

Chapter I - Introduction

1.1 Introduction

The 2006 Family Income and Expenditure Survey (**FIES 2006**) is a nationwide survey of households undertaken by the National Statistics Office. It is the main source of data on family income and expenditures.

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. Hence, this is the fourteenth FIES since March 1957.

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

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

1.2 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 to the following:

- a. Updates of the weights used in the construction of the Consumer Price Index;
- b. estimation of the household account in the System of National Accounts and balances;
- c. measurement of the human development;
- d. measurement of poverty; and

- e. *measurement of the levels of living of different sections of the population and disparities in levels of living between urban and rural areas, 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. It provides the level and pattern of family consumption and expenditures of socio-economic groups.
- b. It 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.
- c. It furnishes information for assessing the impact on living standards of existing or proposed social and economic programs and for formulating welfare-oriented policies.
- d. It yields data needed for statistical demand analysis leading to the estimation of income, price and cross elasticities of demand, among other things.

1.3 Authority for the Survey and Confidentiality of Data

The authority for the survey emanates from Commonwealth Act No. 591, which authorizes the National Statistics Office under Section 2 (d) “to conduct by enumeration, sampling or other methods, for statistical purposes, studies of social and economic problems of the country”.

More recently, 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 National Statistics Office (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 2006 FIES are for statistical purposes only and will be published in summary forms. As provided in the said Act, the data will not be used for taxation, investigation or enforcement purposes.

1.4 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 Consumer Price Index (CPI), detailed items of expenditures up to 5-digit level are also

incorporated in this survey. A total of 1,125 data items are in the FIES questionnaire.

The survey involves an interview of a national sample of 51,000 households deemed sufficient to provide reliable estimates of income and expenditure levels for each region.

1.5 Sampling Design

The FIES used the sampling design of the 2003 Master Sample (MS) for household surveys starting in July 2003.

1.5.1 Domain

The 2003 MS considers the country's 17 administrative regions as defined in Executive Orders (EO) 36 and 131 as its sampling domain. A domain is referred to as a 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), these were not treated as domain because of its large number (more than 80) and the large resource requirement that goes along with it. Below are the 17 administrative regions of the country:

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

1.5.2 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.

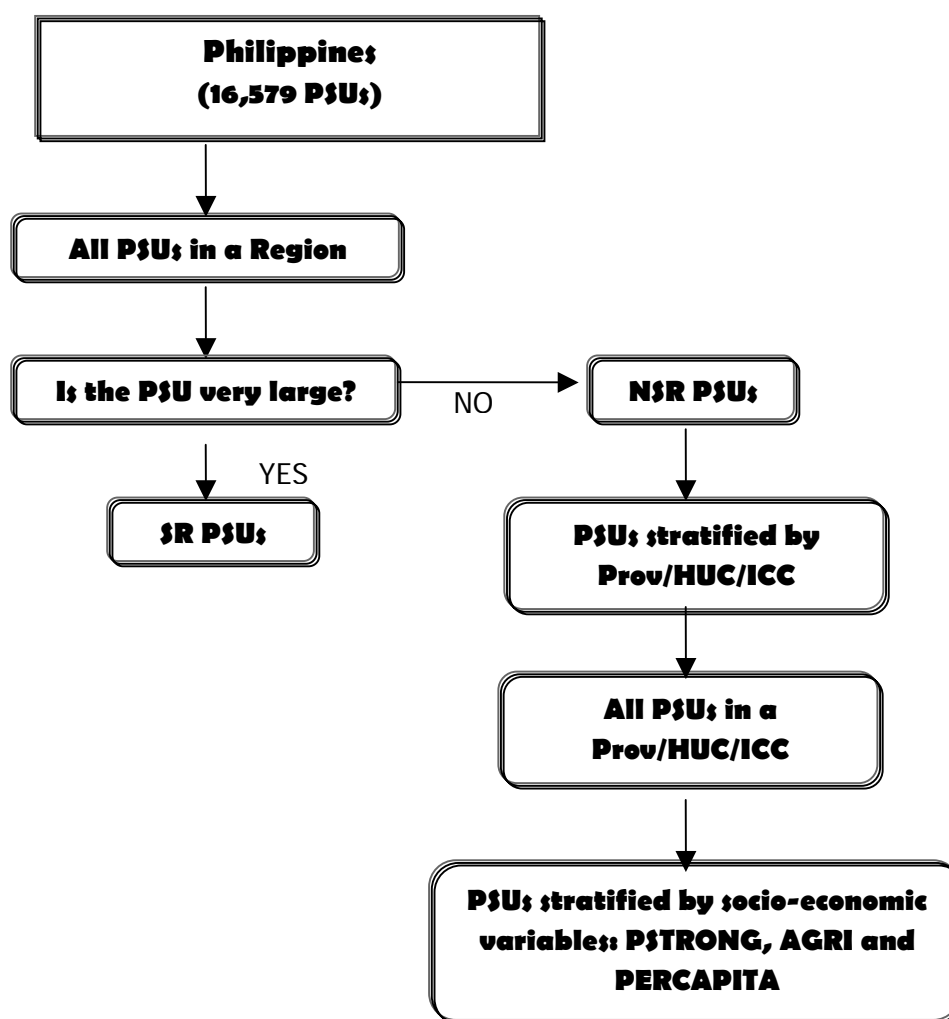
This frame was used to form the primary sampling units (PSUs). With consideration of the period for which the 2003 MS will be in use, the PSUs were formed/defined as a barangay or a combination of barangays with at least 500 households.

1.5.3 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.



1.5.4 Sample Selection

To have some control over the subsample 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.

1.5.4 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 sample contains one fourth of the PSUs found in one replicate; a half-sample contains one-half of the PSUs in two replicates.

1.6 Linkage With Labor Force Survey

The FIES shall be conducted in two major operations as rider to the regular quarterly surveys on labor force. The first major operation is in July 2006 and this gathers data for the period January 1 – June 30, 2006; the second operation takes place in January 2007 to gather information for the period July 1 – December 2006.

While the FIES will gather data on a semestral basis, the Labor Force Survey (LFS) will cover 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.

1.7 Role of the Enumerators

As an enumerator, 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.

1.8 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. As much as possible, interview the same respondent/s of the sample household during the first and second visits.

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 2006 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.
- i. Before leaving the sample barangay, compute for the total receipts and total disbursements. A guide, which is designed for this purpose is found on the last page of the questionnaire.

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. Do not skip any portion, section or item 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 - The FIES Questionnaire (FIES Form 1)

2.1 General Design of the Questionnaire

The 2006 FIES adopts a questionnaire design wherein separate questionnaire with the same sets of questions for both visits will be used. The sample household is interviewed in two separate operations each time using the half-year period preceding the interview as reference period. This scheme envisions to improve the quality of data gathered since it minimizes memory bias of respondents and at the same time captures the seasonality of income and expenditure patterns.

The questionnaire has four main parts consisting of the following:

Part I. Identification and Other Information (page 1-3)

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

Part II. Expenditures (page 4-45)

Section A. Food, Alcoholic Beverages and Tobacco

Section B. Fuel, Light and Water, Transportation and Communication, Household Operations

Section C. Personal Care and Effects, Clothing Footwear and Other Wear

Section D. Education, Recreation, and Medical Care

Section E. Furnishings and Equipment

Section F. Taxes

Section G. Housing, House Maintenance and Minor Repairs

Section H. Miscellaneous Expenditures

Section I. Other Disbursements

Part III. Income (page 46-55)

Section A. Salaries and Wages from Employment

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

Section C. Other Sources of Income

Section D. Other Receipts

Section F. Family Sustenance Activities

Part IV. Entrepreneurial Activities (page 56-69)

Section A1. Crop Farming and Gardening

Section A2. Livestock and Poultry

Section A3. Fishing

Section A4. Forestry and hunting

Section A5. Wholesale and Retail

Section A6. Manufacturing

Section A7. Community, Social, Recreational and
Personal Services

Section A8. Transportation, Storage and
Communication Services

Section A9. Mining and Quarrying

Section A10. Construction

Section A11. Entrepreneurial Activities Not Elsewhere Classified

A guide for comparing disbursements against receipts is found on page 70.

The general design of the questionnaire also includes codes inside the box usually located at the top of the framed questions. These codes are for automatic data processing purposes. Ignore them during the interview process. Take note that the paging of the questionnaire is located outside the frame on each page.

2.2 General Instructions in Filling up FIES Form 1

- a. Use pencil in making entries into the FIES questionnaire.
- b. Always answer the screening question in all sections/subsections. A Yes/No code, which is not encircled, does not imply that the answer is "No."
- c. Place a virgule mark (/) for completely blank items in a section where the answer to the screening question is "Yes". This mark should be placed before the item. This will show that all items had been asked and the enumerator inadvertently leaves out none.

(b) On the AVERAGE, how much is your weekly consumption of the following?

| [JANUARY – JUNE 2006] | | | | 1 1 1 | | |
|------------------------------------|--------|-------------------|----------------|--------------------|--------------------|---------|
| Item | Code | Quantity Consumed | Unit Price (P) | VALUE CONSUMED (P) | | |
| | | | | Total | In Cash/ On Credit | In Kind |
| 1. Rice | | | | | | |
| /a. Special, 1 st Class | 111110 | _____ kg | _____ | _____ | _____ | _____ |
| b. Ordinary, Commercial | 111120 | _____ 5 kg | _____ 20 | 100.00 | 100.00 | 0 |
| c. NFA rice | 111130 | _____ 2 kg | _____ 14 | 28.00 | 28.00 | 0 |
| /d. Other kinds, specify _____ | 111140 | _____ kg | _____ | _____ | _____ | _____ |

- d. If the respondent gave any indication that the family purchased or received an item included in a particular section during the reference period, encircle the “Yes” code of the screening question.
- e. The use of “DK” for Don’t Know or “NR” for Non Response in lieu of a particular value should only be resorted to if all possible means of extracting information from the respondent have failed to elicit the details.
- f. Only the item details and weekly totals for Food, Alcoholic Beverages and Tobacco are to be reported to the last centavo. The totals for the semester **(CASH x 26)** in these sections and all the details and totals in all the remaining sections should be rounded off to the nearest peso value given the following rules on rounding.

Examples
Unrounded-Off Rounded-off

1. Fraction greater than 1/2 or 0.50 should be rounded to 1
679.85 680
 2. Fraction less than 1/2 or 0.50 should be counted as 0
405.30 405
 3. Fraction exactly 1/2 or 0.50 preceded by an odd whole no. should be rounded to 1
123.50 124
 4. Fraction exactly 1/2 or 0.50 preceded by even whole no. should be counted as 0
936.50 936
- g. If the respondent cannot give the semester’s total for an item in II-A5 (Food Items, Alcoholic Beverages and Tobacco Received as gifts), II-C2 (Clothing, Footwear and Other Wear) to IV-A11 (Entrepreneurial Activities

Not Elsewhere Classified) that is a regular family's consumption/ expenditure or a regular source of income during the semester, but can only give the average weekly or monthly value of the item, estimate the total by 1) multiplying the weekly value by 26 2) multiplying the monthly value by 6, respectively.

- h. Place a **sharp sign (#)** before each expenditure item which was enjoyed by the family members as a fringe benefit from employment during the reference period. This will facilitate the reporting of these items in Part III, Section A (Salaries and Wages from Employment).
- i. Write section/subsection totals as well as corrected totals completely within the shaded areas.
- j. Make appropriate remarks to explain all entries, which may appear doubtful/ vague to the editor.
- k. Erase completely a wrong entry. DO NOT just write over the original entry.
- l. Computation must be done on that portion of the questionnaire served for the purpose. Calculations of sub-totals should be done before submission of questionnaire to the supervisors.
- m. 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.
- n. The supervisor should sign the certification portion only after he/she had actually reviewed the accomplished questionnaire. The review of questionnaire can be done during field inspection or in the office when the questionnaires are already submitted.

2.3 Family Members to be Included in FIES

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

- | | |
|----------------------|--------------------------------|
| 1 – Head | 5 – Son-in-law/daughter-in-law |
| 2 – Wife/Spouse | 6 – Grandson/Granddaughter |
| 3 – Son/Daughter | 7 – Father/Mother |
| 4 – Brothers/Sisters | 8 – Other Relative |

However, for purposes of this survey, the overseas contract workers/workers other than OCW (those with entry of “1” or “2” in Col. 11 of ISH Form 2) shall be excluded from the count of family members.

In case 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.

2.4 *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 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 in 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 order 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 are:

- 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 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 E2 (c) - Durable Furniture and Equipment, Item 2, but at the same time it will be transferred in the income side of Part III during machine processing.

The above examples will just provide you with ideas on how the different entries in Part II are reconciled or made consistent with those in Part III in order to get an accurate picture of the family's transactions.

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 sweepstakes.

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

2.5 Family Income and Expenditure Concepts

2.5.1 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 IV-A1, A2, A3, A4, and A6),
- d. Imputed value of owned/rent-free house and/or lot in housing (Part II-G1.d)

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

- a. Total value of all items of consumption/expenditure bought on credit during the reference period as well as services availed of within the same period that have 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's own produce prior to the reference semester but consumed during the reference period. In particular, this refers to all items of Part II-A1 to A4 and food items of Part II-H1(a).
- d. The imputed value of goods/services received as fringe benefits from employer or part of the salaries/wages of employed family members.
 - 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 under Item 1- Fresh Chicken of Part II - A1.4 - Meat and Meat Preparation. Include also the subsidized amount in the appropriate subsection of Part III - A, 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 the privilege of free tuition as part of his salaries and wages.

Enter the value of free tuition and miscellaneous fees in Education (II - D1.a) and also include the amount corresponding to six-month tuition fee and miscellaneous fee as part of the earnings in kind in the appropriate section in Salaries and Wages in Employment (III-A).

- e. The value of consumed items taken from a family-operated activity classified under Wholesale and Retail (IV - A5); Community, Social, Recreational and Personal Services (IV - A7); and Mining and Quarrying (IV - A9).

To further reduce memory bias, the concept of “average week” consumption for all food items shall be utilized for the 2006 FIES. Moreover, the reference period for Fuel, Light and Water, Transportation and Communication, Household Operations and Personal Care and Effects is limited to the past month and in some specified cases, the concept of average month consumption shall be used. For all other expenditure groups, the past six months shall be used as reference period.

On the other hand, **the non-cash or in kind items of expenditures/ disbursements are:**

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

Examples:

- 3) The family of Mr. Potenciano Villagonzalo who works with the Bangko Sentral ng Pilipinas receives one sack of rice every month as fringe benefit. The family gets all its rice from this food allowance and normally consumes 10 kilos of rice per week. Report the value of a week's consumption derived as follows:

$$\begin{array}{rcl} \text{P1200/sack} & & \\ \hline & & = \text{P24.00/kilo} \\ 50 \text{ kilos /sack} & & \end{array}$$

$$\text{P24.00/kilo} \times 10 \text{ kilos/week} = \text{P240.00/week}$$

Record this weekly value of P240.00 in Special, 1st class in Cereals and Cereal Preparation Item 1.a., II -A1.1 under the “In Cash/On credit” column. Do not forget to place a sharp sign after the item. The total value of rice received for one semester ($P1200 \times 6 = P7,200$) should also be reported in Salaries and Wages from Employment (Part III -A) under the “Housing, Food, Clothing, etc.” column of the Earnings in Kind.

2.5.2 Family Income

Family Income, on the other hand, are derived from the following:

- a. Income from work: Salaries and Wages from Employment (III-A) and Entrepreneurial Activities (IV)
- b. Income from other sources: Net Share of Crops, etc. (III-B); Other Sources of Income (III-C); and Family Sustenance Activities (III-F)
- c. Imputed value of owned/rent free house and/or lot, except those with a sharp sign (#) in codes 4 or 6 in housing (II -G1.d)
- d. Total value of goods received as gifts

The concepts of income and expenditures shall be explained fully in Chapter III of this manual.

Chapter III - How to Accomplish FIES Form 1

3.1 Identification and Other Information

This portion of the questionnaire covers the geographic identification and household auxiliary information.

3.1.1 Geographic Identification and Other Information

Copy from ISH Form 2 the geographic identification of the sample family into FIES Form 1. Enter in the code boxes provided for the purpose the codes of the province, municipality/city, barangay, enumeration area, and household control number.

Also, **copy** from ISH Form 2 the design codes for the replicate number, stratum codes, PSU Number, the code for rotation group and the Sample Household Serial Number (SHSN)

Write the name of the respondent and copy its corresponding line number from ISH Form 2. Also write the name and address of household head.

Fill up the Geographic Identification portion prior to your visit to the sample household. 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.

Design Codes

Every sample household must be assigned the following design codes:

Replicate – is a one-digit code from 1 to 4 indicating the group to which the PSU belongs. A replicate code of 1 indicates that the PSU belongs to group 1.

Stratum – is a five-digit code that is unique at the regional level indicating the stratum to which the sample EA belongs. The first digit indicates whether the PSU is certainty or non-certainty. The last digits indicate the 1st stratum code, 2nd stratum code and final PSU ordering.

PSU No. – is a five-digit number that is unique at the national level assigned to the primary sampling units formed.

Rotation Group – Rotation of sample households is being done in order to minimize if not eliminate respondent fatigue or conditioning bias. A rotation group represents a systematic sample of households from the constructed list in the EA.

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. Number “01” is assigned if only one household is residing in the sample housing unit, “02”, if with 2 households, “03”, if with 3 households are residing in it and so on. **This should be filled up for all questionnaires of the sample households in the housing unit including those who transferred or moved out, additional households and new occupants.**

All sample households within the housing unit including those who transferred or moved out should report the same number of households in the housing unit.

Interview Status

The Interview Status must be filled up and the different codes are as follows:

- 1 **Completed Interview.** The sample household was successfully enumerated and interviewed.
- 2 **Refusal.** The sample household refused to be interviewed. A one-man household who is mentally incapacitated or with speech or hearing impairment should have an interview status code of “2”.
- 3 **Temporarily away, on vacation, not at home.** The sample household is temporarily away or on vacation or not at home at the time of visit after at least two callbacks.
- 4 **Vacant housing unit.** An interview status of code “4” 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.
- 5 **Housing unit demolished, destroyed by fire, typhoon, etc.** The housing unit where the sample households used to live in had been demolished, destroyed by fire, typhoon, etc. and no temporary shelter has been constructed in the same area.

Demolished housing units refer to houses that are already destroyed and cannot be used as a living quarter.

A housing unit that is undergoing a renovation should not be reported with an interview status code of “5”. Instead, if during the visit the sample household is still residing in the housing unit, assign an interview status code of either “1” or “2” depending on the result of the interview. Otherwise, if the sample household temporarily moved out of the housing unit that is

under renovation, assign an interview status code of “3”. But if the sample household permanently moved out of the housing unit, then an interview status code of “6” should be given.

6 Others, specify. This interview status should be assigned if:

- a. The household had permanently moved out of the housing unit;
- b. The household had been merged with another household in the same housing unit;
- c. The household is not a permanent resident of the housing unit;
A household may not be considered a permanent resident of the housing unit if all of its members have identified a different housing unit as their usual place of residence. Some examples are households composed of students and workers who usually go home at least once a week.
- d. The housing unit was converted into establishment;
- e. A one-man household who passed away.

7 Critical areas or flooded areas. An interview status code of “7” will be used to identify household in the following areas:

- a. EAs affected by insurgency and therefore within military restricted areas at the time of visit and considered as “critical areas”; and
- b. EAs which are flooded and not accessible at the time of visit. These EAs may have been affected by natural disaster such as typhoon, lahar, flash flood, etc.

Remember to write in the box located at the right side, the appropriate encircled code for the interview status.

Household Auxiliary Information (HAI)

1 Household same as in previous quarter, go to A

This item was added to link the information of the sample household with the previous quarter when the same sample household was enumerated. Previous quarter refers to the period or quarter when the sample household was last enumerated or interviewed.

If the household is the same as in previous quarter, enter code 1 in the box provided then go to question A.

2 New occupant of old sampled housing unit, proceed with interview

If the household is a new occupant of old sampled housing unit, enter code 2 in the box provided then proceed with the interview.

3 Rotated household, proceed with interview

If the household is rotated, enter code 3 in the box provided, and then proceed with the interview.

Do not ask questions A and B if the answer in HAI is code 2 or 3.

A. Is /Are there any household member/s who moved out of the household?

This question is asked to monitor the movement of the household members. If the answer is yes, encircle code 1 and enter in the box provided, otherwise, encircle code 2 and go to question B.

If there is/are member(s) of the household who died or moved out due to marriage, job, studies and others, ask if how many. Enter the number in the corresponding box. Prefix "0" for answers less than 10.

B. Is/Are there any new member/s of this household?

Ask if there is/are any new member/s of this household. If yes, encircle code 1 and enter in the box, otherwise, encircle code 2 and then proceed with interview.

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 they 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.

Do not fill the space for the supervisor.

3.1.2 Particulars about the Family

There is a notation in the questionnaire that states "**COPY** FROM ISH FORM 2 ITEMS 1(a) to 1(d). Occupation, item 1(f), kind of business/industry, item 1(g) and class of worker, item 1(h), of the family head during the "past six months" should be asked from the respondent since these sets of information are not available in ISH Form 2. Item 2 on the other hand, can be derived from ISH Form 2. The information is necessary to guide you as to who are the members of the family to be included in the FIES.

Item 1. Particulars about the Head of the Family - It should be emphasized that the employment characteristics of the family head should be based on a past six months reference period. The

particulars about the head of the family can be seen in Line No. 01 of ISH Form 2.

- a. Sex - enter **Code 1** for male and **Code 2** for female. (Refer to Col. 6 of ISH Form 2)
- b. Age - refers to the age of the family head as of his last birthday. (Refer to Col. 7 of ISH Form 2)
- c. Marital Status - enter a one-digit code for marital status of the family head. (Refer to Column 8 of ISH Form 2.)
- d. Highest Grade Completed – enter the code corresponding to the highest educational attainment of the family head. (Refer to Col. 9 of ISH Form 2)
- e. Have a job or business - ask the respondent if the head had a job or business during the past six months. Enter **Code 1** for YES, otherwise, enter **Code 2**.

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

- f. Occupation – inquire from the respondent the primary occupation of the family head 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 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.

- g. Kind of Business/Industry – enter the specific kind of business or industry where the person worked in relation to his occupation during the past six months.

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 farmer, fishing, sari-sari store, shoe factory, school, etc.

- h. Class Worker – 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.

Class of worker refers to the relationship of the worker to the establishment in which he works. In some countries “Industrial Status” is used.

Item 2. Others - The entries for sub-items under this group 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.

- a. 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 family whose household members are related by blood with the household head and with codes 1 to 3 in Col.5 of ISH Form 2, provided that the marital status of those with code 3 is single. The presence of a boarder and a domestic helper with a code of 9 is still acceptable under this type.

A single family also referred to as a nuclear family consists of parents with unmarried children or presence of a father or mother with unmarried children. A single person household is also considered as a single family in this survey. For purposes of this survey, a single family also includes unmarried sisters and brothers who are living together as one household.

- 2 **Extended family** - refers to a household composed of a nuclear family as defined above together with relatives having the codes of 4 to 8 in Col. 5 of ISH Form 2. It also consists of parents with married children or presence of a father or mother with married children. The presence of a boarder and domestic helper in addition to Codes 1 to 8 will not change the household type. Other combinations are grandparents with grandchildren, uncle/ aunt with nephews/nieces, etc.

- 3 Two or More Non-related Families/Persons** - refer 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 the FIES in cases of two or more families, which are not related. 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).

- b. Total Number of Family Members Enumerated - refer to Col. 5 again of ISH Form 2 and examine the relationship to head. Count the household members with codes 01 to 08 but excluding the overseas workers, that is those with entry of "1" or "2" in Col. 10 of ISH Form 2. The total count of these members of the household with codes of 01 to 08 in Col.5 except the overseas worker is the total number of family members. Enter this total in sub-item b.

The count of the family members by age group is required in item **b(i) to b(vi)**. Refer to Column 7 of ISH Form 2. Start by counting the number of family members who are **60 years old and over**. Enter this number in b(vi). Put a checkmark lightly on the left margin of ISH Form 2 for those who had been counted in order to facilitate counting for succeeding age groups. Then count the next lower age group until all the family members are accounted for. The details (i to vi) should equal the total entered in sub-item b.

- c. Number of Boarders and Domestic Helpers, etc. - Count the members of the household with codes of 09, 10, or 11 in Col. 5 of ISH Form 2. Enter this number in the code boxes in sub-item c.
- d. No. of Family Members Employed for Pay or Profit – Ask the number of family members including the head who were employed for pay or 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.
- e. "Was the Spouse of Family Head Employed for Pay or Profit During the Past Six Months?" - Similarly, ask the respondent if the spouse of the family head was employed for pay or for profit last

six months. Enter 1 for “Yes” if the class of worker of the spouse during the past six months is not an unpaid family worker. However, if he/she is an unpaid family worker enter 2 in this item for a “No” answer. Enter “3”, which refers to “Not Applicable”, if the family head is single, widowed or divorced/separated or the spouse is not a member of the household.

3.2 Part II. Expenditures

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 etc. are considered as income but at the same time treated as expenditures of the family for purposes of balancing the family account.

The nine major sections under Part II as follows:

Section A. Food, Alcoholic Beverages, and Tobacco

Section B. Fuel, Light & Water, Transportation & Communication, and Household Operations

Section C. Personal Care and Effects; Clothing, Footwear and Other Wear

Section D. Education, Recreation, and Medical Care

Section E. Furnishings and Equipment

Section F. Taxes

Section G. Housing; House Maintenance and Minor Repairs

Section H. Miscellaneous Expenditures

Section I. Other Disbursements

There is a screening question, answerable by YES or NO, in each subsection of these nine major sections. Ask this question to the respondent and encircle the appropriate code corresponding to his/her reply. If the answer is NO, follow the skipping instruction. Otherwise, if the answer is Yes, fill up the portion of the subsection, which refers to the reference period.

Ideally, expenditures in Section A should really be asked for the entire reference semester but the respondents may not be able to recall the details of their expenditure. The alternative, therefore, is to ask the consumption of the family on an average/normal week. An estimate for the semester's expenditures will be made based on the average/ normal weekly consumption.

There are instances, however, when the household may recall certain food expenditures which occur infrequently for the entire semester, for example, consumption of cake or ice cream. In these cases, the value of the semester's consumption should be reduced to one week by dividing the amount by 26. Examples of these cases will be illustrated later.

It should be emphasized that expenditures incurred by family members who **are overseas workers on vacation during the reference period are to be included in the subsection H1.- Special Family Occasions since they stayed in the household for less than six months. If their expenses will be included in the sections in which the average weekly or monthly consumption is being asked then this will give a wrong estimate of family expenditures.**

3.2.1 Section A. Food, Alcoholic Beverages and Tobacco

This section gathers all data on the basis of average/normal weekly consumption of the family. The family members to be included are those as defined earlier in Chapter II.

The general format of this section may not be consistent with other sections. Under each subsection are detailed items on food, alcoholic beverages and tobacco. It is important that each item must be asked in order to ensure that the respondent did not miss any.

There are five columns by which data have to be entered for each item as follows:

- a. Quantity consumed
- b. Unit Price
- c. Total value consumed
- d. In cash or on credit
- e. In kind

In filling-up the Quantity Consumed, observe the following:

- a. the entries should be up to two decimal places for food and non-food items***

- b. In most instances the unit of measurement should conform with the preprinted measurement in the questionnaire. If the unit of measurement is in gram and the quantity given by the respondent is in kilogram convert the quantity consumed into gram.***

In computing for the **Unit Price**, take note of the following:

- a. the entries should be up to two (2) decimal places, follow the odd-even rule
- 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.

Value in the **IN CASH/ON CREDIT** column consists of the following:

- 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. meals consumed from operated carindaria, groceries, sari-sari store, etc. (also, it should be reported as part of the sales in Part IV)

Value in the **IN KIND** column should come from value consumed from any of the following:

- a. received as Gifts (Part II-A5)
- b. Net Share of Crops (Part III-B)
- c. Family Sustenance Activities (Part III-F)
- d. Entrepreneurial Activities (Part IV)

A1. Food Consumed at Home

The items to be entered in this subsection should be the average/normal weekly food consumption (not the total weekly purchases) of the family. Hence, items, which were purchased but not consumed during the reference period, should be excluded. This category includes the 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 consumption of the boarders and other persons in the same household not related to the family as well as overseas contract workers on vacation during the reference period are excluded. Food consumed by the family and its guests on a special occasion during the semester is excluded here. But do not forget to report all these in H1 (Special Family

Occasions). Similarly, food especially prepared for pets is to be entered under D2 (Recreation).

For households with unrelated members, report only the actual consumption of the head.

Prepared meals bought from restaurants/received and eaten at home are classified also under this category.

Report food consumed at home in the item of expenditure where they belong. That is, if the family baked a cake, report the flour consumed as flour in Item 5 and not as cake. However, 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 preparation, meat 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 under Fresh Fruits and not under fruit juices and non-carbonated drinks.

Examples in computing for the average weekly consumption of the family are given below:

- 1) The respondent did not normally consume chicken or consumed chicken infrequently but recalled that they ate three kilos of chicken during the entire semester.

Compute the average weekly consumption for fresh chicken by dividing the total value of the three kilos of chicken by 26. For instance the total value of the three chicken is P270.00, the average weekly consumption of the chicken is:

$$\begin{array}{lcl} \text{Average Weekly Consumption :} & \frac{\text{P270.00}}{26} & = \text{P10.38} \\ \text{Quantity Consumed for a week:} & \frac{3 \text{ kilos}}{26} & = 0.12 \text{ kgs.} \end{array}$$

- 2) Some families generally consume rice from their own produce. However, after consuming their own produce, substitutes like camote are eaten, so that for some months during the reference period there might be no consumption of rice for these families. For instance, during the first four months of the semester a family normally consumed 5 kilos per week but for the last 2 months when they had already consumed their own produced rice, they consumed camote as substitute at 10 kilos per week.

Compute the average weekly consumption of rice and camote as follows:

$$\text{Rice: } \frac{5 \text{ kilos/week} \times \text{P}20.00/\text{kilo} \times 17 \text{ weeks}}{26} = \text{P}65.38/\text{wk}$$

$$\text{Camote: } \frac{10 \text{ kilos/week} \times \text{P}8.00/\text{kilo} \times 9 \text{ weeks}}{26} = \text{P}27.69/\text{wk}$$

In computing for the average weekly consumption, show how the computations were done on the Computations/Remarks portion.

Be sure that the entry for average weekly consumption "In Kind" does not contradict with the report under the "Value Consumed" column in Net Share of Crops, etc. (III-B) or Family Sustenance Activities (III-F) or Crop Farming and Gardening (IV-A1), Livestock and Poultry Raising (IV-A2), Fishing, (IV-A3), Forestry and Hunting (IV-A4) and Manufacturing (IV-A6) and those received as gifts (II-A5).

Example:

The family of Atty. Yuri Orbida normally consumes 10 kilos of rice per week. For the first three months, their rice consumption, valued at P1200/sack (P24.00/kg.), came from Atty. Orbida's father who is residing in another province. While for the last three months, their rice consumption came from his share from their land tenanted by the family of Waldo Sandoval valued at P1000/sack (P20.00/kg.).

The normal weekly consumption "In Kind" amounted to:

$$\begin{aligned} (\text{P}24.00 + \text{P}20.00)/2 &= \text{P}22.00/\text{kilo} \\ \text{P}22.00/\text{kilo} \times 10 \text{ kilos} &= \text{P}220.00 \end{aligned}$$

In this case, there should be a corresponding report under the Value Consumed column of Part III, Section B (Net Share of Crops, etc.) amounting to:

$$\begin{aligned} 10 \text{ kilos per week} \times 13 \text{ weeks} &= 130 \text{ kilos} \\ 130 \text{ kilos} \times \text{P}20.00 \text{ per kilo} &= \text{P}2,600 \end{aligned}$$

In the same manner, there should be a report under Part II - A5 (items received as gift) amounting to:

$$10 \text{ kilos per week} \times 13 \text{ weeks} = 130 \text{ kilos}$$

130 kilos x P24.00 per kilo = P3,120

A1.1 Cereals and Cereal Preparation

Read out the screening question under this subsection to the respondent. Encircle “1” if the answer is Yes then fill up that portion of the questionnaire, which refers to the reference period. Otherwise, encircle “2” and go to the next subsection.

Item 1. Rice - Ask the respondent an estimate of the family’s consumption of rice on an average/normal week. Inquire as to the specific class of rice consumed and enter the quantity in kg. in the appropriate column. Then inquire as to the total value of the rice consumed. Enter this value under the column for “Total”. Inquire further if the rice consumed was purchased either in cash or on credit. If so, enter in the In cash/On credit column the same amount as what has been entered in the “Total Column”. However, if the rice consumed was taken from their farm or received as a gift, enter the value under the “In Kind” column. Enter “0” in the column where there is no entry, in this case, under “In Cash” column. A dash does not mean zero.

It is also possible that the rice consumed is from both sources, that is, from both in cash/credit and in kind. Ascertain the proportion obtained from each source and allocate correspondingly the total value consumed.

Take note that the values to be entered under the “Value Consumed” columns are up to the last centavo so that if the total value of rice consumed is P65.38, the 38 centavos must be entered after the dot, which is enclosed in a box. However, since no box was provided for in the “In Kind” column, write the entire amount in the line, including the centavos.

In order to assess the response of the respondent on the quantity of rice consumed, refer to the membership of the family in Part 1 to find out about the family size. A family of 5 may consume from 10 to 18 kgs. of rice a week or about 2 to 4 kgs. per person per week depending upon the age, sex and occupation of the members. Try to validate the quantity of rice given by the respondent whether it is within acceptable limits. If the consumption is very much below the given range, inquire further what other cereals are consumed by the

family. On the other hand, if the consumption is abnormally high, ask further probing questions. It may be possible that the family has many dogs, which consumed a sizable amount of rice. In this case, transfer the excess in consumption to D2 (Recreation).

Assess also the per unit value consumed. This can be done to all varieties of rice consumed. Special, 1st class rice which is a fancy variety may cost more than the ordinary variety like C-4, IR varieties, Macan, etc. NFA rice may also be of the same variety as those of ordinary, commercial but these are sold at a lower price.

Ascertain from the respondent the source of rice consumed by the family for the entire semester, whether purchased, taken from own-produce or received as gifts, to be able to separate the average value consumed in cash/on credit from the value consumed in kind as illustrated below.

Examples:

- a. A family with five members (four adults) residing in Metro Manila normally consumed 12 kilos of rice per week (Dinorado, first class) purchased at P1,500.00 per sack.

To estimate the value consumed:

$$\begin{array}{r} \text{P1, 500} \\ \hline 50 \text{ kilos/sack} \end{array} = \text{P30.00/kilo}$$

$$\text{P30.00/kilo} \times 12 \text{ kilos} = \text{P360.00}$$

Since in this example all the 12 kilos were purchased, the entry in the column for value consumed (In cash/on credit) must equal the total value consumed = P360.00 while the total value consumed (In kind) = 0

- b. A family consumed one sack of rice per month. During the first two months of the semester, their rice consumption (C-4) was purchased at P1,200.00/sack. However, on the succeeding four (4) months, all their

consumption came from their own-produce with market value estimated at only P1, 000/sack.

To estimate the value consumed (In cash/on credit):

$$\frac{P1, 200/\text{sack} \times 2 \text{ months}}{26} = \frac{P2,400}{26}$$

$$= P92.31/\text{week}$$

To estimate the value consumed (In kind) from own produce harvested during the reference period.

Note: if the consumption is taken from own-produce harvested prior to the reference period, then the consumption should be reported in the “in Cash” column with corresponding entry in PART III – Section D (Other Receipts), Item 6 (Withdrawals from savings/business equity).

$$\frac{P1, 000/\text{sack} \times 4 \text{ months}}{26} = \frac{P4,000}{26}$$

$$= P153.85/\text{week}$$

Hence, total value consumed = P92.31 + P153.85

$$= P246.16$$

In the survey the different varieties of rice are classified into four groups as follows:

- a. Special - This refers to the well-milled commercial varieties of rice like the Wag-wag (1st class), Milagrosa, Sinandomeng, Dinorado, 7Tonner and other fancy varieties.
- b. Ordinary - This consists of regular-milled commercial varieties like C-4, Intan, Macan, IR-8, etc.
- c. NFA - This covers varieties marketed through the NFA, native variety, Thailand rice, China rice and other local and foreign varieties.
- d. Other Kinds - Include all other varieties not covered by the preceding classes like brown rice, “malagkit” or glutinous rice (white, red, black or the maroon

variety), upland varieties and other varieties not usually sold in the market.

However, during the interview process it may not be possible for the respondent to know how the rice was milled. Therefore, you can just classify the rice according to the variety except for NFA, which does not require further classification.

The instructions for the succeeding items on how quantity and values are entered in their respective columns are the same as those discussed above.

Item 2. Corn - This covers all varieties of green or yellow, young or matured corn used as cereals and cooked like “binatog”. Specific examples are corn on the cob, whole grains (shelled but not milled), the white milled type and corn grits. White milled corn and corn grits are used as staple food in some parts of the Visayas and Mindanao. Report under corn on the cob, young corn consumed as viand.

Report only the actual corn consumption. Report the quantity consumed in kilos. For corn on the cob, the quantity consumed may be reported by ears or by pieces. Record the consumption of corn flakes and other corn preparations purchased or received in kind in Item 8 (Other Cereal Preparations) of this section.

Item 3. Bread - This refers to the finished products consumed by the family. Bread baked in the households is not covered in this item but the flour used should be reported in Item 5 (Flour). Examples to be included in Item 3 are loaf (sliced), “pan de sal”, pies, doughnuts, cakes, monay, mamon, etc. which are purchased or received as gift by the family.

Item 4. Biscuits - This refers only to those consumed by the family as finished products. Biscuits and cookies baked at home do not fall under this category. However, the flour used in making any of these is to be reported in Item 5 (Flour). Take note that biscuits may either be bought in cans, packages or in pieces. Note that the quantity and the value to be reported here refer to the average/normal consumption of the family per week. Hence, for a family that is in the habit of buying biscuits or cookies in large quantities, follow the estimation

procedure outlined in Item 1 (rice) in getting an estimate of the week's consumption.

Item 5. Flour - This refers to the flour bought in raw form whether it is made from wheat, corn, cassava or rice.

Item 6. Native Cakes - Report here the actual consumption of native cakes, which were either purchased or received as gifts.

If the native cakes were prepared at home, report the expenses for the ingredients used under the corresponding groups.

Examples of native cakes, which can be purchased as finished products are "puto", "bibingka", "suman", "biko", "kalamay", etc.

Item 7. Noodles/Pasta - This covers all kinds of vermicelli ("misua", "bijon", and "sotanghon"), "miki", and spaghetti, macaroni, etc. bought in noodle form.

Item 8. Other Cereal Preparations - Record here the family's average weekly consumption of other cereals and other cereal preparations not covered by any of the preceding items above. Included here are:

- a) Infant cereals – such as Cerelac, Ceresoy, Gerber, etc.
- b) Ready-mixed instant/noodles - ready-mixed cereals and noodles, instant soup which are cereal-based like cream of corn soup, noodle soup, arroz caldo, corn flakes.
- c) Cereal-based junk foods like chippy, cheese curls, nova, etc.
- d) Other preparations - such as oatmeal (plain or flavored), corn starch, lumpia wrapper, popcorn, ampaw, "binatog", etc. and roasted rice bought and drank as coffee is also included here.

A1.2 Roots and Tubers

Report here the quantity and value of all edible fresh roots and tubers consumed. Also include all derived foods from roots

and tubers consumed by the family such as potato chips, cassava cake and other root and tuber preparations. The average weekly consumption for homemade potato chips consumed by the family is to be listed under item 1, potato.

Item 1. Potato - This covers all varieties (e.g., Irish, Idaho, etc.) consumed. Report the quantity in kg. as the case may be.

Item 2. Cassava - This covers all edible varieties consumed. Quantity should be in kilogram.

Item 3. Sweet Potato (camote) - Includes all varieties. Report quantity in kilogram. Camote tops must be reported in leafy vegetables.

Item 4. Gabi - Report only the tubers or any variety. Leaves used as viand should be reported under leafy vegetables.

Item 5. Other Roots and Tubers including Preparations - Covers average weekly consumption by the family of other roots and tubers not covered above and preparations made from roots and tubers. Examples of these are “ubi”, “haleyang ubi”, “tugui”, “singkamas”, “sago”, potato chips, French fries, cassava cake, etc. directly purchased as finished product.

A1.3 Fruits and Vegetables

Item 1. Fresh Fruits - Report under this Item the average weekly consumption on any fresh or unprocessed fruit consumed by the family such as banana, papaya, pineapple, santol, tamarind, mango, melon, avocado, durian, mangosteen, citrus fruits such as calamansi, dalandan, orange, etc. Note that fruits like papaya, tamarind, jackfruit, and others, whether ripe or green should be included here.

Take note that most fruits are highly seasonal like lanzones, siniguelas, duhat, etc. Hence, ascertain from the respondent whether they consumed any of these fruits during the reference semester and try to get an estimate of their average weekly consumption.

Despite of the hard times, some families can still avail themselves of the expensive fruits sold in the market.

Still others have relatives in other provinces/abroad who regularly send them fruits. In such cases, the value reported may be unusually high. If there are cases like these, write in the "Remarks" space some explanations.

Item 2. Fresh Vegetables - This includes the average weekly expenditures for unprocessed vegetables consumed by the family.

- a. Leafy vegetables- Examples are pechay, gabi leaves, camote tops, kangkong, cabbage, malunggay, ampalaya leaves, squash leaves, etc.
- b. Fruit vegetables - Covers fruit-bearing vegetable crops such as upo, ampalaya, chayote, cucumber, eggplant, tomato, squash, etc.
- c. Green/Dry Beans and Other Legumes - Baguio beans/ habichuelas, sitsaro, mongo, sigarillas, string beans, togue, etc.
- d. Other Vegetables - Includes carrots, onions, and other such as katuray, radish, broccoli, banana blossom, cauliflower and other flowers used or eaten as vegetables.

Item 3. Other Crops - Covers other edible crops not covered above such as peanuts, young and matured coconut, "ubod", pili nut and other nuts, cashew, macapuno, bamboo shoots (labong), etc.

Item 4. Fruit Preparations - Includes all processed fruits, fruit preparations, whether canned or uncanned, packed or unpacked, such as fruit jams/jellies, fruit preserves like pineapples, peaches, pickled fruits, dried mangoes, sweet tamarind, fruit cocktails, marmalades, banana cue, nata de pina, etc.

(Note: If the family cooked banana cue, the expenditure should be entered in Item (1) Fresh Fruits).

Item 5. Vegetable Preparations - Includes all processed vegetables and vegetable preparations, whether canned or uncanned, packed or unpacked, like canned pea, pickled vegetables, mustasang buro, taho, tausi, tokwa and other bean products, pork and beans, ready-mixed packages, etc.

Item 6. Other Preparations - Includes other preparations like sweetened macapuno, nata de coco, sweetened kaong, peanut brittle, peanut butter, instant “gata” in sachets, coffeesoy, etc.

A1.4 Meat and Meat Preparations

Item 1-4. Fresh Meat - Enter in Items (1) to (4) of this section the amount corresponding to the quantity of the average weekly consumption on fresh meat by the family. Other fresh meat includes deer’s meat, horse’s meat, frog’s meat, turtle’s meat, edible birds nest etc.

Try to assess the unit price if reasonable. The level of consumption should also be assessed in relation to the size and composition of the family. In Moslem areas, it is possible that pork intake is almost nil. There are also certain sects who do not consume beef or any other kind of meat. In such cases where there is abnormal pattern of intake, an explanation must be provided in the Remarks space.

Item 5. Meat Preparations - Covers the average weekly consumption of processed meat by the family. The different meat preparations are classified into groups depending on their packaging.

- a. Canned - This refers to meat products, which are packed and are sold in tin cans like corned beef, vienna sausages, meat loaves, ham, potted meat, liver spread, etc. Try to get a listing first of all canned meat consumed and enter the quantity and value. Use “Remarks” space to list items.
- b. Uncanned - This refers to manufactured and processed meat products which can either be bought packed in polyethylene bags or per kilo or per piece like tocino, longganisa, bacon, ham, hotdogs, tapa, etc. The same procedure as in (a) above should be done to elicit information.

Note that uncanned and unprocessed meat cuts, e.g., pork chops, sold in the market are considered as fresh meat. Only those meat cuts which have been processed or cured like sweetened pork chops

and other marinated meat products are included under this item.

A1.5 Dairy Products and Eggs

Item 1. Milk – Covers the average/normal weekly consumption of milk, whether pure or processed milk, by the family. If purchases involve big cans especially powdered milk, inquire how long one can normally last and try to estimate the value consumed for one week. For example, one big can of powdered milk will last for one month. If a can of NIDO (900 grams.) milk costs P220.00, multiply this amount by **6** then divide by **26** to get the one-week consumption.

- a. Condensed - Sweetened milk
- b. Evaporated - includes homogenized, filled (e.g. coconut filled) or recombined type.
- c. Powdered - includes whole milk and powdered milk for babies (Infant Formula & other follow-up milk). Brands like Sustagen, (vanilla or chocolate flavored) and Twin (half soya and half milk) are included here.

Milk used in preparing “polvoron” for sale should not be included in this Item but in the corresponding activity in Part IV. However, if it is for home consumption, it should be reported here.

- d. Fresh - This includes average/normal weekly consumption of the family on fresh milk whether bought in the market in tetra packs, or from dairy farm in bottles or polyethylene bags or processed at home.

Item 2. Ice Cream - Enter here the value of the family's average weekly consumption of ice cream, whether bought from the market, or from the “sorbetero”.

Do not include homemade ice cream here. Report the ingredients used in their corresponding expenditure group, e.g., milk in Item 1 and sugar in A1.9, Item 1, etc.

Moreover, ice cream bought for special occasion where guests were invited should likewise not be reported here but in Section H1 (Special Family Occasions).

Note that eating ice cream may not be regularly done. Hence, in estimating the consumption per week, inquire the total consumption per month or per semester as the case may be. Then translate the consumption to per day and multiply by 7 to get average weekly consumption.

Item 3. Other Dairy Products - These items account for the average weekly consumption of the family on all other milk extracts and dairy products like cheese (all kinds), butter (Anchor, Magnolia), cream (Nestle cream, Magnolia all purpose cream), yoghurt, etc.

Note that Dari-Creme, Milkrema and Golden Crown will be included in A1.9 Margarine.

Item 4. Eggs

- a. Fresh - Includes eggs of chicken, ducks/geese, quail and other bird's eggs. Also included are turtle's eggs, etc., which are consumed by the family.
- b. Processed - Specific examples are pickled eggs, salted eggs (pulang itlog) and preserved eggs such as "balut", "penoy", etc.

A1.6 Fish and Marine Products

Item 1. Fresh Fish, Shells and Others - Covers the family's average weekly consumption of all kinds of fish, shells, crabs, shrimps, lobsters, oysters, shellfish, squid, snails, seaweeds and other unprocessed marine products.

Item 2. Processed Fish

- a. Canned/Bottled - Specific examples are sardines, tuna, mackerel, bottled sardines, etc.
- b. Dried/Smoked - Examples are smoked bangus, "tuyo", "dried dilis", "dried danggit", "tinapa", etc.
- c. Salted/Marinated Fish - Includes daing na bangus, "bagoong na padas", "bagoong na dilis", "burong isda", etc.

Item 3. Other Processed Marine Products - This includes canned and uncanned processed marine products such

as processed sea cucumbers, “binagoong na shell”, “sisi”, crab’s meat, canned squid, “burong talangka”, gulaman bars, agar-agar bars, “dried pusit” etc.

In eliciting information, try to inquire exhaustively for each item so that the fish and other marine products consumed by the family will not be underestimated.

A1.7 Coffee, Cocoa, and Tea

In reporting the quantity and the corresponding value of beverages consumed, an estimate should be made based on the buying pattern of the family. For example, if a 50 grams refilled pack of instant coffee is consumed in one week, report the quantity consumed which is 50 grams and the corresponding value of 50 grams coffee. However, if a 50 grams refilled pack of instant coffee is consumed in, let us say, 2 weeks, estimate the quantity consumed and the value proportionately. If a 50 grams refilled pack costs P42.00 then the value to be reported should be P21.00. The P21.00 is the equivalent price of coffee consumed and the corresponding quantity consumed which is 25 grams during the week. The same procedure should be done to estimate consumption of other beverages.

Item 1. Coffee

- a. Processed - refers to the different commercial instant coffee brands sold in the market as well as the processed beans which have been roasted and ground.
- b. Beans - Examples are the Arabica, Robusta and Excelsia coffee beans as well as other varieties of coffee beans sold in the market whether roasted or not. Included in this item is the “barako” coffee of Batangas.

Rice or corn roasted, boiled and drank as coffee should be excluded from this item. It should be reported under rice or corn.

Item 2. Cocoa

- a. Powdered Tonic Drinks - Includes Milo, Ovaltine, Hershey’s and other powdered tonic drinks.
- b. Processed - Covers cocoa in “tablea” form, Goya cocoa, Ricoa cocoa and other cocoa mixes or cakes, Hershey’s Brown Cow, etc.

- c. Beans - Includes cacao beans usually sold by the kilo in the market.

Item 3. Tea

- a. Processed - Examples are tea sold in tea bags (e.g., Lipton tea, Black Cat tea, etc.) or in cans whether flavored (e.g., Nestea Lemon tea) or plain tea.
- b. Tea Leaves - Tea leaves, whether fresh or dry. (Example is pito-pito)

A1.8 Non-alcoholic Beverages

Item 1. Soft Drinks (Soda) - Includes all colas as well as commercially manufactured sarsaparillas and root beers, whether in cans, in bottles or in tetra packs.

Item 2. Fruit Juices and Non-carbonated Drink

- a. Powder - this includes powdered juice mixes like Tang, Eight O'clock, Nestea, etc. Also included are ginger ale, ginger tea, salabat powder and lime juices.
- b. Concentrate – Examples are Ritchee, Mango Puree, Sunquick, etc.
- c. Ready-to-drink - Includes Zesto, Magnolia Chocolait, Alaska Choco Drink, Milo-on-the-go, Ovaltine, C2, One, etc. whether in pouch pack, cans, bottles or tetra packs.

Item 3. Bottled water like Wilkins, Viva, Absolute, Nature's spring, etc.

Item 4. Others - This includes ice candy, ice buko, ice sherbet and ice drop, "gulaman" and "sago" as beverage, etc.

A1.9 Food Not Elsewhere Classified

Purchases by the families under this subsection may not be on a daily basis because these food commodities are common stocks at home and used almost daily. It may be difficult to account for the quantity of each item. However, an attempt to get a realistic estimate of consumption on an average/normal week should be made in order not to underestimate or overestimate

consumption. For example, if sugar was bought in 5 kgs. and this lasted for 2 weeks, then 2.5 kgs. must be reported.

Item 1. Sugar – This group includes refined sugar, brown sugar, muscovado, molasses, and panocha, etc.

Item 2. Sugar Products - This includes all derivatives of sugar such as chocolate, candies, chewing gums, syrup, caramel, cotton candies, as well as all other confectioneries, which are either sugar based or coated with sugar.

Item 3. Cooking Oil - Include in this item all cooking oils such as vegetable or animal oil (e.g., Wesson oil, lard, “Minola”, Baguio oil, Mazola) and other liquid oil.

Item 4. Margarine - This includes all other products such as Star Margarine, Dari-Creme, Milkrema, Golden Crown, etc.

Item 5. Sauces - Report the average weekly consumption of the family on tomato sauce, mayonnaise, catsup, patis, toyo, powdered sauce mixes and other sauces.

Item 6. Salt - In reporting salt consumption, an estimate of how long a package of salt is consumed can be the basis for estimating the value of consumption.

Item 7. Other Spices and Seasonings - This item includes garlic, ginger, vinegar, vetsin, laurel leaf, black pepper, mustard, Maggi bouillon, Knorr cubes, sinigang sa sampaloc mix and other spices and seasonings and condiments not covered by item (1) to (6) in this section.

Item 8. Prepared Meals bought outside/received and eaten at home - The amount of meals bought from outside the home and consumed by the family at home is to be reported in this item.

Include in this section under the In Cash/On Credit column the value of the meals taken from a family-operated “Carinderia” or similar source since they should be treated as if the family spent on these.

However, do not consider in this section meals bought from outside and consumed at home during special family occasions as these are to be entered under (H1) Special Family Occasions.

Item 9. Other Food Not Elsewhere Classified - Report in this item the amount consumed of other food items other than alcoholic beverages and tobacco, covered neither by food groups (A1.1) to A1.8) nor by Items 1-8 of this section. These food items include ice, natural honey, gelatin (e.g., Jell-O, Jelly Ace), ready mixed gelatin/leche flan, etc.

A2. Food Regularly Consumed Outside the Home

Asks Item A2(c) first, i.e. inquire about the number of family members regularly eating outside the home before getting the details needed in Items A2(b). Refer again to the type of family membership given in Part I, Section B, Item 2(b) to see if there are members who may have eaten out regularly (e.g., schooling children, family members working in an office, etc.). If there are no family members regularly eating outside the home, proceed to A3 (Alcoholic Beverages).

Item 1. Meals at school – report in this item the amount spent on all food items by schooling family members aside from the daily allowances for their snacks, lunch, etc. Thus, if schooling family members are given regular allowance, estimate the amount of the average weekly 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 B2-Transportation and Communication.

Item 2. Meals at place of work - this covers the food regularly bought and eaten by working family members in their place of work.

Item 3. Meals at restaurant, etc. – report here the amount spent by all family members in the consumption of food in restaurants and other eating places.

Item 4. Merienda or snacks, coffee, softdrinks, etc. – include here food items bought and eaten by all family members outside the home aside from places mentioned above.

Do not forget to report the amount used for their transportation in B2 (Transportation and Communication). Any food expenditure incurred by any family member who habitually goes to discos or nightspots will not be included here and these will be recorded under (D2) Recreation.

A3. Alcoholic Beverages

Item 1. Beer - includes any brand.

Item 2. Wine - includes basi, tuba, vino de quina, duhat, and other alcoholic beverages made from agricultural products. Also included are the fermented products like Maria Clara Sangria, "The Bar", "sioktong" and the like.

Item 3. Liquor - a distilled alcoholic beverage which, includes all local and imported liquors, including lambanog, brandy, rum, etc.

Be guided by the previous instructions given in filling the columns for quantity and value consumed.

A4. Tobacco

Items 1-2. Cigarettes and Cigars - include any brand.

Item 3. Others - Include leaf tobacco, chewing tobacco, betel leaf, nut and lime, etc.

Homemade cigars rolled at home are covered in Item 3 (Others) and not in Item 2 (Cigars).

Again, ask only for the average weekly consumption of tobacco, not the total amount of the item bought.

Report the quantity consumed in the appropriate column.

A5. Food Items, Alcoholic Beverages and Tobacco Received as Gifts.

The data required here are the gifts received in kind by the family during the reference semester.

Include all food items received as gifts by the family and consumed by the family during the past semester. However, do not give any value to food, alcoholic beverages and tobacco consumed by a family member at parties he attended, or food items occasionally offered to him by friends, say in school or in office.

Foodstuffs received as a form of support, assistance or relief is likewise considered as gifts. Food items received as gifts are those received from other households, charitable institutions, and the government or from person abroad, free of charge.

If the family received as gifts more than one of the detailed items covered by an item or sub-group, compute the total quantity and value consumed in the space for "Remarks and Computations". Only the total for each item or sub-group should be reflected in the blanks.

3.2.2 Section B. Fuel, Light and Water, Transportation and Communication, and Household Operation

Take note that in this section, the reference period is the past month, that is, June 2006. 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.

B1. Fuel, Light and Water

Enter in B1(a), Items 1 to 8, the total family consumption of fuel, light and water consumed during the reference period. It is very important that you stress the use of records while completing this subsection. If the respondent will make use of the official receipts of payments, or some other record of the bill, it will yield more accurate information and will make the interviewing of this subsection proceed more quickly. Request therefore for official receipts or billing statements for electricity and water connected in a community water system.

Attempt to estimate the consumption of charcoal, firewood and other fuel. For users of LPG, estimate the number of days by which one tank is consumed so that the month's consumption can be determined.

In case a family shares the facilities with other households, only an estimate of the family's consumption should be included. The cost of LPG, kerosene, electricity and water used by the other families occupying a part of the house of the sample household should be excluded. In this situation, ask for the amount shared monthly by the sample family.

LPG, kerosene, electricity and water used in business either operated by the family or the other family sharing a part of the house should also be excluded. In such a case, ask the respondent to estimate the amount consumed for private use of the family. 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. Enter the results in the “In Cash” column of Item 5 of II -B1(a). Subtract this value from the total bill and report the difference in Part IV - as cost incurred in operating a business.

Another way of estimating the expenditures to be entered for the above cases is by basing the amount from the expenditures of another sample with at least the same type of family membership and spending pattern.

Use the same method for separating the family’s consumption of water, kerosene and other types of fuel.

Do not include in Item 1 (charcoal), charcoal used for growing orchids as it should be reported in subsection D2 (Recreation) if it is a hobby or in Part IV if the plants are for sale.

Note that Item 2 (Firewood) includes twigs, dried leaves, dried branches and other forest products.

For families paying for regular electric or water services or buying water in “timba” or “drum”, ask for the total payments 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.

Enter the cost of fuel used to run the family’s electric generator in Item 5 (Electricity). If the family acquired the generator in 2006, its acquisition cost should be entered in Other Major Appliances and Equipment of Durable Furnishings and Equipment (Item 4, II-E2) while the value for pipes used and labor paid, if any, are to be entered under II-G2 (House Maintenance and Minor Repairs), Items 5 and 7, respectively. 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 activity in Part IV. Acquisition cost should not be reported since this is a capital outlay expenditure.

If electricity is used to pump water from natural source for use of the family, enter the cost of electricity used in Item 5 (Electricity); do not impute any value for water in this case.

Likewise, water taken free of charge from surface wells, artesian wells, other community wells and from natural sources should not be given any value.

Item 8 (Others) covers all kinds of fuel and sources of lighting not covered by the foregoing list such as newspapers, sawdust, coconut husk, biogas, etc.

If any of the family members is provided with free housing by his employer including light and water, 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 same amount under Part III-A, Salaries and Wages in Kind.

Enter in the "In Kind" column in B1(a), consumption of electricity, fuel or water received free or gathered as in the case of twigs and tree branches used for firewood.

In B1(b), enter the total amount of fuel, light and water consumed by the family during the reference period which were received as gifts (i.e., neither paid nor produced by the family). Take note that the value in B1(b) is only part of the value under the "In Kind" column in B1(a). Hence, the value in B1(b) should be equal or less than the corresponding value under the "In Kind" column in B1(a). Probe further if this is not the case.

Make sure that the value entered in the "In Kind" column can be checked against the entries in B1(b) as well as with entries in Family Sustenance Activities (III-F) and in Part IV, Entrepreneurial Activities.

Put in remarks portion if how many kilograms per bundle of fuelwood (item 2).

| ITEM | IN KIND COLUMN SHOULD HAVE CORRESPONDING ENTRIES UNDER THE FOLLOWING ITEMS: |
|-------------|--|
| 1. Charcoal | Received as Gifts (B1.b), Part IV – A1. Crop Farming and Gardening, A4. Forestry and Hunting, Family Sustenance Activity, Net Share of Crops |
| 2. Firewood | Received as Gifts (B1.b), Part IV – A1. Crop Farming and Gardening, A4. Forestry and Hunting, Family Sustenance Activity, Net Share of Crops |

| | |
|--|--|
| 3. Liquefied Petroleum Gas | Received as Gifts (B1.b) |
| 4. Petroleum products | Received as Gifts (B1.b) |
| 5. Electricity | Received as Gifts (B1.b) |
| 6. Candle, Oils, etc | Received as Gifts (B1.b) |
| 7. Water | Received as Gifts (B1.b) |
| 8. Others, specify (newspaper, sawdust, coconut husk, bio-gas, coco shells, etc.) | Received as Gifts (B1.b), Part IV – A1. Crop Farming and Gardening, A4. Forestry and Hunting, Family Sustenance Activity, Net Share of Crops |

B2. Transportation and Communication

Unlike in previous section where actual consumption of the family was reported, report in this subsection and the succeeding sections (except Household Operations) 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 for during the specified period, even though not all of such commodities were consumed during the said period should be reported.

This should include regular transportation and communication expenses of the family like the amount spent on regular trips made by the family members to and from the office, school, market, church, etc., and trips made during special occasions of the family, salary paid to the family driver, telephone bills, bus service fee, taxi fare, etc.. If their transportation expenses are part of the regular allowances given to schooling family members, 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 the allowance, it will be reported as part of Item 2 of D1 (Education).

Do not include transport expenses incurred in relation to job or business trip taken by a member of the family. Exclude also plane fare of a contract or regular worker in going to his job destination if the employer shouldered the fare.

Include all expenditure 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 the country or to/from a destination outside the country.

If the family member uses the vehicle(s) intended for business purposes, impute for the cost of transport incurred and enter in the "Total" portion. They should be treated as if the family actually paid for the transport. Do not forget to include the same amount as gross receipts in Part IV.

There are transportation and communication expenditures which may be incurred by the family not on a regular basis, that is once a year, two times a year, etc., as in the case of family members calling/visiting their relatives from other provinces/countries only on special occasions like birthdays, Christmas or family reunions. In such cases, ask from the respondent an estimate of the expenses incurred during a particular semester and get the average monthly expenditure by dividing the total by 6.

Possible items under this subsection where the "average monthly" concept can be applied are airplane transport fare, maintenance and repair, other personal transport expenses and other transportation and communication expenses.

Expect the respondent to report some expenditure for the items under Personal Transport Expenses (Item 4 II-B2) if the sample has a family vehicle. If none is reported, probe further. It may be possible that the family vehicle has not been used and it is already beyond repair, in which case, do not report the vehicle in Housing [G1 (m), Item 10] anymore. Although, in general, having an entry in Item 4 implies that the family owns a vehicle for use of the family, an exception is when a member of the family enjoys the use of a company car or when he is able to use somebody else's personal car and pays for the gasoline. In either case, enter the expenditures incurred by the family from the use of the car in the appropriate item under B2(a), Item 4. Report also in B2(a), Item 4, allowance for gasoline and maintenance of car provided by the employer of a salaried family member. The value of said fringe benefits should be reported under appropriate column for earnings in kind under Salaries and Wages (III-A1).

Only the cost of operations and upkeep of a family vehicle for family use such as that amount spent for gasoline, oils, washing, repair, overhaul, purchase of spare parts, etc. are to be included. If a family owns an animal-drawn mode of transportation, the amount spent on the feed and care for the animal will be reported here under "other transportation and communication expenses". If, on the other hand, the family has a family vehicle used partly for business purposes, ask the respondent to estimate the amount of gasoline used for trips made solely for private purposes of the family and enter the amount in "gasoline/diesel".

The purchase of vehicle, say the family car, is not included in this expenditure group but will be recorded in (E2) Durable Furniture and Equipment. Likewise, driver's license and vehicle registration fees are to be entered under F. Taxes and not in this group.

For this section, expenses for telephone and cellphones shall be classified as post-paid, pre-paid and pay phones. In "post-paid", a monthly bill is issued to the consumer such as those from PLDT, Bayantel and Digitel. "Pre-paid" includes cards like Smart, Globe, Touch Mobile, Sun Cellular and Phone cards. "Payphones" include those calls made in private households and establishments and in telephone booths where coins are inserted.

For post paid telephone bills, encourage the respondent to show you the official receipts of the billing statements (whether landline or cell phone) so that interviewing of this part would be much faster than if records are not use. Also, the data obtained directly from the telephone bills are the most accurate information available.

Note that if the respondent or any member of his/her family is using prepaid phone card whether it is for commercial landline telephone (usually in booth) or cell phone, ask for the average amount of phone cards that his/her family used for the past month. If they are receiving free phone cards, report in B2(b).

School service (Item 9) includes payment for transportation of schooling children whether by land (school bus, tricycles and pedicabs) or by water (boat).

Report also in B2(a) free rides given by some companies to its employees as in the shuttle buses. However, do not forget to put the amount in the earnings portion as fringe benefits in kind of the employee.

Report in B2(b), the services and materials for transportation and communication received as gifts by the family from other individuals/families during the past month.

B3. Household Operations

Expenditure on consumables and other materials used for household operations are to be reported in B3(a). For consumable items like laundry soap, starch, floor wax, etc. which may be acquired in bulk, get only the total amount consumed during the past month. Some detailed computations, however, should be done under "Computations/Remarks" portion.

The total value of the consumption is to be entered in the "Total" column. Include in the "In cash/on credit" column the total value of purchased consumables used by the family for its household operations during the reference period.

If any item/material was received as a gift and consumed by the family, enter the imputed cost of the item/material under the "Received as Gifts" column. See to it that the entry in the column for "Total" is equal to the sum of "In cash/On credit" and "Received as Gifts" column.

Washing clothes is a basic household operation for almost all households. If there is no consumption of laundry soap or detergent given in B3(a) 1, there should be an entry for B3(b) 1 - Laundry services or B3(b) 2 - Dry clean services. Otherwise, ask for a valid explanation and indicate this in the space for Computations/Remarks.

Others (Item 8, II-B3a) include other items used for household operations such as batteries, matches, broom, husk, feather duster, doormat, fabric conditioner, chlorox, etc.

The cost of operation-related services availed of by the family during the past month, whether for a fee or for free, as well as the maintenance/repair of household equipment should be reflected in B3(b). The imputed value of free services rendered to the sample family by other individuals/household in relation to its household operations is to be entered under the corresponding "Received Free" column. Do not give any value to services rendered by a family member to another family member.

Before proceeding to B3(b) item 3, 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 B3(b) item 3 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. If yes, B3(b) item 3 must have an entry.

For B3(b) item 3 - Domestic services, do not include the value of food consumed by domestic helpers, if any, as this is already included in II-A (Food, Beverages and Tobacco). Include in the "In Cash/On Credit" column the expenditures for clothing, shoes, etc. of domestic helpers as well as any allowances for recreation of the domestic helpers if they are borne by the family as they are considered part of their wages and salaries.

If the household help is provided free schooling by the family, consider the cost of his schooling as part of the payment for domestic services and record it under the “In Cash/On credit” column. Only those with value to the family should be included as gifts. Do not impute a value to used clothing given to the domestic helper.

If the family is paying its domestic helper’s wages but has not done so for some months during the previous semester, enter the amount equivalent to the helper’s wage during the reference period in the appropriate line in Item 3 (Domestic 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, III-D). The same procedure should be followed when 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. However, the same amount should be reported as payment received from loans granted to other families (cash) under Other Receipts (Item 5, III-D).

Example:

On December 2005, the domestic helper of Mr. Alfred Briones advanced her salary for the first semester of the year 2006 amounting to P15,000 or P2,500 per month. During the period January to June 2006, Mr. Briones was no longer paying for her salary. However, since the service is being availed of during this period, the amount of P15,000 should still be reported as payment of loans granted to other families under **Other Receipts** (Item 5, III-D).

If a non-family member offered to pay for the family’s domestic services, enter the payments made to the domestic helper during the reference period under the “**Received Free**” column.

There may be cases when 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 a particular semester. In such a case, try to get a rough estimate of the expenses during the entire semester and get the average monthly expenditure by dividing the total by 6.

For B3(b) Item 4 (Repair and maintenance of household equipment), include repair of TV sets, stereos, blenders, flat irons, radios, refrigerators, freezers, electric fans, etc.

Expenditures for household operations during special occasions of the family such as cleaning of the rooms in preparation for the said occasion are likewise covered in this expenditure group, although these cases rarely happen. A shift from the “past month” to “average

month” reference period must be done in order not to overestimate or underestimate the expenses of the family for the entire semester.

3.2.3 Section C. Personal Care and Effects, Clothing, Footwear and Other Wear

From this section onwards, 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.

C1. Personal Care and Effects

This subsection gathers the value of items purchased or services availed of by the family on personal care and effects such as beauty aides and toilet articles, personal effects, baby care, adult care, etc. during the past month.

If any member of the family bought any item or paid for any services for his own personal care and effects, enter the value of the item(s) or services in C1(a). However, if the goods were received as gifts or any non-family member rendered the services free to the sample family, enter the imputed value in C1(b).

For consumables like toilet soap, pomade, powder, tooth paste, etc., used, ascertain how much was the total expenditure for each of the sub-items during the reference period. Take the total value of these sub-items to get the total for an item and enter under the “Total Value” column.

Items for personal care and effects bought or services availed of for special occasions of the family are to be included in this section

A shift from “**past month**” to “**average month**” concept is allowed if purchases occur at 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**” concept can also be applied on expenditures on make-up, cosmetics, perfumes and all items under item (2) - personal effects where purchases occur infrequently.

Note that the baby and adult care products are specified separately from other personal care products for these are relevant personal care items nowadays.

C2. Clothing, Footwear and Other Wear

Take note that starting with this section, the reference period is past semester which is January - June 2006.

In asking for expenditures on Item 1 - Clothing and other ready-made apparel and Item 2 - Footwear, refer back to the list of family members in ISH Form 2 and note if there are “men” (male members 10 years old and over) in 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 clothing or footwear bought within the reference period indicated for a particular visit. Enter this amount in C2(a) item 1(a) or C2(a) item 2(a). If any of them received an article of clothing or footwear as a gift, enter the estimated value of the gift in C2(b) item 1(a) or C2(b) item 2(a).

In the same manner, inquire about the clothing and footwear expenditures of the women, boys and girls in the family. If a family member belonging to the third sex bought an item, which is not listed in the sub-group, include such expenditure under the “other” category. For example, if a male homosexual, 10 years and over, bought a dress, include the expenditure under Item b.b.1-Dress , Women (10 years and over).

If any member of the family bought, in cash or on credit, the article of clothing or footwear, or the family paid in cash the services for clothing, footwear or other wear, enter the value in C2 (a). However, if the articles were received as gifts in kind or a non-family member gave the sewing services free of charge, enter the amount in C2 (b).

Include in C2 (a), Clothing, footwear and other wear items which were bought for special occasions of the family like baptismal dress, wedding dress, birthday party outfits, etc.

Expenses for school and office uniforms of family members including Girl Scout uniforms, PE uniforms, CAT uniforms, etc., are to be reported also under this expenditure group.

Note, however, that the expenditures on articles of clothing, footwear and other articles of wear bought by a family member and given as gifts to outsiders are excluded in this expenditure group. Report such expenditures under Section H2 (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

family help, as this should be entered in Part II-B3 (b), Item 3 (Domestic Services).

The fees paid to a dressmaker or a tailor is to be included in Item 5 (Service Fees). Do not give any value to sewing services rendered by a member of the family for another. However, the imputed value of the sewing services offered free to a family member by a non-family member should be reported in C2 (b) item 5.

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.

3.2.4 Section D. Education, Recreation and Medical Care

D1. Education

If there are family members who are studying at any time during the reference period, all expenses related to their education will be entered here.

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 D1 (a). But when the fees, school supplies 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 of the supplies as well as the obligation are to be entered in D1 (b). Include also in D1 (b) any gift in cash intentionally given to the family for the purpose of paying educational expenses. Enter the corresponding amount in the appropriate item. 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 D1 (b).

In estimating the value for Item 1 - Education Fees such as tuition, matriculation and other school fees include all payments made during the reference period. Take note that the education fees for public and private should be separately reported. For the first visit, inquire about school fees paid from January to June 2006 covering both the current school year and the last school year (second semester of SY 2006-2006).

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

Include in the list of expenditures for Item 2, allowances for family members studying away from home, the amount provided for board/lodging, food and allowances of a family member living away from home.

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. Note that there are books that may be bought on an installment basis like encyclopedias and other reference books. If a family made such installments during the reference period, the total value (down payment and installments paid/to be paid) should be entered. However, do not forget to enter the unpaid amount under loans from business firms of Other Receipts (III-D, item 4). If the family is already paying for the loan, include the payments made under Other Disbursements (II-I, Item 9). Also included under school supplies are expenditures on laboratory specimen.

Report in item 5 - Other educational supplies, expenditures on newspapers, magazines, comics, pocketbooks and other supplies not covered in items 1 to 4 of this subsection.

When a member of the family is currently being benefited by a "study now, pay later" plan, enter the educational expenses covered by the plan in the appropriate item in D1 (a). If the program also covers other non-educational expenditures incidental to the member's schooling like transportation expenses, treat this as if the family is shouldering the cost and enter the amount in their corresponding sections in Part II. However, the total amount covered by the plan should be recorded in Other Receipts (III-D) as loans from private households (Item 3) or as loans from private firms and government institutions (Item 4), as the case may be.

On the other hand, if the family is now making payments for the plan, treat the payments made during the reference period as payments for loans and enter the amount in Payment of Cash Loans under Other Disbursements (II-I, Item 2).

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

| CASES | EDUCATION FEES (Part II- D1) | WITH CORRESPONDING ENTRIES |
|--|---|--|
| ⇒ Enjoying the educational plan | D1(a) | Part III – D6. Other receipts |
| ⇒ Paying an educational plan for future use | - | Part II – H3.3. Other expenditures |
| ⇒ Recipient of Study Now Pay Later Plan (SNPLP) | D1(a) | Part III - D3/D4. Other receipts |
| ⇒ Paying for SNPLP availed before the reference period | - | Part II – I2. Other disbursement |
| ⇒ Enjoying free education | if there are miscellaneous fees | - |
| ⇒ Scholar (Public or Private) | D1(b) | - |
| ⇒ Working student athletes (enjoying free tuition) | D1(a) with # sign | Part III – Col. 11, Salaries & Wages (in kind column) |
| ⇒ Scholar a. Free tuition | D1(b) | C2.2 Cash receipts, support, etc. from domestic source |
| b. Allowance for books | D1(a) | -do- |
| ⇒ Rewards from previous School year (with honors) | - | C2.2 Cash receipts, support, etc. from domestic source |
| ⇒ Graduate (received seed money) | - | Part III – D.6, Other receipts, WFS |

D2. Recreation

This expenditure group includes the expenses of family members on recreational goods and activities such as going to the movies, picnics, cable TV subscription, etc. As in other expenditure groups, if the family purchased the items or paid for the service in cash or on credit, enter the amount in D2 (a).

But 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 D2 (b). An example is a complimentary pass to the movies for one year. However, do not include in D2 (b) the value of occasional free treats to the movies.

If the family member raised fighting cocks strictly for pleasure (i.e., as his “pangsabong”), the amount spent in buying and raising the fowl is to be included in this expenditure group. Also included in this item are membership fees to hobby clubs, resorts, etc. 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 item.

Include also under these item ornamental plants and orchids purchased which are raised as a hobby including the fertilizers, insecticides, charcoal and other incidental expenses in the care of the plants. However, if plants are for sale then this becomes a family-operated activity which should be reported in Part IV.

D3. Medical Care

Enter in this group the value of any health care or medical goods and services availed of the family during the reference period. Also to be included in this section are the contraceptives used for family planning.

If the goods were purchased in (cash or on credit) or the services were paid for the family, the amount paid should be entered in D3 (a). Include also as cash expenditures all benefits such as free hospitalization, free medicines, free checkups, etc. from an employer.

For family members who availed of PHILHEALTH during the reference period, report not only cash portion paid but also the benefits availed of from PHILHEALTH program. Enter the total amount paid including the one that came from PHILHEALTH in the specific item listed under D3 (a). Do not report the benefits availed from the PHILHEALTH under D3 (b) as gift because PHILHEALTH is a fringe benefit of an employee and therefore is part of earnings which shall be reported in Part III - A. Do likewise for employees getting free medical supplies as a fringe benefit.

For those who were beneficiaries of a health insurance other than PHILHEALTH, enter the amount availed of from the insurance in the appropriate item in D3 (a) but the corresponding amount should be reported as withdrawals from savings.

Medical and dental fees paid by the students are considered part of their school fees; therefore these should be entered in D1 - Education. However, if there were payments made by the students when treated, these should be reported in this expenditure group under D3 (a).

Report under D3 (b) the imputed amount of medical goods and services received as gifts. However, 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.

Report in item 8 dietary food supplements such as herbal food supplements (ex. charantia), probiotic foods (ex. lactovitale), and other organic foods (ex. Virgin coconut oil).

| CASES | MEDICAL CARE (Part II – D3) | WITH CORRESPONDING ENTRIES |
|--|---|--|
| ⇒ Contraceptives used for family planning | D3 (a)/(b) | - |
| ⇒ Free hospitalization, free medicines, free check-ups from an employer | D3 (a) | Part III – Salaries and Wages (In Kind) |
| ⇒ Availed of PHILHEALTH | Total amount paid including the one that came from PHILHEALTH | Part III – Salaries and Wages (In Kind) |
| ⇒ Employee with PHILHEALTH - got sick during the reference period | D3 (a) – total amount paid + PHILHEALTH (with # sign) | Part III – Col. 11, PHILHEALTH-Salaries & Wages (Fringe benefits in Col. 11) |
| ⇒ Individual with PHILHEALTH Individual paying/voluntary Indigent Non-paying OFW | D3 (a) D3(a) D3(a) D3(a) | Part III – D.6, Other Receipts (WFS) C2.2 Gov't & Private institutions C2.2 Gov't & Private institutions Part III – D.6, Other Receipts (WFS) |
| ⇒ Employee with PHILHEALTH and Health Plans (Aetna, PHILAM, etc.) | D3 (a) – Total amount paid + PHILHEALTH + Health Plans | PHILHEALTH – Salaries & wages Health Plans – Part III-D.6 WFS |
| ⇒ PHILHEALTH (reimbursed during reference period – sick before reference period) | - | C2.2 Gov't & Private institutions |

3.2.5 Section E. Furnishings and Equipment

E1. Non – Durable Furnishings

The value of non-durable furnishings for family use such as utensils and accessories, household linen and furnishings, etc., acquired within the reference period including those bought/received for use during special occasions of the family should be reflected in this expenditure group.

As with other expenditure groups, if the family bought furnishings, enter the value in E1 (a) but if the family received the furnishings as gifts from non-family members, enter the value of the gift in E1 (b).

The quantity and the value of non-durables made at home for family use should be entered under the expenditure group covering the final product. However, the value to be reported is the value of materials used in making the products plus the cost of paid labor, if any. Do not give any value to the labor rendered by a family member.

E2. Durable Furniture and Equipment

Enter in E2 (a) the value of all durable furnishings or equipment such as pieces of furniture, appliances, garden tools, etc. acquired on a cash basis during the reference period and intended for family use.

Example:

A washing machine worth P5,500.00 was bought in cash in May 2006. Enter as follows, assuming that no other item was bought.

| E2. DURABLE FURNITURE AND EQUIPMENT | | | | |
|--|--------|----------------------------------|----------------|-----------------|
| <div style="display: flex; align-items: center;"> <div style="border: 1px solid black; border-radius: 50%; width: 30px; height: 30px; display: flex; align-items: center; justify-content: center; margin-right: 5px;">1</div> <div>YES</div> </div> | | 2 - NO, GO TO NEXT PAGE [E2 (b)] | | 3 4 1 |
| [JANUARY – JUNE 2006] | | | | |
| Item | Code | Quantity | Unit Price (P) | Total Value (P) |
| 1. Kitchen and ... | 522100 | XXXXXX | XXXXXX | <u>5,500</u> |
| a. Refrigerator | 522101 | _____ unit | _____ | _____ |
| b. Cooking Range/Stove | 522102 | _____ unit | _____ | _____ |
| c. Washing machine | 522103 | <u>1</u> unit | <u>5,500</u> | <u>5,500</u> |
| d. Others, specify _____ | 522104 | _____ unit | _____ | _____ |

For items purchased on installment basis during the reference period, enter the quantity and its total value in the appropriate column in E2 (b). Enter also the amount of installments paid including the down payment already paid for during the reference period under the "Total Amount Paid" column.

Total value refers to the total installment paid/to be paid plus the initial down payment made on the item. Report the total value of an item only once. That is, if an item was purchased during the reference period covered by the first visit, the total value should be reported only during the first semester. Thus, the total value of durable equipment purchased on installment basis within the first half of 2006 should be reflected only in the "Total Value" column corresponding to the January - June reference period. However, make sure to enter the difference between the total value and amount paid as loans from business firms (III-D, Item 4). Report in the "Total Amount Paid" column only the actual payments made instead of the amount due within the reference period.

Example 2:

A 21-inch colored TV set was bought on an installment basis in March 2006. The family paid a down payment of P5,000.00 in March and monthly installments of P2,000.00 thereafter. The TV set is payable in 9 months. Enter the values as follows:

| E2. DURABLE FURNITURE AND EQUIPMENT | | | | | |
|--|--------|--------------------|----------------|-----------------|-------------------|
| <div style="display: flex; align-items: center;"> <div style="border: 1px solid black; border-radius: 50%; width: 30px; height: 30px; display: flex; align-items: center; justify-content: center; margin-right: 5px;">1</div> <div> - YES 2 - NO, GO TO NEXT PAGE [E2 (c)] </div> </div> | | | | 3 5 1 | |
| [JANUARY – JUNE 2006] | | | | | |
| Item | Code | Quantity | Unit Price (P) | Total Value (P) | Total Amount Paid |
| 2. Audio-visual equipment | 522200 | XXXXX | XXXXX | 23,000 | 11,000 |
| a. Television | 522201 | <u> 1 </u> unit | 23,000 | 23,000 | 11,000 |
| b. Video cassette recorder | 522202 | <u> </u> unit | <u> </u> | <u> </u> | <u> </u> |
| c. VCD/DVD | 522203 | <u> </u> unit | <u> </u> | <u> </u> | <u> </u> |
| d. Stereo set, sing-along. | 522204 | <u> </u> unit | <u> </u> | <u> </u> | <u> </u> |
| e. Radio, radio cassette | 522205 | <u> </u> unit | <u> </u> | <u> </u> | <u> </u> |
| f. Others, specify _____ | | | | | |

D. OTHER RECEIPTS**1**

– YES 2 – NO, GO TO NEXT PAGE (E)

5 3 1

[JANUARY – JUNE 2006]

| Item | Code | In Cash | In Kind |
|---|--------|---------------|---------|
| 4. Loans from business firms (including sari-sari stores) and government institutions | 940040 | <u>12,000</u> | _____ |

Do not include under E2 (b) installment payments on durable furniture or equipment purchased prior to 2006. Payments for items bought prior to 2006 should be reported in (I) Other Disbursements.

Include vacuum cleaners, floor polishers and electric generators for family use acquired during the period in Other Major Appliances and Equipment (II-E2, Item 4.c).

The value of all durable furnishings and equipment received as gifts by the family should be entered in E2 (c).

Durable furnishings made at home for family use should be entered under the expenditure group corresponding to the group of the finished product with the valuation procedure as follows: the value of the finished product will be the purchased value of the input materials if purchased, or their assessed value if received as gifts, plus the cost of paid labor, if any.

For example, the head of the family bought spare parts of an owner type jeepney to be assembled. He built the jeepney with the help of a mechanic whom he paid with daily wage. In this case, report the cost of the spare parts and the amount spent for labor in Item E2 (a) item 6(c). No imputation should be made for his labor. Note that his jeepney is for family use only and not for commercial purposes.

Rechargeable lamps/electric fan is an example of a minor appliance.

| CASES | TOTAL VALUE | TOTAL AMOUNT PAID | WITH CORRESPONDING ENTRIES |
|--|---|---|--|
| ⇒ Purchased on installment basis during the reference period | the total of all installments paid/to be paid plus initial down payment | the amount of installment paid including the down payment | Part III – D4. Other receipts (the difference between the total value and total amount paid) |

| | | | |
|--|---|---|---|
| ⇒ Purchased on installment prior to year 2006 | - | - | Part II – I3. Other disbursement |
| ⇒ bought on installment during the first visit and was repossessed | - | - | Part II – H3.3. Other expenditures (down payment plus installment paid) |

3.2.6 Section F. Taxes

Item 1. Income Tax - Income tax refers to the tax levied on the earnings or income of a working person in pursuit of his occupation. If there is a working family member, include the amount deducted from his monthly salary representing his withholding tax.

Report only the actual amount of taxes or fees paid during the reference period.

Report in Item 1, as income tax, the total amount withheld from salaries in 2006 plus the additional amount paid, if any, upon filing of the income tax. Be sure to report the amount withheld in 2006 in Section III-D (Other Receipts), item 6 - Withdrawals from Savings. For purposes of this survey, the amount of tax withheld from income earned from January to June 2006 are considered as savings and must be reported in Other Disbursements (II-I, Item 9).

Example:

Tax withheld in 2005 is P7,500.00. Additional tax for 2005 (paid in March 2006) is P2,000.00. Tax withheld in January - June 2006 is P4,800.00.

| | | |
|---|--------|-------------------------|
| F. TAXES | | |
| [JANUARY – JUNE 2006] | | |
| <input checked="" type="radio"/> 1 YES <input type="radio"/> 2 NO, GO TO NEXT PAGE (G1) | | 3 6 1 |
| Item | Code | Value |
| 1. Income Tax | 600100 | _____ <u>9500</u> _____ |

| I. OTHER DISBURSEMENTS | | | |
|---|--------|--|-------------|
| <input checked="checked" type="radio"/> 1 – YES 2 – NO, GO TO NEXT PAGE (PART III) | | <div style="border: 1px solid black; padding: 2px; display: inline-block;">4 3 1</div> | |
| [JANUARY – JUNE 2006] | | | |
| 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.) | 840700 | _____ | <u>4800</u> |
| TOTAL | 840000 | xxxxxxxxxxxx | <u>4800</u> |

| D. OTHER RECEIPTS | | | |
|--|--------|--|---------|
| <input checked="checked" type="radio"/> 1 – YES 2 – NO, GO TO NEXT PAGE (E) | | <div style="border: 1px solid black; padding: 2px; display: inline-block;">5 3 1</div> | |
| [JANUARY – JUNE 2006] | | | |
| Item | Code | In Cash | In Kind |
| 6. Withdrawal from savings/ business equity | 940060 | <u>7500</u> | _____ |

Report the value of refunds in Other Receipts (Part III, Section D, Item 11).

Taxes levied in the operation of an economic activity by the family e.g., amount paid to secure a license to operate a sari-sari store) are not regarded as expenditure for family living. They 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 IV. However, tax levied on profits realized from such family-operated activities should be treated as family expenditure and the amount should be reported in Item 1, Income Tax.

Item 2. Real Estate tax - This refers to the tax imposed on real property of the family (e.g. 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.

Item 3. Car Registration, Toll Fees and Driver's License - This includes registration fees for motor vehicle used for private transport of the family, toll fees, etc.

Item 4. 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's 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 as Gifts, Support and Assistance to Others (II-H2, item 1) since the money will not accrue to the government.

| CASES | INCOME TAX (Part II - F1) | WITH CORRESPONDING ENTRIES |
|--|---------------------------------|---|
| ⇒ taxes paid during the reference period | √ | - |
| ⇒ tax refunds received during the reference period | - | Part III – D11. Other receipts |
| ⇒ withholding taxes deducted during the reference period | - | Part II – I9. Other disbursement |
| ⇒ tax withheld in 2005 | √ | Part III – D6. Other receipts |
| ⇒ tax withheld in 2005 plus the additional amount paid | √ | Part III – D6. Other receipts (the amount withheld in 2005) |

3.2.7 Section G. Housing, House Maintenance and Minor Repairs

G1. Housing

Questions G1(a) to G1(h) on housing will be asked in order to relate housing characteristics with income and expenditures to be able to supply the data needs of government planners and those of the private sectors 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.

For each of the items under (G1) Housing, encircle the appropriate code that corresponds to the response. The use of Non Response (NRs) or Don't Know (DKs) is not allowed in this section.

Write an explanation for any change in the characteristics of the housing unit between the two visits. Costs incurred for major repair or improvement should be reported in Other Disbursements (Part II – I, Item 7).

G1.a Type of Building/House

Be guided by the following definitions in identifying the type of housing unit occupied by the family:

Single - a complete structure intended for one household. It includes the so-called “nipa hut” or a small house that is built as a more or less permanent housing unit.

Duplex - a structure intended for two households, with complete living facilities for each. It is divided vertically or horizontally into two separate housing units that are usually identical.

Apartment - An apartment is a structure usually of several entrances from internal hall or court. It differs from an accesoria in that an apartment has one common entrance from the outside.

Accesoria - An 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.

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 entrances from a common hall or passage) without changing the outside structure or appearance, will be classified as single house or a duplex as the case may be.

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.

Commercial or Industrial or Agricultural building/house - These are buildings intended for transacting business for rendering professional services, for processing, assembling, fabricating or manufacturing operations, or for agricultural purposes and not intended for private habitation but used as a living quarter at the time of the survey.

Other housing unit (cave, boat, etc.) - These refers to all other types of buildings/houses and natural structures not intended for private housing and/ or human habitation nor located in permanent buildings but which are nevertheless, used as living quarters at the time of the survey. Caves, other natural shelters and mobile housing units such as trailers, barges, boats, etc., fall under the category.

G1.b Construction Materials of the Roof

Encircle the code, which indicates the type of construction materials of the roof of the house is made of. You need not ask this question anymore if you can classify the construction materials use in the roof of the house by observation. 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 burnt or condemned structure.

If, for example, the roof is made of a combination of the three types of materials stated above, encircle the code for the most predominant materials used.

G1.c Construction Materials of Outer Walls

Use as a guide the discussion for G1(b) above in selecting the type of construction materials of the outer walls.

G1.d Tenure Status of the Dwelling Unit and Lot

Ask the question as worded and encircle the appropriate code to indicate the tenure status of the housing unit and lot occupied by the family.

The tenure status to be recorded should be the prevailing 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 the place.

Owner-like possession of house and lot here 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.

The question, “How much is the imputed rent?” per month may be asked this way: If someone would rent your house today, how much

do you think would it be rented?" Ask the respondent to estimate the amount he/she would charge, to rent the entire housing unit monthly, unfurnished and excluding the costs for utilities.

Do not confuse imputed rent with amortization payments. Note that imputed rent refers to the value of the house/lot based on its utility 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 under Section I - Other Disbursements. However, the imputed rent must be entered in G1(d). Computations of rent should be based on prevailing prices in the area.

For free housing enjoyed by employees as part of fringe benefits provided by their employer, the imputed rent must be estimated. For this particular case, place a sharp sign (#) on the line provided after each question for the rent-free lot in Code 4 or the rent-free house and lot in Code 6. (The sharp sign serves as an indicator for free housing derived from employment. Be sure to include this amount as Earnings in Kind in Part III Section A. Salaries and Wages from Employment.

G1.e Floor Area

Floor area refers to the space enclosed by the exterior wall 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 space provided the floor area of the housing unit in sq. meters.

G1.f When was the 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.

G1.g Alterations/additions to the house or Other major renovations done in the housing unit?

Ask the respondent whether there are alterations/additions or major renovations done in the housing unit. Encircle Code 1 if the answer is YES. Inquire from the respondent the amount spent and report it on Part II – I, Other Disbursement, Item 7 – Major Repairs of the House.

G1.h Own Any Other Dwelling Unit Elsewhere

In addition to the house where they usually reside, ask the respondent whether his family owns any other housing unit elsewhere which they also use as residence. This refers to vacation house(s) or rest house(s) owned by the family aside from their usual residence. It also refers to a house in a city or in a poblacion owned and maintained by the family because it is near their place of work or school but they have usual residence elsewhere.

If the respondent answered, “Yes”, ask for the imputed rent per month with the question, “If this housing unit is for rent, how much do you think will be the monthly rental?”

If the family owns other housing unit(s) rented out to others, the answer to this question should be “No”. For an answer of “Yes” to be considered as acceptable, the other housing unit(s) should only be for residential use of the family.

However, if this other housing unit owned and used by the family was rented out to others for some months during the reference period, enter here the average imputed rental value of the housing unit based on the number of months it was used as residence by the family. The value of the rental for some months should be reported as Rental Received from Non-agricultural lands, buildings, spaces and other properties (III-C3, Item 2).

G1.i Toilet Facilities

For purposes of this survey, encircle the appropriate code for the type of toilet facility in the housing unit/building where the family is enumerated, as follows:

Water-sealed - all types of toilet, whether used exclusively by the household or shared with other households, 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 sewer or septic tank. They may or may not have depositories other than a sewer or

septic tank. However, if a water-sealed bowl is connected to a lake, river, stream or canal or down under, it is classified under (4) Others (pail system, etc.).

Closed Pit - This is the type of toilet, which is without a water-sealed bowl, and the depository is constructed usually of large circular tubes made of clay or concrete, a pit with concrete sides, or an ordinary pit or drum, covered on top and has a small opening. It may or may not have a box for seating or squatting over the opening.

Open pit - An open pit is a dug pit without any enclosures and usually without toilet bowls.

Other (Pail System, etc.) - Classify here a toilet system wherein human waste is accumulated in a pail to be picked up for disposal from time to time or any other kind of toilet not belonging to the preceding types.

None - Report this for a family having no toilet facility and usually resort to throwing human waste in wrapped paper or container.

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.

G1.j Presence of Electricity in the Building/House

Encircle code “1” - “Yes”, if 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. Encircle “2”, if otherwise.

The answer to this question should be consistent with item 5, II-B1 – Electricity in Fuel, Light and Water. Write an explanation if not so.

G1.k Sources of Water Supply

The different sources of Water Supply are as follows:

Own use, faucet, and community water system - Here the family gets its water supply from a faucet inside the house/yard directly connected to a water pipeline from the community water system. If the water supply is from a faucet, which is connected to a deep well and

owned and used solely by the family, it should be reported as tubed/ piped well, own use.

Shared, faucet, Community Water System - The family gets water supply from a faucet, for public use, or the faucet of another household, establishment, or office, which is connected to the community water system.

Own use, tubed/ piped well - Water is taken from a tubed/ piped well for private use of the family.

Shared, tubed/ piped well - Water is taken from a tubed/ piped well, which was constructed for public use or taken from a tubed/ piped well of another household, establishment or office.

Dug well - The family gets its water supply from a dug well. The ordinary dug well and the improved type, which is provided with a protective device against contamination or pollution belongs to this type.

Spring, river, stream, etc. - The family gets its water supply from natural bodies of water, which has not been developed yet.

Rain - refers to water accumulated from rainfall.

Peddler - The family does not directly get its water supply from any of the sources mentioned above. This is the usual source of water supply of families in areas that do not have central water system and/or that have low water pressure.

Encircle the appropriate code for the reported source of water supply. If there are more than one source, report the one which is being used mostly for the household 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.

G1.I Distance from the Source of Water Supply

This question 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 household'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 1 to 6, write in the space 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.

G1.m Appliances Owned by the Family

Encircle the appropriate response for the appliances owned by the family. If the answer is "yes", ask for the quantity of that particular appliance. Do not rely on what you see because there may be appliances like radios or televisions inside the bedrooms. If the family has second home or a vacation house, be sure to include the appliances/items that the family has in this second home.

Rented items such as colored TV set are to be excluded in this section. Do not record appliances that are out of order and beyond repair.

Write an explanation for any change in the kind and quantity of household appliances. A table with two long benches (papag) should not be counted as dining set.

An electric fan does not fall under air conditioner.

Explanations of Specific Items

Radio - includes transistor radio, radiophone, and tape cassette recorder.

Television Set - includes both black and white and colored TV set.

Videotape Recorder/Player - commonly known as Betamax, Betacord, VHS, VCD, DVD, etc.

Stereo/Sing-along system - has at least two loudspeakers and may be a component type or console type.

Refrigerator - 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).

Freezer - may be upright or chest-type. Report under this item if the freezer is a separate unit.

Note that an icebox is neither a refrigerator nor a freezer and, therefore, should not be reported in this group.

Car - includes also other types of motor vehicles owned by the family for family use such as jeep, Hi-ace, etc. However, if the family vehicle has not been used and it is already beyond repair, do not report the vehicle any more.

Motorcycle – 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 the bicycle should be excluded from this item.

| ITEM | WITH CORRESPONDING ENTRIES |
|---|--|
| 1. With YES answer in G1(g) | I7- Other Disbursement (Major repair of the house) |
| 2. With electricity in the building/house | B1(a), Item 5 (Fuel, Light and Water) |
| 3. With codes 1, 2 or 8 in G1(k) | B1(a), item 7(Fuel, Light and Water) |
| 4. With car/jeep/motorcycle - with gasoline allowance | B2, Item 4 (Transportation and Communication) Part III – Salaries and Wages (fringe benefit) |
| 5. With telephone/cellphone | B2, Item 5 (Transportation and Communication) |
| 6. Household with either of the following appliances : VCD, Stereo, Freezer, Washing Machine, Microcomputer, Microwave oven | G1(j) - Yes and B1(a), Item 5 (Electricity) |

G2. House Maintenance and Minor Repairs

Expenses incurred in connection with household maintenance and minor repairs done in the house during the reference period are covered in this expenditure group. It does not include major repairs and construction of the house itself.

Do not impute the value of free services by family members for minor repairs.

House maintenance and minor repairs refer to changes done in the housing unit to prevent its normal deterioration or to keep the existing structure in good condition. Include under House Maintenance and Minor repairs the following jobs:

- a. replacement of faucets, sinks and tiles
- b. repair of clogged drainage
- c. replacement of broken windows and floor tiles
- d. repainting of house or wall papering
- e. replacing damaged ceiling tiles, wall tiles, or wall paneling

- f. repair of leaking roof
- g. repair of fence
- h. replacement of faulty wires, switches and plugs

If the answer to the screening question is “Yes”, inquire from the respondent the type of maintenance or repair job done in the housing unit. If it is not one of those enumerated in (a) to (h) above, enter the cost or the imputed cost in Other Disbursements (II-I, Item 7).

3.2.8 Section H. Miscellaneous Expenditures

H1. Special Family Occasions

Special family occasions include any occasion celebrated by the family like birthdays, weddings, baptismal parties, anniversaries, christmas, fiestas, etc. Consumption of food, alcoholic beverages and other expenses exceeds the normal consumption/expenditure of the family due to this celebration. However, if no guests were expected although there was a reason to celebrate, report whatever preparation made by the family under regular expenditures. An exception to this is the case where the family had no guests but food was prepared and given to neighbors.

The expenditures on special family occasions are grouped into five kinds, namely: (1) Food and refreshment, (2) Alcoholic beverages, (3) Services, (4) Rental of Place, facilities and equipment, and (5) Package tours (6) Others. As much as possible, get an estimate of each of the items under each kind. If it will not be possible to go into item details, you will have to combine the expenditures under the most important item.

Report in H1 (a) the value of the consumption of the food items for special occasions taken from the family’s own produce prior to 2006. Be sure to report the same value as withdrawals from savings of Other Receipts (III – D, Item 6) under the “In Kind” column.

Food item/beverage, which came from the family’s own produce during the reference period should likewise be reported in H1 (a) since there is no separate column for the “in kind” expenditure. Include the same value under the “Net Receipts” column in III-F, Family Sustenance Activity, or the “Total Value” column in the appropriate entrepreneurial activity in Part IV. If it came from the family’s net share of crops, etc. during the reference period, include the value under the “Total Net Value of Share” column in III - B.

It should be emphasized that the value of food items already reported in this section should be excluded from the “Value Consumed”

column in Net Share of Crops, (III-B); Family Sustenance Activities (III-F); or Sections A1, A2, A3, A4 in Part IV to avoid double reporting of items.

Other items of expenditures incurred because of a special family occasion should be included in the corresponding expenditure groups. Hence, a wedding dress will be included in subsection (C2) Clothing, Footwear and Other Wear.

It should be noted that gifts received by family members from outsiders during such special occasions are not included here as they are already listed under the respective expenditure groups to which they belong.

| CASES | SPECIAL FAMILY OCCASIONS (Part II - H1) | WITH CORRESPONDING ENTRIES |
|---|--|--|
| ⇒ family had no guests but food was prepared and given to neighbors | √ | - |
| ⇒ food items for special occasions taken from the family's own produce prior to 2006 | √ | Part III – D6. Other receipts |
| ⇒ food item/beverage which came from the family's own produce during the reference period | √ | Report under Total Value Column in either FSA, NSC or Entrepreneurial Activity |

H2. 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.

For gifts and contributions given in the form of cash, enter the amount under the “In Cash” column. Gifts given in kind but purchased in cash should also be entered under the “In Cash” column.

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.

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 enterprise or sustenance activities, net share of crops, livestock and poultry raised by other households.

Do not fill up the "In Kind" column until after you have asked Part IV (Entrepreneurial Activities). Gifts and contributions "In Kind" refer to those that were actually produced by the family from own-operated enterprise (Part IV) or sustenance activities (Part III, Section F) and part of net share of crops, livestock, etc., given away (Part III Section B)

Exclude the value of used clothing and other old personal properties of the family given away to individuals outside of the family.

H3. Other Expenditures

This expenditure group includes payment for all other forms of expenditures such as premiums for insurance, interest payment on loans for living expenses, losses due to fire and theft, legal fees, membership fees to legal associations, professional organizations, etc. If there is a family member who is a regular wage earner, ask the amount deducted from his salary as payment for his PHILHEALTH, GSIS or SSS insurance, PAG-IBIG membership, etc.

Write the exact type of insurance on the Computations/Remarks portion. If the respondent has difficulty in determining the exact amount contributed to the GSIS (for those in the government service) compute the periodic contributions based on the salaries of the employed members and the following information:

GSIS - 9% for the first P11,000.00 of the basic salary per month additional 2% of the balance of the basic salary, if more than P11,000.00.

If any member contributes to the PAG-IBIG fund and the exact amount cannot be determined, compute the amount as follows:

PAG-IBIG - 2% of the basic salary per month for those earning more than P1,500, 1% of the basic salary per month, for those earning P1,500 or less or maximum of P100.00

For SSS members, determine the monthly contribution based on the contribution schedule (See Appendix C).

If the family had been unable to pay the insurance premium due for a period, indicate the amount due in the appropriate item but add the

unpaid amount to the entries in Loans from Business Firms and Government Institutions of other Receipts (III-D, Item 4).

Item 3 (Others) covers non-life insurance premiums and other types of insurance premiums paid for personal properties of the family like car insurance and house insurance. Again, indicate in the "Computations/ Remarks" portion the type of insurance. It also includes losses due to fire and theft; losses due to natural calamities, locusts, etc. if no harvest were made; payment for educational plans, legal fees, welfare and civic association dues, membership fees, or yearly dues PHILHEALTH; and the amount paid during the reference period for repossessed items such as appliances, furniture, etc.

3.2.9 Section I. 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 all other disbursements (in cash or in kind) of the family during the indicated reference period. Specific examples of items to be reported here are loans granted to persons who are non-family members, continuing installments paid on durable furnishings/equipment bought before 2006, money deposited in the banks, purchase of stocks/bonds and other forms of investments.

Include in item (1) - Purchase/Amortization of Real Property, the periodic payments on installments made by the family for the six-month reference period on real property they acquired on installment basis.

Include in item (2) - Payments of cash loans, payments/installments made during the reference period for a "Study Now, Pay Later" plan.

Report in item (3) and item (4), payments on installments made for appliances and for personal transport bought before 2006, respectively.

Loans to persons outside the family, including members of the same household who are non-family members, are to be reported in item (5).

Report in item (6), amount deposited in banks/investments, only 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 also in Item (6), 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.

Major repairs of the house refer 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 Item 7 of this section.

When the answers are not the same in either G1(b) – Construction materials of the roof or G1(c) Construction materials of the outer walls, ask the respondent if major alterations were made and record the cost or the imputed cost in this item.

Item 8 of this section covers the construction of a new house. Include in this item the construction of another structure that formed part of the housing unit occupied by the sample family.

Include in Item (9), Other Disbursements, 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.

3.3 Part III – Income

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.

Also included 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 III as follows:

Section A. Salaries and Wages from Employment

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

Section C. Other Sources of Income

Section D. Other Receipts

Section E. Checklist for Entrepreneurial and Family Sustenance Activities

Section F. Family Sustenance Activities

3.3.1 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.

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 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 III-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. regular, agricultural (A1.1)
- b. regular, non-agricultural (A1.2)
- c. seasonal/occasional, agricultural (A2.1)
- d. seasonal/occasional, 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 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 this 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** from column 1 of ISH Form 2, the line number of the said family member. Inquire whether there are family members who were employed between January and June 2006 but no longer included as family members at the time of the visit. Include them and assign line numbers starting with code 51.

List down the line number of employed persons 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.

| A1.2 Non-Agricultural | | | | 4 5 1 | |
|---|-----------------------------|---------------|-------------------|-------------------|---------------|
| During the PERIOD SPECIFIED... | | | | | |
| <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 |
| | | | | | |
| | | | | TOTAL | 910200 |

Note: Anthony was employed between January and March 2006 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 13 of ISH Form 2 refers to the person's primary occupation during the past week's while this 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 subsection.

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 cavan 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 III, Section A) on pages 46 to 49.

Enter in Col. 12 the total of Cols. 10 and 11. Add the entries of Cols. 7 - 11 vertically and record the sum accordingly. Check for any error or inconsistency.

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

This sections should be filled up only 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 and/or livestock and poultry raised by other households. In column 2, the codes of these agricultural crops and livestock and poultry are specified.

Column 3 – Total Net Value of Share

Since only the net value of share will be recorded here, 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. Exclude those consumed for special family occasions as these are already reported in Part II - H1. However, make sure that the value is reported in Column 3.

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 Part II under H2. Gifts and Contributions to Others.

3.3.3 Section C. Other Sources of Income

This section will gather family income from sources other than work. Ask and record in cash and 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:

2. 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.
3. Include in Item 2, those cash receipts sent by a family member of the household with a status of residency 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.

4. 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.
5. 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.
6. 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 III-C1 and C2, respectively. Gifts and other assistance in kind from any of these two sources should be entered in 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 shall be entered in III-C3, not in other Entrepreneurial Activities NEC (IV -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 only rental from non-agricultural lands, buildings, spaces and other properties from domestic sources. Those from abroad are accounted for in C1, Item 5.

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 III-C3.

This item excludes rental from agricultural land used by the family for agricultural production. Income from this activity will be included in Part IV - Entrepreneurial Activities. However, if the relationship is that of a landlord and tenant, rental of agricultural lands shall be included in III-B - Net Share of Crops, etc.

C4. Interest

Interest in cash may be the interest received by the family from bank deposits, or for money loaned to other families. It is possible that the family earned interest if there are loans granted to other families in Item 5 of Section I of Part II, Other Disbursements or in Part III, Section D, Item 5, Payment Received. When a landowner loaned 4 cavans of rice to another household who later paid 5 cavans of rice after harvest, the value of one cavan will be recorded as interest in kind in Col. 4. 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 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 Section is not of those in Section D - Other Receipts.

3.3.4 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 Income and Part IV. 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 enterprises 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 Withdrawals from Savings/Business Equity (III – D, Item 6, In Kind column), 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 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 of Other Expenditures (II-H3).

Profits from sales of stocks, bonds, real and personal property are to be entered in this section. Record in this item 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 will be reported here. 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.

Backpay 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 I – Other Disbursements.

Money inherited and cash proceeds from the sale of property inherited or trust funds received regularly 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.

Also included in Item 11 – Other Receipts are 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.

3.3.5 Section E. Checklist for Entrepreneurial and Family Sustenance Activities

The checklist aims to pinpoint the particular economic activity being operated by a family member during the reference period and to determine if the next sections (Section F) and Part IV 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, etc.) during the reference period. If the answer is No, encircle code 2 and proceed to Question (b). If YES, encircle code 1 in F and fill out the rest of Section F; then go back to Section E and ask Question (b) for family-operated activities. Remember that for every “Yes” answer in E (b), the corresponding portion in Part IV - Entrepreneurial Activities should be filled up.

A family-operated activity is any economic activity, business or enterprise 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 are 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 entrepreneurial or family-operated activities and family sustenance 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 to vegetables where the harvest is mainly for own consumption. In such a case, the value of the harvested vegetables will be reported in Crop Farming and Gardening (IV-A1), not anymore in Family Sustenance Activities (III - F).

In the case of a palay farmer who raises chicken or pigs, which conceptually cannot be classified as enterprise, his palay production should be entered in IV-A1 - Crop Farming but the net receipts for the chicken or pigs should be entered in III-F - Family Sustenance Activities.

However, if the farmer can be classified as an operator in crop farming and livestock and poultry, then both sections IV-A1 and A2 should be filled up. Likewise, if the farmer qualifies as an operator in Fishing, Section IV-A3 should be filled up.

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

If the family has no other source of income (Part III 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 IV.

If any family member has either code 3 or 4 for class of worker in ISH Form 2, the appropriate section in Entrepreneurial Activities (Part IV) 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 - "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, etc. (Refer to the ISH concept with a job but not at work).

3.3.6 Section F. Family Sustenance

A family sustenance activity is also a family 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. Another example is selling palms in the churchyard during Palm Sunday.

Inquire about the net receipts, which are the value of produce/receipts minus operating expenses, if any. In most cases, the value consumed will equal the net receipts, except when a part of the produce was sold/given away.

There are cases, however, when the net receipts may be less than the amount consumed. For example, a piglet was bought for P1,200 and raised to a size worth P5,000. When the family butchered the pig for own consumption, only P3,800 should be entered under net receipts (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 net receipts.

The value to be reported under net receipts will include items sold and value given as gift, if any, and value consumed. Hence, in no case will the Net Receipts column be left blank whenever there is a report in the column for Value Consumed.

Include in this section value of fruits and vegetables picked or firewood gathered from another farm/backyard. However, do not include those items already reported as "received as gifts" in the expenditures part.

3.4 PART IV - ENTREPRENEURIAL ACTIVITIES

Although Section E of Part III already indicated the entrepreneurial activity engaged in by any family member you still have to ask every section of Part IV as to whether there is a family member, engaged as operator in the entrepreneurial activity. If the reply to Question (a) in each section is “yes” as an operator then proceed asking Question (b). However, if the reply is “No” this means that there was no one among the family members who was engaged as an operator in that particular activity.

General Instructions

- a. If there is at least one activity engaged in as operator by a family member, as reported in III-E, all other activities not engaged in should have encircled code 2 in Question (a). Code 2 in succeeding questions will not be encircled anymore. Follow skip instructions.
- b. In computing the net income, the total value/gross sales/gross receipts should be derived from the corresponding column/item in Question (b) while cost will be taken from Question (c) except for A6, Manufacturing which is in Question (f).
- c. Specify items falling under Others (e.g. other crops, other expenses).
- d. 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..

3.4.1 Section 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 (pementa) 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 and 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 50 sacks or 2,500 kgs. Do not forget to indicate the unit in reporting the harvest. 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 A1 - Food Consumed at Home" in Part II (Expenditure). 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 of 50 kgs or in kgs. 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 kgs. 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 kgs. 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 A1 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 “average week” 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. Roots and Tubers - Report the production in this Item either in kgs. or in sacks. There are places in the country where roots 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 ubi, tugui, etc. are common crops; therefore, more effort should be made to inquire specifically for these items.

Item 3. 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 harvested in Item 3 (a) and all vegetables in Item 3 (b). If “copra” making is an integral part of farming, report “copra” under Item 4(c), Others. Note that the value of coconut made into “copra” should be excluded in Item 3(c). Other crops such as peanuts, cashew and pili nuts should be specified in Item 3 (d).

Item 4. Others - It is possible that besides tobacco and coffee there are still other food and non-food crops not covered in Item 1-3 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 Manufacturing (IV-A6).

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

A1.c Expenses

Report here only those that were incurred in connection with the production of the crops reported in A1(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 section in Part III-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 only if the family made an actual harvest during the reference period. Furthermore, 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.

Example:

A one-half hectare of rice land was harvested last April 2006. About 70 percent of the total expenditures for the harvested area were incurred in December 2005. In this case, the expenditures to be reported should cover all expenditures incurred for the harvest including those made in December 2005.

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 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.

Read the question as worded. If the reply is No, proceed to the next section. Otherwise, fill up A2. (b).

3.4.2 Section A2. Livestock and Poultry

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, more or less)

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.

A2.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.

Note again that 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, for other animals and fowls write the specific kind under Item 1(e).

Follow the same procedure as discussed in Section A1 on how the different columns are filled out. Enter the number of animals/fowls disposed of in the appropriate column. Likewise, for the total value, value consumed and value given away as gifts, enter the column totals.

- 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. Note that those produced prior to 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 are included. For instance, if the family produced “balut”, report the total value of “balut” produced in Col. 4 even if some are not yet disposed of. The same instruction holds true with eggs, bacon, sausages and ham produced.

A2.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 enterprise.

Again the net income from this enterprise must be derived by filling up 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.

3.4.3 Section A3. Fishing

A3.a Fishing Activity of Family

Ask the question as worded. If the reply is “Yes”, proceed to ask the next question in A3(b).

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 III, Section F - Family Sustenance Activities.

A3. b Fish Catch/Gather/Harvest

Item 1. Fish and Other Products Caught - include all types of fishes caught in seawater or fresh 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 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 e.g., 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.

Be sure to fill up the value columns in the same manner as earlier instructed.

A3.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.

3.4.4 Section A4. Forestry and Hunting

A4.a Operator in Forestry and Hunting Activity

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

- a. tree planting such as ipil-ipil, mahogany, etc. to reforest an area or for firewood purposes
- b. firewood gathering for sale

- c. small-scale logging but exclude concessionaires
- d. charcoal making for sale as an ancillary activity of forestry and hunting activities
- e. 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.

A4.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.

A4.c Expenses

If there are expenses incurred in producing or gathering these forest products entered in A4(b), be sure to classify them 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).

3.4.5 Section A5. Wholesale and Retail

A5.a Operator of Wholesale and Retail

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.

A5.b Goods Sold

Ask the question as worded. If reply is “Yes” encircle Code 1, then ask the succeeding question: 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 Question (b) of this section, of Section A7 and A8 and question (c) of A6 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. If the quotient has a centavo portion round it off 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. Enter it on the space provided. 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.

A5.c Expenses

The major expenses in the operation of a wholesale and retail enterprise 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 enterprise. Include also the fuel, light and water spent in connection with this enterprise.

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

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 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 and enter the “Total”.

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 A5 (b). Treat these cases as if 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 store space, licenses, mayor’s permit, light, water and other expenses.

3.4.6 Section 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 A5.

A6. a Operator in Manufacturing

Ask the respondent the question in A6a as worded bearing in mind that the manufacturing activity is mainly for sale. If response is “Yes” enter in appropriate column. Otherwise, encircle code 2 - “No”.

A6.b Major Activity

If response is “Yes” in A6(a), inquire as to the specific manufacturing/processing/activity. If there are two or more activities like dressmaking and tailoring, determine which activity is considered a major activity and enter in shaded portion. 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.

A6.c Sale of Goods

The questions asked here are similar to those questions asked in the preceding section (Section A5 - Wholesale and Retail) so fill up the answers in accordance with previous instructions in Sections A5. Exclude the goods consumed by the family if these were not paid for.

Note that while Question (a) of this section seeks to ascertain if a family member engaged in any manufacturing activity during the reference semester. Question (c), on the other hand, explicitly asks about the sale of goods manufactured. Hence, the report in Question (c) is 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 are more than one manufacturing/processing activities reported, the number of months to be entered is the average number of months when the manufactured products of these activities were sold.

A6.d-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) in Subsection A6 (d). On the other hand, if one-half gallon was given to friend of the family, enter also in Item 5 but in Subsection A6 (e).

Remember that the value to be asked will refer to goods consumed by the sample family and to goods given away to relatives (not enumerated with the sample family) and friends, 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-aways” should be charged as expenses for the enterprise in Item 2 (Others) of A6. (f).

A6.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 the total in Item 2.

Net Income:

Do not forget to compute the net income. Use the prepared worksheet located at the bottom portion of the sheet (darkened area) to enter totals taken from subsections (c), (d), (e) and (f) and compute the net income from manufacturing.

3.4.7 Section A7. Community, Social, Recreational and Personal Services

Accomplish 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

Include in the average gross receipts per month the value consumed during the period from family-operated carenderia.

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 of the enterprise (caratola). 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.

3.4.8 Section A8. Transportation, Storage and Communication

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

As in the previous sections, not in A5 and A6, include in the gross receipts the imputed cost of transport incurred by any family member who uses the vehicles say, in going to school, place of work. 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 enterprises 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. Messengerial services
- g. Others such as “kuliglig” or a farm machinery, which is used to transport farm workers, etc.

A8.c Expenses

In reporting the expenses, the operator, say a taxi operator (kabit system only) 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.

3.4.9 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.).

A9.a Mining and Quarrying Activity of the Family

Ask the question as worded. If the reply is "YES" proceed to ask the next question in A9.b. If reply is "NO" go to the next section.

A9.b Mining and Quarrying Products Disposed of

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

Total gross receipt per semester - Record the gross receipts from the sale of mining and quarrying products. If no products were disposed of, do not ask about expenses in A9(c) anymore. Proceed to A10.

A9.c Expenses in Cash and in Kind

Report here the expenses incurred in producing the mining and quarrying products disposed of.

3.4.10 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.

A10.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" proceed to A10. (b). If reply is "No" go to the next section.

A10.b Gross Receipts

Report here the total amount of the contract for the job or jobs. 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), Part III.

A10.c Expenses

A contractor usually provides labor but sometimes he contracts the entire structure without the owner providing any material. In inquiring about expenses, try to provide the details as called for in this subsection. Try to assess the construction enterprise 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.

3.4.11 Section 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 A5 to A10. 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 A1 to A4.

A11.b Describe Major Activity

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

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

Write the major activity on the line provided.

A11.c Gross Receipts per Semester

If a family member received any receipt in the pursuit of the activity(ies), determine the total gross receipts per semester.

In case of two or more activities in this frame, record the gross receipts from all activities.

A11.d Expenses

Record the expenses incurred in the pursuit of the activity(ies) listed in A11(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.

APPENDIX A

| A. Common Food Item Classification | | Sub-Group |
|------------------------------------|----------------------------------|-----------|
| Agar-agar bars | Other processed marine products | A1.6 |
| Ampalaya | Fruit vegetable | A1.3 |
| Ampalaya leaves | Leafy vegetables | A1.3 |
| Ampaw | Other cereal preparation | A1.1 |
| Anchovy (bagoong isda) | Processed fish, salted | A1.6 |
| Anise (seeds) | Other spices and seasonings | A1.9 |
| Arrozcaldo (packed) ready to cook | Other cereal preparation, others | A1.1 |
| Arrowroot | Other roots and tubers, others | A1.2 |
| Avocado leaves (drank as tea) | Tea leaves, tea | A1.7 |
| Bacon | Meat Preparation | A1.4 |
| Bagoong isda | Salted fish | A1.6 |
| Bagoong Alamang, shell | Other processed marine products | A1.6 |
| Banana blossom | Other vegetable | |

| | | |
|----------------------------|-------------------------------------|------|
| Banana crackers | Fruit preparation, others | A1.3 |
| Banana cue | Fruit preparation, others | A1.3 |
| Banana catsup | Sauces, catsup | A1.3 |
| Barbecue (pre-mixed) | Meat preparation, uncanned, others | A1.9 |
| Barbecue sauce | Sauce | A1.4 |
| Bean cheese (tokwa) | Vegetable preparation, tokwa | A1.9 |
| Bean curd (taho) | Vegetable preparation, tokwa | A1.3 |
| Binatog | Other cereal preparation, others | A1.3 |
| Boiled Eggs | Fresh eggs | A1.1 |
| Black pepper | Food not elsewhere classified | A1.5 |
| Brown cow, Hershey | Cocoa processed | A1.9 |
| Broccoli | Other vegetable | A1.7 |
| Bucayo | Other preparation, others | A1.3 |
| Burong isda | Processed fish | A1.3 |
| Burong talangka | Other processed marine products | A1.6 |
| Butter (Anchor, che-vital) | Other dairy products, butter | A1.6 |
| Cabbage | Fresh vegetable | A1.5 |
| Camaro | Other food not elsewhere classified | A1.3 |

APPENDIX A

| A. Common Food Item Classification | | Sub-Group |
|------------------------------------|--|-----------|
| Camote cue | Other roots and tubers, others | A1.2 |
| Carrot | Other roots and tubers | A1.2 |
| Cashew nuts | Other crops | A1.3 |
| Cauliflower | Other vegetable | A1.3 |
| Centrifugal sugar | sugar | A1.3 |
| Cerelac | Other cereal preparation, infant cereal | A1.9 |
| Ceresoy | Vegetable preparation | A1.1 |
| Champorado (packed) ready to cook | Other cereal preparation, infant cereal | A1.3 |
| Champoy (packed) | Fruit preparation | A1.1 |
| Chayote | Fruit vegetable | A1.3 |
| Cheese Whiz | Other dairy products, others | A1.3 |
| Chestnuts in cans | Other preparation | A1.5 |
| Chippy, cheese curls, etc | Other cereal preparation, cereal based junkfoods | A1.3 |
| Coconut oil for hair | Cooking oil | A1.1 |

| | | |
|----------------------------------|--|------|
| Coconut young, matured | Other crop (edible crops) | A1.3 |
| Corn flakes | Other cereal preparation | A1.1 |
| Corn starch | Other cereal preparation | A1.1 |
| Chocolate bars | Sugar products | A1.9 |
| Chocolate cake & others | Bread, others | A1.1 |
| Cinnamon | Other spices and seasonings | A1.9 |
| Corn flakes/curls | Other cereal preparation | A1.1 |
| Cornic salted/sweetened | Other cereal preparation | A1.1 |
| Crocodile's eggs | Other fresh eggs | A1.5 |
| Cucumber | Fruit vegetable | A1.3 |
| Doughnut, bitso, etc. | Bread | A1.1 |
| Dried mango | Fruit preparation | A1.3 |
| Earthworm's meat | Other fresh meat | A1.4 |
| Espasol | Other cereal preparation | A1.1 |
| Fish balls | Other processed marine product | A1.6 |
| Fish crackers | Other cereal preparation, others | A1.1 |
| Fish paste (bagoong), uncanned | Processed fish, salted | A1.6 |
| French fries (potato) | Other roots & tubers including preparation | A1.2 |
| Frog's meat | Other fresh meat | A1.4 |
| Fruit cocktail (canned) | Fruit preparation | A1.3 |
| Fruit shake | Fruit juice & non-carbonated drinks | A1.8 |
| Gabi Leaves | Fresh leafy vegetables | A1.3 |
| Gelatin (ready to eat, uncooked) | Other food not elsewhere classified | A1.9 |

APPENDIX A

| A. Common Food Item Classification | | Sub-Group |
|------------------------------------|--|-----------|
| Gerber, cereal | Other cereal preparation | A1.1 |
| Gerber, fruit | Fruit preparation | A1.3 |
| Gerber, vegetable | Vegetable preparation | A1.3 |
| Ginger ale, powdered | Others | A1.8 |
| Grasshopper/other insect | Other food not elsewhere classified | A1.9 |
| Ground soya beans | Vegetable preparation | A1.3 |
| Gulaman bars | Processed marine products | A1.6 |
| Gulaman juice | Others, non-carbonated drinks | A1.8 |
| Halo-halo | a. If bought – meals bought outside the home b. If prepared – enter the ingredients in the corresponding item | A1.9 |
| Ham | Meat preparation | A1.4 |
| Hopia | Bread | A1.1 |
| Horlicks, powdered | Cocoa powdered tonic drinks | A1.7 |

| | | |
|--------------------------|-------------------------------------|------|
| Horlicks tablet | Sugar products | A1.9 |
| Hot cake | Other cereal preparation | A1.1 |
| Hot cake mix | Other cereal preparation | A1.1 |
| Hotdog | Meat Preparation | A1.4 |
| Ice | Other food not elsewhere classified | A1.9 |
| Ice candy, ice buko, etc | Other forms | A1.8 |
| Instant gata in sachets | Other preparation | A1.3 |
| Jam | Fruit preparation | A1.3 |
| Jelly | Sugar products | A1.9 |
| Kamansi | Others, fruit vegetable | A1.3 |
| Kangkong | Leafy vegetables | A1.3 |
| Karioka | Cereal and cereal preparation | A1.1 |
| Kasuy | Other crops | A1.3 |
| Katuray | Other vegetable | A1.3 |
| Kondol | Fruit vegetable | A1.3 |
| Knorr cubes | Other spices & seasoning, others | A1.9 |
| Labong (bamboo shoots) | Others, other crops | A1.3 |
| Langka (jackfruit) | Others, fresh fruit | A1.3 |
| Lasagna pasta | Noodles | A1.1 |
| Leche Flan | Other dairy products | A1.5 |
| Lipovitan | Non-carbonated drinks | A1.8 |
| Locusts | Other food not elsewhere classified | A1.9 |
| Longganisa | Meat preparation | A1.4 |
| Lumpia, fresh/fried | Other food not elsewhere classified | A1.9 |

APPENDIX A

| 4A. Common Food Item Classification | | Sub-Group |
|-------------------------------------|-------------------------------------|-----------|
| Lumpia wrapper | Other cereal preparation | A1.1 |
| Macapuno | Other crops | A1.3 |
| Macapuno, sweetened | Other preparation | A1.3 |
| Maggi bouillon cubes | Other spices and seasonings, others | A1.9 |
| Magnolia chocolait, etc. | Non-carbonated drinks | A1.8 |
| Magnolia drumstick | Ice cream | A1.5 |
| Malunggay | Fresh vegetable | A1.3 |
| Marang | Others, fresh fruit | A1.3 |
| Marmalade | Fruit preparation | A1.3 |
| Marshmallows | Sugar products | A1.9 |
| Maruya (banana & flour) | Fruit preparation, others | A1.3 |
| Mayonnaise | Sauces | A1.9 |
| Meat loaves | Uncanned meat preparation | A1.4 |
| Meat spreads | Meat preparation | A1.4 |
| Merengue | Sugar products | A1.9 |

| | | |
|--|---|------|
| Milkrema, Dari Creme | Margarine | A1.9 |
| Mineral water | Bottled water | A1.8 |
| Mixed/assorted vegetable bought in plastic bag | Other fresh vegetable | A1.3 |
| Mushroom soup | Other cereal preparation | A1.1 |
| Mustasang buro | Vegetable preparation | A1.3 |
| Mustard | Food not elsewhere classified | A1.9 |
| Nata de coco | Other preparation | A1.3 |
| Nata de pina | Fruit preparation | A1.3 |
| Nestea | Processed tea | A1.7 |
| Nestle' cream | Other dairy products | A1.5 |
| N-rich/Kremtop/coffee-mate | Other food not elsewhere classified | A1.9 |
| Nilupak (cassava, banana) | Fruit preparation | A1.3 |
| Noodles Royco, maggi, etc. (ready to cook) | Other cereal preparation | A1.1 |
| Onions | Other vegetables | A1.3 |
| Onion leaves | Leafy vegetables | A1.3 |
| Papaya ripe/unripe | Fresh fruits | A1.3 |
| Pastry | Other cereal preparation | A1.1 |
| Patis (fish sauce) | Sauces | A1.9 |
| Peanut | Other crops | A1.3 |
| Peanut butter | Other preparations, fruits & vegetables | A1.3 |
| Pechay | Fresh vegetables | A1.3 |
| Pepper | Other spices and seasonings | A1.9 |

APPENDIX A

| A. Common Food Item Classification | | Sub-Group |
|------------------------------------|--------------------------------------|-----------|
| Pickles (vegetables) | Vegetable preparation | A1.3 |
| Pies | bread | A1.1 |
| Pineapple juice (canned) | Fruit juices & non-carbonated drinks | A1.8 |
| Pineapple concentrate | Fruit preparation | A1.3 |
| Pinipig | Other cereal preparation | A1.3 |
| Popcorn | Other cereal preparation | A1.1 |
| Potato chips (packed) | Other roots & tubers preparation | A1.2 |
| Potato salad | Prepared meals | A1.9 |
| Pork and beans (canned) | Vegetable preparation | A1.3 |
| Presto/Dole. Orange, etc. | Non-carbonated drinks | A1.8 |
| Prunes (dried) | Fruit preparation | A1.3 |
| Puffed rice | Other cereal preparation | A1.1 |
| Pulvoron | Other cereal preparation | A1.1 |
| Puso (boiled rice in palm leaves) | Other cereal preparation | A1.1 |
| Puto/kutsinta/bibingka, etc. | Native cakes | A1.1 |
| Radish | Other vegetable | A1.3 |

| | | |
|--|-------------------------------------|------|
| Raisins | Fruit preparation | A1.3 |
| Red bull | Non-carbonated drinks | A1.8 |
| Rice/corn as coffee subst. | Other cereal preparation | A1.1 |
| Rimas (bread fruit) | Others, fresh fruit | A1.3 |
| Rolls, etc. | Bread | A1.1 |
| Root beer | Carbonated drinks | A1.8 |
| Sago | Other crops | A1.3 |
| Sago juice (ready to drink) | Others, non-carbonated drinks | A1.8 |
| Salad dressing | Sauces | A1.9 |
| Sampaloc used for flavoring dishes | Fresh fruits | A1.3 |
| Shark (energy drink) | Non-carbonated drinks | A1.8 |
| Shrimp paste (bagoong) | Other processed marine products | A1.6 |
| Siopao | Other food not elsewhere classified | A1.9 |
| Sitsarong baboy | Meat preparation | A1.4 |
| Soy beans (tausi) | Vegetable preparation | A1.3 |
| Soya (prepared as meals for babies) | Vegetable preparation | A1.3 |
| Spaghetti , macaroni, etc. | noodles | A1.1 |
| Squash | Fruit vegetable | A1.3 |
| Strawberry | Fresh fruits | A1.3 |
| Suman (not made from roots and tubers) | Native cakes | A1.1 |

APPENDIX A

| A. Common Food Item Classification | | Sub-Group |
|------------------------------------|-------------------------------------|-----------|
| Sunny (bottled) | Fruit juice & non-carbonated drinks | A1.8 |
| Sweet tamarind | Fruit preparation | A1.3 |
| Sweetened kaong | Other preparation | A1.3 |
| Taho | Vegetable preparation | A1.3 |
| Tang concentrate (bottled) | Non-carbonated drinks | A1.8 |
| Tang, powdered | Non-carbonated drinks | A1.8 |
| Tausi | Vegetable preparation | A1.3 |
| Toasted corn | Cereal & cereal preparation | A1.1 |
| Tocino | Meat preparation | A1.4 |
| Togue (mongo sprouts) | Green/dry beans & other legumes | A1.3 |
| Tokwa | Vegetable preparation | A1.3 |
| Tomatoes | Fruit vegetable | A1.3 |
| Tomato paste | Vegetable preparation | A1.3 |
| Tomato sauce | Sauces | A1.9 |
| Turtle's meat | Other fresh meat | A1.4 |
| Turtle's eggs | Other fresh eggs | A1.5 |

| | | |
|--------------------------|------------------------------|------|
| Upo | Fruit vegetable | A1.3 |
| Uncanned corned beef | Meat preparation | A1.4 |
| Vanilla | Other spices and seasonings | A1.9 |
| Vegetable soup in cans | Other cereal preparation | A1.1 |
| Vienna sausage | Meat preparation | A1.4 |
| Wafers (barquillos) | Other cereal preparation | A1.1 |
| Waffle | Bread | A1.1 |
| Wheat crunchies (packed) | Other cereal preparation | A1.1 |
| Yakult | Other dairy products, others | A1.5 |
| Yema | Sugar products | A1.9 |
| Yoghurt | Other dairy products | A1.5 |

Note: The above food items refer to unfinished products. Thus, if the food item was prepared at home, classify the ingredients used to prepare the food item. Example: Doughnut is classified as bread, but if doughnut was prepared at home, report the flour sugar and other ingredients used in the preparation of doughnut.

APPENDIX B

| B. Non-food Item Classification | | Sub-group |
|---|--|-----------|
| ABS/Charantia | Medical Care, Others, Drug and medicine | D3.1f |
| Animal use for transportation | Others, specify, Land transport fare | B2.1.d |
| Ambulance that transported a sick family member | if included in hospital charges: Medical Care | D3.7 |
| Bathing suits, padding | Others, specify, Clothing and other ready-made apparel | C2.1b.5 |
| Bibs, mittens and gloves for babies | Others, specify, Clothing and other ready-made apparel | C2.1e.3 |
| Blenders | Others, specify, Minor appliances | E2.5.f |
| Boat, trisikad, horse (with remarks) | Others, specify, Transport and equipment for household use | E2.6.c |
| Bracelet | Others, specify, Personal care & effect | C1.2.e |
| Camera, video camera | Others, specify, Audio-visual equipment | E2.2.f |
| Carpet, doormat | Others, specify, Other household furnishing | E1.3.c |
| Chairs, tables and plates used for occasions | Others, specify, Special family occasions | H1.6 |
| Chlorox | Others (matches, brooms, husks, battery, naphthalene balls, etc.), Household operation | B3a.8 |
| Coffin | Others, specify, Special family occasions | H1.6 |

| | | |
|---------------------------------------|---|-----------|
| Cribs for infants | Others, specify, Furniture | E2.3.d |
| Curtain, curtain rod, venetian blind | Others, specify, Household linen and furnishings | E1.2.e |
| Dish drainer, tupperware | Others, specify, Utensils and accessories | E.1.1.c |
| Diskettes | Others, specify, Other educational supply | D1.5.c |
| Disposable diaper - adult | Adult care, Personal care & effects | C1.6 |
| - infant | Baby care, Personal care & effects | C1.5 |
| Dividends in the form of stocks | Cash col., Dividends from investment | III-C6 |
| Doormat | Others (matches, brooms, husks, battery, napthalene balls, etc.), Household operation | B3a.8 |
| Dress bought and used by homosexual | Dress, Item b.b1, Women (10 years old and over) | C2.1b.b.5 |
| Dryer/elec.dispenser, water dispenser | Others, specify, Kitchen and laundry appliances | E2.1.d |
| Electric generator | Other major appliances and equipment, Durable furnishings & equipment | E2.4 |
| Fabric Conditioneer | Others (matches, brooms, husks, battery, napthalene balls, etc.), Household operation | B3a.8 |
| Fax Machine | Other major appliances & equipment, Durable furniture & equipment | E2.4 |
| Feather duster | Others (matches, brooms, husks, battery, napthalene balls, etc.), Household operation | B3a.8 |

APPENDIX B

| B. Non-food Item Classification | | Sub-group |
|--|---|-----------|
| Feeding bottles | Baby care, (disposable diaper, feeding bottles, nipple and other baby needs), Personal care & effects | C1.5 |
| Freezers | Others, specify, Kitchen and laundry appliances | E2.1.d |
| Gasoline used for fuel | Others, specify, Fuel, light and water | B1.8 |
| Grease, wax | Others, specify, Personal transport expense | B2.4.d.1 |
| Guns | Other major appliances & equipment, Durable furniture & equipment | E2.4 |
| Habal-habal, kuliglig and motorcycle | Others, specify, Land transport fare | B2.1.d |
| Hair clip | Others, specify, Personal care & effect | C1.2.e |
| Herbal medicine | Others, specify, Drugs and medicine | D3.1.f |
| Immunization | Other medical and health services | D3.7 |
| Interest collected in advance from loans | Interest | C4.2 |
| granted to other families | | |
| Lampshade, frames, shoe rock and wallclock | Others, specify, Other household furnishing | E1.3.c |
| Lighter | Others, (matches, brooms, husks, battery, napthalene balls, etc.),Household operation | B3a.8 |
| Materials for cross stich | Others, specify, Other recreational expenses | D2.5.h |

| | | |
|---|---|--------------------------|
| Modem | Others, specify, Minor appliances | E2.5.f |
| Monoblock sets | Others, specify, Furniture | E2.3.d |
| Ointment | Others, specify, Other medical goods and supplies | D3.5.e |
| Orchids and other ornamental plants for recreation | Others, specify, Other recreational expenses | D2.5.h |
| Paintings | Others, specify, Other household furnishing | E1.3.c |
| Pomade | Others, specify, Beauty aids and toilet articles | C1.1.l C2.1.d.d. 5 |
| Shorts for girls | Others, specify, Clothing and other ready-made apparel | |
| Panty used by men | Others, specify, Women (10 years old and over) | C2.1b.b.5 |
| Pomade, hairbrush, nail polish | Others, specify, Beauty aids and toilet articles | C1.1.l |
| Plastic cabinet | Others, specify, Furniture | E2.3.d |
| Purchased of ornamental plants & orchids raised for hobby | Others, specify, Other recreational expenses | D2.5.h |
| Printer | Other major appliances & equipment, Durable furniture & equipment | E2.4 |
| Rechargeable lamp | Others, specify, Minor appliances | E2.5.f |
| Rewritable CD/CD-Rom | Others, specify, Other educational supplies | D1.5 |
| Sandals for men | Others, specify, Footwear | C2.2a.a.4 |
| Sandals for women | Others, specify, Footwear | C2.2b.b.4 |
| School field trip | Others, specify, Other educational supply | D1.5.c |

APPENDIX B

| B. Non-food Item Classification | | Sub-group |
|--------------------------------------|--|------------|
| School tickets | Others, specify, Other educational supply | D1.5.c |
| Sweat shirt | Others, specify, Women (10 years old and over) | C2.1b.b.5 |
| Swimming gears | Others, specify, Other recreational expenses | D2.5.h |
| Telephone table and side table | Others, specify, Furniture | E2.5.b.a.1 |
| Tele Tipid/ Tele Sulit | Transportation & Communication, Local calls | B2.5a |
| Textiles & thread made into blankets | Others, specify, Household linen and furnishings | E1.2.e |
| Tubal ligation | Medical charges | D3.3 |
| Wedding gown | Others, specify, Women (10 years old and over) | C2.1b.b.5 |

APPENDIX C

SCHEDULE OF SOCIAL SECURITY SYSTEM CONTRIBUTION EFFECTIVE 01 MARCH 2006

| Monthly Salary Bracket | Monthly Salary Range | Monthly Salary Credit | EMPLOYER-EMPLOYEE | | | | |
|------------------------------|----------------------|-----------------------------|-------------------|--------|--------|-------|--|
| | | | SOCIAL SECURITY | | | EC | |
| | | | ER | EE | TOTAL | ER | |
| 1 | 1,000 - 1,249.99 | 1,000 | 60.70 | 33.30 | 94.00 | 10.00 | |
| 2 | 1,250 - 1,749.99 | 1,500 | 91.00 | 50.00 | 141.00 | 10.00 | |
| 3 | 1,750 - 2,249.99 | 2,000 | 121.30 | 66.70 | 188.00 | 10.00 | |
| 4 | 2,250 - 2,749.99 | 2,500 | 151.70 | 83.30 | 235.00 | 10.00 | |
| 5 | 2,750 - 3,249.99 | 3,000 | 182.00 | 100.00 | 282.00 | 10.00 | |
| 6 | 3,250 - 3,749.99 | 3,500 | 212.30 | 116.70 | 329.00 | 10.00 | |
| 7 | 3,750 - 4,249.99 | 4,000 | 242.70 | 133.30 | 376.00 | 10.00 | |
| 8 | 4,250 - 4,749.99 | 4,500 | 273.00 | 150.00 | 423.00 | 10.00 | |
| 9 | 4,750 - 5,249.99 | 5,000 | 303.30 | 166.70 | 470.00 | 10.00 | |
| 10 | 5,250 - 5,749.99 | 5,500 | 333.70 | 183.30 | 517.00 | 10.00 | |

| | | | | | | | | |
|----|--------|---|-----------|--------|--------|--------|----------|-------|
| 11 | 5,750 | - | 6,249.99 | 6,000 | 364.00 | 200.00 | 564.00 | 10.00 |
| 12 | 6,250 | - | 6,749.99 | 6,500 | 394.30 | 216.70 | 611.00 | 10.00 |
| 13 | 6,750 | - | 7,249.99 | 7,000 | 424.70 | 233.30 | 658.00 | 10.00 |
| 14 | 7,250 | - | 7,749.99 | 7,500 | 455.00 | 250.00 | 705.00 | 10.00 |
| 15 | 7,750 | - | 8,249.99 | 8,000 | 485.30 | 266.70 | 752.00 | 10.00 |
| 16 | 8,250 | - | 8,749.99 | 8,500 | 515.70 | 283.30 | 799.00 | 10.00 |
| 17 | 8,750 | - | 9,249.99 | 9,000 | 546.00 | 300.00 | 846.00 | 10.00 |
| 18 | 9,250 | - | 9,749.99 | 9,500 | 576.30 | 316.70 | 893.00 | 10.00 |
| 19 | 9,750 | - | 10,249.99 | 10,000 | 606.70 | 333.30 | 940.00 | 10.00 |
| 20 | 10,250 | - | 10,749.99 | 10,500 | 637.00 | 350.00 | 987.00 | 10.00 |
| 21 | 10,750 | - | 11,249.99 | 11,000 | 667.30 | 366.70 | 1,034.00 | 10.00 |
| 22 | 11,250 | - | 11,749.99 | 11,500 | 697.70 | 383.30 | 1,081.00 | 10.00 |
| 23 | 11,750 | - | 12,249.99 | 12,000 | 728.00 | 400.00 | 1,128.00 | 10.00 |
| 24 | 12,250 | - | 12,749.99 | 12,500 | 758.30 | 416.70 | 1,175.00 | 10.00 |
| 25 | 12,750 | - | 13,249.99 | 13,000 | 788.70 | 433.30 | 1,222.00 | 10.00 |
| 26 | 13,250 | - | 13,749.99 | 13,500 | 819.00 | 450.00 | 1,269.00 | 10.00 |
| 27 | 13,750 | - | 14,249.99 | 14,000 | 849.30 | 466.70 | 1,316.00 | 10.00 |
| 28 | 14,250 | - | 14,749.99 | 14,500 | 879.70 | 483.30 | 1,363.00 | 10.00 |
| 29 | 14,750 | - | OVER | 15,000 | 910.00 | 500.00 | 1,410.00 | 10.00 |

APPENDIX C

SCHEDULE OF SOCIAL SECURITY SYSTEM CONTRIBUTION EFFECTIVE 01 MARCH 2006 *(concluded...)*

| Monthly Salary Bracket | Monthly Salary Range | Monthly Salary Credit | EMPLOYER-EMPLOYEE | | | SE/VM | |
|------------------------------|----------------------|-----------------------------|--------------------|--------|--------|--------|-----------------------------|
| | | | TOTAL CONTRIBUTION | | | CONTRI | Monthly Salary Credit |
| | | | ER | EE | TOTAL | | |
| 1 | 1,000 - 1,249.99 | 1,000 | 70.70 | 33.30 | 104.00 | 94.00 | 1,000 |
| 2 | 1,250 - 1,749.99 | 1,500 | 101.00 | 50.00 | 151.00 | 141.00 | 1,500 |
| 3 | 1,750 - 2,249.99 | 2,000 | 131.30 | 66.70 | 198.00 | 188.00 | 2,000 |
| 4 | 2,250 - 2,749.99 | 2,500 | 161.70 | 83.30 | 245.00 | 235.00 | 2,500 |
| 5 | 2,750 - 3,249.99 | 3,000 | 192.00 | 100.00 | 292.00 | 282.00 | 3,000 |
| 6 | 3,250 - 3,749.99 | 3,500 | 222.30 | 116.70 | 339.00 | 329.00 | 3,500 |
| 7 | 3,750 - 4,249.99 | 4,000 | 252.70 | 133.30 | 386.00 | 376.00 | 4,000 |
| 8 | 4,250 - 4,749.99 | 4,500 | 283.00 | 150.00 | 433.00 | 423.00 | 4,500 |
| 9 | 4,750 - 5,249.99 | 5,000 | 313.30 | 166.70 | 480.00 | 470.00 | 5,000 |
| 10 | 5,250 - 5,749.99 | 5,500 | 343.70 | 183.30 | 527.00 | 517.00 | 5,500 |

| | | | | | | | | | |
|----|--------|---|-----------|--------|--------|--------|----------|----------|--------|
| 11 | 5,750 | - | 6,249.99 | 6,000 | 374.00 | 200.00 | 574.00 | 564.00 | 6,000 |
| 12 | 6,250 | - | 6,749.99 | 6,500 | 404.30 | 216.70 | 621.00 | 611.00 | 6,500 |
| 13 | 6,750 | - | 7,249.99 | 7,000 | 434.70 | 233.30 | 668.00 | 658.00 | 7,000 |
| 14 | 7,250 | - | 7,749.99 | 7,500 | 465.00 | 250.00 | 715.00 | 705.00 | 7,500 |
| 15 | 7,750 | - | 8,249.99 | 8,000 | 495.30 | 266.70 | 762.00 | 752.00 | 8,000 |
| 16 | 8,250 | - | 8,749.99 | 8,500 | 525.70 | 283.30 | 809.00 | 799.00 | 8,500 |
| 17 | 8,750 | - | 9,249.99 | 9,000 | 556.00 | 300.00 | 856.00 | 846.00 | 9,000 |
| 18 | 9,250 | - | 9,749.99 | 9,500 | 586.30 | 316.70 | 903.00 | 893.00 | 9,500 |
| 19 | 9,750 | - | 10,249.99 | 10,000 | 616.70 | 333.30 | 950.00 | 940.00 | 10,000 |
| 20 | 10,250 | - | 10,749.99 | 10,500 | 647.00 | 350.00 | 997.00 | 987.00 | 10,500 |
| 21 | 10,750 | - | 11,249.99 | 11,000 | 677.30 | 366.70 | 1,044.00 | 1,034.00 | 11,000 |
| 22 | 11,250 | - | 11,749.99 | 11,500 | 707.70 | 383.30 | 1,091.00 | 1,081.00 | 11,500 |
| 23 | 11,750 | - | 12,249.99 | 12,000 | 738.00 | 400.00 | 1,138.00 | 1,128.00 | 12,000 |
| 24 | 12,250 | - | 12,749.99 | 12,500 | 768.30 | 416.70 | 1,185.00 | 1,175.00 | 12,500 |
| 25 | 12,750 | - | 13,249.99 | 13,000 | 798.70 | 433.30 | 1,232.00 | 1,222.00 | 13,000 |
| 26 | 13,250 | - | 13,749.99 | 13,500 | 829.00 | 450.00 | 1,279.00 | 1,269.00 | 13,500 |
| 27 | 13,750 | - | 14,249.99 | 14,000 | 859.30 | 466.70 | 1,326.00 | 1,316.00 | 14,000 |
| 28 | 14,250 | - | 14,749.99 | 14,500 | 889.70 | 483.30 | 1,373.00 | 1,363.00 | 14,500 |
| 29 | 14,750 | - | OVER | 15,000 | 920.00 | 500.00 | 1,420.00 | 1,410.00 | 15,000 |

APPENDIX D

SCHEDULE OF PHILHEALTH CONTRIBUTION

| Monthly Salary Bracket | Monthly Salary Range | | | Salary Base (SB) | Total Monthly Contribution | Employee Share (EeS) (EeS=0.5xTMC) | Employer Share (ErS) (ErS=0.5xTMC) |
|------------------------|----------------------|-----|------------|------------------|----------------------------|---------------------------------------|---------------------------------------|
| 1 | P4,999.99 | and | Below | P4,000.00 | P 100.00 | P 50.00 | P 50.00 |
| 2 | P5,000.00 | to | P5,999.99 | 5,000.00 | 125.00 | 62.50 | 62.50 |
| 3 | P6,000.00 | to | P6,999.99 | 6,000.00 | 150.00 | 75.00 | 75.00 |
| 4 | P7,000.00 | to | P7,999.99 | 7,000.00 | 175.50 | 87.50 | 87.50 |
| 5 | P8,000.00 | to | P8,999.99 | 8,000.00 | 200.00 | 100.00 | 100.00 |
| 6 | P9,000.00 | to | P9,999.99 | 9,000.00 | 225.00 | 112.50 | 112.50 |
| 7 | P10,000.00 | to | P10,999.99 | 10,000.00 | 250.00 | 125.00 | 125.00 |
| 8 | P11,000.00 | to | P11,999.99 | 11,000.00 | 275.00 | 137.50 | 137.50 |

| | | | | | | | |
|----|------------|-----|------------|-----------|--------|--------|--------|
| 9 | P12,000.00 | to | P12,999.99 | 12,000.00 | 300.00 | 150.00 | 150.00 |
| 10 | P13,000.00 | to | P13,999.99 | 13,000.00 | 325.50 | 162.50 | 162.50 |
| 11 | P14,000.00 | to | P14,999.99 | 14,000.00 | 350.00 | 175.00 | 175.00 |
| 12 | P15,000.00 | to | P15,999.99 | 15,000.00 | 375.00 | 187.50 | 187.50 |
| 13 | P16,000.00 | to | P16,999.99 | 16,000.00 | 400.00 | 200.00 | 200.00 |
| 15 | P18,000.00 | to | P18,999.99 | 18,000.00 | 450.00 | 225.00 | 225.00 |
| 16 | P19,000.00 | to | P19,999.99 | 19,000.00 | 475.00 | 237.00 | 237.00 |
| 17 | P20,000.00 | to | P20,999.99 | 20,000.00 | 500.00 | 250.00 | 250.00 |
| 18 | P21,000.00 | to | P21,999.99 | 21,000.00 | 500.00 | 262.50 | 262.50 |
| 19 | P22,000.00 | to | P22,999.99 | 22,000.00 | 550.00 | 275.00 | 275.00 |
| 20 | P23,000.00 | to | P23,999.99 | 23,000.00 | 575.00 | 287.50 | 287.50 |
| 21 | P24,000.00 | to | P24,999.99 | 24,000.00 | 600.00 | 300.00 | 300.0 |
| 22 | P25,000.00 | and | Up | 25,000.00 | 625.00 | 312.50 | 312.50 |