

CHAPTER I

GENERAL PROCESSING INSTRUCTIONS AND PRE-EDITING ACTIVITIES

1.1 Purpose of the Processing Manual

This processing manual is prepared as a guide for editors and processors in checking for the completeness and consistency of entries, and the reasonableness of data entered by enumerators into FIES Form 1. This manual is also designed to teach the editor how to make imputations (in cases where entries are required but were left blank in the questionnaire) based on reports of related items within the same questionnaire.

An editor is given the full task of examining carefully and meticulously all the entries in the questionnaire. It is a job that requires patience, accuracy, honesty and a lot of common sense.

For efficient and quick editing, it is important that the editors be thoroughly familiar with the instructions given in the Enumerator's Manual, especially with the different concepts and examples discussed in Chapter III. Therefore, a review of the chapter is highly recommended prior to processing.

1.2 Flow of Processing Activity

In order to implement a systematic flow of the processing activities and reduce the movement of questionnaires from one employee to another, the staff to be involved should be divided into the following specific activities:

1. Folioing and general screening;
2. Editing and coding of FIES questionnaires and computation of totals;
3. General review of edited FIES questionnaire.

During the editing phase of Part I of the FIES questionnaire, it is required that MS Form 6 be readily available for cross verification of entries.

The purpose of assigning a person a specific activity is to develop specialization skills particularly for a complex questionnaire such as the FIES. It is not necessary that there will be different persons working on each activity. What is important is that successive activities mentioned above should not be done by the same person on the same folio of questionnaire. That is, if a person does activity 1

(folioing and general screening) on a certain folio, he should not do activity 2 (editing and coding of FIES) on the same folio. General review of edited FIES questionnaire should be done by the supervisors.

1.3 Folioing

To facilitate handling during manual and machine processing, FIES questionnaire shall be folioed before the start of manual processing.

The questionnaires in every folio must be arranged consecutively according to the sample housing serial number (SHSN), i.e., from the lowest to the highest. A short folder should be used in covering a folio and shoe lace should be used for binding it. Paste the FIES FOLIO COVER on the cover page of the folio. (Refer to attachment A for FIES folio cover).

Fill up the necessary information required such as folio number, region, province, municipality, barangay, enumeration area, name and signature of processor, date started and date finished of the activity performed.

1.4 General Screening

General screening is done by going over the submitted accomplished questionnaires and checking for the completeness of the geographic identification and other information called for in the cover page.

Verify against the MS Form 6 or List of Sample Households that the codes indicated on the questionnaire for the geographic identification portion and the names of the province, city/municipality and barangay are complete and correct. If the entries in FIES Form 1 is not the same as those in MS Form 6, the latter shall prevail.

Be sure that the interviewer has printed and signed his name in the space provided. If the interviewer has not printed his name and has not provided his signature, inquire from the PSO, the name of the interviewer and write his name in print.

1.5 General Instructions on Manual Processing

The following instructions should be observed during the manual processing phase:

1. The questionnaires should be folioed prior to editing and coding of items.
2. All questionnaires for one barangay/EAs should be assigned to only one editor/coder, unless otherwise necessary.
3. Editing aids such as Enumerator's Manual, Occupation and Industry Codes (1994 PSIC and 1992 PSOC), Classification of Common Food Items, Average CPI Prices (for the province), etc. should be readily available.
4. The following prescribed ballpen color should be observed during editing:
 - a. Blue ballpen - provincial office editors
 - b. Black ballpen - regional office editors/verifiers
 - c. Red ballpen - central office editors/verifiers
5. In general, the editors should assume that the original entries are correct. Editing should be done only when an entry is obviously in error.
6. Under no circumstances, should erasures be made on the entries in the questionnaire made by the enumerators. A wrong entry should be corrected by drawing a horizontal line through the original entry, and writing the correction above the original entry, keeping it within the proper space. Corrections should be written legibly.

Example:

48	500
47.50	5000

For entries in Part I - Section B. Other Information, corrections should be written on the RIGHT side of the boxes

b. Total number of family members enumerated (excluding overseas Filipinos with codes "1" to "3")	<input type="text" value="0"/> <input type="text" value="7"/>	08
i) less than 1 year old	<input type="text" value="0"/> <input type="text" value="0"/>	
ii) 1 – 6 years old	<input type="text" value="0"/> <input type="text" value="1"/>	02
iii) 7 – 14 years old	<input type="text" value="0"/> <input type="text" value="2"/>	
iv) 15 – 24 years old	<input type="text" value="0"/> <input type="text" value="1"/>	
v) 25 – 59 years old and over	<input type="text" value="0"/> <input type="text" value="2"/>	03
vi) 60 years old and over	<input type="text" value="0"/> <input type="text" value="0"/>	
c. Number of boarders, domestic helpers and non-relatives enumerated	<input type="text" value="0"/> <input type="text" value="3"/>	
d. Number of family members including the head who were employed or pay or profit during the past six months (excluding unpaid family worker)	<input type="text" value="0"/> <input type="text" value="4"/>	

7. In correcting a wrong entry for a "Yes" or "No" answer, just draw a horizontal line across the wrong entry and encircle the correct code.

Example:

(1) Yes ~~(2)~~No

8. For every "Yes" answer to the screening question of each section there must be corresponding details. If none, the entry should be changed to "No".
9. Always examine any computation or remark made by the enumerators on the space at the right or left margin or at the bottom portion of the questionnaire for any clarification of doubtful entries.
10. If the reference period is "average/normal week" e.g., Section A. Food, Alcoholic Beverages and Tobacco, check that the value consumed is reported to the last centavo and that the centavo portion is written inside the box provided for the Total and In cash/on credit columns. Make sure that the value consumed in the In kind column is also reported to the last centavo although there is no box provided.

If the value reported is a whole number, e.g. 100, write two (2) zeroes in the centavo box. That is, 100 should be written as 100.00. On the other hand, if the value is less than one peso, write zero before the centavo box.

Check that the entry for vertical TOTAL is likewise reported to the last centavo. However, the TOTAL CASH x 26 should be rounded off to the nearest peso value following the rules given below:

Example:

	<u>Unrounded</u>	<u>Rounded</u>
a. Fraction greater than 1/2 or 0.50 should be rounded to 1	779.90	780
b. Fraction less than 1/2 or 0.50 should be rounded to 0	811.25	811
c. Fraction exactly 1/2 or 0.50 preceded by an odd whole number should be counted as 1	933.50	934
d. Fraction exactly 1/2 or 0.50 preceded by an even whole number should be counted as 0	934.50	934
11. Value and income in cash and/or in kind with “past semester” or “past month” as reference periods, i.e., starting with page 18 of the questionnaire, shall be reported in whole numbers or to the nearest peso value.		
12. Check that entries for horizontal and vertical totals of each section are equal to the sum of the details. Make sure that the value of the detailed items on the shaded area will add up to the total value. Verify also that the entries on the lines for TOTAL and TOTAL CASH X 26 or TOTAL X 6 are correctly computed. Check also that the TOTAL X 6 and TOTAL CASH x 26 are written on the shaded areas.		

Item	Code	Quantity Consumed	Unit Price (P)	VALUE CONSUMED (P)		
				Total	In Cash/ On Credit	In Kind
1. Potato	112100	1 kg	20.00	20. 00	20. 00	0
2. Cassava	112200	0.5 kg	10.00	5. 00	5. 00	0
/ 3. Sweet Potato (camote)	112300	___ kg	___	___	___	___
4. Gabi	112400	0.5 kg	10.00	5. 00	5. 00	0
5. Other roots and tubers	112500					
/ a. Ubi	112501			___	___	___
b. Tugui	112502	0.25 kg	20.00	5. 00	5. 00	0
/ c. Cassava cake	112503	___ pcs	___	___	___	___
d. Halaya	112504	1 pcs	5.00	5. 00	0. 00	5.00
/ e. Potato chips	112505	___ g	___	___	___	___
/ f. Others _____	112506	___	___	___	___	___
TOTAL	118990	XXXXXXXX	XXX	40 00	35 00	5.00
TOTAL CASH X 26	118000	XXXXXXXX	XXX	XXXXXX	910	XXXXX



- a. If the sum of the details is not equal to the entry marked TOTAL, adjust the total to equal the sum of the details.
 - b. If there is an entry for TOTAL but there are no details, verify if there are entries in the remarks portion. Otherwise, ask the assigned enumerator.
13. Correct any entry that is misclassified and adjust the necessary computations.
 14. Do not use small check marks to show that the entries are correct as these can be misinterpreted as "1".

1 - YES	2 - NO, GO TO NEXT PAGE (B2)
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Item	Code	Quantity Consumed	VALUE CONSUMED (P)		
			Total	In Cash/ On Credit	In Kind
1. Charcoal	211100	12.5 kg	70	50	20 ✓
/2. Firewood	211200	___ bundle			
3. Liquefied Petroleum (LPG)	211300	18.33 kg	483	483	0 ✓
/4. Petroleum products (Kerosene/gas, etc.)	211400	___ ml			
5. Electricity	211500	___ kwh	1,200	1,200	0
/6. Candle, Oils, etc.	211600	___ pcs/ml			
7. Water	211700	___ cu.m	250	250	0
/8. Others, specify _____	211800	_____			
TOTAL	211990	xxxxxxxxxx	2,003	1,983	20
TOTAL X 6	211000	xxxxxxxxxx	10,818	10,698	120

15. If an entire row of entries is to be corrected or deleted, draw a continuous line across the entries, including item code.

<div style="text-align: center;"> 1 - YES 2 - NO, GO TO NEXT PAGE (A5) </div>					
Item	Code	Quantity Consumed	VALUE CONSUMED (P)		
			Total	In Cash/ On Credit	In Kind
1. Cigarette	140100	20 sticks	20. 00	20. 00	0
2. Cigars	140200	20 sticks	20. 00	20. 00	0
/3. Others (Betel nut, leaf and lime, etc.)	140300	---- bundle	—	—	—
TOTAL	140990	xxxxxxxxxx x	20. 00	20. 00	0
TOTAL CASH X 26	140000	xxxxxxxxxx x	xxxxxxx	520	xxxxxxx

16. No imputation should be done unless entries in the computations/ remarks space and/or related sections are explicit and specific.

17. If the answer to the screening question of the section is “Yes”, a virgule mark (/) should appear before the item number/letter if the item has no corresponding entry. If none, verify from the enumerator.

18. A sharp sign (#) should appear before each expenditure item which was enjoyed by family members as fringe benefit from employment.

19. Determine and enter the code for industry and occupation and all

other entries which require codes.

20. Always refer to the average prices obtained from the CPI in the province in checking the validity of the unit cost or price.
21. After editing/coding or verifying each questionnaire, the editor/coder/verifier must sign his name on the space provided in the folio cover.
22. For any doubtful entry where there are no explanations, refer to the FIES Enumerator's Manual or consult the assigned enumerator or supervisor. If the enumerator is no longer available and call back is not possible, do not attempt to change the entry. However, make a remark on the space provided to indicate that the entry is doubtful.

CHAPTER II

EDITING OF FIES FORM 1 QUESTIONNAIRE

2.1 IDENTIFICATION AND OTHER INFORMATION

Always refer to ISH Form 2 when editing this portion of the questionnaire. It is assumed that all ISH Form 2's have been verified first against MS Form 6.

I. INTERVIEW STATUS

- Check if the code is encircled and entered in the box provided.
- If Interview status code is 1 (Completed Interview) there should be a completely filled up FIES Form 1.
- If the status code is any of the codes 2 to 7, only the first page questionnaire with geographic Identification codes, design codes, interview status, etc. should be filled up.

II. HOUSEHOLD AUXILIARY INFORMATION

- Verify if any of the codes 1 or 2 was encircled and entered in the box provided.
- Code 3 is not applicable in this round.

III. PARTICULARS ABOUT THE FAMILY

- The corresponding codes for the answers should have been entered in the boxes provided opposite the items.
- Items a, b, c and d should have been copied from ISH Form 2, and are therefore consistent with the entries in ISH Form 2.

Item a. Sex

- Refer to Column 6 (Sex) of ISH Form 2.
- Any of code 1 or 2 should have been encircled and entered in the box.

Items b. Age, c. Marital Status and d. Highest Grade Completed.

- Refer to Columns 7, 8 and 9 of ISH Form 2.

Item e. Have a job/business during the past six months?

- Any of the codes 1 or 2 should have been encircled and entered in the box.
- There are instances where the entries in *Items e to h* may not be the same with the entry in ISH Form 1 because of the shift from past week reference period to six months reference period.
- If Item e has an answer of 1-yes there should be entries in item f. Occupation, item g. Kind of business and Item h. Class of Worker, otherwise these should be blank.

f. Occupation

- Refer to the 1992 PSOC for the four-digit code
- Reported occupation should be consistent with the reported kind of business/industry

g. Kind of business/Industry

- Refer to the 1994 PSIC for the four-digit code
- Reported kind of business/industry should be consistent with the reported kind of occupation

h. Class of worker

- If the answer is either code 0, 1, 2 or 5, expect an entry under Salaries and Wages (Part III - A)
- If the answer is either code 3 or 4 expect an entry under Entrepreneurial Activities (Part IV – A)
- For Item 2. Others, verify the following:

a. Type of household

- Refer to Col. 5 (relationship to HH head) of ISH Form 2 if the type of household was correctly classified
- If code 1 (single family), the household members have codes 01 to 03. There may be a code of 10 for domestic helper or a code of 09 for boarder. Their presence is still acceptable under this type. There maybe codes of 01 and 04 if the household consists of unmarried brothers and sisters who are living together as one household.

- If code 2 (extended family), household members have codes that include 04 to 08. May have codes 09 (boarder) and 10 (domestic helper) in addition to codes 01 to 08.
- If code 3 the household members have codes that appear twice indicating two or more families (single families or extended families). For non-related persons, the household members may have codes of 01 (household head) and 09, 10 or 11.

b. Total number of family members enumerated

- Refer to Col. 5 (Relationships to household head) with reference to age in Column 7(age) of ISH Form 2.
- A two-digit entry prefix "0" to number of members less than 10
- Sum of i to vi should be equal to the total

c. Number of boarders, domestic helpers and non-relatives enumerated

- Verify the count of household members with codes 09 to 11 in Col. 5 of ISH Form 2

d. Number of family members including the head who were employed for pay or profit

- Children aged 5 – 14 years old are included in the count of family members.
- If the number of employed is the same for the past week and for the last six months refer to Columns 12 and 13 of ISH Form 2. A family member is employed if the entry in Col. 12 is "1" or if "2," the entry in Column 13 is "1."
- The number of employed members may not be the same as in ISH Form 2 because of the six-month reference period for the FIES.
- The code for class of workers may be "0", "1", "2", "3" or "4".
- OFWs with codes "1" to "3" are not included in the count.

e. Was the spouse of the family head employed for pay or profit during the past six months?

- If the answer in Item B1c (Marital Status) is code 1, 3, or 4 the entry for this item should be code "3" (NOT APPLICABLE)
- If the spouse is an OCW/OFW the entry should be code 1 (YES).

2.2 PART II – EXPENDITURES AND OTHER DISBURSEMENTS

- Verify if the **cash item of expenditures/disbursements** are:
 - a. Cash purchases consumed and actual cash disbursements/expenditures of the family during the reference period.
 - b. Value of items of consumption/expenditures 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.
 - c. Cash and in kind payments made during the reference period for items bought on credit prior to the reference period.
 - d. Value of food and other items from family's own produce prior to the reference period but consumed during the reference period.
 - e. Imputed value of goods received as fringe benefits from employer or part of the salaries/wages for employed family members.
 - f. Value of consumed items taken from family operated activities classified under Wholesale and Retail (IV-A5); Manufacturing (IV-A6); Community, Social, Recreational and Personal Services (IV-A7); and Mining and Quarrying (IV-A9).

- Verify if the **non-cash or in kind items of expenditures/disbursements** consist of:
 - a. Value of own produced goods which were produced and consumed 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 as free during the reference period
 - d. Cash gift received intended for a specific purpose.

A. FOOD, ALCOHOLIC BEVERAGES AND TOBACCO

- Verify if reported entries are in average/normal weekly consumption.

A1. FOOD CONSUMED AT HOME

- Subsection A1 have five columns by which data have to be entered:
 - a. Quantity Consumed
 - b. Unit Price
 - c. Total Value
 - d. Value Consumed In Cash or On Credit
 - e. Value Consumed In Kind

Quantity Consumed

- the entries should be up to four decimal places for food items and two decimal places for non-food items
- the unit of measurement should conform with the preprinted measurement in the questionnaire.

Unit Price

- the entries should be up to two decimal places, following the odd-even rule
- 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 per gram, etc.
- if there are different unit of measurement used for different items under “others specify,” record each item together with the quantity consumed in the “computations/remarks” portion.

Value Consumed in Cash or on Credit

- Value **consumed in cash or credit** may have included the following:
 - a. Goods in cash purchases consumed during the reference period
 - b. Consumed items bought on credit as well those which have not been fully paid at the time of visit
 - c. Consumed items bought on credit prior to the reference period.
 - d. Consumed items from family’s own produce prior to the reference period coming from Net Share of Crops, etc.(III-B), Family Sustenance Activities (III-F) and Entrepreneurial Activities (IV).

- e. Imputed value of goods received as fringe benefits from employer or part of the salaries/wages for employed family members with sharp sign (#) . This should have corresponding entries under the “In Kind” column of Salaries and Wages (Part III-A) reported in six months reference period or the weekly consumption multiplied by 26.
 - f. Consumed items taken from family operated activities classified under Wholesale and Retail (IV-A5) such as sari-store and groceries; Community, Social, Recreational and Personal Services (IV-A7) such as operated carinderia; and Mining and Quarrying (IV-A9) such as salt making.
- Total, In Cash/On Credit should be up to the last centavo
 - Total Cash x 26 should be rounded off to the nearest peso value.

Value Consumed in Kind

- Value consumed in kind may have consisted the following:
 - a. Consumed items from Net Share of Crops, etc., Family Sustenance Activities and Entrepreneurial Activities (IV) which were produced during the reference period. These should have corresponding entries under the Value Consumed Column of these sections (Part III-B, Part III-F and Part IV, respectively) but the reported value is equivalent to six months reference period or the weekly consumption multiplied by 26.
 - b. Consumed items received as gifts during the reference period. These should have corresponding entry in Part II-A5, Food Items, Alcoholic Beverages and Tobacco Received as Gifts.
- If there are “NO” consumption on rice, fish or meat (A1.1 to A1.8), etc. expect an entry under Prepared meals bought outside and eaten at home (A1.9) or in Food Regularly Consumed Outside the Home (A2). If None, verify from the assigned enumerator

A2. FOOD REGULARLY CONSUMED OUTSIDE THE HOME

- If there is an entry in any of Items 1 to 4 expect an entry in A2c – Family members regularly eating outside the home. If None, verify from the assigned enumerator

A3. and A4. ALCOHOLIC BEVERAGES and TOBACCO

- Items consumed in cash or on credit as well as in kind consisted of those enumerated in A1 above.

A5. FOOD ITEMS, ALCOHOLIC BEVERAGES AND TOBACCO RECEIVED AS GIFTS

- These items should be checked against items in Part I – A1.1 to A4 under the “In Kind” column. Note that the reference period here is the past semester. Be sure to multiply the value A1.1 to A4 by 26 when comparing the gifts received.

B. FUEL, LIGHT AND WATER TRANSPORTATION & COMMUNICATION, HOUSEHOLD OPERATIONS

B1. FUEL, LIGHT AND WATER

- Entry should be on a monthly average/normal consumption beginning this section up to Part II- C. Personal Care and Effects, Clothing, Footwear and Other Wear.
- Starting this section the value should be reported up to the last peso.
- B1 (a) in kind column > or = B1 (b) for items received as gifts.
- Items consumed in cash or on credit as well as in kind consisted of those enumerated in A1 above except that the items from own produce may come from different entrepreneurial activities as shown in the matrix.

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, A6. Manufacturing, 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), A6. Manufacturing
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

- If there is an entry in electricity expect a “YES” answer in G1j (Electricity in the Building/House) or vice versa
- If there is an entry in Item B1.7 water, the entry under G1(k) should be code “1” otherwise, there should have remarks.

B2. TRANSPORTATION AND COMMUNICATION

- Entries are expected here, particularly if there are members studying or working
- Place remarks to explain why the family did not incur expenses in transportation and communication.
- If there are entries in Personal Transport Expenses expect a “YES” answer in G1m, item 10 or item 14 (Car, jeep, motorcycle, pump/motor boat) otherwise there is a remark under the remarks portion.
- If the transport fare is a fringe benefit or a sharp sign (#) is found after the item, this should be treated as cash expenditure but be sure to have corresponding entry under the “In Kind” column of Salaries and Wages (Part III-A).
- Entry must be up to the last peso.

B3. HOUSEHOLD OPERATION

- Entries are expected here because these are basic household expenses, otherwise there should be a valid explanation why there are no reported expenditures.

C. PERSONAL CARE AND EFFECTS, CLOTHING, FOOTWEAR AND OTHER WEAR

C1. PERSONAL CARE AND EFFECTS

- Expect an entry in this item otherwise there should be remarks.
- Entry should be up to the last peso.

C2. CLOTHING, FOOTWEAR AND OTHER WEAR

- Entry must be organized by age group and must be consistent with the entry in Part I – Item 2(b).
- Entry should be up to the last peso.

D. EDUCATION, RECREATION AND MEDICAL CARE

D1. EDUCATION

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	
⇒ Working student (enjoying free tuition)	D1(a) with # sign	Part III – Col. 11, Salaries & Wages (in kind column)
⇒ Scholar		
a. Free tuition	D1(b)	-
b. Allowance for books	D1(b)	-
⇒ 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

- Item totals should be equal to the sum of the details

D2. RECREATION

- Item totals should be equal to the sum of the details

D3. MEDICAL CARE

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	D3 (a) – total amount paid + PHILHEALTH (with # sign)	Part III – Col. 11, PHILHEALTH-Salaries & Wages (Fringe benefits in Col. 11)
⇒ 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)

CASES	MEDICAL CARE (Part II – D3)	WITH CORRESPONDING ENTRIES
⇒ Individual with PHILHEALTH Individual paying/voluntary Indigent/Non-paying OFW	D3 (a) D3(a) D3(a)	Part III – D.6, Other Receipts (WFS) 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	-	Part III – D.6, Other Receipts (WFS)

E1. NON-DURABLE FURNISHING

- If there are entries reported as purchased in cash, check that these entries are reasonable compared to income received by the family members.

E2. DURABLE FURNITURE AND FURNISHING

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 (installment paid)

- Entry should be up to the last peso
- Item totals should be equal to the sum of the details

F. TAXES

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

- If there is an entry under Part III – Salaries and Wages from employment especially from regular employment expect an entry under this item, otherwise, there should be remarks why there is none.
- If the entry in G1 (d) tenure status of the housing unit is 1-owned or owner-like possession and the entry in G1 (h) is 1-ownership of other housing unit there should be entry in F.2 Real estate tax, other wise there should be remarks.

G1. HOUSING

- For housing unit with 2 or 3 households, the entries for G1a, G1b, G1c, G1f and G1g are the same.
- The reported floor area should be in square meter.
- The imputed rental value of the house/lot should be within the prevailing rental value in the locality.
- Compare the reported imputed rental value with the CPI.
- Distance of source of water supply from the house should be in meters.

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, pump/motor boat - 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

- Refer to computations/remarks space for any explanation or details which could be used to check or edit reasonableness of entries such as cost of paid labor, etc.
- If the value reported is very high, verify from the written remarks or from the enumerator.

H1. SPECIAL FAMILY OCCASIONS

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

- Entries under “**In Kind**” should have corresponding entries under the following:
 - a. Value given away as gifts in Part IV – Entrepreneurial Activities (A1, A2, A3, A4, and A6)
 - b. Value given away as gifts in Family Sustenance Activities.
 - c. Value given away as gifts in Net Share of Crop (Be sure that Total Net Value of Share > Sold for Cash + Value Consumed)

H3. OTHER EXPENDITURES

- If there is a regular wage earner in the family, be sure to have an entry for PHILHEALTH, GSIS, OR SSS, PAGIBIG membership, etc.

I. OTHER DISBURSEMENTS

- If the value of amount deposited in banks/investments appear to be doubtful for the sample family, verify the entry from the enumerator
- Details must add up to total

2.3 PART III – INCOME AND OTHER RECEIPTS

SECTION A. SALARIES AND WAGES FROM EMPLOYMENT

- Family members who are employed may have corresponding entries in this section
- Other family members with entries in this section may not be necessarily listed in ISH Form 2 because they may be employed during the first quarter but were not members during the second quarter. Assign line numbers starting with code 71 to family members who received income during the second visit only. Maintain the code of 51 for a member who has income to be reported during the two visits regardless of change in the member's line number in ISH Form 2.
- The industry classification can be checked to determine whether a particular job is agriculture or not.
- For family members below 10 years old of age with income, transfer the amount to Other Sources of Income, NEC (III-C7).
- Wages of domestic helpers – delete the amount and make sure that the amount was reported in Household Operations (II-B3,b)
- Salaries/Wages of boarders and non-relatives – delete the amount in this section. This income should not be reported in any of the sub-sections
- If there are more than 5 salary/wage earners in one section, see to it that the data for two salary/wage family members are accommodated in one line.
- If the wage earners has two or more jobs belonging to the same sector lumped the entries together and record in one line only.
- Use a four digit code for coding the occupation and industry reported by a household member
- Make sure that the entries in the columns for “Earnings in Kind” are consistent with the value of items considered as fringe benefits from employers under Part II.

SECTION B. NET SHARE OF CROPS, FRUITS AND VEGETABLES PRODUCED OR LIVESTOCK AND POULTRY RAISED BY OTHER HOUSEHOLDS

- Total net value of share should be greater than or equal to the sum of value sold for cash and value consumed
- Refer to computations/remarks for any explanation for doubtful entries and consult the supervisor

SECTION C. OTHER SOURCES OF INCOME

- If entries reported are in foreign currencies (US dollars, riyals, pounds, etc.) convert entries to peso equivalent using prevailing exchange rates particularly for cash received from family members working abroad.
- Refer to computations/remarks for any explanation for doubtful entries and consult the supervisor

SECTION D. OTHER RECEIPTS

- Refer to computations/remarks for any explanation for doubtful entries and consult the supervisor
- For item (4) Loans from Business Firms and Government Institutions, make sure that the unpaid amount for an appliance/furniture bought on an installment basis during the reference period is reported here.

SECTION E. CHECKLIST FOR ENTRENEURIAL AND FAMILY SUSTENANCE ACTIVITY

- 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 FSA, 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.

- This item should have a code of either “1” or “2”.
- Do not rely on the mark “Yes” or “No” in the checklist, check Section F, and each of the pages in Part IV for presence of entries
- If one of the activities is mark with “Yes” corresponding details should have been accomplished.

SECTION F. FAMILY SUSTENANCE ACTIVITIES

- If there is no entry under “net receipts” but there is an entry in the column for “value consumed” copy the same amount to the net receipt column.
- If both have entries verify the value in the two columns
- Net receipt should be greater (>) or equal (=) to value consumed.

PART IV – ENTREPRENEURIAL ACTIVITIES

- The items from the value consumed should be consistent with the entry under the “In Kind” column of Part II
- The items from the Value Given Away as Gifts should be consistent with the entry under the “In Kind” column of Gifts and Contribution to Others (H2)
- Total Value > or = Value Consumed + Value Given Away as Gifts
- Other specify should be coded based on the given codes (refer to the Possible Codes for Other Category – Attachment C).
- The entry for the row total for the expenses incurred in relation to entrepreneurial activities should be equal to the sum of the details
- If the result of Net Income is negative be sure that there is a remarks/explanations.
- The number of months of operation should not exceed six months
- Major Activity – 4 digit **PSIC** code (Part IV – A6 and A11)

GUIDE FOR COMPARING DISBURSEMENTS AGAINST RECEIPTS

- Check the values entered here with the corresponding values in the indicated sections of the questionnaire.
- Check total expenditures, disbursements, income and receipts.

EVALUATION OF THE HOUSEHOLD RESPONDENT BY THE INTERVIEWER

- This item should have a code of either “1” or “2”
- Make sure that this part should have a valid entries.

CHAPTER III

EDITING OF FIES FORM 1A – HOUSEHOLD SCHEDULE

SECTION A. IDENTIFICATION PORTION

INTERVIEW STATUS

- With code 1 in FIES Form 1 ⇔ with FIES Form 1A
- With a code of 2, 3, 4, 5, or 6 in FIES Form 1, only the first page of the questionnaire should be filled up. Be sure that the corresponding Geographic Identification matched with FIES Form 1.

SECTION B. DEMOGRAPHIC CHARACTERISTICS (Columns 1 – 6a)

- Columns 1-6a should be consistent with the entries in ISH Form 2.
- Include family members with codes 01 to 08 in column 5 of ISH Form 2.
- For family with OFWs only the demographic characteristics should be filled up

SECTION C. HEALTH STATUS

Column 7 – Did ___ get ill or injured during the past month?

- Valid codes are “1” to “4”.
- If the answer is either code 1, 2 or 3, there should be entries in columns 8, 9 and 10.

Column. 8 - What type of illnesses or injuries did ___ has during the past month?

- A two-digit code.
- Multiple entries is acceptable (codes should be sequential).
- If the entry in column 7 is code “1 – ILL”, valid codes should be **01 – 20**.
- If the entry in column 7 is code “2 – INJURED”, valid codes should be **21 – 26**.
- If the entry in column 7 is code “3 – BOTH ILL/INJURED”, valid codes should be **01 – 26**.

- If the entry in column 7 is code “4 - NOT ILL/INJURED”, there should be no entry in this column.

Column 9 - Did ___ visit any health facility like hospital, clinic, etc. during the past month?

- Valid code is either code “1” or “2”

Column 10 - What health facility(ies) did ___ visit during the past month?

- Valid codes are “1” to “6”.
- Multiple entries is acceptable (codes should be sequential).

SECTION D. SCHOOLING STATUS

Columns 11 to 15 – Applicable to family members 6 – 24 years old

Column 12 – Is ___ currently attending school?

- Valid code is either code “1” or “2”.

Column 13 – What grade or year is ___ currently attending?

- A two-digit code
- Entry should be consistent with the age reported.
- Entry should be higher or equal to the entry in column 18.

Column 14 – What type of school is ___ currently attending?

- Valid codes are “1” to “3”.

Column 15 – Why is ___ not attending school?

- A two-digit code.
- If the entry in column 12 is code “2”, expect an entry in this column.
- Valid codes are “01” to “10”.

Columns 16 to 18 - Applicable to family members 5 years old and over

Column 16 - Check if 5 years old and over

- A check mark is an age indicator for family members 5 years old and over.

Column 17 – Has _____ ever attended school?

- Valid code is either code “1” or “2”

Column 18 – What is the highest educational attainment completed by _____ ?

- A two-digit code
- Valid codes are “00” to “37”.
- Entry should be consistent with the age reported.

SECTION E. CREDIT INFORMATION

E1. During the PAST SIX MONTHS, did you or any member of your family avail of any credit to finance your business or entrepreneurial activity(ies)?

- If Yes in any of the questions in FIES Form 1 –Part III Section E(b) item 1 to item 11, expect an entry in this item. Otherwise, there should be no entry in this section.
- Valid code is either code “1” or “2”.

E2. If YES in E1, what was/were your source(s) of loan?

- If the answer in E1 is code 1 – YES, expect an entry for every category in this item.
- Valid code for every category is either code “1” or “2”.

E3. If NO in E1, why did you not avail of any loan to finance the entrepreneurial activity?

- If the answer in E1 is code 2 – NO, expect an entry for every category in this item.
- Valid code for every category is either code “1” or “2”.
- At least one of the category has an entry.

SECTION F. OTHER RELEVANT INFORMATION

F1. Is there any member of your family currently enjoying any education/scholarship assistance for tertiary education program?

- If there is a code of 31 and above in Section D column 13, expect an entry in this item. Otherwise, there should be no entry in this question.
- Valid codes are “1” to “4”.

F2. Are you or anyone in the family a member of any people’s organization and/or any non-government organization?

- Valid code is either code “1” or “2”.

F3. Are you or anyone in the family a member of any cooperative such as credit cooperative, consumer cooperative, producer cooperative, marketing cooperative, etc.?

- Valid code is either code “1” or “2”.

F4. If YES in any of the question in FIES Form 1 – Part III Section E(b) Item 1 to Item 3 (Page 54), did you receive any agricultural extension services during the past six months?

- If “Yes” in any of the questions in FIES Form 1 –Part III Section E(b) item 1 to item 3, expect an entry in this item. Otherwise, there should be no entry in this question.
- Valid codes are “1” to “4”.

F5. Are you or any member of your family a member of any of the following health insurance plan (HIP)?

- Valid code for every category is either code “1” or “2”.

SECTION G. CHANGES IN WELFARE

G1. How do you compare your family's situation at present and for the last 12 months?

- Valid codes are "1" to "3".

G11. Why is your family better off? (Please indicate the most important reason)

- If the answer in G1 is code "1 - Better Off", expect an entry in this item.
- Valid codes are "1" to "8".

G12. Why is your family worse off? (Please indicate the most important reason)

- If the answer in G1 is code "2 - Worse Off", expect an entry in this item.
- Valid codes are "1" to "9".

G13. In response to G12, how do you cope with the situation?

- Valid code for every category is either code "1" or "2".

G14. In the next 12 months, do you expect your family's economic conditions to improve, stay the same, or worsen?

- If the answer in G1 is code "3 – About the same", expect an entry in this item.
- Valid codes are "1" to "3".

G2. Imagine a ladder with 10 steps. The first represents the poorest in society and the tenth represents the richest. On what steps of the ladder would you be?

- A two-digit entry.
- Valid codes are "01" to "10".

CHAPTER IV

PROBLEMS ENCOUNTERED DURING MANUAL PROCESSING

PROBLEMS	ITEMS FOR CONSISTENCY
Total not equal to sum of details	All items
Kind of Business or Industry is invalid	Part I – B1(g)
Household head salaried/waged but not in Part III-A	Part I – B(h) – Class of Worker and Part III – E Checklist for Entrepreneurial Activity and Part IV – Entrepreneurial Activity
Head is operator but all no in checklist in Part IV	Part IV – Entrepreneurial Activity
There was no entry under cash column on Rice/Corn and also no entry under Received as gift, Net Share of Crops and Part IV – A Crop Farming and Gardening but there was entry under “Total” column	Part II A1.3 – Rice and Corn, A5- Received as Gifts, Part III-B Net Share of Crops and Part IV- A1 Crop Farming
There was no entry under cash column on fish and also no entry under Received as gift, Net Share of Crops and Part IV – A3 Fishing but there was entry under “Total” column	Part II – A1.6 – Fish and Marine Products, A5 – Received as Gifts, Part III-B Net Share of Crops, Part and Part IV – A3 Fishing
With entry under “in Kind” column of Part II – H2 Gifts and Contribution to others but there was no entry under “value given away as gifts in Part IV – ENTREP, Net Receipts of Family Sustenance Activities,	Part II – H2 Gifts and Contribution to others, Part III Net Share of Crops, Family Sustenance Activities and ENTREP
With entry under Value consumed of Family Sustenance Activity but there was no entry under Net Receipts	Part III – F Family Sustenance Activity
In kind column of Charcoal but there was no entry under Received as gifts, FSA and ENTREP	Part II – A5 Received as Gift, Family Sustenance Activity and Part IV – A4 Forestry and Logging
Entries under candle, water, LPG, and other are less than or greater than entries under Received as Gifts	Part II B1(a) and B1 (b) Fuel, Light and Water
The entry under the In Kind column of firewood is less than or greater than the sum of the entries under Received as gifts, FSA and ENTREP	Part II – B1(a) and B1(b), FSA and Part IV- Forestry and Logging
Entry in electricity inconsistent with electricity in housing characteristics	Part II – B1(a) Electricity and G1(h) – Electricity in the building/house
Part III-E Checklist for Entrepreneurial Activity has no encircle code	Part III – E Checklist for Entrepreneurial Activity
The entry for total is not equal to the product of number of months of operation to average gross sale per month	Part IV – Entrepreneurial Activity
Salt and Sugar is out of range	Part II – A1.9 (salt and sugar) and Part I – B2 (Total Family Members)

Republic of the Philippines
NATIONAL STATISTICS OFFICE
Manila

FOLIO NUMBER
(prov) (mun) (bgy) (ea)

REGION

PROVINCE

MUNICIPALITY/CITY

BARANGAY

ENUMERATION AREA

MANUAL PROCESSING	DATE STARTED	DATE FINISHED	NAME AND SIGNATURE
Receipt and Control			
Folioing			
General Screening			
Editing and Coding			
General Review			
MACHINE PROCESSING	DATE STARTED	DATE FINISHED	NAME AND SIGNATURE
Data Entry			
Key Verification			
Verification or Error List			

**2006 FAMILY INCOME AND EXPENDITURE SURVEY (2nd Visit)
STATUS REPORT**

DATE

Province	Total No. of Sample Households	No. of Quest. Processed	% Processed

Note: Send your status report every Monday to IESD thru e-mail with e-mail address E.Fabian@census.gov.ph or S.Deguzman@census.gov.ph

Please send problems encountered during manual processing.