paid for all articles in their garments or footwear bought within the reference period which is the past six months.

Include in clothing, footwear and other wear items which were bought for special occasions of the family like baptismal dress, wedding dress, birthday party outfits, etc.

Note, however, that the expenditures on garments, footwear and other articles of clothing and clothing accessories bought by a family member but given as gifts to outsiders are excluded in this expenditure group. Report such expenditures under Section M (Other Expenditures), item 2, Gifts and Contributions to Others.

Likewise, do not include in this subsection any clothing, footwear or other wearing apparel bought by a family member and given to the domestic helper, as this should be entered in Section E (Furnishings, Household Equipment and Routine Maintenance of the House) item 7.b, Domestic services.

The fees paid to a dressmaker or a tailor is to be included in Item 4 (c). Do not give any value to sewing services rendered by a member of the family for another family member. However, the imputed value of the sewing services offered free to a family member by another household should also be reported in item 4 (c).

Write the descriptions of other items of clothing, footwear or other wear bought or received as gifts on the space for “Others” to serve as guide to editors during manual processing. Utilize the space for “Computation/Remarks” if the space for “Others” is not enough.

***Expenses for school uniforms of family members including Girl Scout uniforms, PE uniforms, CAT uniforms, etc., are excluded. These items should be reported in Section J (Education).***

The subsections under clothing and footwear are:

Subsection	Items Included/Excluded
1. Clothing materials	Includes clothing materials of natural fibers, of man-made fibers and of their mixtures  <i>Exclude: furnishing fabrics (Subsection 05.2.0).</i>
2. Garments	Garments for men, women, children (1-17 years) and infants (<1 year), either ready-to-wear or made-to-measure, in all materials (including leather, furs, plastics and rubber), for everyday wear, for sport or for work:  Capes, overcoats, raincoats, jackets, trousers, waistcoats, suits, costumes, dresses, skirts, etc.  Pants, shorts, shirts, blouses, pullovers, sweaters, cardigans, shorts, swimsuits, track suits, jogging suits, sweatshirts, T-shirts, leotards, etc.  Vests, underpants, socks, stockings, tights, petticoats, brassieres, knickers, slips, girdles, corsets, body stockings, etc.  Pajamas, night-shirts, night-dresses, housecoats, dressing gowns, bathrobes, etc.  Baby clothes and babies' booties made of fabric  <i>Exclude: articles or medical hosiery such as elasticated stockings (Subsection 06.1.2) and babies' napkins, (Subsection 12.1.3)</i>
3. Other articles of clothing and clothing accessories	Ties, handkerchiefs, scarves, gloves, mittens, muffs, belts, braces, aprons, smocks, bibs, sleeve protectors, hats, berets, bonnets, etc.  Sewing threads, knitting yarns and accessories for making clothing such as buckles, buttons, press-studs, zip fasteners, ribbons, laces, trimmings, etc.

	Also includes gardening gloves and working gloves; crash helmets for motorcycles and bicycles.
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Subsection	Items Included/Excluded
	<i>Exclude: gloves and other articles made of rubber, (Subsection 05.6.1); pins, safety pins, sewing needles, knitting needles, thimbles, (Subsection 05.6.1); protective headgear for sports, (Subsection 09.3.2); other protective gear for sports such as life jackets, boxing gloves, body padding, belts, supports, etc., (Subsection 09.3.2); paper handkerchiefs, (Subsection 12.1.3); watches, jewelry, cuff links, tiepins, (Subsection 12.3.1); walking sticks and canes, umbrellas and parasols, fans, key rings, (Subsection 12.3.2).</i>
4. Cleaning, repair and hire of clothing	<p>Dry-cleaning, laundering and dyeing of garments</p> <p>Hire of garments</p> <p>Tailoring/dressmaking services</p> <p>This item also includes total value of the repair service (that is both the cost of labour and the cost of materials are covered).</p> <p><i>Exclude: materials, threads, accessories, etc. purchased by households with the intention of undertaking the repairs themselves, (Subsection 03.1.1 or Subsection 03.1.3); repair of household linen and other household textiles, (Subsection 05.2.0); dry-cleaning, laundering, dyeing and hiring of household linen and other household textile, (Subsection 05.6.2).</i></p>
<b>FOOTWEAR</b>	
1. Shoes and other footwear	<p>All footwear for men, women, children and infants including sports footwear suitable for everyday or leisure wear (shoes for jogging, tennis, basketball, boating, etc.)</p> <p>Legging and similar articles</p> <p>Shoelaces</p> <p>Parts of footwear such as heels, soles, etc.</p> <p>Purchased by households with the intention of repairing footwear themselves.</p>

	<i>Exclude: babies' booties made of fabrics, (Subsection 03.1.2), orthopedic footwear, (Subsection 06.1.3), game specific footwear</i>
<b>Subsection</b>	<b>Items Included/Excluded</b>
	<i>(ski boots, football boots, golfing shoes and other such footwear fitted with ice skates, rollers, spikes, studs, etc., (Subsection 09.3.2); shin-guards, cricket, pads and other such protective apparel for sports, (Subsection 09.3.2).</i>
2. Repair and hire of footwear	<p>This item includes repair of footwear, shoe cleaning services and hire of footwear.</p> <p>This item also includes: total value of the repair service availed (that is, both the cost of labor and the cost of materials are covered).</p> <p><i>Exclude: parts of footwear; such as heels, soles, etc. purchased by households with the intention of undertaking the repair themselves, (Subsection 03.2.1; polishes, creams and other shoe-cleaning articles, (Subsection 05.5.1); repair, (Subsection 09.3.2 or hire, Subsection 09.4.1) of game specific footwear (ski boots, football boots, golfing shoes and other such footwear fitted with ice-skates, spikes, studs, etc.).</i></p>

## **SECTION D - HOUSING, WATER, ELECTRICITY, GAS AND OTHER FUELS**

In this section, the reference period is the past month, that is, June 2012. However, if consumption and/or expenditures in this section is not normal, i.e., unusually high or low during the past month, the “average month” reference period may be used to avoid overestimation or underestimation of the family expenses for the entire semester.

The subsections under housing, water, electricity, gas and other fuels are:

<b>Subsection</b>	<b>Items Included/Excluded</b>
1. Actual Rentals for Housing	<p>Rentals normally include payment for the use of the land on which the property stands, the dwelling occupied, the fixture and fittings for heating, plumbing, lighting, etc.</p> <p>Rentals also include payment for the use of a garage to provide parking in connection with the dwelling. The garage does not have to be physically contiguous to the dwelling; nor</p>

	does it have to be leased from the same landlord.
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Subsection	Items Included/Excluded
a. Actual Rentals Paid	<p><i>Exclude: payment for the use of garage or parking spaces not providing parking in connection with the dwelling, (Subsection 07.2.4). Nor do they include charges for water supply, (Subsection 04.4.1), refuse collection, (Subsection 04.4.2) and sewage collection, (Subsection 04.4.3); co-proprietor charges for caretaking, gardening, stairwell cleaning, heating and lighting, maintenance of lifts and refuse disposal chutes, etc., in multi-occupied building, (Subsection 4.4.4); charges for electricity, (Subsection 04.5.1) and gas, (Subsection 04.5.2); charges for heating and hot water supplied by district heating plants, (Subsection 04.5.5)</i></p> <p>This item includes rentals paid by tenants or subtenants occupying furnished or unfurnished premises as their main residence and payments by households occupying a room in a hotel or boarding house as their main residence.</p>
b. Other actual rentals	<p><i>Exclude: accommodation services of educational establishments and hostels, (Subsection 11.2.0) and of retirement homes for elderly persons, (Subsection 12.4.0).</i></p> <p>Includes rental actually paid for secondary residences.</p> <p><i>Exclude: accommodation services of holiday villages and holiday centers, (Subsection 11.2.0).</i></p>
2. Imputed Rentals for Housing	
a. Imputed rentals of owner-occupiers	This item includes imputed rentals of owners occupying their main residence.
b. Other Imputed Rentals	Imputed rentals for secondary residence and family paying a reduced rental or housed free
3. Maintenance and repair of the dwelling	
a. Materials for the maintenance and repair of the dwelling	This item includes products and materials, such as paints and varnishes, renderings,



	wall papers, fabric wall coverings, window panes, plaster, cement, putty, wallpaper paste, etc., purchased for minor maintenance and repair of dwelling.
Subsection	Items Included/Excluded
b. Services for the maintenance and repair of the dwelling	<p>Also includes small plumbing items (pipes, taps, joints, etc.) and surfacing materials (floor boards, ceramic tiles, etc.)</p> <p><i>Exclude: fitted carpets and linoleum, (Subsection 05.1.2- <b>Section E (page 35) item 1(b)</b>), hand tools, door fittings, power sockets, wiring flex and lamp bulbs, (Subsection 05.5.2- <b>Section E (page 36) item 5</b>), brooms, scrubbing brushes, dusting rushes and cleaning products, (Subsection 05.6.1- <b>Section E (page 36) item 6(a.2)</b>); products, materials and fixtures used for major maintenance and repair (intermediate consumption) of for extension and conversion of the dwelling (capital formation)</i></p> <p>This item includes services of plumbers, electricians, carpenters, glaziers, painters, decorators, floor polishers, etc. engaged for minor maintenance and repair of dwelling.</p> <p>Also includes total value of the service (that is, both the cost of labor and the cost of materials are covered).</p> <p><i>This item excludes separate purchases of materials made by the household with the intention of undertaking the maintenance or repair themselves, (Subsection 04.3.1) (<b>Section D (page 33) item 3(a)</b>); service engaged for major maintenance and repair (intermediate consumption) or for extension and conversion of the dwelling (capital formation).</i></p>
4. Water supply and miscellaneous services relating to the dwelling	<p>Include water distribution services through mains, associated expenditure such as hire of meters, reading of meters, standing charges, etc.</p> <p><i>Exclude: drinking water sold in bottles or containers, (Subsection 01.2.2) <b>Section A (page 26) item 1</b></i></p>
5. Electricity, Gas and Other Fuels	This item includes associated expenditure such as hire of meters, reading of meters, standing charges, etc.

Owner-like possession of house and lot means that the family may have an outstanding loan on the property such as mortgage or other real estate loan. It is possible that the family already owns or still paying the amortization for the house but the lot is leased on a long-term basis. It also includes lot under heirship and other similar arrangements, even if the lot has no title or the title has not been transferred to the heir(s) yet.

Guide the respondent in estimating the imputed rent based on the prevailing prices in the area. The amount reported will have an effect on the family income.

Do not confuse imputed rent with amortization payments. Note that imputed rent refers to the value of the house/lot based on its use while amortization payments refer to the periodic payments made by the family on real property they acquired on installment basis. Hence, if the family owns the house/lot but is still paying for it, the total of payments made for the six-month reference period is to be included in Item (1) purchase/amortization of real property of Section N (Other Disbursements). However, the imputed rent must be entered in item 2.a of this section. Computations of rent should be based on prevailing prices in the area.

Refer to the matrix below for the different cases:

CASE	ACTION TO BE TAKEN
<ul style="list-style-type: none"> <li>A family shares the facilities (LPG, electricity and water) with other household</li> </ul>	<p>Estimate only the family's shared consumption.</p>
<ul style="list-style-type: none"> <li>Expenses on LPG, kerosene, electricity and water for private use is integrated in a business operated by the family or other family</li> </ul>	<p>Ask the respondent to estimate the amount consumed for private use of the family.</p> <p>You may help the respondent estimate the family's electric consumption by making a list of the household's electrical appliances in the Computations/ Remarks, together with their wattage and the frequency of use (e.g. average number of hours used per day) during the month. Get the total kilowatt consumption for the month then multiply the value by the rate per kilowatt charged in the area.</p> <p>Enter the results in the "In Cash" column of item 5.a (Electricity) of Part II – Section D (Housing, Water, Electricity, Gas and Other Fuels). Subtract this value from the total bill and report the difference in Part VI (Entrepreneurial Activities) as cost incurred in operating a business.</p>
<ul style="list-style-type: none"> <li>A family member is provided with free housing by his employer including light and water</li> </ul>	<p>Ask for an estimate of the family's consumption on light and water and report in this section under the "In Cash/On Credit" column. However, do not forget to report the</p>

	same amount under Part V-A (Salaries and Wages from Employment) under earnings in kind.
<b>CASE</b>	<b>ACTION TO BE TAKEN</b>
<ul style="list-style-type: none"> <li>Charcoal used for growing orchids</li> </ul>	Do not include in Item 5.e (charcoal), charcoal used for growing orchids. This should be reported in Section I (Recreation and Culture), if it is a hobby or in Part VI-A1.(Crop farming and Gardening) if the plants are for sale.
<ul style="list-style-type: none"> <li>Families paying for regular electric or water services or buying water in “timba” or “drum”</li> </ul>	Ask the average monthly payment made during the reference period. If the light and water is included in the rental paid for the house, try to get the approximate amount for the light and water.
<ul style="list-style-type: none"> <li>Electricity is used to pump water from natural source for use of the family</li> </ul>	Record the cost of electricity spent in a month in item 5 (a) (Electricity), do not impute any value for water in this case.
<ul style="list-style-type: none"> <li>Fuel is used to run the family's generator</li> </ul>	<p>Enter the cost of fuel used to run the family's generator in Item 5.a (Electricity). If the family acquired the generator in 2012, its acquisition cost should be entered in item 3.a.5 (other major household appliances) of Section E (Furnishings, Household Equipment and Routine Maintenance of the House) while the value for pipes used and labor paid, if any, are to be entered in this section under item 3 (Maintenance and Repairs of the Dwellings).</p> <p>But if the family had acquired an industrial type of generator at home during the reference period more for business than for family use, enter the cost of installation and depreciation of the generator as cost under the appropriate entrepreneurial activity in Part VI. Acquisition cost should not be reported since this is capital outlay expenditure.</p>
<ul style="list-style-type: none"> <li>Families using solar energy</li> </ul>	<p>If the solar energy panel was bought or installed during the reference period, report the expenses under item 3(a.5) of Section E (Furnishings, Household Equipment and Routine Maintenance of the House). Do not report any expenses under Section D (Electricity). Encircle code 1 – “Yes” Part III- Housing Characteristics letter (k) and put necessary remarks.</p> <p>If solar energy panel was subsidized by the government, report only the maintenance fee under item 5.a (Electricity) of Section D (Housing, Water, Electricity, Gas and Other Fuels). Put necessary remarks.</p>

## SECTION E - FURNISHINGS, HOUSEHOLD EQUIPMENT AND ROUTINE MAINTENANCE OF THE HOUSE

The reference period for the section is the past six months, that is, January to June 2012.

The reference period for Health is the past six months, that is, January to June 2012.

The subsections under Furnishings, Household Equipment and Routine Maintenance of the House are:

Subsection	Items Included/Excluded
1. Furniture and Furnishings, Carpets and Other Floor Coverings	
1. Furniture and furnishings	<p>This item includes purchases of beds, sofas, couches, tables, chairs, cupboards, chest of drawers and bookshelves</p> <p>Lighting equipments such as ceiling lights, standard lamps, globe lights and bedside lamps</p> <p>Pictures, sculptures, engravings, tapestries and other art objects including reproduction of works of art and other ornaments.</p> <p>Screens, folding partitions and other furniture and fixtures</p> <p>Delivery and installation when applicable</p> <p>Base mattresses, mattresses, bathroom cabinets</p> <p>Baby furniture such as cradles, high- chairs and play-pens</p> <p>Blinds; camping and garden furniture; mirrors, candle-holders or candlesticks</p> <p><i>This item excludes: bedding and sunshades, (Subsection 05.2.0); safes, (Subsection 05.3.1); ornamental glass and ceramic articles, (Subsection 05.4.0); clocks, (Subsection 12.3.1); wall thermometers and barometers, (Subsection 12.3.2); carry cots and push-chairs, (Subsection 12.3.2); works of art and antique furniture acquired primarily as stores of value (capital formation)</i></p>

Subsection	Items Included/Excluded
2. Carpets and other floor coverings	<p>Include payment for loose carpets, fitted carpets, linoleum and other such coverings</p> <p>Laying of floor coverings.</p> <p><i>Exclude: bathroom mats, rush mats, and door mats, (Subsection 05.2.0); antique floor coverings acquired primarily as stores of value (capital formation).</i></p>
3. Repair of furniture, furnishings and floor coverings	<p>This item includes repair of furniture, furnishings and floor coverings</p> <p>Total value of the service (that is, both the cost of labor and the cost of materials are covered)</p> <p>Restoration of works of art, antique furniture and antique floor coverings other than those acquired primarily as stores of value (capital formation)</p> <p><i>Exclude: separate purchases of materials made by family with the intention of undertaking the repair themselves, (Subsection 05.1.1) or (Subsection 05.1.2); dry-cleaning of carpets</i></p>
2. Household textiles	<p>This item includes payments for furnishing fabrics, curtain material, double curtains, awnings, door curtains and fabric blinds.</p> <p>Bedding such as sheets, pillowcases, blankets, travelling rugs, plaids, eiderdowns, counterpanes and mosquito nets</p> <p>Table linen and bathroom linen such as tablecloths, table napkins, towel and face-clothes</p> <p>Other household textiles such as shopping bags, laundry bags, shoe bags, cover for clothes and furniture, bags, sunshades, etc.</p> <p>Repair of such articles, cloth bought by the piece; oilcloth; bath room mats, rush mats and door mats.</p> <p><i>Exclude: fabric wall coverings, (Subgroup 04.3.1); tapetries, (Subgroup 05.1.1); floor coverings such as carpets and fitted carpets,</i></p>

	<i>(Subgroup 05.1.2); electric blankets,</i>
Subsection	Items Included/Excluded
	<i>(Subgroup 05.3.2); covers for motor cars, motor cycles, etc., (Subgroup 07.2.1); air mattresses and sleeping bags, (Subgroup 09.3.2).</i>
3. Household Appliances	
a. Major household appliances whether electric or not	<p>Include refrigerators, freezers and fridge-freezers</p> <p>Washing-machines, dryers, drying cabinets, dishwashers, ironing and pressing machines</p> <p>Cookers, spit roaster, hobs, ranges, ovens and micro-wave ovens</p> <p>Air conditioners, humidifiers, space heaters, water heaters, ventilators and extractor</p> <p>Vacuum cleaners, steam-cleaning machines, carpet shampooing machines and machines for scrubbing, waxing and polishing floors</p> <p>Other major household appliances such as safes, sewing machines, knitting machines, water softeners, etc.</p> <p>This item also includes delivery and installation of the appliances when applicable</p> <p><i>Excludes: such appliances that are built into the structure of the building</i></p>
b. Small electric household appliances	<p>This item includes coffee mills, coffee-makers, juice extractors, food mixers, deep fryers, meat, grills, toasters</p> <p>Ice cream makers, sorbet makers, and yoghurt makers</p> <p>Hotplates, irons, kettles, fans, electric blanket</p> <p>Other small electric household appliances</p> <p><i>Exclude: small non-electric household articles and kitchen utensils, (Subsection 05.4.0); household scales, (Subsection 05.4.0); personal weighing machines</i></p>

Subsection	Items Included/Excluded
c. Repair of household appliances	<p>This item includes: total value of the service (that is, both the cost of labor and the cost of materials are covered); charges for the leasing or rental of major household appliances.</p> <p><i>Exclude: separate purchases of materials made by households with the intention of undertaking the repair themselves, (Subsection 05.3.1) or (Subsection 05.3.2).</i></p>
4. Glassware, tableware and household utensils	<p>This item includes purchases of:</p> <p>Glassware, crystal-ware, ceramic ware and chinaware of the kind used for table, kitchen, bathroom, toilet, office and indoor decoration</p> <p>Cutlery, flatware and silverware</p> <p>Non-electric kitchen utensils of all materials such as saucepans, stewpots, pressure cookers, frying fans, coffee mills, puree makers, mixers, hot plates, household scales and other such mechanical devices</p> <p>Non-electric household articles of all materials such as containers for bread, coffee, spices, etc., waste bins, waste-paper baskets, laundry baskets, portable moneyboxes and strong-boxes, towel rails, bottle racks, irons and ironing boards, letter boxes, feeding bottles, thermos flasks and iceboxes</p> <p>Repair of such articles</p> <p><i>Exclude: lighting equipment, (Subsection 05.1.1); electric household appliances, (Subsection 05.3.1) or (Subsection 05.3.2); cardboard tableware, (Subsection 05.6.1); personal weighing machines and baby scales, (Subsection 12.1.3).</i></p>
5. Tools and equipment for house and garden	<p>This item includes purchases of: Motorized tools and equipment such as: electric drills, saws, sanders and hedge, cutters, garden tractors, lawn mowers, cultivators, water pumps</p> <p>Repair of motorized tools and equipment</p> <p>This item also includes charges for the leasing or rental of do-it-yourself machinery and equipment.</p>

Subsection	Items Included/Excluded
	<p>Hand tools such as saws, hammers, screwdrivers, wrenches, spanners, pliers, trimming knives, rasps and file</p> <p>Garden tools as wheel barrows, watering cans, hoses, spades, shovels, rakes, forks, scythes, sickles and secateurs</p> <p>Ladders and steps</p> <p>Door fittings (hinges, handles and locks), fittings for radiator and fireplaces, other metal articles for the house (curtain rails, carpet rods, hooks, etc.) for the garden (chains, grids, stakes and hoop segments for fencing and bordering)</p> <p>Small electric accessories such as power sockets, switches, wiring flex, electric bulbs, Fluorescent lighting tubes, torches, flashlights, hand-lamps, electric batteries for general use, bells and alarms)</p> <p>Repair of small tools and miscellaneous</p>
<p>6. Goods and Services for Routine Household Maintenance</p> <p>a. Non-durable household goods (ND)</p>	<p>This item includes purchases of:</p> <p>Cleaning and maintenance products such as: soaps, washing powders, washing liquids, scouring powders, detergents, disinfectants bleaches, softeners, conditioners window-cleaning products, waxes, polishing dyes unblocking agents, disinfectants, insecticides, fungicides</p> <p>Articles for cleaning such as: brooms, scrubbing brushes, dust pans, and dust brushers, dusters tea towels, floor cloth, household sponges, scourers, steel wool and chamois leathers</p> <p>Paper products such as: filters, tablecloths and table napkins, kitchen paper vacuum cleaner bags and cardboard tableware, including aluminum foil and plastic bin liners</p> <p>Other non-durable household articles such as: matches, candles, lamp wicks, methylated spirits, clothes pegs, clothes hangers, pins,</p>



Subsection	Items Included/Excluded
	<p>sewing needles, knitting blades, thimbles, nails, screws, nuts and bolts, tacks washers , glues and adhesive tapes for household use , string, twine and rubber gloves</p> <p>This item also includes polishes, creams and other shoe-cleaning articles.</p> <p><i>Exclude: horticultural products for the upkeep of ornamental gardens, (Subsection 09.3.3.); paper handkerchiefs, toilet paper, toilet soaps, toilet sponges and other products for personal hygiene, (Subsection 12.1.3)</i></p>
b. Domestic services and household services	<p>This item includes:</p> <p>Domestic services supplied by paid staff employed in private service such as: butlers. cooks, maids, drivers, gardeners, governesses, secretaries, tutors</p> <p>Similar domestic services including babysitting and housework supplied by manpower agencies</p> <p>Household services such as window cleaning, disinfecting, fumigation and pest examination</p> <p>Dry-cleaning, laundering and dyeing of household linen, household textiles and carpets</p> <p>Hire of furniture, furnishings, carpets, household equipment and household linen.</p> <p><i>Exclude: dry-cleaning, laundering and dyeing of garments, (Subsection 03.1.4); co-proprietor charges for caretaking, gardening, stairwell cleaning, heating and lighting, maintenance of lifts and refuse disposal chutes, etc in multi-occupied buildings, (Subsection 04.4.4); security services, (Subsection 04.4.4); snow removal and chimney sweeping, (Subsection 04.4.4); removal and storage services, (Subsection 07.3.6); services of wet-nurses, crèches, day-care centers and other child-minding facilities, (Subsection 12.4.0); bodyguards, (Subsection 12.7.0).</i></p>

Washing clothes is one of the basic household chores for almost every households. If there is no reported consumption of laundry soap or detergent given in item 6a.1,

(Cleaning and Maintenance Products), there should be an entry for item 6b.3 (Dry-cleaning, Laundering Services). Otherwise, ask for a valid explanation and indicate this in the space for Computations/Remarks.

Before proceeding to item 6b.1 refer back to ISH Form 2 to see if the family has a domestic helper living with them. If a family domestic helper is reported (presence of Code 10 for the “Relationship to Head”), there should be expenses for domestic helper under item 6(b.1) during the reference period either in cash such as monthly wages and allowances or in kind such as clothing, free schooling and gifts. If no such domestic helper is reported in ISH Form 2, ask the respondent if the family avails of the services of a helper not living with the household.

Refer to the matrix below for the different cases:

CASE	ACTION TO BE TAKEN
<ul style="list-style-type: none"> <li>The family is paying for domestic helper's wages but has not done so for some months during the reference semester</li> </ul>	Report the amount equivalent to the domestic helper's wage during the reference period in the appropriate line in Item 6 b.1 (Domestic and household services) under the “In Cash/On Credit” column. Be sure to enter the same amount as loans from other families under Other Receipts (Item 3. Part V-D).
<ul style="list-style-type: none"> <li>The family is not paying the domestic helper for some months because he/she has a loan to the family, which was granted prior to the reference period.</li> </ul>	Report the monthly wage of the domestic helper under the “In Cash/On Credit” column. However, the same amount should be reported as payment received from loans granted to other families (cash) under Other Receipts (Item 5, Part V-D).
<ul style="list-style-type: none"> <li>A non-family member offered to pay for the family's domestic services</li> </ul>	Enter the payments made to the domestic helper during the reference period under the “Received as Gifts” column.
<ul style="list-style-type: none"> <li>A family has not availed of the services of a domestic help or any other non-family member during the past month but has done so during the previous months of the reference semester.</li> </ul>	Get the estimate of the expenses during the entire semester and get the average monthly expenditure by dividing the total by 6.

## SECTION F - HEALTH

The reference period for Health is the past six months, that is, January to June 2012.

The subsections under Health are:

Subsection	Items Included/Excluded
<b>Medical Products, Appliances and Equipment</b>	This subsection covers medicaments, prostheses, medical appliances and equipment and other health related products purchased by individuals or households, either with or without a prescription, usually from dispensing chemists, pharmacists or medical equipment suppliers. They are intended for consumption or use outside a health facility or institution. Such products supplied directly to out-patients by medical, dental and paramedical practitioners or to in-patients by hospitals and the like are included in out-patient services, (Subsection 06.2) or hospital services, (Subsection 06.3).
1. Pharmaceutical Products	This item includes medicinal preparations, medicinal drugs, patent medicines, serums and vaccines, vitamins and minerals, cod liver oil and halibut liver oil, oral contraceptives.  <i>This item excludes: veterinary products, (Subsection 09.3.4); articles for personal hygiene such as medicinal soaps, (Subsection 12.1.3).</i>
a. Medicinal preparations, medicinal drugs and patent medicines	Include infections and infestations, hypertensive and cardiovascular diseases, pain relief and consciousness, allergy and respiratory diseases and endocrine and central nervous system
b. Pharmaceutical products for nutrition and/or prevent diseases	Include serum and vaccines, vitamins and minerals, cod liver oil and halibut liver oil, dietary supplements, and pharmaceutical products or articles for medical or surgical purposes disinfectant.
c. Other medicinal preparations, medicinal drugs and patent medicines	Include local herbal medicines, dermatology, obstetrics, urinary and diagnostics.
d. Other medical products	Include clinical thermometer, adhesive and non-adhesives bandages, hypodermic syringes, hot-water bottles and ice bags, medical hosiery items such as elasticated stocking and knee supports, pregnancy tests and condoms and other mechanical contraceptive devices.

Subsection	Items Included/Excluded
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e. Therapeutic appliances and equipment	<p>This item includes:</p> <p>Corrective eye-glasses and contact lenses, hearing aids, glass eyes</p> <p>Artificial limbs and other prosthetic devices, orthopedic braces and supports, orthopedic footwear</p> <p>Surgical belts, trusses and supports, neck braces</p> <p>Medical massage equipment and health lamps</p> <p>Powered and unpowered wheelchairs and invalid carriages "special beds", crutches</p> <p>Electronic and other devices for monitoring blood pressure, etc.</p> <p>Repair of such articles</p> <p>This Subsection also includes dentures but not fitting costs.</p> <p><i>Excludes: hire of therapeutic equipment, (Subsection 06.2.3); protective goggles; belts and support for sport, (Subsection 09.3.2); sun-glasses not fitted with corrective lenses, (Subsection 12.3.2).</i></p>
<b>Outpatient Services</b>	<p>This subsection covers medical, dental and paramedical services delivered out-patient by medical, dental and paramedical practitioners and auxiliaries. The services may be delivered at home, in individual or group consulting facilities, dispensaries or the outpatient clinics of hospitals and the like.</p> <p>Out-patient services include the medicaments, prostheses, medical appliances and equipment and other health-related products supplied directly to outpatients by medical, dental and paramedical practitioners and auxiliaries.</p> <p>Medical, dental and paramedical services provided to in-patients by hospitals and the like are included in the hospital services, (Subsection 06.3).</p>

Subsection	Items Included/Excluded
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1. Medical services	<p>This item includes consultation of physicians in general and specialist practice.</p> <p>Also includes services of orthodontic specialists.</p> <p><i>Exclude: services of medical analysis laboratories and X-ray centers, (Subsection 06.2.3); services of practitioners of traditional medicines, (Subsection 06.2.3).</i></p>
2. Dental services	<p>This item includes services of dentist, oral-hygienist and other dental auxiliaries availed. Also includes fitting cost of dentures.</p> <p><i>Exclude: dentures, (Subsection 06.1.3); services of orthodontic specialists, (Subsection 06.2.1); services of medical analysis laboratories and X-ray centers, (Subsection 06.2.3).</i></p>
3. Paramedical services	<p>This item includes services of: medical analysis laboratories and X-ray centers, freelance nurses and midwives, freelance acupuncturists, chiropractors, optometrists, physiotherapists, speech therapists, etc. medically-prescribed corrective-gymnastic therapy out-patient thermal bath or seawater treatments, ambulance services</p> <p>Hire of therapeutic equipment</p> <p>This item also includes services of practitioners of traditional medicine.</p>
<b>HOSPITAL SERVICES</b>	<p>This subsection covers the services of general and specialists hospitals, the services of medical centers, maternity centers, nursing homes and convalescence homes, which chiefly provide inpatients health care, the services of institutions serving old people in which medical monitoring is an essential component and the services of rehabilitation centers providing in-patient health care and rehabilitative therapy where the objective is to treat the patient rather than to provide long-term support.</p> <p><i>This subsection does not cover the services of facilities such as surgeries, clinics and dispensaries devoted exclusively to out-patient care, (Subsection 06.2) nor does it include the services of retirement homes for</i></p>
<b>Subsection</b>	<b>Items Included/Excluded</b>

	<i>elderly persons, institutions for disabled persons and rehabilitation centers providing primarily long term support, (Subsection 12.4).</i>
Hospital services (In-Patient Services)	<p>Hospital services comprise the provision of the following services to hospital in-patients:</p> <p>Basic services such as: administration, accommodation, food and drink, supervision and care by non-specialist staff (nursing auxiliaries) first aid and resuscitation, ambulance transport, provision of medicines and other pharmaceutical products, provision of therapeutic appliances and equipment</p> <p>Medical services such as: services of physicians in general or specialist practice, of surgeon and or dentists medical analyses and X-rays paramedical services such as those of nurses, midwives, chiropractors, optometrists, physiotherapists, speech therapists, etc.</p>

Hospitalization is defined as occurring when a patient is accommodated in a hospital for the duration of the treatment. Hospital day care and home-based hospital treatment are included as hospices for terminally-ill persons.

Hospitals are defined as institutions which offer inpatient care under the direct supervision of qualified medical doctors. Maternity centers, nursing homes and convalescent home also provide in-patient care but their services are supervised and frequently delivered by staff of lower qualification than medical doctors.

Enter in this section the value of any health care or medical goods and services availed of by the family during the reference period. Include as cash expenditures all benefits such as free hospitalization, free medicines, free checkups, etc. from an employer.

Medical and dental fees paid by the students as part of their school fees, should be entered in Section J (Education). However, if there were other payments made by the students when treated, these should be reported in this expenditure group under Outpatient Medical Services. No imputation should be made for students in public schools who have undergone drug test as school requirement.

Do not report or impute value on the medical goods and services offered free by government hospitals and clinics, medical associations and other civic groups, which were availed of by any member of the family.

Be guided by this matrix:

<b>CASES</b>	<b>HEALTH (Part II – F)</b>	<b>WITH CORRESPONDING ENTRIES</b>
<ul style="list-style-type: none"> <li>Contraceptives used for family planning</li> </ul>	In cash/on credit or received as gift, item 1(d) - Other medical products	-
<ul style="list-style-type: none"> <li>Free hospitalization, free medicines, free check-ups from an employer</li> </ul>	In cash/on credit column	Part V - Salaries and Wages “In Kind” column
<ul style="list-style-type: none"> <li>Availed of PHILHEALTH</li> </ul>	Total amount paid including the one that came from PHILHEALTH	Part V - Salaries and Wages (In Kind)
<ul style="list-style-type: none"> <li>Employee with PHILHEALTH - got sick during the reference period</li> </ul>	Hospital services (Inpatient Services) In Cash/On Credit column = Total amount paid + PHILHEALTH (with # sign)	Part V - Salaries and Wages (Fringe benefits in Col 11) PHILHEALTH
Individual with PHILHEALTH		
<ul style="list-style-type: none"> <li>Individual paying/voluntary</li> </ul>	“In cash/on credit” column	Part V - D.6, Other Receipts (Withdrawals from Savings)
<ul style="list-style-type: none"> <li>Indigent</li> </ul>	“In cash/on credit” column	Part V - C2.3 Private Institutions, C2.2
<ul style="list-style-type: none"> <li>Non-paying</li> </ul>	“In cash/on credit” column	Part V - C2.3 Private institutions
<ul style="list-style-type: none"> <li>OFW</li> </ul>	“In cash/on credit” column	Part V - D.6, Other Receipts (Withdrawals from Savings)
<ul style="list-style-type: none"> <li>Employee with PHILHEALTH and Health Plans (Aetna, PHILAM, etc.)</li> </ul>	Hospital services (Inpatient Services) In Cash/On Credit column = Total amount paid + PHILHEALTH + Health Plans	PHILHEALTH - Salaries & wages Health Plans – Part III-D.6 Withdrawals from Savings
<ul style="list-style-type: none"> <li>PHILHEALTH (reimbursed during reference period - sick before reference period)</li> </ul>	-	Part V - D6. Other Receipts, (Withdrawals from Savings)

## SECTION - TRANSPORT

Report in this section the actual expenses incurred or purchases made irrespective of whether these were consumed or not during the reference period. The reference period for this section is the past month, that is, June 2012.

Record total value of the commodities, purchased or acquired or services paid for during the specified period, including those commodities that were purchased during the said period should be reported.

The expenditure of this section includes expenses on the purchase of vehicles, operation of personal transport equipment such as spare parts and accessories, fuels

and lubricants, maintenance and repair, and other services such as toll fees, driving lessons etc.

Include also transportation expenses of the family like the amount spent on the regular trips made by the family members to and from the office, school, market, church, etc.

It also covers all expenditures resulting from land, sea or air travel for personal purposes of any member of the family during the reference period whether the travel is within or to/from a destination outside the country.

Check if the family owns a car, jeep, van, tricycle, motorcycle, etc. If this is the case, there should be a corresponding expenditure under this section.

Report the services and materials received as gifts by the family from other individuals/ families.

The subsections under transport are the following:

Subsection	Items Included/Excluded
1. Purchase of Vehicles	This subsection includes purchases of recreational vehicles as camper vans, caravans, trailers, airplanes and boards are covered by (Subsection 09.2.1).
a. Motor cars	<p>Include motor cars, passenger vans, station wagons, estate cars and the like with either two-wheel drive or four wheel drive.</p> <p><i>This subsection excludes: invalid carriages, (Subsection 06.1.3); camper vans, and golf carts, (Subsection 09.2.1)</i></p>
b. Motorcycles	<p>Include motorcycles of all types, scooters and powered vehicles, side cars, etc.</p> <p><i>This subsection excludes: invalid carriages, (Subsection 06.1.3); golf carts, (Subsection 09.2.1).</i></p>
c. Bicycle and tricycle	<p>Include bicycle and tricycles of all types. Also includes: rickshaws.</p> <p><i>This subsection excludes: toy bicycles and tricycles (Subsection 09.3.1)</i></p>
d. Animal drawn vehicles	<p>Animals required to draw the vehicles and related equipment, (yokes, collars, harnesses, bridles, reins, etc.).</p>
Subsection	Items Included/Excluded



	<i>This subsection excludes: horses and ponies, horse or pony drawn vehicles and related equipment purchased for recreational purposes, (Class 09.2.1)</i>
2. Operation of personal transport equipment	
a. Spare part accessories for personal transport	<p>Include tires (new, used or retreaded), inner tubes, spark plugs, batteries, shock absorbers, filters, pumps and other spare parts or accessories for personal transport equipment</p> <p>Fire extinguishers for transport equipment</p> <p>Products specifically for the cleaning and maintenance of transport equipment such as paints, chrome cleaners, sealing compounds and bodywork polishes, covers for motor cars, motorcycles, etc.</p> <p><i>This subsection excludes: crash helmets for motorcycles and bicycles, (Subsection 03.1.3); non-specific products for cleaning and maintenance such as distilled water, household sponges, chamois leathers, detergents, etc., (Subsection 05.6.1); changes for the fitting of spare parts and accessories and for the painting, washing and polishing of bodywork, (Subsection 07.2.3); radio-telephones, (Subsection 08.2.0); car radios, (Subsection 09.1.1); baby seats for cars, (Subsection 12.3.2).</i></p>
b. Fuels and lubricants for personal transport equipment	<p>Include petrol and other fuels such as diesel, liquid petroleum gas, alcohol and two stroke mixtures</p> <p>Lubricants, brake and transmission fluids, coolants and additives</p> <p>This subsection also includes fuel for major tools and equipment covered under (Subsection 05.5.1) and recreational vehicles covered under (Subsection 09.2.1).</p> <p><i>This subsection excludes: charges for oil changes and greasing, (Subsection 07.2.3)</i></p>

Subsection	Items Included/Excluded
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c. Maintenance and repair of personal transport equipment	<p>This subsection includes:</p> <p>Services purchased for the maintenance and repair of personal transport equipment such as fitting of parts and accessories, wheel balancing, technical inspection, breakdown services, oil changes, greasing and washing.</p> <p>This subsection also includes total value of the service (that is both the cost of labor and the cost of materials are covered).</p> <p><i>This subsection excludes: separate purchases of spare parts, accessories or lubricant made by households with the intention of undertaking the maintenance or repair themselves, (Subsection 07.2.1) or 07.2.2); road worthiness tests, (Subsection 07.2.4).</i></p>
d. Other services with respect of personal transport equipment	<p>This subsection includes:</p> <p>Hire of garages or parking spaces not providing parking in connection with the dwelling</p> <p>Toll facilities (bridges, tunnels, shuttle ferries, motorways) and parking meters</p> <p>Driving lessons, driving tests and driving licenses</p> <p>Road worthiness tests</p> <p>Hire of personal transport equipment without drivers</p> <p><i>This subsection excludes: hire of a car with driver, (Subsection 07.3.2); service charges for insurance in respect of personal transport equipment, (Subsection 12.5.4).</i></p>
3. Transport services	<p>This subsection includes purchases of transport services generally classified by mode of transport. When a ticket covers two or more modes of transport - for example, intra-urban bus and underground or inter-urban train and ferry - and the expenditure cannot be apportioned between them, then such purchases should be classified in (Subsection 0.7.3.5)</p>

Subsection	Items Included/Excluded
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	<p>Costs of meals, snacks, drinks, refreshments or accommodation services have to be included if covered by the fare and not separately priced. If separately priced, these costs have to be classified in subsection 11. <u>School transport services</u> are included, but <i>ambulance services are excluded (Subsection 06.2.3)</i></p>
a. Passenger transport by railway	<p>This includes transport of individuals and groups of persons and luggage by train, tram and underground, transport of private vehicles.</p> <p><i>This subsection excludes: funicular transport, (Subsection 07.3.6).</i></p>
b. Passenger transport by road	<p>Include Transport of individuals and groups of persons and luggage by jeepney, bus, coach, taxi, tricycle, pedicab and hired car with driver.</p>
c. Passenger transport by air	<p>Include transport of individual and groups of persons and luggage by airplane and helicopter either domestic or international</p>
d. Passenger transport by sea and inland	<p>Include transport of individuals and groups of persons and luggage by ship, boat, ferry, etc. This Subsection also includes transport of private vehicles.</p>
e. Combined passenger transport	<p>Include transport of individuals and groups of persons and luggage by two or more modes of transport when the expenditure cannot be apportioned between them, e.g. bus and RORO. This class also includes transport of private vehicles.</p> <p><i>This subsection excludes: package holidays, (Subsections 09.6.0).</i></p>
f. Other purchased transport services	<p>This subsection includes:</p> <p>Funicular cable-car and chair-lift transport</p> <p>Removal and storage services</p> <p>Services of porters and left-luggage and luggage - forwarding offices, travel agents' commission, if separately priced.</p> <p><i>This subsection excludes: cable-car and chairlift transport at ski resorts and holiday centers (Subsection 09.4.1).</i></p>

Refer to the matrix below for different cases involving expenditure on Transportation.

CASE	ACTION TO BE TAKEN
<ul style="list-style-type: none"> <li>The transportation expenses are part of the regular allowances given to schooling family members studying away from home</li> </ul>	<p>Estimate and include here the amount of allowance allocated for their personal transport. Many families in Luzon, Visayas and Mindanao regions send their children to school in Metro Manila. In such cases, where these family members are not enumerated with the household, report here their transport expenses to and from the Metropolis if their fare is not a part of their allowance (i.e., the parent paid for it separately). However, if the transport expenses are a regular part of their allowance, it will be reported as part of <b>Section J</b> (Education).</p>
<ul style="list-style-type: none"> <li>Transport expenses incurred in relation to job or business trip taken by a member of the family</li> </ul>	<p>DO NOT include because the fare was paid by the employer.</p>
<ul style="list-style-type: none"> <li>Family member uses the vehicle(s) intended for business purposes</li> </ul>	<p>Impute for the cost of transport incurred monthly and enter in the "In Cash/On Credit" column. They should be treated as if the family actually paid for the transport. DO NOT forget to include total amount (average monthly expenses x 6) as income in Part VI-A8 (Transportation, Storage and Communication Services))</p>
<ul style="list-style-type: none"> <li>The family has a family vehicle used partly for business purposes</li> </ul>	<p>Ask the respondent to estimate the average monthly expenses on gasoline used for the trips made solely for private purposes of the family.</p>
<ul style="list-style-type: none"> <li>Transportation expenditures which may be incurred by the family not on a regular basis, that is, once in a semester, or twice in a semester, etc., as in the case of family members visiting their relatives from other provinces/countries only on special occasions like birthdays, fiestas, or family reunions</li> </ul>	<p>Ask from the respondent the estimate of the expenses incurred during a particular period and get the average monthly expenditure by dividing the total by 6.</p> <p><input type="checkbox"/></p>
<ul style="list-style-type: none"> <li>A member of the family enjoys the use of a company car and allowance for gasoline and maintenance of car is provided by the employer of a salaried family member</li> </ul>	<p>Enter the average monthly expenditures incurred by the family from the use of the car in this item. The total amount (average monthly expenses x 6) of said fringe benefits should be reported in Part V - A, (Salaries and Wages) col. 11</p>
<ul style="list-style-type: none"> <li>Free rides given by the company such as shuttle buses.</li> </ul>	<p>Report the imputed amount for the free ride. The total amount (average monthly expenses x 6) of said fringe benefits should be reported in Part V- A, (Salaries and Wages) col. 17.</p>

## SECTION H - COMMUNICATION

Like in Section G (Transport) report also in this section the actual expenses incurred or purchases made irrespective of whether these were consumed or not during the reference period. The total value of the commodities purchased or acquired or services paid during the specified period, even though not all of such commodities were consumed during the period.

Take note that the reference period for this section is the past month, June 2012. However, if the consumption and/ or expenditures in this section is not normal, i.e., unusually high or low during the past month, the “average month” reference period may be used to avoid overestimation or underestimation of the family expenses for the entire semester.

For telephone bills (whether for landline or cell phone), encourage the respondent to show to you the official receipts of the billing statements so that the interviewing of this part would be faster. Also, the data obtained directly from the telephone bills are the most accurate information available.

For pre-paid cards (landline/and or cell phone), include the amount used by the family member for the month or the monthly average within the six months period. Also include costs of pre-paid cards received as gifts, or those which are received from “pasaload”.

The internet is now used as a means of communication. Ascertain whether any member of the family used the internet. If there are family members who used the internet, ask for the monthly subscription they are paying. Also, include in this section the monthly average prepaid internet cards bought by the family.

The subsections under communication are the following:

Subsection	Items Included/Excluded
1. Postal Services	<p>Include payments for the delivery of letters, postcard and parcels,</p> <p>Payment for courier services availed of (LBC, JRS, Fast Pack, LIBCAP, Fedex, etc.,</p> <p>Purchases of new postage stamps, etc.</p> <p><i>This subsection excludes: purchase of used or cancelled postage stamps, (Subsection 09.3.1); financial services of post office (Subsection 12.6.2)</i></p>
2. Telephone and telefax equipment	<p>Include purchase of telephones, cellular telephone, radio-telephones, telefax machines, telephone answering machines and telephone loudspeakers, Repair of telephone and telefax equipment.</p> <p><i>This subsection excludes telefax and</i></p>

	<i>telephone answering facilities provided by personal computers, (Subsection 09.1.3)</i>
<b>Subsection</b>	<b>Items Included/Excluded</b>
3. Telephone and telefax services	<p>Include installation and subscription costs of personal telephone equipment</p> <p>Telephone calls from a private or public line (public telephone box, post office cabin, etc.)</p> <p>Telephone calls from hotels, cafes, restaurants and the like</p> <p>Information transmission services; internet connection services</p> <p>Hire of telephones, telefax machines answering machines and telephone loud speakers</p> <p>Subscription of postpaid cellular telephone</p> <p>Subscriber information Module (SIM) card</p> <p>Payment for prepaid communication services such as electronic load, prepaid cell card, prepaid telephone card, prepaid internet card, internet broadband, etc.</p>

## **SECTION I – RECREATION AND CULTURE**

This section includes all expenses incurred in acquiring equipment for reception, recoding and reproduction of sound and pictures such as television sets, radio, CD, VCD, DVD, microphones, sing along system, etc.; information processing equipment such as personal computers, printers, calculators, etc.; musical instruments and major durables such as pianos, guitars, violins, etc.; games, toys and hobbies such as card games, chess sets, dolls, etc.

This also includes expenses for the purchase books, newspaper and periodicals, and stationery and drawing materials such as writing pads, envelopes, pens, pencils fountain pens, etc.

For books and school supplies, you have to ask also for each student. There are courses which require expensive books and materials like those in Medicine, Architecture, Fine Arts and other Engineering courses. Reference books such as Encyclopedias, Book of Nature Series, World Atlas, Bible Stories and the like are to be included in this section.

Include under this group the purchase of ornamental plants and orchids which are raised as a hobby. Include also the fertilizers, insecticides, charcoal and other

incidental expenses made in the care of the plants. However, if plants are for sale then this becomes a family-operated activity that should be reported in Part VI.

Likewise, if the family member raised animals such as fighting cocks, dogs, cats, birds, fishes, etc. the amount spent in buying and raising the animal/s has to be included in this expenditure group. If the family keeps a pet, the amount spent for the care (e.g., food, visits to the veterinarian, etc.) of the family pet is likewise included in this section.

If the family received the items as gifts or availed of the services for free, then the corresponding value of such items or services will be entered in "Received as Gifts". An example is a complimentary pass to the movies for one year. However, do not include in "Received as Gifts" the value of occasional free treats to the movies.

The subsections under recreation and culture are the following:

Subsection	Items Included/Excluded
1. Audio-visual photography and Information Processing	
a. Equipment for the reception, recording and reproduction of sounds and pictures.	<p>This subsection includes:</p> <p>Television sets, video-cassette player and recorder, television aerial of all types.</p> <p>Purchases of radio, radio sets, car radios, radio-clocks, two-way radios, amateur radio receivers, and transmitters</p> <p>Tape players and recorders, cassette players and recorders, CD-players, personal stereos, stereo systems and constituent units (turntables, tuners, amplifiers, etc.)</p> <p><i>This subsection excludes: video cameras, camcorders and sound-recording cameras, (Subsection 09.1.2).</i></p>
a.1. Equipment for the reception, recording and reproduction of sounds and pictures.	<p>This subsection includes equipment for the reception of sound and pictures such as: radio, radio sets, car radio, radio clocks, two way radios, amateur receivers and transmitters. Television sets, video monitors and projectors and other equipment for the reception of sound and pictures, n.e.c.</p>
a.2. Equipment for recording and reproduction of sound and picture	<p>This subsection includes equipment and reproduction of sound and pictures such as: CD, VCD, DVD, VHS and lacer disc players, video-cassette players and recorder, video recording or reproducing apparatus,</p>

	magnetic tape recorders and other sound recording apparatus.
Subsection	Items Included/Excluded
a.3. Other equipment for reception, recording of sound and pictures	This subsection includes other equipment for reception, recording and reproduction of sound and pictures such as: microphones, loudspeakers, earphones and headphones, sound amplifiers, sing-along systems and other equipment for reception, recording and reproduction of sound and pictures, n.e.c,
b. Photographic and Cinematographic Equipment and Optical Instruments	Include purchase of still cameras, movie cameras and sound recording cameras, video cameras and camcorders. Film and slide projectors, enlargers and film processing equipment and accessories (screens, viewers, lenses, flash attachments, filters, exposure meters, etc. Binoculars, microscopes, telescopes and compasses.
c. Information Processing Equipment	<p>Include purchase of personal computer, visual display units, printers, and miscellaneous accessories accompanying them. Computer software packages such as operating systems, application, languages, etc. Calculator, including pocket calculators, typewriters and word processors. It includes telefax and telephone answering facilities provided by personal computers.</p> <p><i>This subsection excludes: video-game software and video-game computers that plug into a television set, (Subsection 09.3.1); typewriter ribbons, (Class 09.5.4); and slide rules, (Subsection 9.5.4).</i></p>
d. Recording Media	<p>Records and compact discs, pre-recorded media for tape recorders, cassette recorders, video recorders and personal computers, unrecorded media for tape recorders, cassette recorders, video recorders and personal computers, unexposed films, cartridges and discs for photographic and cinematographic use</p> <p>This subsection also includes pre-recorded tapes and compact discs of novels, plays, poetry, etc.; pre-recorded diskettes and CD-ROMs containing books, dictionaries, encyclopedias, foreign language trainers, multimedia presentations, etc. in the form of</p>



	software, photographic supplies such as paper and flashbulbs; unexposed film the
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Subsection	Items Included/Excluded
e. Repair of Audio Visual, Photographic and Information Processing Equipment	<p>price of which includes the cost of processing without separately identifying it.</p> <p><i>This subsection excludes: batteries (Subsection 05.5.2); computer software (Subsection 09.1.3); video-game software, video-game cassettes and video-game CD-ROMs (Subsection 09.3.1); development of films and printing of photographs (Subsection 09.4.2).</i></p> <p>Repair of audio-visual, photographic and information processing equipment and the total value of the service (that is, both the cost of labor and the cost of materials are covered).</p> <p><i>This subsection excludes: separate purchases of materials made by households with the intention of undertaking the repair themselves (Subsection 09.1.1, 09.1.2 or 09.1.3).</i></p>
2. Other Major Durables for Recreation and Culture	
a. Major Durables for Outdoor Recreation	<p>This subsection includes the purchases of:</p> <p>Camper vans, caravans and trailers</p> <p>Airplanes, microlight aircraft, gliders, hang gliders and hot-air balloons</p> <p>Boats, outboard motors, sails, rigging and superstructures</p> <p>Horses and ponies, horse or pony drawn vehicles and related equipment (harnesses, bridles, reins and saddles, etc.)</p> <p><i>This subsection excludes: video-game software, (Subsection 09.3.1); video-game computers that plug into a television set, (Subsection 09.3.1); typewriter ribbons, (Subsection 09.5.4); slide rules, (Subsection 09.5.4).</i></p>
b. Musical Instruments and major durables for indoor recreation	<p>This subsection includes purchases of musical instruments of all sizes, including electronic musical instruments, such as</p>

	<b>pianos</b> , organs, violins, guitars, drums, trumpets, clarinets, flutes, recorders, harmonicas, etc.
<b>Subsection</b>	<b>Items Included/Excluded</b>
	<p>This class also includes billiard and ping-pong tables, pinball machines, gaming machines, etc.</p> <p><i>This subsection excludes toys (Subsection 09.3.1).</i></p>
c. Maintenance and Repair of Other Major Durables for Recreation and Culture	<p>This subsection includes:</p> <p>Maintenance and repair of other major durables for recreation and culture</p> <p>Total value of the service (that is, both the cost of labor and the cost of materials are covered)</p> <p>Laying up of boats, camper vans, caravans, etc.</p> <p>Hangar services for private planes; marina services for boats.</p> <p>Veterinary and other services (stabling, feeding, etc.) for horses and ponies purchased for recreational purposes.</p> <p><i>This subsection excludes: fuel for recreational vehicles, (Subsection 07.2.2); separate purchases of materials made by households with the intention of undertaking the maintenance or repair themselves, (Subsection 09.2.1 or Subsection 09.2.2); veterinary services, (Subsection 09.3.5).</i></p>
3. Other Recreational Items and Equipment, Gardens and Pets	
a. Games, Toys and Hobbies	<p>This subsection includes the purchases of:</p> <p>Card, games, parlor games, chess sets, and the like</p> <p>Toys of all kinds including dolls, soft toys, toy cars and trains, toy bicycles and tricycles, toy construction sets, puzzles, electronic games, masks, disguises, jokes, novelties, fireworks and rockets, festoons and Christmas tree decorations</p> <p>Stamp-collecting requisites (used or</p>

	cancelled postage stamps, stamp albums, etc.) other items for collections (coins, medals, minerals, zoological and botanical
Subsection	Items Included/Excluded
b. Equipment for Sport, Camping and Open-air Recreation	<p>specimens, etc.) and other tools and articles, n.e.c. for hobbies</p> <p>This subsection also includes video-game, software: video-game computers that plug into a television set; video-game cassettes and video-game CD-ROMs.</p> <p><i>This subsection excludes: collectors' items falling into the category of works of art or antiques, (Subsection 05.1.); unused postage stamps, (Subsection 08.1.0); Christmas trees, (Sub 09.3.3); children's scrapbooks, (Subsection 09.5.1).</i></p> <p>This subsection include purchases of:</p> <p>Gymnastic, physical education and sport equipment such as balls, shuttlecocks, nets, rackets, bats, golf clubs, foils, sabres, poles, weights, javelin, dumb-bell, chest expanders and other body building equipment</p> <p>Parachutes and other sky-diving equipment</p> <p>Firearms and ammunition for hunting, sport and personal protection</p> <p>Fishing rods and other equipment for fishing</p> <p>Equipment for beach and open air games such as bowls, croquet, volleyball and inflatable boats, rafts and swimming pools</p> <p>Camping equipment such as tents and accessories, sleeping bags, back-packs, air mattresses and inflating pumps, camping stoves and barbeques</p> <p>Repair of such articles</p> <p>Game specific footwear (ski boots, football boots, golfing shoes and other such footwear fitted with ice skates, rollers, spikes, studs, etc.)</p> <p><i>This subsection excludes: crash helmets for motor cycles and bicycles, (Subsection</i></p>

	03.1.3); camping and garden furniture, (Subsection 05.1.1).
Subsection	Items Included/Excluded
c. Garden, plants and flowers	<p>This subsection includes:</p> <p>Natural or artificial flowers, foliage, plants, shrubs, bulbs, tubers, seeds, fertilizers</p> <p>Composts, garden peat, turf for lawns, specially treated solid for ornamental gardens, horticultural preparations, pots and pot holders.</p> <p>Natural and artificial Christmas trees</p> <p>Delivery charges for flowers and plants</p> <p><i>This subsection excludes: gardening gloves, (Subsection 03.1.3); gardening services, (Subsection 04.4.4 or Subsection 05.6.2); gardening equipment, (Subsection 05.5.1); gardening tools, (Subsection 05.5.2); insecticides and pesticides for household use, (Subsection 05.6.1).</i></p>
d. Pets and Other Related Products	<p>This subsection includes pets, pet foods, veterinary and grooming products for pets, collars, leashes, kennels, birdcages, fish tanks, cat litter, etc.</p> <p><i>This subsection excludes: horses and ponies (Subsection 07.1.4 or Subsection 09.2.1); veterinary services (Subsection 09.3.5).</i></p>
4. Recreational and Cultural Services	
a. Recreational, and sporting services	<p>This subsection includes services provided by:</p> <p>Sports stadiums, horse-racing courses, motor-racing circuits, etc.</p> <p>Gymnasium, fitness centers</p> <p>Skating rinks, swimming pools, golf courses</p> <p>Tennis, volleyball, badminton, basketball courts, squash courts and bowling alleys</p> <p>Fairgrounds and amusement parks</p> <p>Skating rinks, swimming pools, golf courses</p>

	Roundabouts, see-saws and other playground facilities for children
Subsection	Items Included/Excluded
b. Cultural services	<p>Coin-operated amusement machines services</p> <p>Hire of equipment and accessories for sport and recreation, such as airplanes, boats, horses, and camping equipment</p> <p>Out of school individual or group lessons in chess, aerobics, dancing, music, skating, skiing, swimming or other pastimes</p> <p>Services of mountain guides, tour guides, etc.</p> <p>Navigational aid services for boating</p> <p>Hire of game specific footwear such as bowling shoes, golfing shoes, boots skates, etc.)</p> <p><i>This subsection excludes cable-car and chairlift transport not at ski resorts or holiday centers, (Subsection 07.3.6).</i></p> <p>This subsection includes services provided by:</p> <p>Cinemas, theaters, opera houses, concert halls, music halls, circuses, sound and light shows,</p> <p>Museums, libraries, art galleries, exhibitions</p> <p>Historic monuments, national parks, zoological and botanical gardens, aquaria</p> <p>Hire of equipment and accessories for culture, such as television sets, video cassettes, etc.</p> <p>Television and radio broadcasting, in particular license fees for television equipment and subscriptions to television networks</p> <p>Services of photographers such as film developing, print processing, enlarging,</p>

	portrait photography, wedding photography, etc.
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Subsection	Items Included/Excluded
c. Games of chance	<p>Services of musicians, clowns, performers for private entertainments</p> <p>This subsection includes service charges for lotteries, bookmakers, casinos and other gambling establishments, gaming machines, bingo hall, scratch cards, sweepstakes, etc.</p> <p><i>(Service charge is defined as the difference between the amounts paid for lottery tickets or placed in bets and the amounts paid out to winners.)</i></p>
5. Newspaper, Books and Stationery	
a. Books	<p>This subsection include books, including atlases, dictionaries, encyclopedias, text books, guidebooks and musical scores</p> <p>This subsection also includes scrapbooks and albums for children; bookbinding</p> <p><i>This subsection excludes stamp albums (Subsection 09.3.1).</i></p>
b. Newspaper and periodicals	This subsection includes newspaper, magazines and periodicals.
c. Stationery and drawing materials	<p>This subsection includes:</p> <p>Writing pads, envelopes, account books, notebooks, diaries, etc.</p> <p>Pens, pencils, fountain pens, ball-point pens, felt-tip pens, inks, erasers, pencil sharpeners, etc</p> <p>Stencils, carbon paper, typewriter ribbons, inking pads, correcting fluids, etc.</p> <p>Paper punchers, paper cutters, paper scissors, office glues and adhesives, staplers and staples, paper clips, drawing pins, etc.</p> <p>Drawing and painting materials such as canvas, paper, card, paints, crayons, pastels and brushers.</p>

Subsection	Items included/excluded
	<p>This subsection also includes: educational materials such as exercise books, slide rules, geometry instruments, slates, chalk and pencil boxes.</p> <p><i>This subsection excludes pocket calculators (Subsections 09.1.3).</i></p>
6. Package holiday	<p>This subsection includes all inclusive holidays or tours which provide for travel, food, accommodation, guides, etc.</p> <p>Also includes half-day and one day excursion tours; pilgrimages.</p>

## Section J. Education

This section includes educational services only. It does not include expenditure on educational materials such as books (Section M Recreation and Culture, Subsection 09.5.1, page 43 item 5.a of the questionnaire) and stationary (Subsection 09.5.4, page 43, item 5.b) or educational support services such as health care services (Section F - Health), transport services (Section G, subsection 07.3, page 40 of the questionnaire item 3), catering services (Section K – Restaurant and Hotels, subsection 11.1.2 page 46 of the questionnaire) and accommodation services (Subsection 11.2.)

It includes education by radio or television broadcasting.

This section covers expenditures on educational fees such as tuition, matriculation and other school fees. Also include allowances given to family members studying away from home, school uniform and footwear, computer rental services and printing services.

Take note that the tuition fees for each level of education should be separately reported. Likewise, tuition fees for public and private institution should be separately reported.

If the family shouldered the expenses incurred during the reference period for any of the items/services included in this group, the value should be entered in “In Cash/On Credit” column. But when the fees and other school obligations are paid or provided for by a relative, a benefactor or a private entity as a gift or grant, the value the tuition fees are to be entered in “Received as Gifts”. Include also in “Received as gifts” any gift in cash intentionally given to the family for the purpose of paying educational expenses. When the schooling member of the family is a recipient of a scholarship grant sponsored by the government, a private corporation or an association, report the value of grant in “Received as Gifts”.

Include also in this section graduation fees, internship fees, payment of yearbooks and other school contribution. If receipts of payments are available, refer to them in order to get the accurate amount paid for school fees.

Payment for board and lodging of family members studying away from home is covered under Section K (Restaurant and Hotels) as accommodation service.

Do not impute a value to free education subsidized by the government. Report only the miscellaneous fees paid, if any.

Be guided by this matrix:

CASES	EDUCATION (Part II- Section J)	WITH CORRESPONDING ENTRIES IN
• Enjoying the educational plan	In Cash/On Credit	Part V – D6. (Withdrawals from savings)
• Paying an educational plan for future use	-	Part II – Section L4.a (Life insurance)
• Recipient of Study Now Pay Later Plan (SNPLP)	In Cash/On Credit	Part V - D3/D4. (Loans from other families/business firms)
• Paying for SNPLP availed before the reference period	-	Part II– N 2. (Payment of Cash loan)
• Enjoying free education	miscellaneous fees	-
• Working student (enjoying free tuition)	In Cash/On Credit 1 with # sign	Part V – A col. 11, Salaries & Wages (in kind column)
• Scholar (Academic/athletic)  - Free tuition	Received as Gifts	-
• Rewards from previous School year (with honors)	-	Part V - C2.2 Cash receipts, support, etc. from domestic source
• Graduate (received seed money)	-	Part V– D.6, Other receipts, WFS
• Children of school faculty/ personnel availed discount on tuition fee	In Cash/On Credit (Total amount paid)	Part V– Col. 11, Salaries & Wages (In Kind) = <i>(discount on tuition fee)</i>

If at least one family member is studying, it is expected to have entry in this expenditure group. Elementary students may be enjoying free education, but their family has shouldered expenses for their school uniform and footwear.

If there is no student in the family but there is an entry in this expenditure group, verify from the respondent. If the family sponsored the schooling of a student outside the family or has given educational materials to poor families, the expenses should be reported in **M2.a** (Gifts and Contributions to Others).



The Subsections under education are the following:

Subsection	Items Included/Excluded
<p>1. Tuition fees</p> <p>a. Pre-primary education services</p> <p>a. 1 Public pre-primary education</p> <p>a. 2 Private pre-primary education</p> <p>b. Primary education</p> <p>b. 1 Public primary education</p> <p>b. 2 Private primary education</p> <p>c. Secondary education</p>	<p>This subsection includes expenditures on education services provided during the initial stage of organized instruction which are designed primarily to introduce very young children to a school-type environment, i.e., to provide a bridge between the home and a school-based atmosphere. [<b>Level 0</b> of 2008 Philippine Standard Classification of Education (PSCED)]</p> <p>Also include expenditures on organized instruction for children with special needs education. This type of education services may also be provided in hospitals or in special schools or training centers.</p> <p>These Include expenditures pre-primary education services provided by public institutions.</p> <p>These Include expenditures pre-primary education services provided by private institutions.</p> <p>These include expenditures on education services at the primary level</p> <p>Also includes expenditures on organized instruction for children with special needs education. This type of education services may also be provided in hospitals or in special schools or training centers.</p> <p>Also included are expenses on literacy programs for students too old for primary school.</p> <p>These Include expenditures on primary education services provided by public institutions.</p> <p>These Include expenditures on primary education services provided by private institutions.</p> <p>These include expenditures on education services at the secondary level.</p> <p>Also include expenditures on secondary education services for children with special needs such as the gifted, mentally, psychosocially and differently-abled.</p> <p>Also included are expenses on out-of-school secondary education services for adults and young people.</p>

Subsection	Items Included/Excluded
c. 1 Public secondary education	These include expenditures on secondary education services provided by public institutions.
c. 2 Private secondary education	These include expenditures on secondary education services provided by private institutions.
d. Post secondary non-tertiary education	<p>This include expenditures on post-secondary non-tertiary education services designed to prepare students both for higher education and for employment in specific vocational pursuits.</p> <p>Also included are expenses on out-of-school post-secondary non-tertiary education services for adults and young people.</p>
e. Tertiary (Baccalaureate and Post Graduate) Education	This subsection refers to services pertaining to <b>Levels 5</b> and <b>6</b> of 2008 PSCED: first stage and second stage of tertiary education, respectively.
e.1 First stage of tertiary education	These include expenditures on baccalaureate education services not leading directly to advanced research qualification. ( <b>Level 5</b> of 2008 PSCED).
e.2 Second stage of tertiary education	These include expenditures on post-graduate education services leading to advanced research qualification. ( <b>Level 6</b> of 2008 PSCED)
2. Education not Definable by level	<p>This subsection includes expenditures on all other education services which are not definable by level. Also includes expenses on educational programs, generally for adults, which do not require any special prior instruction, in particular, vocational training and cultural development.</p> <p><i>This subsection excludes driving lessons (Subsection 07.2.4); recreational training courses such as sport or bridge lessons given by independent teachers (Class 09.4.1).</i></p>
3. Allowances for family members studying away from home	include allowances of family members studying away from home
4. Other educational expenses	
a. School uniform and footwear	Purchase of school uniform and footwear
b. Computer rental services and printing services	Payment for the rental services for the use of computers and printers

## Section K - Restaurants and Hotels

The reference period for this section is the past six months, that is, January to June 2012.

This section includes prepared food bought outside the home and eaten at home.

It also includes food regularly bought and eaten outside the house like snacks (merienda), lunch, etc. are included in this subsection. Note that the daily allowances of school children for their sandwiches, softdrinks, etc., at school are also covered by this section. Thus, if the schooling members of the family are given regular allowance, estimate the amount of the food consumption and report it here. In estimating the amount to be entered, take note of those months when schooling children are usually on vacation. DO NOT forget to report the amount used for their transportation in Section G (Transport).

DO NOT give any value to food consumed by a family member at parties he attended, or food items occasionally offered to him by friends, say in school or in office.

Before asking the expenditure on this section, ask question (c) first about the number of family members regularly eating outside the home before getting the details needed. Refer to the demographic characteristics of the family in ISH Form 2 if there are family members who are currently enrolled and family members who are working.

The subsections under restaurant and hotels are:

Subsection	Items Included/Excluded
1. Restaurants, cafes and the likes	<p>This subsection Includes:</p> <p>Catering services (meals, snacks, drinks and refreshments) provided by restaurants, cafes, buffets, bars, tearooms, etc.</p> <p>In places providing recreational, cultural, sporting or entertainment services: theatres, cinemas, sports stadiums, swimming pools, sports complexes, museums, art galleries, nightclubs, dancing establishments, etc.</p> <p>On public transport (coaches, trains, boats, airplanes, etc.) when priced separately</p> <p>The sale of food products and beverages for immediate consumption by kiosks, street vendors and the like, including food products and beverages dispensed ready for consumption by automatic vending machines</p>

Subsection	Items Included/Excluded
	<p>The sale of cooked dishes by restaurants for consumption off their premises.</p> <p>The sale of cooked dishes by catering contractors whether collected by the customer or delivered to the customer's home.</p> <p>Tips</p> <p><i>This subsection excludes: tobacco purchases (Subsection 02.2.0); telephone calls (Subsection 08.3.0).</i></p>
2. Canteens	<p>This subsection includes:</p> <p>Catering services of works canteens, office canteens, and canteens in schools, universities and other educational establishments.</p> <p>Catering services of university refectories, military messes and wardrooms.</p> <p><i>This subsection excludes: food and drink provided to hospital in-patients (Subsection 06.3.0).</i></p>
3. Accommodation Services	<p>This subsection includes:</p> <p>Hotels, boarding houses, motels, inns and establishments offering "bed and breakfast"</p> <p>Holiday villages and holiday centers, camping and caravan sites, youth hostels and mountain chalets</p> <p>Boarding schools, universities and other educational establishments public transport (trains, boats, etc.) when priced separately</p> <p>Hostels for young workers or immigrants. This class also includes tips, porters.</p> <p><i>This subsection excludes: payments of households occupying a room in a hotel or boarding house as their main residence (Subsection 04.1.1); rentals paid by households for a secondary residence for the duration of a holiday (Subsection 04.1.2); telephone calls (Subsection 08.3.0); catering</i></p>

Subsection	Items Included/Excluded
	<i>services in such establishments except for breakfast or other meals included in the price of the accommodation (Subsection 11.1.1); housing in orphanages, homes for disabled or maladjusted persons (Subsection 12.4.0).</i>

## Section L. Miscellaneous Goods and Services

The reference period for this section is the past months, that is, June 2012.

For this section, the whole price or the full value of the commodities purchased or acquired during the specified period shall be reported even though not all of such commodities were consumed during the period.

This section gathers information on the value of items purchased or services availed of by the family on miscellaneous goods and services such as services for hairdressing salon, barbershop, purchased of articles and products for personal hygiene such as (toilet soap, shampoo, toothpaste), beauty products such as lipstick, make up, etc., during the past month.

If any member of the family bought any item or paid for any services for his/her own personal care and effects, enter the value of the item(s) or services under “In Cash/On Credit” column. However, if the goods were received as gifts or the services were rendered free by any non-family member to the sample family, enter the imputed value in “Received as Gifts” column.

If the service/treatment like hair rebond or any other services was done in his/her own beauty parlor, impute the cost incurred and enter in “In Cash/On Credit”.

Items for personal effects bought like graduation ring, wedding ring and services availed of (e.g. hair and make-up done either in beauty parlor or at home) for special occasions of the family are to be included in this item.

A shift from “past month” to “average month” concept is allowed if purchases occur at a rare intervals. For example, jewelry like a ring, may be purchased only once during the entire semester. Get the total value of the ring and divide by 6 in order to get the average monthly purchase of the jewelry. The “average month” can also be applied on expenditures on beauty products like lipstick, make up, perfumes, etc., where purchases occur infrequently.

This subsection also asked for the expenditure on social protection, insurance and financial services.

The subsections under miscellaneous goods and services are:

Subsection	Items Included/Excluded
<p>1. Personal Care</p> <p>a. Hairdressing Salons and Personal Grooming</p> <p>b. Electric Appliances for Personal Care</p> <p>c. Other appliances, articles and products for Personal Care</p>	<p>This subsection includes the payment for the services of hairdressing salons, barbers, beauty shop, manicures, pedicures, spas, Turkish baths, saunas, solariums, non-medical massages, aesthetic/cosmetic surgery, etc.</p> <p>Also includes bodycare, depilation and the like.</p> <p><i>This subsection excludes: fitness centers (Subsection 09.41)</i></p> <p>This subsection includes purchase of electric razor, hair trimmers, hand-held and hood hair dryers, curling tongs, styling combs, etc.</p> <p>Include purchase of non-electric appliances (blades, scissors, nail files, combs, shaving brushes, hairbrushes, hairpins, curlers, personal weighing machines, etc.)</p> <p>Articles for personal hygiene (toilet and medicinal soap, toothpaste, shampoo, conditioner, cleansing oil, rubbing alcohol, etc.)</p> <p>Beauty products (lipstick, make-up, lotion, perfumes, etc.)</p> <p>Other products for personal care (toilet papers, paper towel, napkins, cotton wool, diapers, shower caps, etc.)</p>
<p>2. Personal Effects</p> <p>a. Jewelry, clocks and watches</p>	<p>This subsection includes purchases of precious stones and metals; jewelry fashioned out of such stones and metals; costume jewelry; cuff-links and tie-pins; clocks; watches; stopwatches; alarm clocks; travel clocks; and repair of such articles.</p>

Subsection	Items Included/Excluded
b. Other personal effects.	<p><i>This subsection excludes: ornaments (Subsection 05.1.1) or (Subsection 05.4); radio clocks (Subsection 09.1.1); precious stones and metals and jewelry fashioned out of such stones and metals acquired primarily as stores of value (capital formation)</i></p> <p>This subsection includes:</p> <p>Travel goods and other carriers of personal effects; suitcases, trunks, travel bags, attaché cases, handbags, wallets, purses, etc.</p> <p>Articles for babies, baby carriages, pushchairs, carrycoats, car beds and seats, back-carriers, front carriers and harnesses, etc.</p> <p>Articles for smokers: pipes, lighters, cigarette cases, ashtrays, etc.</p> <p>Miscellaneous personal articles: sunglasses, walking sticks and canes, umbrellas, fans, key rings, etc.</p> <p>Funerary articles: coffins, gravestones, urns, etc.</p> <p><i>This subsection excludes: baby furniture (Subsection 05.1.1); shopping bags (Subsection 05.2.0); feeding bottles (Subsection 05.4.0).</i></p>
3. Social Protection	<p>This subsection includes:</p> <p>Services of residential care, home help, day care and rehabilitation</p> <p>Payment of households for:</p> <ul style="list-style-type: none"> <li>a. Retirement homes for elderly persons</li> <li>b. Residences, for disabled persons, etc.</li> <li>c. Rehabilitation centers providing long-term support for patients rather than health care and rehabilitative therapy</li> </ul>

Subsection	Items Included/Excluded
	<p>d. Schools for disabled persons where the main aim is to help students overcome their disability</p> <p>e. Wet-nurses, crèches, play schools and other child-minding facilities.</p> <p>f. Counseling guidance, arbitration, fostering and adoption services for the families</p>
<p>4. Insurance (life and non-life insurance)</p> <p>a. Life insurance</p> <p>b. Insurance connected wit the dwelling</p> <p>c. Insurance connected with health</p> <p>d. Insurance connected with transport</p> <p>e. Other insurance</p>	<p>This subsection includes service charges for life assurance, death benefit assurance, education assurance, etc</p> <p>This subsection includes service charges paid by owner-occupiers and by tenants for the kinds of insurance typically taken out by tenants against fire, theft, water damage, etc</p> <p><i>This subsection excludes : service charges paid by owner-occupiers for the kinds of insurance typically taken out by landlords (intermediate consumption).</i></p> <p>Include service charges for private sickness and accident insurance</p> <p>Include service charges for insurance in respect of personal transport equipment and service charges for travel insurance and luggage insurance</p> <p>Include service charges for other insurance such as civil liability for injury or damage to third parties or their property</p> <p><i>This subsection excludes : civil liability or damage to third parties or their property arising from the operation of personal transport equipment (Subsection 12.5.4)</i></p>
<p>5. Financial services</p>	<p>This subsection includes financial intermediation services indirectly measured (FISIM), except investment banking, insurance services and pension services.</p>
<p>6. Other services, n.e.c.</p>	<p>This subsection includes fees for legal services, fees for employment, funeral charges, cremation, payment for photocopies, fees for the issue of birth, marriage and death certificates, service charges in bayad centers, etc.</p>



## SECTION M. OTHER EXPENDITURES

### 1. Taxes

Included in this expenditure group are the following:

- a. Income tax - income tax refers to the tax levied on the earnings or income of a working person in pursuit of his occupation. For a working family member, include the amount deducted from his/her monthly salary representing the withholding tax. Report the actual amount of taxes or fees paid during the reference period.

Report the total amount withheld from salaries in 2011 plus the additional amount paid, if any, upon filing of the income tax. Be sure to report the amount withheld in 2011 in item 6 (Withdrawals from savings) Part V- D (Other Receipts). For purposes of this survey, the amount of tax withheld from income earned from January to June 2012 are considered as savings and must be reported in Item 9, Section N (Other Disbursements).

Example:

Tax withheld in 2011 is P7500. Additional tax for 2011 (paid in March 2012) is P2000.  
Tax withheld in January - June 2012 is P4800.

M. OTHER EXPENDITURES			
[JANUARY – JUNE 2012]			
<div style="display: flex; justify-content: space-around;"><div><div style="border: 1px solid black; border-radius: 50%; width: 20px; height: 20px; display: flex; align-items: center; justify-content: center;">1</div> YES</div><div>2 NO, GO TO OTHER DISBURSEMENTS</div></div>			
Item	Code	In Cash	In Kind
1. Taxes			
a. Income Tax	130110	<u>9500</u>	

N. OTHER DISBURSEMENTS			
<div style="text-align: center;"> <b>1</b> – YES    2 – NO, GO TO NEXT PAGE (PART III)  [JANUARY – JUNE 2012] </div>			
Item	Code	Quantity	Value
9. Other disbursements (withholding taxes from current income, payment for goods and services acquired/ availed of outside reference period, back rentals paid during reference period, . . . etc.)	140900	_____	<b>4800</b>
TOTAL .....	140000	xxxxxxxxxxxx	<b>4800</b>

D. OTHER RECEIPTS			
<div style="text-align: center;"> <b>1</b> – YES    2 – NO, GO TO NEXT PAGE (E)  [JANUARY – JUNE 2012] </div>			
Item	Code	In Cash	In Kind
6. Withdrawal from savings/ business equity	940060	<b>7500</b>	_____

Report the value of refunds in item 11 (Taxes levied in the operation of an economic activity by the family), Part V, (Section D Other Receipts). Example, the amount paid to secure a license to operate a sari-sari store is not regarded as expenditure for family living. These are considered as costs incurred in the operation of the entrepreneurial activity and, consequently, should be accounted as operating cost in the appropriate activity in Part V (Entrepreneurial Activities). However, tax levied on profits realized from such family-operated activities should be treated as family expenditure and the amount should be reported as income tax.

- b. Real estate tax - This refers to the tax imposed on real property of the family (example, house and lot for family use) in proportion to its value. Include only real estate tax levied on real estate property of the family used purely for personal purposes. Therefore, taxes levied on private properties of the family used solely for business purposes are excluded.
- c. Other direct taxes - Direct taxes refers to taxes which are demanded from a taxpayer such as community tax certificates, inheritance tax, alien certificate of registration (ACR), donor's tax, etc. Also include other taxes paid by the family such as custom duties paid for personal effects bought from abroad, amusement tax and taxes paid as a consumer, etc.

Note that progressive taxes, NPA taxes, tithes or taxes given by Moslems to their community should not be included here. They should be reported to item “Gifts and contributions to others”, since the money will not accrue to the government.

Be guided by this matrix in reporting other expenditure:

Cases	Income tax (Other expenditure)	With expected corresponding entries
• taxes paid during the reference period	√	-
• tax refunds received during the reference period	-	Part V, Section D, item 11 (Tax refund, dowries, etc.)
• withholding taxes deducted during the reference period	-	Part II, Section N, Item 9 (withholding taxes from current income, etc.)
• tax withheld in 2011	√	Part V, Section D, item 6 (withdrawals from savings/business equity)
• tax withheld in 2011 plus the additional amount paid	√	Part V, Section D, item 6 (withdrawals from savings/business equity)

## 2. Gifts and Contributions to Others

This expenditure group covers all gifts, contributions and all forms of assistance given by the family to others, like tithes, contributions to church during mass, religious institutions and to other individuals outside the family.

The amount disbursed should come from the income of the family during the reference period. Hence, gifts given during the reference period but came from withdrawals from savings deposit from the bank, or from loans obtained from others as well as gifts taken from production outside the period should not be included.

Gifts given in kind but purchased in cash should also be entered under the “In Cash” column. The rationale in treating gift that was bought as “gift in cash” rather than “gift in kind” is that it was not bought for personal use of the family and therefore cannot be entered in the “In Kind” column in this section. For purposes of this survey, “In Kind expenditures” is defined as those taken from the family’s own-operated business or sustenance activities, net share of crops, livestock and poultry raised by other households.

Gifts and contributions “In Kind” refers to those items that were actually produced by the family from own-operated business (Part VI) or family sustenance activities (Part V, Section F) and part of net share of crops, livestock, etc., given away (Part V, Section B). Hence, do not fill up the “In Kind” column until after you have asked the above portions of the questionnaire.

Do not impute value of used clothing and other old personal properties of the family given away to individuals outside the family.

### **3. Others (losses due to fire and theft, etc.)**

This expenditure item includes losses due to fire, theft, natural calamities, locusts, etc. If there are no winnings for the reference period, or there are more losses than winnings, record the expenditure for lotto/sweepstakes tickets, raffles, and gambling bets or the net loss. Include the amount paid during the reference period for repossessed items such as appliances, furniture, etc.

## **SECTION M. OTHER DISBURSEMENTS**

Other disbursements refer to non-family expenditures, which may give an indication of savings on the part of the family. Record in this expenditure group the value of all other disbursements of the family during the indicated reference period.

Ask the question “During the period January to June 2012, did you or any member of your family incur any expenses, in cash or on credit, on other disbursement? Read the items one by one. If the respondent answered “Yes” to any of the 9 items enumerated, encircle code “1” then ask for the quantity and value of the expenses incurred to the particular item/s. Record the quantity, and the value to the line provided in a respective columns.

### **1. Purchase/amortization of real property**

Include in this item the periodic payments on installments made by the family for the six-month reference period on real property they acquired on installment basis.

### **2. Payments of cash loans (principal)**

Include in this item payments/installments made during the reference period for a “Study Now, Pay Later” plan.

### **3. Installments for appliances and equipment bought before 2012**

Include payments on installments made for appliances and equipment bought before 2012.

### **4. Installments for personal transport bought before 2012**

Include payments made for personal transport bought before 2012.

### **5. Loans granted to persons outside the family**

Loans to person outside the family, including members of the same household who are non-family members, should be reported in this item.

### **6. Amount deposited in banks/investments**

Report the total amount of the deposits made during the reference period, and not the total deposit as of the end of reference period. Emphasize this concept to the respondent. Include the value in cash or in kind of livestock given to another household to be raised by that household when no disposal had been made at the time of visit.

## **7. Major repair of the house**

This refers to the alterations or additions to the house and other major renovations done in the housing unit, which may result in a change in the structure of the housing unit such as collapsing walls, division of an existing room, etc. Major repairs of the housing unit are considered as investments; hence, related expenditures are to be reported under this item.

## **8. Construction of new house**

Include in this item the construction of another structure that formed part of the housing unit occupied by the sample family.

## **9. Other Disbursements**

Include the following:

- a. Withholding taxes deducted from a working member's income during the reference period.
- b. Payments made during the reference period for items acquired/services availed of on credit outside the reference period that is not covered by items 1 to 8 of this section.
- c. Back rentals of the house and other accumulated rentals prior to but paid within the reference period.

# **PART III. HOUSING CHARACTERISTICS**

The questions on housing characteristics will be asked in order to supply the government planners and those of the private sectors the data needs relating with income and expenditure for their housing programs and policies. The answer to these questions will also check the reasonableness of the reported monthly rental of the housing unit or the rental value of own-occupied house or rent-free housing accommodation.

Questions **a**, **b** and **c** are to be answered by the interviewers, through observation. Even before entering the building, you should already figure out the answers to these questions. However, if in doubt, ask the respondent. For items under a, b, c, d, h, i, j, and k, encircle the appropriate code and enter the encircled code in the box provided. Write in entries are to be supplied to the remaining items not mentioned above, (i.e., e, f, g, l, m).

## **(a) In what type of building/house does the family reside?**

Be guided by the following definitions in identifying the type of building/house occupied by the family:

- 1- Single – is an independent residential structure intended for one household, separated by an open space or walls from all other structures. It includes the so-called “nipa hut” or a small house that is built as a more or less permanent housing unit, or a barong-barong which is made of salvaged/makeshift/improvised materials.

- 2- Duplex – is a residential structure intended for two households, with complete living facilities for each. It is divided vertically or horizontally into two separate housing units which are usually identical.
- 3- Multi-unit residential (three units or more) – is a building intended for residential use only, consisting of three or more housing units. These houses may consist of one or more storeys in a row of three or more housing units, separated from each other by walls extending from the ground to the roof, or a building having floors to accommodate three or more housing units.

Examples:

- a. Apartment - An apartment is a structure usually of several entrances from internal hall or court. An apartment has one common entrance from the outside.
- b. Accesoria - is usually a one or two floor structure divided into three or more housing units, each unit having its own separate entrance from the outside. An accesoria is sometimes referred to as a row house.
- c. Condominium - A condominium is usually a high-rise building where the housing units are owned individually but the land and other areas and facilities are owned in common.

**Note:** *A building that was originally constructed as a single house or duplex, but now partitioned into three or more rooms/group of rooms (with separate entrance from a common hall or passage) without changing the outside structure or appearance, will be classified as a single house or duplex, as the case may be.*

- 4 -Commercial/industrial/agricultural (office, factory, and others) - These refer to buildings which are not intended mainly for human habitation but are used as living quarters of households at the time of the survey.

A **commercial building** is a building built for transacting business or for rendering professional services, such as a store, office, warehouse, rice mill, and others.

An **industrial building** is a building built for processing, assembling, fabricating, finishing, and manufacturing or packaging operations, such as a factory or a plant.

An **agricultural building** is any structure built for agricultural purposes, such as a barn, table, poultry house, granary, and others.

- 5 -Institutional living quarters – Hotels, motels, inns, boarding houses, dormitories, and pension or lodging houses fall into this category. This group comprises permanent structures which provide lodging and/or meals on fee basis. **Institutional buildings** are buildings intended for persons confined to receive medical, charitable or other care/treatment such as hospitals and orphanages, for persons detained such as jails and penal colonies, and other buildings like convents, school dormitories, and others.


Also included in this category are camps which are defined sets of premises originally intended for the temporary accommodation of persons with common activities or interests like military camps, and other camps established for the housing of workers in mining, agriculture, public works, or other types of enterprises.

- 6 - Other housing units** – These refer to living quarters which are neither intended for human habitation nor located in permanent buildings but are nevertheless, used as living quarters at the time of the survey. Caves, trailers, barges, carts, boats, and others, fall into this category.

### **Items b and c- Construction materials of the roof and outer walls**

Data on construction materials of the roof and outer walls provide information on the construction, replacement, and improvement of housing units. These items can be used as proxy variables to measure the economic condition of households.

Moreover, data on these items can be used in the evaluation of construction statistics, program implementation, and for estimating investments in housing construction. They can also be used to determine the number of households residing in structurally acceptable housing units.

 **Structural acceptability of housing units** implies that these housing units are made of durable construction materials that will safeguard the occupants of the housing unit from adverse climatic conditions and provide protection and privacy.

#### **(b) What type of construction materials are the roofs made of?**

If two or more kinds of roofing materials are used, report the material used in most part of the roof. Thus, for a house with different kinds of roofs, report the materials used in the main portion of the housing unit (usually containing the living room/sala and bedrooms). Strong materials include galvanized iron/aluminum, tile, concrete, brick, stone and asbestos. Cogon/nipa and anahaw are considered as light materials. Examples of salvaged/makeshift materials for building use are scrap GI sheets and planks of wood or pieces of “lawanit” dilapidated boxes, etc. which are usually salvaged from a burned or condemned structure. Code 7 (Not applicable) should be reported if the answer to a- Type of building/house is code “5”.

The categories for the kind of construction materials of the roof are as follows:

- 1 Strong materials (galvanized iron, aluminum, tile, concrete, brick, stone, asbestos)
- 2 Light materials (cogon, nipa, anahaw)
- 3 Salvaged makeshift materials
- 4 Mixed but predominantly strong materials
- 5 Mixed but predominantly light materials
- 6 Mixed but predominantly salvaged materials
- 7 Not applicable

**(c) What type of construction materials are the outer walls made of?**

Use as a guide the instructions for b (Construction materials of the roof) above in selecting the type of construction materials of the outer walls.

The categories for the kind of construction materials of the roof are as follows:

1. Strong materials (galvanized iron, aluminum, tile, concrete, brick, stone, wood, plywood, asbestos)
2. Light materials (bamboo, sawali, cogon, nipa, anahaw)
3. Salvaged makeshift materials
4. Mixed but predominantly strong materials
5. Mixed but predominantly light materials
6. Mixed but predominantly salvaged materials
7. Not applicable

**(d) What is the tenure status of the housing unit and lot occupied by your family?**

The extent to which the families own or rent the housing unit they occupy is of special significance to housing programs. Data on tenure status of housing unit and lot is useful for housing priorities and policies, in the promotion of house ownership, and identification of groups in need of housing assistance.



**Housing unit** refers to a structurally separate and independent place of abode which, by the way it has been constructed, converted, or arranged is intended for habitation by one household.

The tenure status to be recorded should be the present tenure of the housing unit at the time of visit. Thus, even if the family rented a housing unit for most part of the reference period but had acquired the housing unit at the time of visit, then the family is to be reported as owning the house and not renting.

Owner-like possession of house and lot means that the family may have an outstanding loan on the property such as mortgage or other real estate loan. It is possible that the family owns or still paying the amortization for the house but the lot is leased on a long term basis. It also includes lot under heir-ship, and other similar arrangements, even if the lot has no title or the title has not been transferred to the heir yet.

The sharp sign (#) serves as an indicator for free housing derived from employment. For free housing enjoyed by employees as part of fringe benefits provided by their employer, place a sharp sign (#) before the item number. The sharp sign (#) is applicable for either code 4 (Own house, rent-free lot with consent of owner), or code 6 (rent-free house and lot with consent of owner).



(e) **What is the floor area of the housing unit?**

Data on floor area can provide information on the current status of the density of occupancy of existing housing units in the country. This item can also be used by planners and policymakers in the adoption of housing standards that will provide adequate housing space to a level consistent with the maintenance of health and general living conditions of the occupants.

***Density of occupancy***, expressed as the number of persons per unit of floor area, can be used as a measure of housing adequacy.



Floor area refers to the floor or space enclosed by the exterior walls of the housing unit. In case of several floors, get the area of each floor in sq. meters and add together to get the total floor area of the housing unit. In general, area is length multiplied by width.

There are many ways in approximating the total floor area. You may use any method, which is more convenient to you. You may use a meter stick, visual approximation (using your eyes only) or pace factor. In case the respondent does not know the floor area of the housing unit, you can approximate the floor area using any of the above-mentioned methods. Familiarize yourself with the length of a meter stick so that you can do visual approximation. Write in the line provided the estimated floor area of the housing unit in square meters. If the floor area provided by the respondent is in square feet, convert to square meters following this formula:

$$\text{Area in square meters} = \text{Area in square feet} \times 0.09$$

Round off the answer into whole number.

(f) **When was this building/house built?**



The year the building/house was built refers to the year when the construction was completed and when ready for occupancy and not when construction began. Generally, building construction commenced and finished with in the same year, although there are cases when the period of construction extends to several years. Report the year when the building/house was finished.

If the respondent finds it difficult to give the year the building/house was built, help him/her approximate the year by mentioning some historical/national events. The respondent himself/herself may be able to mention an event that occurred in the past which may be indicative of the year the building/house was built.

**(g) How many bedroom does this housing unit have?**



Bedroom is a separate space for sleeping quarters or where household members usually sleep. Politely ask where household members normally sleep. If there is **NO** separate space for sleeping quarters and the household members sleep, dine, socialize, etc. in a common area in the house, then enter “00” in the box provided.

**(h) Where there any alterations or additions to the house or other major renovations done in the housing unit during the past six months?**

Ask the respondent whether there are alterations/additions or major renovations done in the housing unit.

In a sample housing unit with two (2) or three (3) responding households there should have the same entries on 1.a (Type of Building/house), 1.b and 1.c (Construction materials of the roof and outer walls), 1.e (floor area), 1.f (Year built), and 1.h (Alterations/additions to the house or other major renovations done in the housing unit). Sample household who spent for the alterations, additions or major renovations done in the sample housing unit should have an entry of Code “1” for Yes. Report the expenses under Other Disbursements, item 7 (Major repair of the house). The other sample household who did not spend for the alterations or renovations done on the same sample housing unit should also have an entry of Code “1” in 1.h but do not report any expenses. Put remarks.

**(i) What kind of toilet facilities that the family in the house?**

Data on the kind of toilet facilities provide the minimum data required for the evaluation of toilet facilities in housing units available to family. A sanitary toilet facility is necessary to prevent diseases and improve the general health condition of the family members. Likewise, the presence of sanitary toilet facilities indicates the sanitation as well as economic status of the household.

***Water sealed*** – as the name implies, is *the type of toilet facility where after water is flushed or poured into the bowl, a small amount of water is left in the bowl and seals the bottom of the bowl from the pipe leading to the depository.*

***Sewer/septic tank*** – *a tank in which the solid matter or sewage is accumulated to be disintegrated by bacteria.* This is commonly called “*poso negro*”.

***Other depository*** – if the depository is other than a sewer/septic tank like canals, rivers, and others.

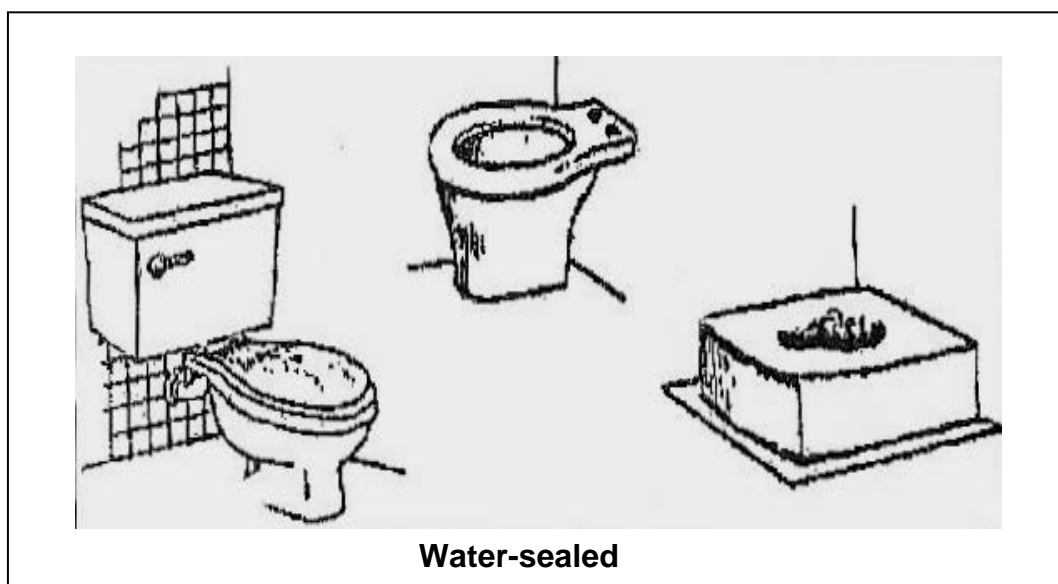
Ask the respondent, “***What type of toilet facility does this household use?***” Encircle the code corresponding to the type of toilet facility used by the household and enter the code in the box.

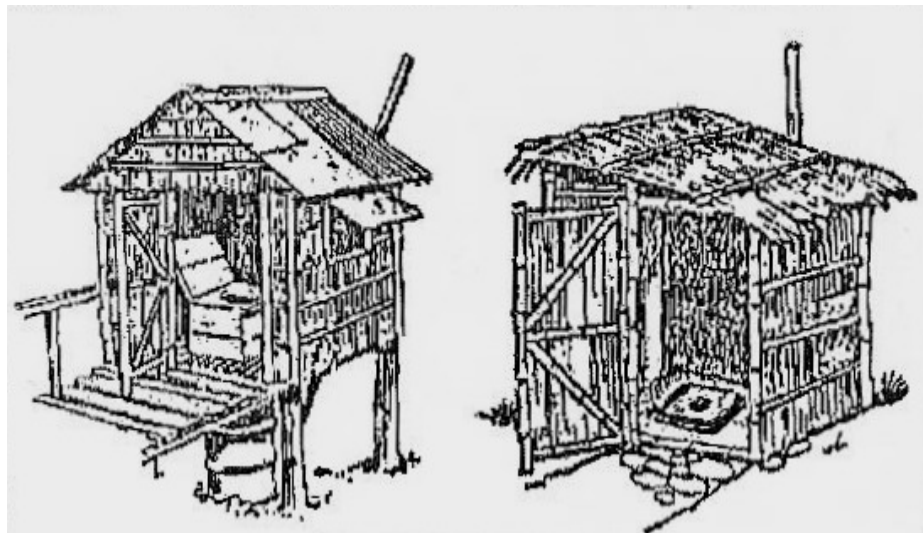
The different types of toilet facilities commonly found in buildings and houses throughout the country are:

- 1 **Water-sealed, sewer/septic tank, used exclusively by the household**
- 2 **Water-sealed, sewer/septic tank, shared with other households**
- 3 **Water-sealed, other depository, used exclusively by the household**
- 4 **Water-sealed, other depository, shared with other households**
- 5 **Closed pit** – is a type of toilet facility without a water-sealed bowl; the depository is constructed usually of large circular tubes made of concrete or clay with a top cover and small opening. It may or may not have a box for sitting or squatting over the opening; for example, antipolo-type, and others.
- 6 **Open pit** – is the same as closed pit but without covering.
- 7 **Others** (pail system and others) – includes a toilet facility wherein fecal matter is accumulated in a pail to be picked up for disposal from time to time, or any kind of toilet facility not belonging to the preceding types.
- 0 **None** – for households which do not have any toilet facility.

If there are two or more types of toilet facilities, consider the one that is more sanitary. In some cases, especially in rural areas, the toilet is constructed in the backyard. Consider this as a toilet facility in the house. Toilets, which are far from the house, are usually the open pit type.

### SOME TYPES OF TOILET FACILITIES





**Closed pit**

**(j) Is there any electricity in the building/house?**

A response of code “1” (Yes) means that the family uses electricity, which is either provided by national or community electric companies or cooperatives; or generated by the household through the use of a generator. Code “2” means otherwise.

The answer to this question should be consistent with item 5.a, Division 04– Housing, water, electricity, gas and other fuels. Write an explanation if not so.

Code “1” (Yes) will be the answer in this item for families using solar panel.

**(k) What is the family’s main source of water supply?**

Information on the main source of drinking water provides the number of families with ready access to potable water supply, as well as the availability of piped water for each housing unit. The provision of a piped water installation for every housing unit is one of the primary objectives of a sound housing policy, as well as of a public health policy.

Usually, residents of the same community share the same source of water supply. If a particular family report a source, which is different from most of the others that you have interviewed in the same area, try to do some probing to ascertain whether or not the source is really different.

The different sources of water are as follows:

**01 Own use faucet, community water system** – The family gets its water supply from a faucet inside the house/yard directly connected to a water pipeline from the community water system, such as the Maynilad, Manila Water Company, or other local water districts.

Note that a community water system using **deep well** as the source of water, should be reported under this category.

**02 Shared faucet, community water system** – The family gets its water supply from the faucet of another family, establishment, or office, which is connected to the community water system.

**03 Own use tubed/piped deep well** – Water is taken from a tubed/piped well, which is at least 100 feet or 30 meters deep, and for private use of the family in the same building or compound.

**04 Shared tubed/piped deep well** – Water supply is taken from a tubed/piped deep well, which is at least 100 feet or 30 meters deep, and shared with another family, establishment, or office, or from a deep well which was constructed for public use.

**05 Tubed/piped shallow well** – Water is taken from a tubed/piped well, which is less than 100 feet or 30 meters deep.

**06 Dug well** – The family gets its water supply from a well, which may be provided with a protective device against contamination or pollution. An ordinary dug well (“*balon*”) belongs to this type. An improvised dug well (dug and with water depository) which is provided with a pump and cover also belongs to this type.

**07 Protected spring** – A spring protected from contaminations by a “spring box” which is typically constructed of brick, masonry, or concrete and is built around the spring so that water flows directly out of the box through a pipe without being exposed to outside pollution.

**08 Unprotected spring** – A spring that is subject to runoff and/or bird droppings or animal/other external contaminations. Unprotected springs typically do not have a “spring box”.

**09 Lake, river, rain, and others** – The family gets its water supply from natural bodies of water, or water is accumulated from rainfall.

**10 Peddler** – The family gets its water from peddlers. These are the usual sources of water supply of families in low water pressure areas with no community water system.

**11 Bottled water** – Mineral/distilled water bought in bottles or gallons are included in this category. Water refilling stations are also included in this category.

**12 Others, SPECIFY** – Includes other sources not mentioned in categories “01” to “11” above.

If there are more than one source, report the one which is being used mostly for the family needs such as drinking, washing clothes, etc. Take note that if the family uses water from the community water system and at the same time uses bottled water for drinking; the water from the community water system will prevail.

**(l) If the answer to (k) is any of the codes 02 to 08, how far is this water source from your house?**

It aims to find out how convenient the family is fetching water from the source. Ask whether the family's main source of water supply is within the family's premises or far from the house. Tact is needed to gather this information. Ask probing questions when necessary.

If the answer to (k) is any codes 01 to 08, write in the line provided the distance in meters. If the family gets water from faucets inside the house, connected to a water pipe line from either a community water system or a well, then write “0” in the line provided. For codes 09 to 12, leave the line provided blank.

**(m) How many of each of the following items does the family own?**

This item provides information on selected housing conveniences and information and communications technology (ICT) devices, the presence of which in the family indicates the means of communication through which the population can be most easily reached. This provides a basis for leisure statistics. The presence of motor vehicles in the household provides data about access to private transport. It can provide information for the construction of roads/bridges and solution to traffic problems.



In general, the presence of family conveniences/devices can be used as proxy indicators in determining the socio-economic status of the family.

The category “radio/radio cassette” includes transistor radio, radiophone, stereo or karaoke. “Personal computer” includes desktop, laptop, notebook, and netbook. Exclude any aforementioned household item which has not been in working condition (although intended to be repaired). Also, Exclude motor vehicles (cars/jeeps/vans, motorcycles/tricycles or motorized boats/bancas) which are used exclusively for business purposes.

Ask the question: **“How many of each of the following items does the family own?”** and read out the items listed in the questionnaire one by one. Encircle the codes for the appropriate items owned by the family. Ask for the quantity of that particular item and enter in the boxes provided. Prefix “0” if the family owns less than ten items. Do not rely on what you see because there may be items, like radios or television set, inside the bedrooms. If the family has second home or a vacation house, be sure to include the items that the family owned in the second home.

### **Explanations of Specific Items**

1. Radio/radio cassette player - includes transistor radio and cassette tape recorder.
2. Television set - includes both black and white and colored TV set.
3. CD/VCD/DVD player – refers to compact disc/video cassette disc player.
4. Component/stereo set
5. Refrigerator/freezer - includes a refrigerator-freezer combination unit, which may have two exterior doors with separate refrigeration and freezing compartments (side by side or one above the other). A Freezer may be upright or chest-type. Note that an icebox is neither a refrigerator nor a freezer and, therefore, should not be reported in this group.
6. Washing machine – includes all brands of washing machines with or without clothes spin dryer.
7. Air conditioner – does not include electric fan.
8. Car, jeep, van - includes also other types of motor vehicles owned by the family for family use such as jeep, Hi-ace, pump boat, etc.
9. Landline/wireless telephone – refers to telephone serviced by PLDT, Globelines, Bayantel, Retelco, etc., cellular phone also known as mobile phones.
10. Cellular phone – includes Nokia, Samsung, etc.
11. Personal computer – includes desktop, laptop, notebook and netbook. It does not include play station. Computer brought by their children studying somewhere should be included as owned by the family.
12. Stove with oven/gas range – is a stove with an oven/gas and is powered by Liquefied Petroleum Gas (LPG) or electricity.
13. Motorized boat/banca
14. Motorcycle/tricycle – is a two-wheeled automotive vehicle having 1 or 2 saddles and sometimes a sidecar with a third supporting wheel. Included under this item are Yamaha, Honda, Kawasaki, Suzuki, etc. **Take note that bicycle or pedicab should be excluded from this item.**

The presence of a particular appliance/vehicle should have corresponding entries in other applicable items in the other division/section of the questionnaire, as shown in the matrix below.

ITEM	WITH CORRESPONDING ENTRIES
1. With YES answer in (h)	Other Disbursement (Major repair of the house)
2. With electricity in the building/house	Div. 04. 5(a)- Electricity, gas and fuel
3. With codes 1, 2, 10 or 12 in (k)	Div. 04. 4(a)- Water supply
4. With car, jeep, van, motorized boat/banca, motorcycle/tricycle  - with gasoline allowance	Division 07- Transport  Part IV – A. Salaries and wages from employment (fringe benefit)
5. With telephone/cellphone	Division 08- Communication
6. Household with either of the following appliances : Television set, CD/VCDDVD, Stereo/karaoke, Refrigerator/Freezer, Washing machine, Air conditioner, Personal computer, Microwave oven./gas range	Division. 04. 5(a)- Electricity

## PART IV. SOCIAL PROTECTION

Social protection is officially defined as consisting of policies and programs that seek to reduce poverty and vulnerability to risks and enhance the social status and rights of the marginalized by promoting and protecting livelihood and employment, protecting against hazards and sudden interruptions/loss of income, and improving people's capacity to manage risks (Ortiz 2001).

The need for social and economic protection is higher when people are poor and can barely meet the requirements of daily subsistence even when they are working themselves to the bone.

Ask the respondent "Did you or any member of your family received payment from any of the following sources?" and read out the items listed in the questionnaire one by one. Enter code "1" for Yes if the family received payments from listed Social Protection Program (SPP). Enter code "2" if otherwise.

The following are the Social Protection Program (SPP):

- a. **Pension (Government)** – A pension is a fixed amount, other than wages, paid at a regular interval to a person in consideration of past services, age, merit, injury or loss sustained, etc.

A pensioner is any person receiving or who has received old-age or permanent total disability pension benefits either in lump sum or as a monthly pension (this does not include those receiving survivorship benefits). The GSIS provides and administers social security benefits for government employees. It offers various retirement programs depending on the qualifications of the member. The principal benefit package of the GSIS consists of compulsory life insurance, optional life insurance, retirement benefits, disability benefits for work-related contingencies and death benefits.



- b. Pension (Private)** – Generally, the Social Security System (SSS) is aimed at providing protection for their members against socially recognized hazard conditions, such as sickness, disability, maternity, old age and death, or other such contingencies not stated but resulted in loss of income or results to a financial burden. SSS provides pension benefits to workers in the private sector. It provides income support to private sector employees and their families in times of contingencies like death, old age, sickness, and disability arising from work, and the financed out of the contribution of members and their employers. There are some private companies who are also providing pension to their retired employees.
- c. Survivor's Benefit** - When a member or a pensioner dies, his/her beneficiaries are entitled to cash and/or pension benefits, subject to the existing rules and regulations on survivorship and policies on the maximum amount of survivorship pension. The primary beneficiaries (surviving legal spouse, until he/she re-marries, or cohabits/engages in common-law relationship and dependent children) or secondary beneficiaries (dependent parents and, subject to the restrictions on dependent children, the legitimate descendant), as the case may be, shall be entitled to the applicable survivorship benefits.
- d. National Health Insurance Program (PhilHealth)** – the national program which was established as the new and enhanced Medicare Program mandated by the National Health Insurance Act of 1995 or Republic Act 7875. This aims to provide ALL Filipinos financial access to quality, affordable, acceptable, available, and accessible health care services with priority to the marginalized and indigent sectors. The program is administered by PhilHealth.
- e. Training for Work Scholarship Program (TWSP)** – a program of the Technical Education and Skills Development Authority (TESDA) which grants scholarships for the training costs for finishing courses in the business processes outsourcing (BPO) industry: call center, medical and legal transcription, animation, software development, and other industries with critical skills requirements. The TWSP aims to provide skill and competencies to job seekers through appropriate training programs that are directly connected to existing jobs for immediate employment and to empower private education and training institutions to offer relevant training programs that meet job requirements. This was formerly known as the PGMATWSP.
- f. Agrarian Reform Community Development Program (ARCDP)** – The first ARCDP (funded by Asian Development Bank) aims to improve the quality of life of Agrarian Reform Beneficiaries (ARB) households in at least 140 Agrarian Reform Communities (ARCs) nationwide by providing basic infrastructure and development support services towards increasing agricultural productivity and household income. The ARCDP 2 (funded by World Bank) is directed at increasing farmers' income and providing further opportunities for sustainable growth and poverty reduction. It also promotes the expanded role and capacities of local institutions, particularly Local Government Units, in managing and sustaining local rural development initiatives and programs implemented by the Department of Agrarian

Reform (DAR) as its key development strategy in the provision of comprehensive development intervention on Land Tenure Improvement and Program Beneficiaries Development. The program is directed at ARCs which are clusters of land reformed barangays in a municipality where farmers and farm workers are awaiting full implementation of agrarian reform.

- g. Community-Based Employment Program (CBEP)** – The Community-Based Employment Program (CBEP) is a social protection strategy that aids in the introduction or re-introduction to the workforce of people who have previously been unable to work (due to disabilities for example) or have been unsuccessful in finding work. It aims to provide temporary or immediate jobs to skilled, semi-skilled, and low-skilled workers in the communities where the program is located. The Department of Labor and Employment aims to fill 548,000 jobs under the CBEP on May 1, 2011, Labor Day. DOLE aims to place 360,000 of these job-hunters in the Department of Public Works and Highways for national infrastructure and road maintenance projects, 178,000 jobs for DOLE's livelihood, income augmentation, and employment facilitation programs. About 10,000 positions are also available under the CBEP the Department of Agrarian Reform's infrastructure support and community projects.

The CBEP also helps beneficiaries beyond providing them with employment and a stable income. Especially for the chronically unemployed and the disabled, placement in a local job gives them the confidence and encouragement to remain employed and develop their skills. This is important as the stress associated with seeking employment and getting rejected tends to negatively impact self-worth and fosters isolation. CBEP aims to integrate these individuals back into society. Support in CBEP is given to the individual beneficiary in several ways, including placement, job coaching, skills training and re-education, and follow-up support and if necessary, intervention.

- h. Disability Benefit** – Chapter VI, Book IV of the Philippine Labor Code covers at length the disability benefits available to every employee in the Philippines. The employee disability benefits which offered by the GSIS/SSS depends on the severity of the disability which is determined by the Medical Director of the system and approved by the Employees Compensation Commission. Articles 191, 192 and 193 cover the different types of disability and the disability benefits accompanying them.

The following disabilities are considered total and permanent:

- a. Total disability, temporary, or permanent (except as otherwise stated in the Rule) but which persisted for more than one hundred and twenty days is deemed already permanent
- b. Total loss of sight on both eyes is automatically deemed permanent disability
- c. Loss of both limbs or loss of an appendage part starting from the ankle or wrist is automatically permanent
- d. Total paralysis of a limb or both limbs, whether hands or feet is considered permanent
- e. Brain injury that results in permanent imbecility or mental illness

In Article 191, under the subheading Temporary Total Disability, any employee who acquires temporary total disability due to a sustained injury or diseases will enjoy a monetary aid paid by the Government. For each day of such disability (or fraction of the disability period thereof), he/she will enjoy the income benefit equivalent to ninety percent of his average daily salary wage.

**i. Scholarship Benefits and Student Financial Assistance** – Scholarship refers to a stipend and/or special recognition given to a deserving student in terms of intellectual merit and special talents. On the other hand, a study grant is the assistance given to students with financial need which could be in the form of vouchers, loans, allowances, to cover tuition and other incidental schooling expenses. The provision of various scholarship and student financial assistance (including grants and loans) continues to be the government's forefront strategy to promote greater access to education and training.

Ask if any member of the family is a recipient of any scholarship/study grant from any government or any private individual/organization for the past six months whether in cash or in-kind from any source.

**j. Other, specify \_\_\_\_\_**

Indicate here if there is/are other social protection program/s wherein the family or any member of the family received benefits from.

### **Questions on Pantawid Familyang Pilipino Program (4Ps)**

The 4Ps is a poverty reduction program that provides conditional cash transfers (CCT) (maximum of Php 1,400 per month for five years) to poor households with pregnant women and children 0-14 years old on the condition that they comply with specific health, nutritional, and educational conditions. The 4Ps promotes and supports the Philippine commitment to the Millennium Development Goals (MDGs) through provision of health, basic education and other services as basic rights of children. 4Ps aims to:

- a) improve preventive health care among pregnant women and young children;
- b) increase the enrolment in and attendance rate of children in school;
- c) reduce the incidence of child labor;
- d) raise the average consumption rate in food expenditure of poor households;
- and
- e) promote poor households invest in health and nutrition, education and participation in community activities

The conditions as co-responsibilities of the recipients/beneficiaries are:

#### **1. Health and Nutrition**

- Pregnant women must avail pre-natal and post-natal care, and be attended during childbirth by a trained health professional.
- Children 0 to 5 years old must receive regular preventive health checkups (weight monitoring, nutrition counseling) and vaccines (complete immunization).
- Children 6 to 14 must receive de-worming pills twice a year.

## **2. Education**

- Children 3-5 years old must attend day care or pre-school classes at least 85% of the time.
- Children 6-14 years old must enroll in elementary or high school and must attend at least 85% of the time.

## **3. Parenting Education**

Parents must attend Family Development Sessions (FDS) (responsible parenthood sessions, mother's classes, and parent effectiveness seminars) once a month.

Encircle code "1" for YES and enter the encircled code in the box provided. Otherwise enter code "2" and go to Part V (Income and other receipts).

Enter in item 2 the month and year the sample family become a beneficiary of 4Ps.

The item 3 inquires the number of times the sample family received benefits from the period January to June 2012. Enter in the box provided the number of times the family received benefits.

For item 4, enter in the box provided the amount per month received by the family from 4Ps.

Enter in the box the total amount that is, from January to June 2012, received by the family.

## **PART V. INCOME AND OTHER RECEIPTS**

### **Family Income Defined:**

In general, total family income includes primary income (earnings) and receipts from other sources received by all family members during the reference period as participants in any economic activity (either as laborer, proprietor, capitalist or entrepreneur), or as recipients of transfers, pensions, grants, etc.

Primary income includes salaries and wages, commissions, tips, bonuses, family and clothing allowances, transportation and representation allowances, honorarium, and other forms of compensation and net receipts/profits derived from the operation of family-operated enterprises/activities and the practice of a profession or trade.

Receipts from other sources are receipts, gifts and assistance from abroad and from domestic source, dividends from investments, imputed rental values of owner-occupied dwelling units, interests, royalties, rentals including landowner's share of agricultural products and pensions.

Include also as part of family income are receipts from family sustenance activities, which are not considered as family-operated enterprises. There are six major sections under Part V as follows:

Section A. Salaries and Wages from Employment

Section B. Net Share of Crops, Fruits and Vegetables Produced, Fishing or Livestock and Poultry Raised by Other Households

Section C. Other Sources of Income

Section D. Other Receipts

Section E. Checklist for Family Sustenance and Entrepreneurial Activities

Section F. Family Sustenance Activities

## **Section A. Salaries and Wages from Employment**

This section obtains information on the income of the family from salaries and wages from employment received by family members ten (10) years old and over while family members receiving salaries and wages below ten (10) years old should be reported in Part V- Section C, item C7 (Other Sources of Income Not Elsewhere Classified).

It includes all forms of compensation whether in cash or in kind received by family members as regular or occasional/seasonal workers in agricultural and/or non-agricultural industries. This additional information may provide data to explain the difference in the level of compensation received by salary and wage earners.

Before filling up any-subsection of Part V- Section A, ascertain first the number of wage and salary workers in the family to find out if the five lines provided in each subsection are enough. If the number exceeds five, divide a line into two in order to accommodate all the earning members. Wage and salary workers in the family must be classified into any of the following categories:

- a. Salaries and wages from regular employment, agricultural (A1.1)
- b. Salaries and wages from regular employment, non-agricultural (A1.2)
- c. Salaries and wages from seasonal/occasional employment, agricultural (A2.1)
- d. Salaries and wages from seasonal/occasional employment, non-agricultural (A2.2)

For purposes of this survey, an employed person is considered a regular salary/wage worker if he/she has a permanent job, which lasted or will last for at least one year at the time of the interview. The person's appointment to the position may either be permanent or temporary but during the reference period he/she could have worked or

actually worked continuously in the same job or with the same establishment. He/she may have been paid on a monthly or daily rate basis.

On the other hand, a person is considered as a seasonal/ occasional worker when the employment does not last for at least one year, or the employment is short term or intermittent. Examples of seasonal/occasional workers are:

- a. Bookies and bet collectors in horse races who do not work on a regular basis.
- b. Sugar industry workers during harvest and milling seasons only.
- c. Drivers not working on a regular basis (i.e., “pa-extra-extra” basis)
- d. Peak season workers in commercial establishments like during Christmas time when extra sales workers are hired
- e. Substitute teachers for regular teachers who got sick or on maternity leave
- f. Laborers in emergency repairs of damaged bridges or roads
- g. Odd job workers (“pa-extra-extra”)

A regular salary/wage worker in agricultural industry can be identified as follows:

- a. Kind of Industry/Business should be any of the following activities: crop production such as palay, corn, vegetable, coconut, sugarcane, tobacco, fiber, coffee, cacao, etc.; livestock and poultry such as cattle raising, carabao raising, chicken raising, duck raising, etc.; agricultural services; fishing (ocean, coastal, inland, etc.), fishpond operation, fishpen operation, fish farm, shrimp farm, oyster farm, etc.; and logging operations, hunting, trapping and game fowl propagation.
- b. Class of worker should be any of the following:
  - worked for private household
  - worked for private establishment
  - worked for government/government corporation
  - employer in own family-operated farm or business, if there is a formal payroll system and operator draws salaries and wages from the enterprise
  - worked with pay on own family-operated farm or business
- c. Nature of Employment should be permanent.

A regular salary/wage worker in non-agricultural can be identified as follows:

- a. Kind of Industry/Business should be any of the following: manufacturing, wholesale and retail trade; mining and quarrying; electricity, gas and water; transportation and communication; construction; real estate; banking and finance; and government services and private services.
- b. Class of Worker and Nature of Employment are the same as those in the first classification.

A seasonal or occasional salary/wage worker in agricultural industry is identified as follows:

1. Kind of Industry/Business should be any of agricultural industries as earlier listed.
2. Class of worker should be the same as those specified in regular salaries and wages.
3. Status in Job/Business should be either of the following:
  - short term or seasonal or casual job/business
  - Worked for different employers on day to day or week to week basis.

Seasonal/occasional salary/wage worker in non-agricultural can be identified as follows:

1. Engaged in any non-agricultural industry as enumerated earlier.
2. Class of Worker and Nature of Employment are the same as those of the seasonal/occasional salary/wage worker in agricultural industry.
3. When a family member worked during the reference period in different enterprises but fall in the same sector (either agricultural or non-agricultural), enter his name in one line only and report all his total earnings, in cash and in kind, in the corresponding column. On the other hand, if a family member worked for pay in two or more jobs falling in different sectors, report these jobs separately in the corresponding sector.

Since A1.1 and A1.2 have the same headings, be guided by the following instructions in filling up the subsections.

### **Column 1 – Line Number**

Ascertain whether there are family members who worked for private households, private establishments, government/government corporations or as employer with formal payroll system or worked with pay on own family-operated activities. Copy correctly the line number of the said family member from column 1 of ISH Form 2. Inquire whether there are family members who were employed between January and June 2012 but no longer included as family members at the time of the visit. Include them and assign line numbers starting with code 51.

Lists down the line number of employed person falling under each subsection sequentially. If there is no entry to be made in a particular subsection, leave it blank.

In filling up this section, the line number should be consistent with the Line No. in ISH Form 2. Extra care therefore, should be taken to gather correct data for a family member especially if there are two or more family members with the same first name. There should be a suffix word of Sr. or Jr. in the case of father and son with the same first name.

<b>A1.2 Non-Agricultural</b>				<b>4 5 1</b>	
During the <b>PERIOD SPECIFIED...</b>					
<div style="border: 1px solid black; border-radius: 50%; width: 20px; height: 20px; display: flex; align-items: center; justify-content: center; margin: 0 auto;">1</div> YES    2 - NO, GO TO A1.2 BELOW					
Line Number	First Name of family member	Occupation	[Occupation Code]	Kind of Industry	Industry Code
(1)	(2)	(3)	(4)	(5)	(6)
01	Lemuel	College Prof	2310	Pvt.Sch. Of Eco.	8149
04	Madonna	Nurse	2231	Gov't. Hosp.	8511
51	Anthony	Neuro-surgeon	2221	Gov't. Hosp.	8511
				<b>TOTAL</b>	<b>910200</b>

Note: Anthony was employed between January and March 2012 but not a member of the household at the time of visit.

### **Column 2 – First Name of Family Member**

Enter the first name of the family member who earned wage or salary during the reference period.

### **Column 3 – Occupation**

For each member who earned wages or salary during the reference period, ask her/his occupation during the past semester. Note that the occupation reported in Column 15 of ISH Form 2 refers to the person's primary occupation during the past weeks while FIES asks for the occupation during the past semester.

Report only the primary occupation if the member has more than one occupation falling in the same sub-section.

### **Column 4 – Code**

Leave the code for occupation blank. Coding will be done during the manual processing.

### **Column 5 – Kind of Industry**

Enter here the specific kind of business or industry where the person worked in relation to the occupation reported in Column 3 like palay farm, deep-sea fishing (commercial boat), deep-sea (hook and line), shore or coastal fishing, sari-sari store, retail grocery, wholesale grocery, leather shoe factory, rice mill, elementary school, home industry, etc. Such report as farm, store or retail store, wholesale store, mine factory plant, shop, school, government, transportation company, etc. is too general and do not give adequate description of the business or industry.

### **Column 6 – Code**



Leave the industry code blank.

### **Column 7-9 - Cash Earnings (one semester)**

Ask for and enter in Column 7 the gross basic salary or wage earned for the reference semester. This includes deductions made for retirement, insurance premiums, social security, union dues, PAG-IBIG Fund, PHILHEALTH, salary loans, and other deductions reflected in the payroll. If the respondent cannot give the exact salary/wage of the family member, simply ask for the estimated salary and the number of months worked during the reference period, then estimate the total salary earned for the period. However, in accepting the estimates made by the respondent you should consider the job of the person; probe further, if the amount is underestimated or overestimated.

Do not include other cash allowances like cost of living allowance (COLA) and Personal Relief Allowance (PERA) in the report for basic salaries and wages. Enter these under the allowances, tips, etc. column, in the earnings in cash spanner (Col. 8). However, if the COLA has already been integrated as part of the basic salary/wage, then the amount should be included in the gross salary/wage and should be reported in Col. 7 and no longer in Col. 8.

Include in column 8 any allowances for family living such as transportation and representation allowance, cost of living, clothing, housing, overtime pay, tips, bonuses, longevity pay, commissions and medical benefits, etc., in cash. Note that transportation, representation and other allowances, which were not used for family living expenses are to be excluded. The housing and clothing allowance to be included here will refer to cash given for said purpose. The free housing unit or clothing given will be included as earnings in kind.

Add the basic salaries and cash allowances and enter the sum in the total column (Col. 9 = Col. 7 + Col. 8).

### **Columns 10 –12 – Earnings in Kind (one semester)**

Be reminded that basic salaries/wages in kind refer to those received by the employee/paid worker in the form of goods like free medicines, rice, meat, fish, clothing, free housing, free bus service, etc., as remuneration for his services/work. Report the imputed value of the goods received. An example is a cavan of rice given once a month to a caretaker of a grain warehouse. In such a case, you will report in Col. 10 the cost of one sack of rice at the time of receipt multiplied by the number of months employed. If an employee enjoys free meals, three times a day, ask for the estimated value of meal multiply it by the number of days worked then by the number of months. Record the answer in Col. 11 as other fringe benefits in kind.

Inquire also on cash purchases of commodities at prices lower than that of the prevailing market prices being enjoyed by workers of certain companies. Report under other fringe benefits in kind in Col. 11 the difference between the prevailing market price and purchase price in the company's outlet.

See to it that fringe benefits enjoyed by wage workers, which are reported in the corresponding expenditure items are also included under other earnings in kind Part V, Section A.

Enter in column 12 the total of columns 10 and 11. Add the entries of columns 7 to 11 vertically and record the sum accordingly. Check for any error or inconsistency.

*If during the reference period, a person worked in different sectors, that is agriculture and non-agriculture sectors, report the information on the work of the person in both agriculture and non-agriculture sectors.*

*If a person worked in different occupations in the same sector, that is two or more occupations in agriculture or non-agriculture sector, refer to the Labor Force Survey rules on the classification of primary occupation. If there were two or more occupations during the reference semester, the occupation and industry (description and codes) to be reported in this section (Part V-Section A) should be that of the primary occupation. However, report the total wages and salaries received from the different occupations in the same sector during the reference period. PUT REMARKS.*

## **SECTION B. NET SHARE OF CROPS, FRUITS AND VEGETABLES PRODUCED, AQUACULTURE PRODUCTS HARVESTED, OR LIVESTOCK AND POULTRY RAISED BY OTHER HOUSEHOLDS**

Fill up this section if the sample family received a share of crops, fruits, vegetables, etc., harvested by its tenants or when a fixed rental or any amount out of the produce was received from tenants during the reference period. Fill up this section also, if the sample family sold, consumed, gave away as gifts or payment, during the reference period, its share of livestock raised by other households, including rental of agricultural lands paid in the form of livestock or poultry, or its share of livestock or poultry products.

Include the share of the family from the proceeds of the sale of pig, cow, etc. which is owned but raised by others, and disposed of during the reference period, although there was no landlord-tenant relationship between the sample family and the family who raised it.

**Column 1** refers to the different types of crops, fruits, vegetables produced, fish and seafood and/or livestock and poultry raised by other households.

**In column 2**, the codes of these agricultural crops, fish and seafood, and livestock and poultry are specified.

### **Column 3 – Total Net Value of Share**

Since only the net value of share will be recorded, ask first the gross value of the total share received during the reference period by the sample family, then deduct the family's contribution to the expenses incurred, such as seeds, fertilizer, pesticides, insecticides, irrigation, purchase price paid for the livestock or poultry raised by other households, etc. If the landlord who belongs to the sample family did not contribute anything to the cost of production, the net share should be equal to the gross share.

#### **Column 4 – Sold for Cash**

From the total net value of share, enter under this column the cash proceeds from sale of crops, livestock, etc.

#### **Column 5 - Value Consumed**

For every item reported as share of the family, enter the value consumed out of the net share. The sum of the values sold for cash and consumed should be equal to or less than the total net value of share.

Indicate on the space for remarks the value of crops, etc., given away to other households or donated to religious or charitable institutions. The value given away will be reported accordingly in item 2 (Gifts and contributions to others) Part II, Section M (Other expenditures).

### **SECTION C. OTHER SOURCES OF INCOME**

This section will gather family income from sources other than work. Record the income, whether in cash or in kind, income of the family or of individual members derived from each of the sources enumerated in this section.

#### **C1. Cash Receipts, Gifts, Support, Relief and Other Forms of Assistance from Abroad**

This section will cover specifically all cash receipts from all sources outside the Philippine territory. They may come from family members, non-relatives, foreign government and charitable institutions. Entries should be in pesos.

Sources of cash receipts from abroad are divided into five items:

1. Report in Item 1, cash received out of salaries/wages and other sources of income of a family member who is a contract worker abroad.
2. Include in Item 2, those cash receipts sent by a family member of the household abroad other than that of a contract worker (immigrant, tourist, and those with student visa).

The term "family member" in Items 1 and 2 above, refers to an individual who would have been included as member of the sample household had he been in the Philippines at the time of the survey. Hence, anything sent to the sample household by

a son who works abroad but has a separate household will be reported in Item 4, neither in Item 1 nor Item 2.

A contract worker is a person hired abroad for a definite period, like those who are in Saudi Arabia and other Middle East countries. Non-contract workers are those who are abroad with no definite date of return such as immigrants.

3. Pensions, retirements and other benefits received from the U.S. government and other foreign government and enterprises will be reported in Item 3. An example is the pension received by World War II veterans from the U.S. government.
4. Cash gifts, support, etc., from relatives, except those under 1 and 2 above, from charitable groups and foreign government will be reported in this item.
5. Income from abroad accruing from dividends from investment, net income from business, rental from properties and other property income.

## **C2. Cash Receipts, Support, Assistance and Relief from Domestic Source**

Inquire about cash receipts, support, assistance and relief received by family members from other families living in the country and from the Philippine government. Include also those received from a family member, not enumerated as a member of the household because he is not expected to return within 30 days from date of departure.

When you come across a needy or a poorly situated family, ask nicely/politely if they received any cash assistance or relief from relatives living in a separate household. Inquire also about cash receipts from charitable institutions, Red Cross, Department of Social Welfare and Development, etc., and enter the amount received, if there is any, in Item 2.

Only cash receipts from abroad and domestic sources will be entered in Part V- C1 and C2, respectively. Gifts and other assistance in kind from any of these two sources should be entered in item 2, Section M of Part II in the corresponding subsections/columns for items received as gift.

## **C3. Rentals from Non-agricultural Lands, Buildings, Spaces and Other Properties**

Net income derived from rentals from non-agricultural lands, buildings, spaces and other properties should be entered here, not in other Entrepreneurial Activities NEC (Part VI - A11). Take note that this item refers to lands, buildings, etc., that are rented out to other families by the sample family and not those that are rented by the sample family. This will cover rental from non-agricultural lands, buildings, spaces and other properties from domestic sources.

In urban areas, especially in commercial and educational centers, be sure to inquire on rentals received from residential and commercial lots and buildings owned by the family. Ask also on rentals of rooms and spaces leased or sub-leased by the family to

others. Rental of other properties will include renting out of chairs, wearing apparel, jewelry, as long as these are not family enterprises. Specify other properties being rented out as reported in Item 4 of this subsection.

Exclude rentals from agricultural land used by the family for agricultural production. Income from this activity will be included in Part VI (Entrepreneurial Activities). However, if the relationship is that of a landlord and tenant, rental of agricultural lands shall be included in Part V Section B (Net Share of Crops, Fruits and Vegetables Produced, Aquaculture Products Harvested, or Livestock and Poultry Raised by Other Households).

#### **C4. Interest**

Interest in cash may be the interest received by the family from bank deposits, or for money loaned to other families. Example, when a landowner loaned 4 sacks of rice to another household who later paid 5 sacks of rice after harvest, the value of one sacks will be recorded as interest in "In Kind" column. For family members with dollar deposits, estimate the peso equivalent of the interest earned. Use current exchange rate.

#### **C5. Pension and Retirement, Workmen's Compensation and Social Security Benefits**

Ask specifically about pension and retirement benefits or monthly annuities of retired government employees, retired or disabled members of the Armed Forces of the Philippines, or those retired employees of private firms. Be sure to record total benefits received during the reference period. Include here sums of money received under the Workmen's Compensation Act for an accident, disability or death of a family member who worked with the government or a private firm.

#### **C6. Dividends from Investment**

Inquire from the respondent, especially the affluent families in Metro Manila and other urban centers on dividends or share of profits for investments in large private corporations and in money markets. When you come across a household of a government employee, ask specifically about GSIS dividends. Also included are PLDT dividends.

#### **C7. Other Sources of Income Not Elsewhere Classified**

Specify the source(s) of income not from work that cannot be identified in any of subsections C1 to C6, and record the value received, in cash or in kind. Example are royalties, lump sum for injuries (not covered by workmen's compensation), legal damages received, proceeds from sale of rights to real property and salaries and wages from employment of family members less than 10 years old. See to it that the source entered in this subsection is not of those in Section D - Other Receipts.

## SECTION D. OTHER RECEIPTS

Ask if the family had other receipts, in cash and in kind from sources other than those covered in Sections A to C and F of Part V (Income and other receipts), and Part VI (Entrepreneurial activities). The examples of the so called non-income receipts are loans secured from other families and from business firms and government institutions; payments received for loans granted to other families, value at cost of real and personal properties sold, and withdrawals from deposit, business equity and other investments.

Note that the item “Loans from Business Firms” include the value of items purchased on credit from small-scale businesses like a sari-sari store from where the respondents may have a “credit line”. Never enter in this section net receipt from operation of trade or profession during the reference period.

Include in item 6 (Withdrawals from Savings/Business Equity) of Part V, the value of rice and other food items harvested by the sample family before the reference period from family-operated activities, but consumed during the reference period. While the value of income tax refund received during the reference semester should be reported in Item 11 (Other receipts).

Net winnings from gambling, sweepstakes and raffles are also included under this section. This may be derived by subtracting losses from winnings during the reference period. However, if there are no winnings for the period or there are more losses than winnings, record the expenditures for sweepstakes tickets, raffles and gambling bets or the net loss under Item 3 (Others) of Section M (Other Expenditures).

Profits from sales of stocks, bonds, real and personal property are to be entered in this section. Include profits from sale of certificate of stocks in corporations or of government bonds.

***Note that only the profit obtained from selling personal and real properties acquired and sold during the reference period will be reported here. This is equivalent to the amount the property was sold minus the amount the property was acquired.***

***The value at cost of the real property sold will be reported in Item 1 while that of personal property will be reported in Item 2 of this section if these properties were acquired before the reference period and sold during the reference period.***

Back pay refers to the back salaries/wages and other forms of compensation of government employees during World War II. Include the amount of taxes paid in bonds bought with backpay certificates. This item also covers proceeds from insurance at face value, received by the family member during the semester. Report here the face value, but the policy loans deducted, if any, should be included in Item 2 of Section N (Other Disbursements).

Money inherited and cash proceeds from the sale of property inherited or trust funds received during the reference semester will be reported under the “In Cash” column of this section while the imputed value of the item of receipt of a property or item inherited during the semester but not converted into cash will be reported under the “In Kind” column.

Include in Item 11 (Other Receipts) tax refund and dowries received by the sample family. Prizes received from tournaments, contests, in cash and in kind are likewise included under this item.

## **SECTION E. CHECKLIST FOR FAMILY SUSTENANCE AND ENTREPRENEURIAL ACTIVITIES**

The checklist aims to identify the particular economic activity being operated by a family member during the reference period and to determine if the next section (Section F, Family Sustenance Activities) and Part VI (Entrepreneurial Activities) have to be accomplished. Likewise, it can be determined in this section whether or not any family member was engaged in small-scale activities to augment family income.

Ascertain from the respondent if any family member produced goods mainly for home consumption. A family is considered engaged in family sustenance activities if there was a disposal (consumed, sold, given away) during the reference period. If the answer is YES, encircle code “1” and proceed to Section F, and fill out the corresponding items. If the respondent answers either YES or NO, you should ask Question b items 1 to 11. Remember that for every answer of code 1 for Yes under question b, the corresponding activity in Part VI (Entrepreneurial Activities) should be filled out.

A family-operated activity is any economic activity, business whether in agricultural or in non-agricultural enterprises, engaged in by any member of the family as an operator or self-employed.

Included as family-operated activities are those that operated as single proprietorship or loose partnership (without formal organization). Thus partnerships, corporations and associations, which are formally organized and registered with the Securities and Exchange Commission (SEC) are excluded.

A lawyer, dentist, physician, accountant, midwife, or any person in private practice of his profession with or without a regular helper is considered operating an enterprise as a business. A fisherman, farmer, carpenter, watch repairer, etc., working on his own account is also operating an enterprise.

In accordance with the ISH concept on family sustenance and entrepreneurial or family-operated activities, if a family member was engaged as operator of an entrepreneurial activity, any other related activity done casually or mainly for home consumption only, will be reported under entrepreneurial activity.

For example, a family member is a palay farm operator and at the same time has the backyard of his house (separate parcel) planted with vegetables where the harvest is mainly for own consumption. In such a case, the value of the harvested vegetables will be reported in Section A1 (Crop Farming and Gardening) of Part VI (Entrepreneurial activities), not anymore in Section F (Family Sustenance Activities) of Part V (Income and Other Receipts).

In the case of a palay farmer who raises chicken or pigs, which conceptually cannot be classified as business, his palay production should be entered in A1 (Crop Farming and Gardening) of Part VI but the net receipts for the chicken or pigs should be entered in Section F (Family Sustenance Activities) of Part V (Income and other receipts).

However, if the farmer can be classified as an operator in crop farming and livestock and poultry, then both sections, A1 and A2 of Part VI, should be filled up.

An activity that is already reported in Family Sustenance Activity (Section F, Part V) should never be reported again in any section of Entrepreneurial Activities (Part VI), or vice versa.

If the family has no other source of income (Part V, Sections A, B and C are blank) except an activity which conceptually is classified as a family sustenance activity, then it should be reported as an entrepreneurial activity in Part VI. If any family member has either code 3 or 4 for class of worker in ISH Form 2, the appropriate section in Part IV (Entrepreneurial Activities) should be properly accomplished. Thus, you should be careful in ascertaining the class of worker of a family member since any error committed will have an implication on the entries in FIES questionnaire.

Encircle code “1” for Yes in subsection (b) if a family member is an operator of an entrepreneurial activity, but during the reference semester there was no production/harvest/catch, sales, etc., because the operator was sick, on leave, or there was no order, no work to be done in the field. (Refer to the ISH concept with a job but not at work).

## **SECTION F. FAMILY SUSTENANCE ACTIVITY**

Ascertain from the respondent if any family member produced goods mainly for home consumption. A family is considered engaged in family sustenance activities if there was a disposal (consumed and/or a small proportion was sold, given away, etc.) during the reference period. If the answer to the screening question is “Yes”, encircle code “1”, otherwise, encircle code “2”.

***A family sustenance activity is also a gainful activity but unlike an entrepreneurial activity, the produce from the former is mainly for home consumption.***

Occasionally, sales are made when harvest/produce are more than enough for family consumption. Some examples of these activities are raising one or two fowls, raising a



few eggplants, tomatoes and other vegetables, fruit trees scattered in residential lot, fishing or gathering shells for a day's meal.

There are cases when the net income may be less than the amount consumed. For example, a piglet was bought at P1,200 and raised to size worth P5,000. When the family butchered the pig for own consumption, only P3,800 should be entered under the net income (no cost in raising the pig) and P5,000 should be entered under value consumed. The cost of the pig was subtracted from its market value to derive the net income.

If a family member was engaged as operator of an entrepreneurial activity, any other related activity done casually or mainly for home consumption will be reported under entrepreneurial activity. For example, a family member is a palay farmer and at the same time he is planting vegetables mainly for own consumption at the backyard of his house, in such a case, the value of the harvested vegetables will be reported also in Section A1 (Crop Farming and Gardening) of Part VI.

In the case of palay farmer who raises chicken or pigs, which conceptually cannot be classified as business, the net income in his palay production should be entered in Section A1 (Crop Farming and Gardening) but the net income for the chicken or pigs should be entered in this section (Family sustenance activity). Include in this section value of fruits and vegetables picked, firewood gathered from another farm/backyard. However, not included are those item already reported as "received as gifts" in the expenditure portion.

## **PART VI - ENTREPRENEURIAL ACTIVITIES**

*An entrepreneurial activity or a family-operated activity is any economic activity or business, whether in agricultural or in non-agricultural business, engaged in by any member of the family as an operator or self-employed.*

Each of the 11 sections has a screening question to determine whether there is any family member engaged as operator in the entrepreneurial activity. If the answer to the screening question is code "1" for Yes, encircle the code then proceed to ask the items from that particular entrepreneurial activity. However, if the answer is code "2" for No, ask the next entrepreneurial activity in the succeeding sections.

Included as family-operated activities are those which are operated as single proprietorship or loose partnership (without formal organization). Thus partnerships, corporations, associations, etc., which are formally organized and registered with the Securities and Exchange Commission (SEC) are excluded.

A lawyer, dentist, physician, accountant, midwife, or any person in private practice of his profession, with or without a regular helper is considered operating an enterprise

as a business. A fisherman, farmer, carpenter, watch repairman, etc., working on his own account is also operating as an enterprise.

If the family has no other source of income except an activity which conceptually is classified as a family sustenance activity, then it should be classified as an entrepreneurial activity. Take note that for entrepreneurial activity registered in the SEC where there is/are family member(s) working in the business and included in the payroll, report the occupation and the salaries received in Section A (Salaries and wages from employment) of Part V (Income and other receipts).

**Example:** If a doctor is operating a clinic registered with the SEC, the income from the business should be reported in Section A (Salaries and wages from employment) of Part V (Income and other receipts). Entrepreneurial activities registered in the SEC where there is no family member working, report the dividend received in C6 (Dividends from investments) of Section C (Other sources of income).

In most cases, the value consumed will equal the net income, except when a part of the produce was sold or given away. A negative value is accepted in Net Income if the operating expenses exceed the produce. For example, there was no harvest at all due to calamities. An activity that is already reported in Section F (Family Sustenance Activity) should not be reported again in any of the sections of Part VI (Entrepreneurial Activities) or vice versa.

If two or more family members in the sample household were engaged as operators (self-employed or employer) of the same entrepreneurial activity during the reference period, account for their activities as one in the corresponding section of the questionnaire. This means that you have to ask for the total value of the produce/catch, etc., of all the operators, their total value consumed, their operating expenses, etc.

*Take note that Entrepreneurial Activity registered in the Securities and Exchange Commission (SEC) where there is/are family member(s) working in the business and included in the payroll, report the occupation and the salaries received under Part V, A (Salaries and Wages Received from Employment). Likewise, Entrepreneurial Activity registered in the SEC where there is no family member working, report the dividend received in item C6 (Dividend from Investment) of Section C (Other sources of income) but do not forget to report the occupation and the salaries and wages they received from any other business/activity under Part V, A (Salaries and Wages received from Employment).*

## **A1. CROP FARMING AND GARDENING**

For purposes of this survey, the following are considered as operating a crop farm or garden:

- a. Gardening in at least 100 sq. meters of solid patches (the plants not scattered all around) whether the produce is mainly for sale or for family consumption. Consider

also as work for profit, gardening in less than 100 sq. meters if the produce is solely for sale.

- b. Non-farm households cultivating at least 300 sq. meters of land devoted to temporary, annual or biennial crops or shrubs, or tending an orchard of at least the same area even though not much care is needed by plants, unlike gardening.
- c. Growing ornamental plants and flowers, seedlings, black pepper (pemia) or betel leaf for sale, even if area may be less than 100 sq. meters.

Report under this section all crops harvested from the farm operated by the family. This includes the production/harvests of lessees of fruit trees such as lanzones, or mango if there were harvests made during the reference period. Report the area harvested in hectares if the plants were compactly planted and report the number of trees, if scattered. The "Production" column should be used in entering the quantity harvested including the unit of production. For instance in reporting the harvest in palay, the entry should be in sacks or in kilograms. Report in the "Total Value" column the estimated value of harvest based on prevailing price in the market if production has not been disposed. Otherwise, the total value to be reported should be estimated based on the actual amount of sale of the crop. However, if part of production was sold, and part of it was consumed, and given away, estimate the total value based on the unit price of the crops sold. The value consumed and given away should likewise be estimated based on the unit price of crops sold.

Take note that the crops listed in this section are similarly grouped as those in Section A (Food and non-alcoholic beverages) in Part II (Expenditures and other disbursements). The purpose of this grouping is to be able to transfer during processing those own-produced crops, which were consumed by the family during the reference semester to the "Expenditure" side of the family account. It is therefore important to enter the crops according to their pre-determined classification.

Item 1. Cereals - Enter under this item the quantity harvested from the farm. In case the palay production was already milled into rice, line out "Palay" and enter "Rice". Report the area in hectares and production in sacks or in kilograms. Less than one hectare should be reported in two decimal places, for example, 0.25 for one-fourth hectare.

Report the effective area harvested. That is, if harvest was made twice from the same land, the area should be counted two times. For example, if rice is harvested two times from the same land with an area of one hectare, report two hectares as effective area.

The area harvested should be checked with the physical area of the farm. The effective area should not exceed three times the physical area for temporary crops.

The total value consumed and value given away as gifts does not necessarily equal the total value of production. The difference is possibly due to the stock on hand or value sold.

In the case of corn, report the production either in kilograms or by ears/pieces. If corn has been sold or consumed as green corn, report them separately. Utilize the blank space to enter green corn and enter the quantity in kilograms or sacks. Affix “green” in parenthesis to the Item “Corn” to indicate that the harvest was green corn.

Try to validate the value of rice and corn that were consumed. If the family of five in our previous example consumed a sack of rice a month, then in six months the consumption should be around 6 sacks of rice. Estimate the price of 6 sacks based on market price. If a sack cost P1,000, then the report under this column should not be more than P6,000. If the value consumed exceeded this amount, there must be an explanation.

The estimate for rice consumption above is on the assumption that the family depended solely on its produce. Try to verify in Section A of Part II. If there is an entry under column of “Purchased in Cash or on Credit” then inquire about this seeming discrepancy. If the **code for the reference period** is “1” for weekly, then purchase on rice is blown up to one semester and added to the entry in the value consumed in this section, the total rice consumption may exceed maximum level of normal consumption of family. Resolve this problem before leaving the sample family.

Item 2. Fruits and Vegetables - There are certain kinds of fruits and vegetables, which are seasonally grown. Be sure to inquire as to the kind of fruits and vegetables, which are in season during the reference semester. Lump the value of all fruits and all vegetables harvested. If copra making is an integral part of farming, report it under item 3c, (Others). Note that the value of coconut made into “copra” should be excluded in Item 2(e). Other crops such as peanuts, cashew and pili nuts should be specified in Item 2 (f).

Report also the production of potatoes and tubers either in kilograms or in sacks. There are places in the country where potatoes and tubers are commonly grown. For example, potatoes are commonly grown in Northern part of Luzon. Expect an entry under “Value Consumed” column. The enumerator has to inquire on the main crops of the area so that important crops such as potatoes, sweet potatoes (camote), cassava and gabi are reported. In mountainous area, root crops such as ube, tugui, etc. are common crops; therefore, more effort should be made to inquire specifically for these items.

Item 3. Others - It is possible that besides tobacco and coffee there are still other food and non-food crops not covered in Items 1 to 3 above such as sugarcane, and other industrial crops. Report the lumped value of such crops in Item 4(c). Report also in this item manufactured goods as an integral part of farming like abaca fiber, “basi”, “tuba”, etc. Include tuba gathering in this section, if production is in the farm by a family member who is the farm operator; if processing is already an activity of an establishment, said activity will be reported in Section F (Manufacturing).

After completing the entries in all the columns calculate the vertical totals (column totals for columns 5 to 7) and enter them at the bottom of the frame.

### **(c) Expenses**

Report here only those that were incurred in connection with the production of the crops reported in A (b). In order to assist the respondent in remembering the items of expenses, read out each item, line by line.

If the activity has a formal payroll system where the proprietor or other members of the family are actually paid salaries or wages, these expenses should be reported under Item 5 (Wages of hired labor and paid family members). The same value should also be entered in the appropriate subsection in Part V, Section A (Salaries and Wages from Employment).

Inquire first on cash purchases then those that were used or expended in kind. For instance, if wages of hired labor were paid in kind, say from the harvest; enter the value under the "In Kind" column.

Report the expenses if the family made an actual harvest during the reference period. The expenditure to be reported is the total expenditure incurred for the area/trees harvested even if such expenditures were made prior to the indicated reference period.

On the other hand, expenses incurred for crops raised but not harvested during the period will be excluded. Thus, if part of the crop was harvested during the reference period and part was not, try to ascertain from the respondent the approximate expenses for the crops harvested during the reference period.

### **Computation of the Net Income:**

Enter the "Total Value" of production in the appropriate location. Then enter the total costs and obtain the difference. If the net income is negative (total value is less than the cost) inquire why it is so. It is possible that the production was understated or the expenses may have included expenses incurred in planting other crops, which are not yet harvested. Resolve the problem before going to another section. If the net income is really negative, then an explanation right below the summary computation for the reference period is necessary.

## **A2. LIVESTOCK AND POULTRY RAISING**

An operator under this activity should have at least raised at any time during the reference period whether for business or for home consumption any of the following:

Fowls at least one month old:

- 30 or more chicken or ducks
- 10 or more turkeys or geese
- 50 or more pigeons
- 100 or more quails
- (or a proportional combination of the above)

Animals

- 3 or more pigs at least 3 months old
- 3 or more goats
- 10 or more rabbits
- (or a proportional combination of the above)
- 1 cattle, carabao or horse

Consider a person working for profit if he intends to engage in poultry or animal raising as a regular business, even though the number of poultry or animals at the start of the business or at a certain time may be less than the minimum prescribed above.

#### **b. Livestock and Poultry Disposed of and Livestock/Poultry Products Produced**

This subsection obtains data on the value of livestock and poultry disposed of and the value of livestock/poultry products produced whether or not they were disposed of during the reference period.

##### **Item 1 - Livestock and Poultry**

If the family raised some livestock and poultry but no disposal was made during the reference period, there should be no entry in any of the sub-items. The entries here are categorized into “live” production and finished or processed products to facilitate the linkage in the expenditure portion. Some animals and chicken were preprinted because these are commonly found in farms. However, write the specific kind of animals and fowls under Item 1e (Others).

Follow the same procedure as discussed in Section A on how the different columns are filled out. Enter the number of animals/fowls disposed of in the appropriate column.

##### **Item 2 - Livestock/Poultry Products**

Bear in mind that there should be entries in this item even though there was no disposal made for as long as there was production of livestock/ poultry products during the reference period. The products produced before the reference period but disposed of during the reference period are not included. Hence, make an estimate of the total value of products produced regardless of whether these were sold, consumed or given away as gifts. Unlike in Item 1 above where only those actually disposed of were included, in this item, all production is included. For instance, if the family produced “balut”, report the total value of “balut” produced in column 4 even if some are not yet disposed of. The same instruction holds true with eggs, bacon, sausages and ham produced.

#### **c. Expenses**

It is important to account for the expenses incurred in connection with the raising of livestock and poultry disposed of and the cost of producing the poultry products. In small-scale livestock and poultry raising, the amount spent for fuel, electricity and

water may be lumped with the personal consumption of the family. Try to estimate the proportionate cost incurred for the business.

The net income from this business must be derived by filling out the darkened portion of the frame. If the net income is negative, inquire as to the reason. Maybe some of the animals and fowls that were raised, died and their acquisition cost was included in the valuation of the total value of animals/fowls disposed of. Be sure to write an explanation right below the darkened frame of the reference period.

### **A3. FISHING**

#### **(a) Fishing activity**

This involves activities such as capture fishing (with a boat of three tons or less); gathering fry, shells, seaweeds, etc.; and culturing fish, oyster, mussel, etc.

Be reminded that a family member is considered as an operator in fishing if the fishing activity is mainly for sale. If the family member is engaged in fishing mainly for home consumption, the reply to this question should be “No”. The fishing activity therefore should be entered in Part V, Section F (Family Sustenance Activities).

#### **(b) Fish catch/gather/harvest**

Item 1. Fish and Other Products - include all types of fishes caught in seawater, fresh water, or brackish water such as milkfish, biya, galunggong, ayungin, talakitok, etc. Include here all fishes caught that were made into “daing” or “bagoong” or “buro” or “sinaing”.

Item 2. Fry Gathered - includes milkfish fry and sugpo fry gathered in seawater, fresh water, or brackish water.

Item 3. Shells and Other Products Gathered - includes clams, crabs, shrimps, squid, agar-agar, sponge, sea or fresh water shells, snails, water hyacinth gathering, seaweeds and other fresh water and sea products.

Item 4. Fish Harvested - refers to fish gathered or harvested from fishponds and fishpens.

Item 5. Oyster and Mussel Harvested - this refers to oysters and mussels harvested in farms specifically to raise them (example, tahong farm, and oyster farm).

Item 6. Other Products Harvested - refers to “lumot” gathered from fishponds; also included are seashells gathered in seashores like puka shells, pearl shells, starfish, sea cucumber, sea corals and other marine products.

Fill up the value columns in the same manner as earlier instructed.

#### **(c) Expenses**

This subsection has preprinted items of expenses. Try to classify the expenses incurred according to the five major items. Enter in the last item, expenses that cannot be classified in the first five items.

Calculate for the totals of each column of A3 (b) and A3(c). In the darkened portion outside the frame, enter the summary totals to derive the Net Income from this activity.

## **A4. FORESTRY AND HUNTING**

### **(a) Operator in forestry and hunting activity**

Ascertain whether a family member is an operator in any of the following activities:

- tree planting such as ipil-ipil, mahogany, etc. to reforest an area or for firewood purposes
- firewood gathering for sale
- small-scale logging but exclude concessionaires
- charcoal making for sale as an ancillary activity of forestry and hunting activities
- gathering forest products such as rattan, cogon, nipa shingles, bamboo, resin gum, etc. for sale.

Any of the activities undertaken must be mainly for sale to be reported under this section. Otherwise, any production should be reported in Section F (Family Sustenance Activities) if mainly for home consumption.

### **(b) Forest Products Disposed of**

Report here those that were actually disposed of (consumed, sold and given away as gifts) during the reference period. If there was no disposal made during the reference period then there should be no entry.

In order not to miss any item, read out to the respondent the item as listed in col. 1. Included in this inquiry are wild animals and birds caught and sold as “live” or as processed. Examples of wild animals are wild boar, wild deer and crocodiles. Examples of birds are red maya, loro, martinez and wild pugo usually caught in lowland areas.

### **(c) Expenses**

Classify the expenses incurred according to the items of expenses listed. Transportation expenses and food spent to feed the animals and birds and other incidental expenses in connection with the care, processing and disposal of forest products should be entered under “Others”. Calculate the Net Income portion, which is located outside the frame (darkened area).

## **A5. WHOLESALE AND RETAIL AND REPAIR OF PERSONAL AND HOUSEHOLD GOODS**



### **(a) Operator of Wholesale and Retail, and Repair of Personal and Household Goods**

A person is said to be an operator of this activity if he sells mainly for profit. These include those selling in bulk or in retail such as those selling in sari-sari stores, in sidewalks or from house to house or rolling stores. Excluded here are farmers who go to market and sell their crops and livestock every now and then.

### **(b) Goods Sold**

Ask the question as worded. If the reply for the screening question is “Yes” encircle Code 1, then ask “How many months did you sell such goods?”

Enter the number of months up to two decimal places, that is, if the operator was engaged in selling for a period of 6 weeks, the entry should be 1.50. One week is considered as one-fourth of the month in this survey. On the average, there are really 4.2 weeks to a month but to simplify computations, one week is considered 0.25 month.

The number of months in this section, and of Sections F, G, and H should not exceed 6 months. After entering the number of months in operation, ask the next question “What is the average gross sale per month?” The purpose of this question is to get a good estimate of the total volume of sales during the reference period. However, if the respondent has an accurate record every month, and all the gross sales for the 6 months based on the reference period are available, then enter the “Total Sales” on the space provided.

Compute for the “average sales per month” by dividing “total sales” by the number of months in operation. The quotient should be rounded to the nearest peso before making an entry.

However, if the respondent has no record of sales inquire on the average gross sales per month. To derive the “Total Sales”, multiply the number of months in operation by the average gross sales for one month. Enter the product in TOTAL SALES.

### **(c) Expenses**

The major expenses in the operation of a wholesale and retail business are the cost of goods sold. If there was no hired labor, and the operator and some of his family members did the selling without pay, do not impute the cost of labor. However, if a helper was hired, include the payments made as expenses of the business. Include also the fuel, light and water spent in connection with this business.

Ask the question as worded and encircle the appropriate code. If the response is “Yes” encircle code 1, then proceed to items of expenses as listed.

Item 1. Cost of Goods Sold - refers to the acquisition value of the goods actually sold. If the goods were purchased in cash, enter in “In Cash” column. It should be noted that the term “in kind” in this portion refers to goods which were acquired on

consignment basis, enter the acquisition value in the “In Kind” column. Add the two columns for the “Total” column.

Assess the net income, if reasonable. Goods taken by the family for personal consumption, if not paid for, should not be entered in this section but make sure to include it in the total sales (b). Treat these cases as the family bought the goods in cash. Profit from sales of items ranges from 10 to 50 percent. Fast moving items such as biscuits, candies, etc. can net a profit of as high as 50 percent. Depending upon the kind of commodities sold try to assess the reasonableness of the net income reported.

Item 2. Others - enter all other expenses incurred in connection with the wholesale and retail activities such as wages paid, rental of space, licenses, mayor’s permit, electricity, water and other expenses.

## **A6. MANUFACTURING**

Manufacturing is the process of transforming raw or semi-finished materials into new form or finished products whether the work is performed by hand or by power-driven machine, whether it is done in a factory or in a worker’s home, and the products are sold at wholesale or retail. Exceptions are banana cue making, popcorn, fishball and the like which should be classified as Wholesale and Retail Activity.

Do not include under this section, manufacturing activities as integral part of other activities like copra making or panocha making and dried fish making which should be reported under “Crop Farming and Gardening” and “Fishing” sections, respectively.

If selling the manufactured products is an ancillary activity in manufacturing, do not enter any in “Wholesale and Retail” section. However, if there is a separate entity managed by another family member that takes care of marketing the manufactured goods, then separate entries should be made in Section E (Wholesale and Retail).

### **(a) Operator in Manufacturing**

Ask the respondent the question as worded bearing in mind that the manufacturing activity is mainly for sale. Encircle code 1 for Yes. Otherwise, encircle code 2 and go to next section.

### **(b) Major Activity**

If there are two or more activities like dressmaking and tailoring, determine which activity is considered a major activity. Other activities that are not considered major should be described under the computations/ remarks column with the corresponding reference period. Write the major activity on the line provided. Leave the line for code blank. Coding will be done during manual processing.

### **(c) Sale of Goods**

Ask and fill out the questions similar to those preceding sections (Section E, Wholesale and Retail). Exclude the goods consumed by the family if these were not paid for.

Report in this subsection the number of months when sales were made and not the number of months of manufacturing goods during the said period. The goods sold may have been manufactured before or during the reference semester. If there is more than one manufacturing/processing activity reported, the number of months to be entered is the average number of months when the manufactured products of these activities were sold.

#### **(d to e) Goods Consumed or Given Away as Gifts**

In filling up these two subsections, try to enter the items consumed on the basis of the broad classification in Col. 1, that is, if the activity is “bagoong” making and the family consumed 1 gallon during the reference period, the entry should be in Item 5 (Processed Fish and Marine Products) of subsection (d). On the other hand, if one-half gallon was given to friend of the family, enter also in Item 5 but in subsection (e).

Remember that the value to be asked will refer to goods consumed by the sample family and to goods given away to person outside the sample family regardless of when the goods were manufactured.

Do not include gifts given to others to promote the increase in sales of the manufactured goods. These “give-away” should be charged as expenses for the business in Item 2 (Others) of subsection (f).

#### **(f) Expenses**

The raw materials used in the manufactured goods that were sold, consumed and given away must be reported in Item 1. All other expenses shall be lumped together and entered in Item 2.

Net Income:

Use the prepared worksheet located at the bottom portion of the page (darkened area) to enter totals taken from subsections (c), (d), (e) and (f) and compute the net income.

### **A7. COMMUNITY, SOCIAL, RECREATIONAL AND PERSONAL SERVICES**

If the sample family is classified as an operator under this section, fill out subsections (a), (b), and (c) as you have done in the two preceding sections. This section, however, does not require the “quantity” column.

Since the coverage of this section is wide, try to inquire exhaustively if services are offered by any member of the family for pay. The practice of one’s profession or trade is also included under this section like dentists, doctors, beauticians, etc. The scope of this section includes the operation of family enterprises in the following:

- a. Restaurants, bars, cafes and other eating and drinking places
- b. Boarding houses and lodging places
- c. Repair shops (motor vehicles, electrical, footwear, watch and jewelry), etc.
- d. Recreational establishments like bowling alleys and billiards halls, resorts, etc.
- e. Laundry shops or home laundry, barbershops, beauty shops, shoe shine, etc.
- f. Educational services in all levels
- g. Medical, dental and laboratory services

Remember to exclude business establishments that are registered with the SEC. You can discern this if the name of the establishments “INC” (means “incorporated”) affixed to the business name or sign board. If for instance the residence of the family is located in the place where they offer services, and the sign board does not show “INC”, inquire as to the organization so that decision can be made whether to include it or not.

## **A8. TRANSPORTATION, STORAGE AND COMMUNICATION SERVICES**

Like in preceding sections, accomplish subsections (a) and (b) according to previous instructions.

Include in the gross receipts the imputed cost of transport incurred by any family member who uses the vehicle say, in going to school, place of work, etc. They are treated as if the family paid for it.

Report the following activities under this section:

- a. Operation of buses, jeeps, freight trucks, service vehicles, calesas, tricycles and motor boats
- b. Small transport businesses like carts, boats, etc., ferrying persons across rivers, etc.
- c. Family cars and jeeps, etc. which might have been used to transport persons or a freight for fee
- d. Tour and travel agencies
- e. Storage and warehousing, including cold storage and grain warehouses
- f. Messenger services

Others such as “kuliglig” or a farm machinery, which is used to transport farm workers, etc. However, if “kuliglig” was purchased for the purpose of renting out to others, it should be reported under Part IV-Section A11. Entrepreneurial Activities Not Elsewhere Classified.

### **(c) Expenses**

In reporting the expenses, the operator, say, a taxi operator may have a record of gasoline/diesel and oil expenses in operating the vehicle including spare parts and washing cost. Try to inquire on his average monthly expenses for recurring items and make an estimate for the reference period. For repairs and purchase of spare parts

that occur occasionally, inquire if there was such an expense during the reference period. All other expenses not falling in either Item 1 or Item 2 should be lumped together and entered in Item 3. For example in a “kabit” taxi operator, the payment for the line to operate should fall under this item. For calesa operators, the cost of animal feed for the horse should also be entered under this item. If the feed is not bought but taken from the farm then impute the value and enter it in the “In Kind” column, Do not forget to compute the net income at the bottom portion of the section.

## **A9. MINING AND QUARRYING**

To be included under this section are activities like gold mining and panning, other precious metals mining, base metal mining, non-metallic mining, salt mining, and quarrying (stone, clay, marble, sand, limestone, etc.).

### **(a) Mining and Quarrying Activities**

If the reply for the screening question is “Yes” encircle code 1, then ask the succeeding questions. Encircle code 2 if otherwise and go to next section.

### **(b) Mining and Quarrying Products Disposed of**

This covers only mining and quarrying products disposed of at any time during the past semester.

Total gross receipts - Record the gross receipts from the sale of mining and quarrying products. If no products were disposed of, do not ask about expenses in subsection (c). Proceed to next section.

### **(c) Expenses**

Report the expenses incurred such as materials and supplies, fuels, and others in producing the mining and quarrying products disposed of. Compute and report the net income in the shaded portion of this section.

## **A10. CONSTRUCTION**

Construction to be reported here are those services contracted by any member of the family for the construction or repair of a house, building, or any structure. “Small time” contractors are included here while big contractors, which have juridical personality (corporations or partnerships), are excluded.

### **(a) Operator of Construction Activity**

Ask the question as worded and find out if anybody among the family members was engaged during the reference period in any construction work, addition or repairs. If reply is “Yes” proceeds to A10. (b). If reply is “No” go to the next section.

### **(b) Gross Receipts**

Report here the total amount of the finished work contract. For unfinished work contracts during the reference period, report the amount of the contract and not the actual amount received. If the amount received is less than the amount of the contract, report the difference under Item 5 (Loans granted to persons outside the family) Section N (Other Disbursements). If a family member is paid wages for doing an alteration, it should not be entered in this section because he is not an operator. He is a wage worker so report his earnings in Section A (Salaries and Wages from Employment) of Part V.

### **(c) Expenses**

A contractor usually provides labor but sometimes he contracts the entire structure without any material the owner providing. In inquiring about expenses, provide the details as called for in this subsection. Try to assess the construction business if the net income is realistic. Usually, contractors are allowed a margin of profit of about 15 percent, which is added to the cost estimates of materials and labor.

The constructed price cost of labor is 30-40 percent of the total cost of materials.

## **A11. ENTREPRENEURIAL ACTIVITIES NOT ELSEWHERE CLASSIFIED**

Originally, this section will cover all other entrepreneurial activities in the non-agricultural sector, which do not fall in any of Sections E to J. However, agricultural services like renting out of farm machinery and equipment will also be included here since this group cannot be reported in any of Sections A to D. Encircle code "1" for Yes answer and proceed asking the succeeding questions. Otherwise, end interview.

### **(b) Major Activity**

Ask for the specific business engaged in by the family member. The activity may be any of the following:

- electricity, gas and water
- financing and insurance, including money lending
- real estate business, excluding property income covered in Part III B and D1
- legal services (include lawyers)
- accounting, auditing and bookkeeping services
- advertising agencies
- rental of agricultural lands which do not cover landlord-tenant relationship

Write the major activity on the line provided. Leave blank the line provided for code. Coding will be done during manual processing.

### **(c) Gross Receipts**

If a family member received any receipt in the pursuit of the major activity, determine the total gross receipts per semester. In case of two or more activities mentioned, record the gross receipts from all activities.

**(d) Expenses**

Record the expenses incurred in the pursuit of the activity listed in (b).

Do not forget to compute the net income for this section.

**EVALUATION OF THE HOUSEHOLD RESPONDENT BY THE INTERVIEWER**

To assess the quality of responses of the respondent/s and to find out the number of respondents and the number of callbacks made during the enumeration of FIES sample households, an evaluation form was prepared for each household being interviewed. The evaluation form shall be filled up based on your **observations, and hence shall not be asked from the respondent/s**. Record the answers of the following questions in the evaluation form found at the end of the FIES questionnaire or FIES Form1.

**Q1. How would you assess the respondent/s?**

Based on your observations how would you assess the respondent/s in answering the questions. Encircle code “1 – Yes” if your answer is yes, otherwise, encircle code “2 – No” and write the code in the box provided.

- 1 Interested
- 2 Cooperative
- 2 Attentive

### 3 Approachable/Friendly

#### **Q2. How many respondent/s did you interview?**

You may record the answer in this item after the interview. Write the name of the respondent in the line provided and write also the relationship to the household head in the box opposite his/her name.

If there are more than one respondent, write the name/s on the succeeding lines and similarly the codes for their relationship to the household head.

#### **Q3. Did you make any callback?**

As a general rule, you should make **two callbacks** or a total of **three visits** to the household.

Encircle code "1" if you make a callback, otherwise, encircle code 2.

If you encircled code "1 – yes", write the reason in the line provided. Write the name of the respondent during your callback on the next line.

#### **REMARKS:**

In this portion, write any other remarks that will help in assessing the quality of responses provided by the respondents.



**SCHEDULE OF SSS AND EC CONTRIBUTION  
EFFECTIVE JANUARY 1, 2007**

RANGE OF COMPENSATION	MONTHLY SALARY CREDIT	EMPLOYER-EMPLOYEE							SE / VM / OFW
		SOCIAL SECURITY			EC	TOTAL CONTRIBUTION			TOTAL
		ER	EE	TOTAL	ER	ER	EE	TOTAL	CONTRIBUTION
1,000 - 1,249.99	1,000	70.70	33.30	104	10	80.70	33.30	114	104
1,250 - 1,749.99	1,500	106.00	50.00	156	10	116.00	50.00	166	156
1,750 - 2,249.99	2,000	141.30	66.70	208	10	151.30	66.70	218	208
2,250 - 2,749.99	2,500	176.70	83.30	260	10	186.70	83.30	270	260
2,750 - 3,249.99	3,000	212.00	100.00	312	10	222.00	100.00	322	312
3,250 - 3,749.99	3,500	247.30	116.70	364	10	257.30	116.70	374	364
3,750 - 4,249.99	4,000	282.70	133.30	416	10	292.70	133.30	426	416
4,250 - 4,749.99	4,500	318.00	150.00	468	10	328.00	150.00	478	458
4,750 - 5,249.99	5,000	353.30	166.70	520	10	363.30	166.70	530	520
5,250 - 5,749.99	5,500	388.70	183.30	572	10	398.70	183.30	582	572
5,750 - 6,249.99	6,000	424.00	200.00	624	10	434.00	200.00	634	624
6,250 - 6,749.99	6,500	459.30	216.70	676	10	469.30	216.70	686	676
6,750 - 7,249.99	7,000	494.70	233.30	728	10	504.70	233.30	738	728
7,250 - 7,749.99	7,500	530.00	250.00	780	10	540.00	250.00	790	780
7,750 - 8,249.99	8,000	565.30	266.70	832	10	575.30	266.70	842	832
8,250 - 8,749.99	8,500	600.70	283.30	884	10	610.70	283.30	894	884
8,750 - 9,249.99	9,000	636.00	300.00	936	10	646.00	300.00	946	936
9,250 - 9,749.99	9,500	671.30	316.70	988	10	681.30	316.70	998	988
9,750 - 10,249.99	10,000	706.70	333.30	1,040	10	716.70	333.30	1050	1,040
10,250 - 10,749.99	10,500	742.00	350.00	1,092	10	752.00	350.00	1102	1,092
10,750 - 11,249.99	11,000	777.30	366.70	1,144	10	787.30	366.70	1154	1,144
11,250 - 11,749.99	11,500	812.70	383.30	1,196	10	822.70	383.30	1206	1,196
11,750 - 12,249.99	12,000	848.00	400.00	1,248	10	858.00	400.00	1258	1,248
12,250 - 12,749.99	12,500	883.30	416.70	1,300	10	893.30	416.70	1310	1,300
12,750 - 13,249.99	13,000	918.70	433.30	1,352	10	928.70	433.30	1362	1,352
13,250 - 13,749.99	13,500	954.00	450.00	1,404	10	964.00	450.00	1414	1,404
13,750 - 14,249.99	14,000	989.30	466.70	1,456	10	999.30	466.70	1466	1,456
14,250 - 14,749.99	14,500	1,024.70	483.30	1,508	10	1,034.70	483.30	1518	1,508
14,750 - OVER	15,000	1,060.00	500.00	1,560	30	1,090.00	500.00	1590	1,560

\* The minimum monthly salary credit for OFW members is P 5,000.00

## SCHEDULE OF PHILHEALTH CONTRIBUTION

EFFECTIVE January 1, 2007, a new premium contribution schedule will be implemented for the employed sector, to ensure that it is progressive and equitable . Below is the new contribution schedule per PhilHealth circular No. 1, s-20005 :

Monthly Salary Bracket	Monthly Salary Range	Salary Base (SB)	Total Montly Contributions	Employees Share (EeS) (EeS =0.5 x TMC)	Employer Share (ErS) (ErS =0.5 x TMC)
1	4,999.99 and below	4,000.00	100.00	50.00	50.00
2	5,000.00 to 5,999.99	5,000.00	125.00	62.50	62.50
3	6,000.00 to 6,999.99	6,000.00	150.00	75.00	75.00
4	7,000.00 to 7,999.99	7,000.00	175.00	87.50	87.50
5	8,000.00 to 8,999.99	8,000.00	200.00	100.00	100.00
6	9,000.00 to 9,999.99	9,000.00	225.00	112.50	112.50
7	10,000.00 to 10,999.99	10,000.00	250.00	125.00	125.00
8	11,000.00 to 11,999.99	11,000.00	275.00	137.50	137.50
9	12,000.00 to 12,999.99	12,000.00	300.00	150.00	150.00
10	13,000.00 to 13,999.99	13,000.00	325.00	162.50	162.50
11	14,000.00 to 14,999.99	14,000.00	350.00	175.00	175.00
12	15,000.00 to 15,999.99	15,000.00	375.00	187.50	187.50
13	16,000.00 to 16,999.99	16,000.00	400.00	200.00	200.00
14	17,000.00 to 17,999.99	17,000.00	425.00	212.50	212.50
15	18,000.00 to 18,999.99	18,000.00	450.00	225.00	225.00
16	19,000.00 to 19,999.99	19,000.00	475.00	237.50	237.50
17	20,000.00 to 20,999.99	20,000.00	500.00	250.00	250.00
18	21,000.00 to 21,999.99	21,000.00	525.00	262.50	262.50
19	22,000.00 to 22,999.99	22,000.00	550.00	275.00	275.00
20	23,000.00 to 23,999.99	23,000.00	575.00	287.50	287.50
21	24,000.00 to 24,999.99	24,000.00	600.00	300.00	300.00
22	25,000.00 to 25,999.99	25,000.00	625.00	312.50	312.50
23	26,000.00 to 26,999.99	26,000.00	650.00	325.00	325.00
24	27,000.00 to 27,999.99	27,000.00	675.00	337.50	337.50
25	28,000.00 to 28,999.99	28,000.00	700.00	350.00	350.00
26	29,000.00 to 29,999.99	29,000.00	725.00	362.50	362.50
27	30,000.00 and up	30,000.00	750.00	375.00	375.00