

CONTINUOUS MULTI PURPOSE HOUSEHOLD SURVEY (CMPHS) - 2012

EDITING AND CODING INSTRUCTIONS

The following instructions are intended to help you in the editing and coding of the 2012 questionnaire. While performing the editing and coding operations any inconsistencies, difficulties or doubtful situations should be reported for clarification. Codes are to be entered in red in the boxes provided.

Cover page

Quest Version Enter 1 for B1 and 2 for B2 questionnaires

Household identification information on cover page should have been directly entered in the boxes. So the figures should be checked and amended if incorrect.

If two questionnaires have been used for the same household, attach them together and write on first questionnaire '*Continued in 2nd questionnaire*'. Make sure that the household identification information has been entered on both questionnaires.

To verify correct entry in the box for the following:

Reference Month 01, 02, 03,, 12

Household Number 01, 02, 03,, 10

MODULE I

Demographic and educational characteristics of household members

Check that all columns have been correctly filled in for every member of the household.

If there are more than 12 persons in the household, a second questionnaire has been used. Write on first questionnaire '*Continued in 2nd questionnaire*'. Check that the serial numbers on the second questionnaire have been changed so as to read 13, 14, etc.

1.3 Reason for presence of new household member/absence of member formerly present

New (1 st interview)	1	Member missed	6
Same	2	Split household	7
Marriage	3	Deceased	8
Newborn	4	Left/Divorced/Separated	9

Join in 5

1.5 Relationship to head of household

Head of household	1	Father / mother of head	6
Spouse of head	2	Father / mother in law of head	7
Son/daughter of head	3	Other relative of head	8
Son/daughter in law	4	Non-relative	9
Grandchild	5		

1.6 Age

0 year (babies under 1 year)	00
1 year - 97 years	01,..., 97
98 years and over	98

1.10 Level of education (Pre-primary, Primary and Secondary)

Leave code box empty if 'Never' or 'CNYS' in column 1.7

Preprimary 01

Primary

Standard I	11	Standard V	15
Standard II	12	Standard VI(completed but not passed/now in std VI)	16
Standard III	13	Standard VI passed / CPE / PSLC	17
Standard IV	14		

Secondary

Form I	21	Form I Prevoc	22
Form II	23	Form II Prevoc	24
Form III	25	Form III Prevoc	26
Form IV	27	Form V (completed but not passed/now in form V)	28
Form V passed (SC or equivalent)			29
Form VI (completed but not passed/now in form VI)			30
Form VI passed (HSC or equivalent)			31

For handicapped children attending specialised school, enter '99'.

1.12 Qualification/Course (Other educational qualifications)

Please refer to "National Standard Classification of Education, NSCED-97" comprising a 4-digit coding scheme, based on ISCED-97.

The first digit represents level of education and the last three digits represent field of education.

Note: If only the field of study has been inserted and there is no indication of the level of the training received, ask for advice to determine level.

Leave code box empty if circled 5 for 'Never' in column **1.11**

MODULE II

Labour Force

Check that a column has been filled in for each person **aged 12 years or more**, listed on **page 2**.

The serial number of the person (as per page 2) should be inserted at the top of the corresponding column, on each page.

In this part of the questionnaire, provision has been made for 6 persons. In the case of a household with more than 6 members aged 12 years or more, an additional questionnaire has been used. Ensure that the questionnaires are attached together, '*Continued in 2nd questionnaire*' written on first questionnaire and *identification information same on both*.

In this section, editing should be performed column-wise, i.e., the information for a person be checked as a whole. Very often, inconsistencies can be corrected after analysing the answers to several questions. Similarly, information not clearly stated, can often be deduced or estimated from answers to other questions. For example, relationships exist between nature of business and occupation, occupation and salary, etc.

If a question does not apply to a person, the answer space for that question should have been struck off. For example, if at question 2.1 '**1**' for '**Yes**' has been circled, questions **2.2 to 2.4** do not apply to that person. If you are not sure whether there should have been an answer to a particular question or a space be struck off, ask for advice.

In addition to the codes listed here, the following coding manuals will also have to be consulted:-

- (1) National Standard Industrial Classification of Economic Activities (NSIC Rev. 2)
- (2) National Standard Classification of occupations (NASCO-08)

2 Verify if one code has been circled, i.e, either 1 for self and 2 for proxy

2.1 Worked or not during reference week

If '1'-'Yes' is circled, strike out questions 2.2 to 2.4.

2.2 Other activities carried out during reference week

Verify that only one code has been circled. If '1'-'Yes' is circled, strike out questions 2.3 and 2.4.

2.3 Whether away from work during reference week

Verify that only one code has been circled.

If '2'-'No' is circled, strike out questions 2.4 to 2.26.

2.4 Why away from work during reference week

Verify that only one code has been circled.

Part B - Nature of work

Questions 2.5 to 2.12 should have been completed for all persons having jobs (Circled '1' at 2.1 or 2.2 or 2.3). Check for missing information before inserting codes and query if necessary. If the person is working, but no details of work available, **enter '0' at question 2.5 and strike out questions 2.6 to 2.43.**

2.5 Name of establishment

This question is meant to identify the sector in which the respondent is working. Code as follows:-

Central Government (Ministries and Departments of Ministries)	1
Local Government - Municipal Councils	2
Local Government - District Councils	3
Publicly owned and controlled enterprises	4
Privately owned business - Export Oriented Enterprise (EOE)	5
Privately owned business - Other	6
Private household services	7

Consult lists provided to ensure correct sector code

In some cases, the name of the employer has been entered, refer to question 2.7 (kind of activity) to decide whether it is a sugarcane plantation, private enterprise or private household and allocate appropriate code. If a sugar estate name has been entered but activity at question 2.7 is animal farming or crop cultivation, enter code '7' for private enterprise

2.6 Number of persons working at place of work

Verify that only one code has been circled.

This question determines the size of the establishment where the respondent works. Please cross check with question 2.5 (Name of establishment) to ensure that the correct number of employees has been circled. Ensure that '3' is circled if code at Q2.5 is '1' or '2' or '3' or '4' which includes all government departments, sub-offices of municipalities and district councils, irrespective of size reported.

2.7 Kind of work/activity

Insert appropriate code by using the new coding manual for economic activities 'National Standard Industrial Classification of Economic Activities' (NSIC Rev. 2).

2.8 Occupation

Insert appropriate code by using the new coding manual for occupations: 'National Standard Classification of Occupations' (NASCO-08).

In some cases, it will be necessary to refer to other questions (e.g. columns 1.10 or 1.12 - Qualifications, question 2.7 - Kind of economic activity, etc.) to be able to assign appropriate occupation code.

2.9 Employment Status

Verify that only one code has been circled.

If '7' has been circled, check whether the answer entered cannot be allocated to code 1 to 6.

2.10 Length of service with present employer

Enter length of service in months. If less than one month, enter '001'.

2.11(a) Do you contribute to NPS?

To check that only those working in the private sector answered 'Yes', i.e. code is from 5 to 8 at 2.5.

To check that those working in the public sector answered 'No', i.e. code is from 1 to 3 at 2.5. To ask for assistance for the non-financial public cooperations.

2.11(b) Contribution of employer to NPS?

For all those answered 'Yes' at 2.11(a), 2.11(b) should also be 'Yes' if answer to 2.9 is '3'.

For all those answered 'Yes' at 2.11(a), 2.11(b) should be 'Na' if answer to 2.9 is '1'- employer or '2'- OAW.

For all those answered 'No' at 2.11(a), 2.11(b) should be 'No' for all those working in the public sector - 1 to 4 at 2.5.

2.12 Monthly income

For both 2.12(a) and (b), if answer is in the form of a range, enter the mid-point of the range given. If respondent is a contributing family worker (refer to question 2.9), or has not derived an income for any other reason, enter '0'. *NOTE: that 2.11 (b) should be less than 2.11 (a).*

2.13 Secondary job

Verify that only one code has been circled. If '2'-'No' is circled, strike out questions 2.14 and 2.15.

2.14 Activity at second place of work

Code as per instructions for question 2.7.

2.15 Employment status in second job

Code as per instructions for question 2.8

Part C - Hours of work**2.16(a) Hours of work at main job**

Enter here the total number of hours worked at main job (described at questions 2.5 to 2.12) for the whole week in the code box. It may happen that a person has not worked at his/her main job but has worked at a secondary one, enter '00' here and hours for secondary job at 2.16(b).

2.16(c) Why worked for less than normal hours at main job

If total number of hours at 2.16 (a) is less than that of 2.16 (b), verify that only 1 code has been circled. Otherwise, ensure that this question has been stroke off.

2.17(a) Hours of work at other job(s)

If 'Yes' at question 2.13, that is, the respondent has another job, this question should have been filled in. Enter the total number of hours worked at the secondary job and at any other ones in code box. If respondent has a second job but did not work there during the reference week, enter '00'.

2.17(c) Why worked for less than normal hours at other job(s)

Same instructions as 2.16 (c)

2.19 Available for extra hours

Verify that only one code has been circled.

2.20 Number of extra hours (at main and other jobs)

The consistency of the hours given should be checked especially if 2.16(c) and 2.17 (c) have been filled in for that member.

2.21 Available for additional work

Verify that one code has been circled for all employed persons who has worked or not worked during reference week.

Part D - Self-employed**2.22 Type of ownership of enterprise**

Refer to questions 2.9 and 2.15, if circle '1' for employer or '2' for own account worker, question 2.22 should have been filled in.

Verify that only 1 code has been circled.

Verify if '6' has been circled, check whether codes 1 to 5 cannot be allocated according to description given.

2.23 Whether enterprise's expenditure separate from owner's household's ones

Verify that only one code has been circled.

2.24 Whether enterprise's assets separate from owner's household's ones

Verify that only one code has been circled.

2.25 Whether enterprise has a set of formal accounts

Verify that only one code has been circled.

Verify: if 'No' at 2.23 and 'No' at 2.24, then 2.25 should be 'No'.

2.26 Number of persons who worked during the reference work

For each of the 10 categories of workers listed, enter number of workers in code box. Where a dash (-) entered for Nil, enter '00' in code box.

Part E - Unemployment**2.27 Looking for work during the past 4 weeks**

Verify that only one code has been circled.

If '2'-'No' is circled, strike out questions 2.28 & 2.29.

2.28 Steps taken during the past 4 weeks to obtain work

More than one '1'-'Yes' can be circled here.
Verify that only one code has been circled on each line.

2.29 Duration of job search

Enter duration in months. If duration of job search is less than one month, enter '01'.
Strike out questions 2.30 & 2.31.

2.30 Liked to work during the reference week

Verify that only one code has been circled. If 'No', strike out questions 2.31 - 2.33.

2.31 Reason for not looking for work

Verify that only one code has been circled.

Caution: for those circled 1-studying, 2-will resume studies, 3-retired, 4- permanent disability, 6-too young to work & household responsibilities : to **probe** if they answered 'yes' at **Q2.32**. Reasons - Permanent disability/Too young to work, available for work must be 'No'.

2.32 Availability for work

Verify that only one code has been circled. If 'No', strike out question 2.33.

2.33 Willing to accept.....

These are independent questions.
Verify that only one code has been circled on each line. Strike out question 2.34.

2.34 Reason for not liking to work or not being available for work

Verify that only one code has been circled.

2.35 Main source of income or support to meet daily needs

Verify that only one code has been circled.
Need to verify with figures at 5.7 (B1) or 6.7 (B2).

2.36 Whether worked in the past

Verify that only one code has been circled.
If no, strike out questions 2.37 to 2.41.

2.37 When worked for the last time

Enter duration in months. If less than a month, enter 001.

If number > 120, ensure the number is recorded here and strike out questions 2.38 - 2.41.

2.38 Kind of work/activity at last place of work

Insert appropriate code according to coding manual for economic activities 'National Standard Industrial Classification of Economic Activities' (NSIC Rev. 2).

2.39 Occupation at last place of work

Insert appropriate code according to the coding manual for occupations: 'National Standard Classification of Occupations' (NASCO-08).

2.40 Employment Status

Verify that only one code has been circled.

If '7' has been circled, check whether the answer entered cannot be allocated to code 1 to 6.

2.41 Reason for leaving last job

Verify that only one code has been circled.

2.42 Registration at Employment Service

Verify that only one code has been circled by all members in the selected household (worked or not worked or never worked) between aged 16 and 65 years inclusive. Ensure that this question & 2.43 are struck off for all those below 16 years and above 65 years.

2.43 How long been registered at the employment service?

Enter duration in months. If duration of registration is less than one month, enter '001'.

B1 & B2

Household Income and Expenditure

(Refer to questions 5 in B1 or questions 6 in B2)

5.1 Total household expenditure

Add item-wise expenditure at question 5.2 (6.2). This total should not exceed amount entered at question 5.1(6.1).

Second code box is for consumption expenditure, obtained by subtracting items 17 and 18 at question 5.2(6.2) from total at question 5.1(6.1).

5.2 Item-wise household expenditure

If no expenditure incurred for a listed item, leave code box empty. Particular attention should be paid to recurrent expenditure items (food, travelling and payment of bills).

If no amount entered for such items and no explanation provided, verification needed. Similarly, if expenditure on education is Nil, check if there are no students in the household (Module D).

B1 - check item 11 (internet/e-mail) with internet with access to internet @ 4.3(a) (page 16)

B1 - check item 18 with 4.2 (page 19)

B1 & B2 - check item 17(i) with 2.11 (a) (page 6)

5.3 Tax

If no expenditure incurred for a listed item, leave code box empty.

5.4 Rent payable

Verify the amount given and check for its consistency.

5.5 Income from employment

Refer to questions 2.9 and 2.12 on page 6.

For a respondent reported as 'EPE' at question 2.9, his/her income from work should have been entered at question 2.12 and at least that amount entered again at question 5.5(6.5), line 1. If the person has more than one paid job, amount entered at 5.5(6.5), line 1 should include income from all the paid jobs

For persons reported as 'EPR' or 'OAW' at question 2.9, income should be entered at question 2.12 and on second line of question 5.5(6.5).

Verify the total (line 4 of question 5.5(6.5)) before entering in code box.

6.5 Income from property

Make sure that the correct serial number of the person has been entered. Leave code boxes empty for nil entries. Total should be entered if at least one item of property income has been reported.

6.6 Transfer Income

Make sure that the correct serial number of the person has been entered. Refer to **page 2, age, sex and marital status** columns. Most persons aged 60 years or more and widows (female) receive pension.

Leave code boxes empty for 'nil' entries. Enter total if there is at least one item of transfer income reported.

SUM total of 5.4(6.4), 5.5(6.5) and 5.6(6.6). If that sum is less than 5.1(6.1), query if there is no explanation given.