POPCEN 2015

Enumerator's Manual

Foreword

The 2015 Census of Population (POPCEN 2015) is an inventory of the complete count of the population of the entire country. The Philippine Statistics Authority takes the lead in the conduct of POPCEN 2015 with the assistance and support of various government agencies, all local government units, and the private sector.

The POPCEN 2015 **Enumerator's Manual** contains the operational instructions and procedures on how to accomplish the various census forms and questionnaires. It also discusses the concepts and operational definitions used in this census. This was prepared primarily as your reference in conducting the interview and in filling out the census forms correctly. It provides answers to some basic problems, which you may encounter in the field. Familiarization with the concepts, procedures, and instructions discussed in this manual will enable you to be fully prepared to carry out your duties as enumerator.

Your role as enumerator of the POPCEN 2015 is of prime importance in the success of this census. It is your responsibility to collect accurate and reliable information following the instructions laid out in this manual.

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List of Abbreviations and Acronyms

A

ADB	Asian Development Bank
ALS	Alternative Learning System
ALS-DAP	Alternative Learning System for Differently-Abled Persons
ANS	Assistant National Statistician

B

BA	Bachelor of Arts
BRGY	Barangay
BS	Bachelor of Science
BSN	Building Serial Number

C

CAS	Census Area Supervisor
CB	Callback
CO	Central Office
COL	Column
COLL	College
CP Form	Census of Population Form
CPS 2015	Census Project Staff of POPCEN 2015
CRCN	Census Receipt Confirmation Number
CTCO	Censuses and Technical Coordination Office

D

DEpEd	Department of Education
DNS	Deputy National Statistician
DTR	Daily Time Record

E

EA	Enumeration Area
EARIST	Eulogio "Amang" Rodriguez Institution of Science and Technology
ELEM	Elementary
EN	Enumerator
E-Questionnaire	Electronic Questionnaire

F

FAO	Food and Agriculture Organization

G

Geo-ID	Geographic Identification
Grad	Graduate

H

HS	High School
HSN	Household Serial Number
HUSN	Housing Unit Serial Number

I

ID	Identification Card
ILO	International Labor Organization
ILQ	Institutional Living Quarter
IP	Indigenous Peoples
ISN	Institutional Serial Number

L

LCR Office	Local Civil Registry Office

N

NC	National Certificate
NCR	National Capital Region
NCS	National Censuses Service
NS	National Statistician
NUR	Non-Usual Residents

P

P BRGY	Punong Brangay
PMA	Philippine Military Academy
PMMA	Philippine Merchant Marine Academy
PNP	Philippine National Police
PNPA	Philippine National Police Academy
PO	Provincial Statistical Office
POPCEN	Census of Population
PSA	Philippine Statistics Authority
PSCED	Philippine Standard Classification of Education
PSGC	Philippine Standard Geographic Codes
PSOC	Philippine Standard Occupational Classification

R

RA No. 10625	Republic Act No. 10625
RBI	Radio-Based Instruction Program
RSSO	Regional Statistical Services Office
R-TS	Referral to TS

S

SAQ	Self-Administered Questionnaire
SOCD	Statistical Operations and Coordination Division
SPED	Special Education

T

TESDA	Technical Education and Skills Development Authority
TNT	*Tago Nang Tago*
TS	Team Supervisor
TVET	Technical-Vocational Education and Training

U

UN	United Nations
UNESCO	United Nations Educational, Scientific, and Cultural Organization
USAID	United States Agency for International Development

V

VBLDG	Vacant Building
VHU	Vacant Housing Unit
VRH	Vacation/Rest House

Y

YR	Year

① Introduction

This chapter introduces the 2015 Census of Population (POPCEN 2015) and explains its general and specific objectives. It also discusses the scope and coverage, various uses and importance of census data, and other relevant facts about the census such as the reference period, enumeration period, legal bases, confidentiality of information, obligation of the respondents to give truthful and complete information, and organizational set-up.

1.1   THE 2015 CENSUS OF POPULATION (POPCEN 2015)

Census of Population refers to *the complete process of collecting, compiling, evaluating, analyzing, publishing, and disseminating data about the population in the country.* It entails the listing and recording of the characteristics of each individual as of a specified time and within a specified territory.

> **POPCEN 2015**
>
> - Total population
> - Characteristics of the population

The POPCEN 2015, which is a complete enumeration of households in the country, is designed primarily to take an inventory of the entire population of the Philippines. It also collects information about basic characteristics of the population such as age, sex, marital status, religious affiliation, and highest grade/year completed. It is a source of data on the size, distribution, and composition of the population for different geographic units, that is, at the national up to barangay level. These information are vital in making rational plans and programs towards national and local development.

In August 2015, the POPCEN 2015 will be conducted in all barangays nationwide. It will be the 14th census of population to be undertaken in the country since the first census in 1903. Moreover, the POPCEN 2015 will be the 3rd population census to be conducted in between two decennial censuses. Previous to POPCEN 2015, mid-decade censuses were carried out in 1995 and 2007.

FIGURE 1.1 Total Population in Various Censuses: Philippines
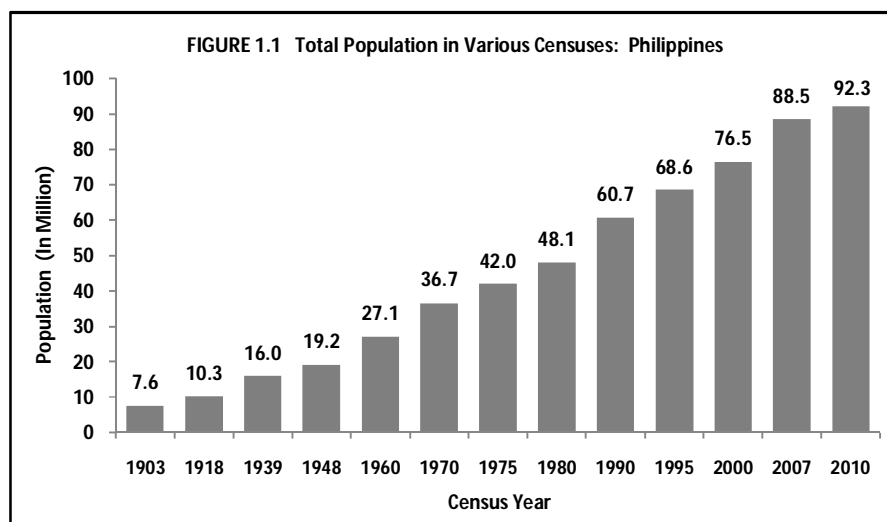
This figure shows a continuously increasing Philippine population.

In 2010, the population rose by almost 85 million or approximately 12 times higher than the population in 1903.

Source: Philippine Statistics Authority, *Various Census Reports*

1.2   OBJECTIVES

General Objective

The POPCEN 2015 aims to provide government executives, policy makers, and planners with population data, especially updated population counts of all barangays in the country, on which to base their social and economic development plans, policies, and programs.

Specific Objectives

Specifically, the POPCEN 2015 seeks to gather data on the:

1. size, and geographic distribution of the population;

2. population composition (sex, age, and marital status);

3. religious affiliation;

4. school attendance, literacy, highest grade/year completed, and technical/vocational course obtained;

5. usual activity/occupation, and whether overseas worker for members 15 years old and above;

6. registration of birth and death;

7. household-level characteristics such as fuel used for lighting, source of water supply for drinking and cooking;

8. housing characteristics such as the type of building, construction materials of the roof of the building, construction materials of the outer walls of the building/housing unit, and tenure status of the housing unit/lot; and

9. barangay characteristics such as presence of selected facilities, establishments; and presence of informal settlers, relocation areas, and in-movers in the barangay due to natural and man-made disasters.

1.3   COVERAGE

Enumeration Units

The enumeration units for the POPCEN 2015 are households, housing units, and institutional living quarters (ILQs).   All households and ILQs in all barangays throughout the country will be enumerated to gather information about their members.   All Filipinos residing in Philippine embassies, missions, and consulates abroad will also be enumerated.

Data Items

In line with the objectives of the POPCEN 2015, two types of questionnaires, namely, CP Form 2 (Household Questionnaire) and CP Form 4 (Institutional Population Questionnaire) will be used to gather the following data items:

CP Form 2:
a. Name of member of household
b. Relationship to the household head
c. Sex
d. Date of birth
e. Age
f. Whether a member's birth was registered at the LCR Office and copy of birth certificate
g. Marital status
h. Religious affiliation
i. School attendance
j. Literacy
k. Highest grade/year completed
l. Technical/vocational course obtained
m. Overseas worker
n. Usual activity/occupation
o. Type of building
p. Construction materials of the roof and outer walls of the building/housing unit

q. Fuel for lighting
r. Source of water supply for drinking and cooking
s. Tenure status of the housing unit/lot
t. Whether any household member died in the past two years
u. Number of former household members who died in the past two years
v. Name of former household members who died in the past two years
w. Sex of the former household member who died in the past two years
x. Age at death of the former household member who died in the past two years
y. Whether death was registered at the LCR Office and copy of death certificate

CP Form 4
a. Name of person living in the ILQ
b. Residence status
c. Sex
d. Age
e. Whether a member's birth was registered at the LCR Office and copy of birth certificate
f. Marital status
g. Religious affiliation
h. Highest grade/year completed

In addition, the following barangay characteristics will be gathered using CP Form 5 (Barangay Schedule):

a. Barangay facilities/characteristics
b. Kinds of establishments
c. Informal settlers
d. Relocation areas
e. In-movers

1.4   USES AND IMPORTANCE OF CENSUS DATA

Every country needs information on its residents for purposes of planning, development, and improvement of quality of life. Effective planning necessitates the use of reliable, up-to-date, accurate, complete, and detailed information about the population. Such information enables both the public and the private sectors to plan for better services, improve the quality of life, and solve existing problems.

Data gathered in the POPCEN 2015 will be compiled, evaluated, analyzed, published, and disseminated for the use of government, business, industry, social scientists, research community, academe, the general public, and other data stakeholders.

Among the important uses of the data from this census are the following:

In government:
- redistricting and apportionment of congressional seats;
- allocation of resources and revenues;
- creation/conversion of political and administrative units;
- formulation of policies concerning various segments of the population (infants, children, youth, elderly, women of reproductive age, voting age, and working age); and
- development of policies and programs relative to the delivery of basic services, such as on health, education, employment, housing, infrastructure, and other socio-economic concerns.

In business and industry:
- identification of sites for establishing businesses;
- determination of consumer demands for various goods and services; and
- improvement of supply of labor for the production of goods and services.

In research and academic institutions:
- conduct of researches on population and related disciplines; and
- study of population growth and geographic distribution as bases in preparing projections at the national and sub-national levels.

1.5   REFERENCE PERIOD

August 1, 2015 is the reference date for the POPCEN 2015. This means that all persons to be enumerated as members of a household or as residents of an institutional living quarter will be as of 12:01 am, August 1, 2015.

REFERENCE TIME AND DATE
As of 12:01 a.m. August 1, 2015

1.6   ENUMERATION PERIOD

The period of enumeration for the POPCEN 2015 is from August 10 to September 6, 2015. This is approximately 25 working days (including Saturdays or Sundays, and holidays).

1.7   AUTHORITY FOR THE CONDUCT OF THE POPCEN 2015

The authority and mandate of the Philippine Statistics Authority (PSA) to conduct the POPCEN 2015 emanates from the Republic Act (RA) No. 10625 and Executive Order No. 352.

RA No. 10625, also known as the *Philippine Statistical Act of 2013*, which was approved on September 12, 2013, states that "the PSA shall be primarily responsible for all national censuses and surveys, sectoral statistics, consolidation of administrative recording system, and compilation of national accounts." Specifically, Section 6(b) of this Act mandates the PSA "to prepare and conduct periodic censuses on population, housing, agriculture, fisheries, business, industry, and other sectors of the economy."

Executive Order No. 352 – *Designation of Statistical Activities That Will Generate Critical Data for Decision-Making of the Government and the Private Sector*, stipulates the conduct of a mid-decade census primarily to update the population count in all barangays nationwide.

1.8   CONFIDENTIALITY OF INFORMATION

All personnel involved in this census are required to keep in **STRICT CONFIDENCE** any information obtained during the census that pertains to any particular household or person.

Section 26 of RA No. 10625 stipulates that "individual data furnished by a respondent to statistical inquiries, surveys, and censuses of the PSA shall be considered privileged communication and as such shall be inadmissible as evidence in any proceeding." This means that the information given by respondents are confidential, hence, cannot be used as evidence in any proceeding before court of law, tribunal or administrative bodies. This section also specifies that "The PSA releases data gathered from censuses only in the form of summaries or statistical tables, in which no reference to an individual, corporation, association, partnership, institution or business enterprise shall appear."

Likewise, Section 27 of RA 10625 states that "a person, including parties within the PSA Board and the PSA, who breach the confidentiality of information, whether by carelessness, improper behavior, behavior with malicious intent, and use of confidential information for profit shall be liable to a fine of five thousand pesos (P5,000.00) to not more than ten thousand pesos (P10,000.00) and/or imprisonment of three (3) months but not to exceed one (1) year, subject to the degree of breach of information."

1.9   OBLIGATION OF THE RESPONDENTS TO GIVE TRUTHFUL AND COMPLETE INFORMATION

Section 27 of RA 10625 states that "respondents of primary data collection activities such as censuses and sample surveys are obliged to give truthful and complete answers to statistical inquiries. The gathering, consolidation, and analysis of such data shall likewise be done in the most truthful and credible manner."

Section 27 further states that "any individual who refuses or fails to give truthful and complete answers to statistical inquiries will be imposed a penalty of one (1) year imprisonment and a fine of one hundred thousand pesos (P100,000.00)."

1.10   ORGANIZATIONAL SET-UP FOR THE POPCEN 2015

Conducting a census is a very complex undertaking and takes a lot of manpower and financial resources. Hence, an organizational set-up primarily designed to cater to the needs of POPCEN 2015 is necessary.

The PSA, headed by the National Statistician (NS), is the agency mandated to formulate and execute plans for the POPCEN 2015. All directives pertaining to the census will emanate from the Office of the NS. The NS will be assisted by the Deputy National Statistician (DNS) of the Censuses and Technical Coordination Office (CTCO) and the Assistant National Statistician (ANS) of the CTCO-National Censuses Service (NCS). Specific instructions and orders will be delegated to the field supervisors through a chain of command shown in *Figure 1.2*.

The POPCEN 2015 Census Project Staff (CPS 2015) will be created at the NCS and will serve as the monitoring hub and communications and action center for this nationwide undertaking. Thus, for POPCEN 2015 purposes, all communications to and from the Central Office and Field Offices will be sent to the CPS 2015.

At the regional level, the Regional Statistical Services Office (RSSO) will be responsible for the coordination, monitoring, and supervision of the conduct of enumeration in the areas under its jurisdiction. A Regional Census Project Staff will be formed in the RSSO. It will be headed by the Chief of the Statistical Operations and Coordination Division (SOCD) in the RSSO. The Regional Census Project Staff will take charge of all the technical, operational, and administrative aspects of the census in the region, including data processing and evaluation.

At the provincial level, the Provincial Statistical Office (PO) will be directly responsible for the coordination, monitoring, and supervision of the field operations in the areas under its jurisdiction. A Provincial Census Project Staff will be established in the PO. It will be headed by a permanent statistician of the PO. The Provincial Census Project Staff will take charge of all the technical, operational, and administrative aspects of the census in the province, including data processing and evaluation.

The Head CAS who is a statistician/permanent staff of the PO will be responsible for the supervision and monitoring of the conduct of enumeration in the cities or municipalities of his/her jurisdiction. He/she will supervise all Hired CAS assigned to these areas.

The Hired CAS will be responsible for a group of five teams, with each team consisting of one team supervisor (TS) and four enumerators (ENs).

The TS will take charge of the supervision of four ENs. He/she will report to his/her CAS the progress of enumeration in the areas assigned to him/her.

The EN, meanwhile, will be responsible for the complete enumeration in the area/s assigned to him/her. He/she will seek the help of his/her TS regarding the problems encountered which he/she cannot resolve.

Prior to the start of the enumeration, the EN together with his/her TS will conduct an ocular inspection of his/her assigned enumeration area (EA). They will pay a courtesy call to the Punong Barangay and other incumbent barangay officials, and ask their cooperation and assistance in the census-taking.

The census coordinating boards were created at the national, regional, provincial, and city/municipality levels to provide support for the POPCEN 2015 such as conduct of publicity and information campaign, and provision of facilities for transport, training, communication, and headquarters.

FIGURE 1.2
The POPCEN 2015 Organizational Set-Up
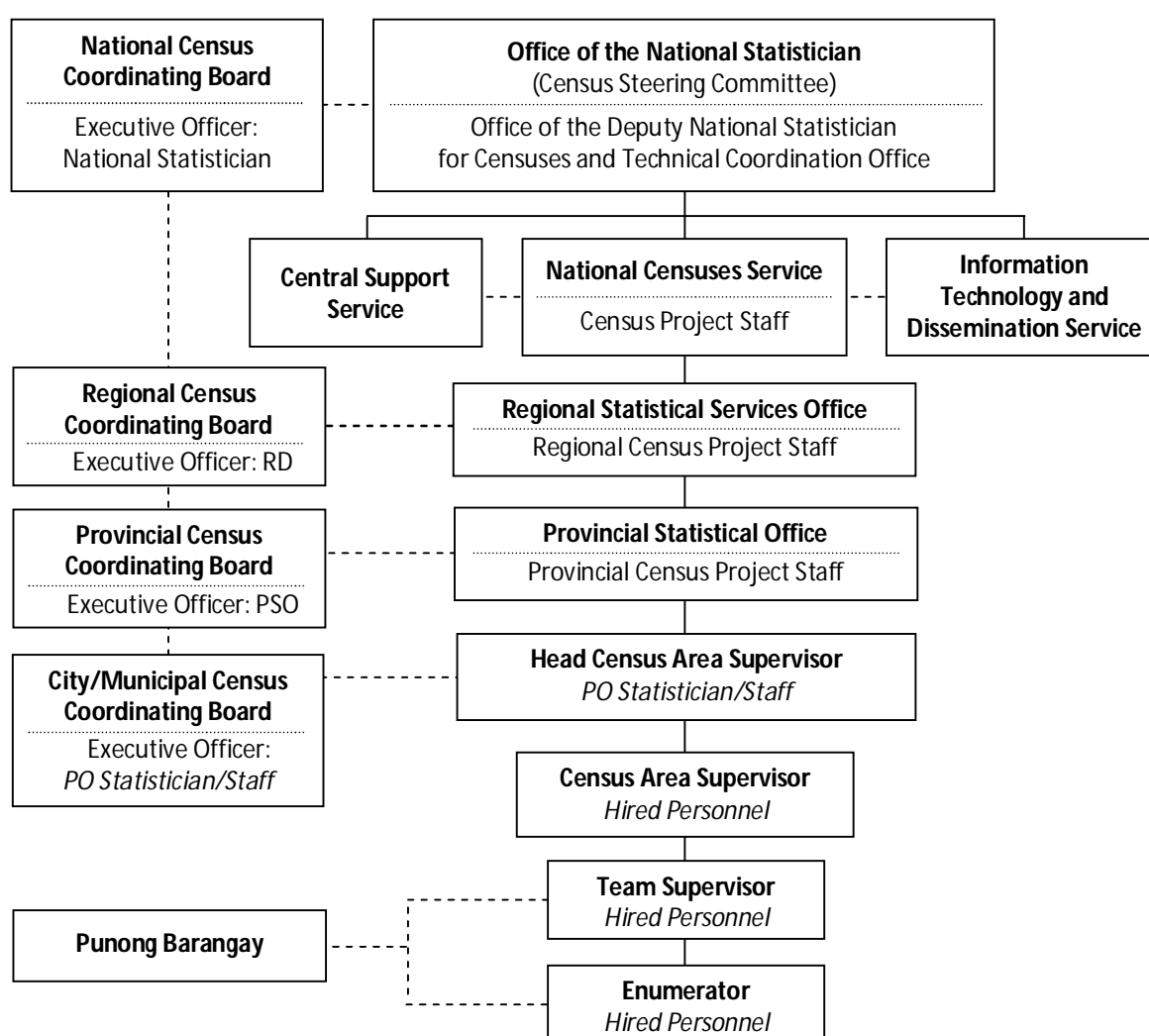
❷
The Role of Census Enumerator

This chapter provides the details of the role of the Enumerator (EN) in the census and his/her specific duties and responsibilities as an EN. It also provides information on his/her designation as an EN, training and working time, the role of Team Supervisor (TS) in relation to EN's tasks, and the list of supplies and materials that the EN will use during the training and listing/enumeration.

2.1   CENSUS ENUMERATOR

As an EN of the POPCEN 2015, you play a very crucial role in ensuring the success of this undertaking, particularly, the completeness of census coverage and accuracy of population count. The level of quality of the data that you will collect in this census will highly depend on how well you understand the census concepts and how well you execute the interview techniques and procedures that will be discussed during the training for enumeration. You will be trained to gather information during the census that are accurate, complete, and strictly in accordance with the instructions, concepts, and definitions laid out in this Manual.

Your acceptance of the job as an EN entails a commitment on your part to perform your job with utmost diligence, sincerity, and dedication. Your work as an EN requires tact in approaching people, attention to the smallest detail, and a sense of responsibility to keep confidential all the information that you will obtain from individuals and households during the course of your interview. As an EN, you should always bear in mind that the data that you will gather in this census will be used as bases in the formulation of plans and policies for the benefit of the entire Filipino nation.

2.2   DESIGNATION OF AN ENUMERATOR

As an EN, you will sign a Contract of Service stipulating the scope of your service, the need to maintain a record of attendance, the obligations of the Philippine Statistics Authority (PSA), duration of the contract, termination clause, and other conditions. You will also be issued a POPCEN 2015 identification (ID) card (See Illustration 2.1). The Contract of Service and the ID card will attest to your legitimacy as a census fieldworker.

You are required to wear your ID card whenever you are at work. This will help you not only in soliciting the help and cooperation of local officials but more importantly in convincing the respondent to grant an interview.

Your contract as an EN will be effective officially at the start of the training. As an EN, you are required to undergo training before going out on fieldwork. You are expected to complete the task assigned to you within the specified enumeration period. Being designated as an EN means that you will be the one who will perform all the work that will be assigned to you. Allowing any unauthorized person to do the listing and interviewing on your behalf, is strictly prohibited. In no instance should you ask anybody else to do the job for you. Violation of this rule is a ground for dismissal from work or termination of contract of service.

You are cautioned that (a) copying or reproduction of data in the census questionnaires, whether in print or electronic medium, (b) allowing unauthorized persons to accompany you during your data collection, which provides other persons to have access to the information that you are gathering, or (c) administering other census forms other than the POPCEN 2015 questionnaires are deemed violations of the confidentiality provision of Section 26 of Republic Act (RA) No. 10625. Such violations are grounds for dismissal/termination of your service contract and/or prosecution in proper court. In case you fail to perform your duties as an EN, the PSA management has the right to end your services.

As an EN, you are also expected to work harmoniously with your other census co-workers and perform other census-related duties that may be assigned to you from time to time by your supervisors.

ILLUSTRATION 2.1
Enumerator's Identification Card

Front   **Back**

2.3   TRAINING

As an EN, you are required to undergo the training for enumeration for the POPCEN 2015. It is very important that you should always be physically and mentally present and punctual during the training so that you will not miss the discussion of any topic and/or concept. To understand the various concepts and operational procedures in the census, you should actively participate in the class discussions and perform the exercises. You are also expected to actively participate in the mock interview and field practice interview that will be conducted on the later part of the training. Aside from giving you the knowledge and confidence in conducting the listing/enumeration, the training will also prepare you to handle enumeration problems that may arise during the actual field operations.

2.4   WORKING TIME

For the POPCEN 2015 operations, you are required to work from Monday to Saturday (including holidays), until you have fully covered the area/s assigned to you. You may schedule your visit to the households when the respondents are most likely at home, that is, early in the morning, at noon, late in the afternoon or even in the evening if the situation calls for it. You may also visit the respondent during Sunday if it is the only day that the respondent is available for interview. See to it, however, that you do not antagonize the respondents by interviewing them at inconvenient hours.

2.5   AREA OF ASSIGNMENT

During the census, you will be assigned to cover an entire barangay or just a portion of it, that is, an Enumeration Area (EA). It is also possible that you will be assigned in more than one EA or barangay. Your specific area of assignment will be given to you by your TS during the last day of your training. As an EN, you should finish your work in the area assigned to you within the prescribed enumeration period. In case you are unable to finish your work on time due to justifiable reasons such as health problem, accident, and peace and order problem, it is your duty to inform your supervisor so that remedial actions to complete your work could be done.

2.6   DUTIES AND RESPONSIBILITIES

As an EN, you should do your job to the best of your ability. Your primary task is to gather correct, accurate, and complete information according to the instructions discussed in this Manual.

Your data collection activity involves the three main tasks:

1. Asking the questions correctly;

2. Recording/noting down accurately the responses given to you; and

3. Checking each response and ensuring that they are complete, clear, reasonable, and consistent with the other responses.

Your duties and responsibilities are as follows:

1. Attend the training to gain knowledge necessary for you to understand the concepts and instructions in the EN's Manual.

2. Before enumeration of the EA, together with the TS, pay courtesy call to the Punong Barangay or any barangay official and conduct an ocular inspection of the boundaries of the EA. Update the boundaries on the EA map, if necessary.

3. Visit each building and determine if it is qualified to be listed following the criteria on what buildings are to be listed.

4. In each building, determine how many housing units are there and in each housing unit determine how many households are residing.

5. Using CP Form 1 (Listing Booklet), list each building, housing unit, and household following strictly the rules on listing of buildings, housing units, and households.

6. Interview the head of the household or his spouse or an adult household member who is most knowledgeable to answer the census questions using CP Form 2 (Household Questionnaire).

7. Plot a residential building whether vacant or occupied using a proper building symbol. Write the appropriate household serial number (HSN) below the building symbol.

8. List each institutional living quarter (ILQ).

9. For ILQs with 20 or less members, interview each resident using CP Form 4 (Institutional Population Questionnaire). For an ILQ with more than 20 members, request its manager or administrator to accomplish CP Form 4.

10. After completing an interview, before leaving the household/ILQ, review the questionnaire for completeness and consistency of entries.

11. Meet with your TS every Wednesday. In this meeting, submit all accomplished questionnaires for the review of the TS. The TS will discuss with you the inconsistencies in the questionnaires and solutions to unresolved problems you encountered.

When performing your duties as an EN, adhere strictly to the instructions in the EN's Manual specifically when listing buildings, housing units, households, and ILQs; conducting an interview; filling up CP Forms 2 and 4, mapping; reviewing the completed questionnaires for correctness; and submission of census forms and materials to the TS.

2.7   WORKING RELATIONSHIP WITH YOUR TEAM SUPERVISOR

You will be assigned to work with your TS. It is essential that you should know and understand his/her duties and responsibilities to maintain a harmonious working relationship with him/her.

As EN, you are required to report to your TS for your area of assignment and the materials that you need for fieldwork. You should discuss with your TS the best route and strategy to cover your area. You may need his/her assistance to gather information on the boundaries, travel, and terrain of your assigned area.

Your TS will ensure that you follow the procedures in listing, enumeration, and mapping. As such, he/she will review and edit your accomplished census forms and maps. He/she will accompany you to observe on how you conduct an interview of household or institution. He/she will also conduct an interview of the household that you have already interviewed to ensure the quality of your work.

On a weekly basis, that is, every Wednesday, your TS will meet with you and assess the progress of your work and recommend solutions to your census-related problems.

③
Census Concepts and Definitions

This chapter discusses the census concepts and defines the basic units of listing and enumeration for the POPCEN 2015, namely, buildings, housing units, households, institutional living quarters (ILQs), and institutional population. It also provides guidelines on how these units are identified during the field enumeration. The basic rules and criteria in determining the household and institutional population membership are likewise presented in this chapter.

You should refer to this chapter as often as necessary for you to fully understand the concepts, terms used, and data requirements for the census.

3.1   BUILDING

Definition of a Building

A **building** is defined as *any structure built, designed or intended for the enclosure, shelter or protection of any person, animal or property.* It consists of one or more rooms and/or other spaces, covered by a roof, and usually enclosed within external walls or with common dividing walls with adjacent buildings, which usually extend from the foundation to the roof.

Buildings to be Listed

Each building within the EA will be visited but not all buildings will be included in the listing. For purposes of POPCEN 2015, **only those buildings which contain living quarters, whether occupied or vacant, are to be listed.** Living quarters are structurally separate and independent places of abode. Considered as living quarters are the following:

1. Those which have been constructed, built, converted or arranged for human habitation, provided that they are not at the time of the census used wholly for other purposes; or

2. Those which have been constructed for purposes other than human habitation but actually being used as living quarters at the time of the census.

More specifically, the buildings to be listed are the following:

1. Residential building which is presently occupied by a household;

   Residential buildings are *buildings which, by the way they have been designed or constructed, are intended for abode such as single houses, duplex houses or multi-unit residential buildings.*

2. Vacant residential building, except that which is open to elements, that is, the roofs, walls, windows, and/or doors no longer protect the interior of the building from wind and rain as a result of fire, deterioration or vandalism;

3. Vacant deteriorated residential building which shows some signs that deterioration is being prevented to some extent, such as when the windows and/or doors are covered with wood, metal, or other materials to keep them from being destroyed or to prevent entry into the building, or when secondary posts are added to prevent the building from collapsing;

4. New residential building which is still not occupied or still under construction, if at the time of the visit, the roofs and walls are already in place;

5. Residential building which is presently not occupied by a household but it is used for purposes other than residential, provided that it still has one or more vacant housing units;

   Example:

   An apartment building with three units, two of which are used as business offices and the other one is vacant.

6. ILQ in operation such as hotels, motels, dormitories, lodging houses, seminaries, mental hospitals, and others;

7. Non-residential building presently occupied by a household;

   Non-residential buildings are *buildings which have been designed or constructed for purposes other than residential. These include commercial, industrial, and agricultural buildings such as offices, rice mills, and barns; and other non-residential buildings such as churches, schools, and others.*

8. Non-residential building which has one or more vacant housing units with complete facilities for cooking, dining, and sleeping, with or without inner partitions; and

9. Other structures not intended for human habitation but are presently occupied by a household, such as carts (*kariton*), abandoned railroad cars, dilapidated buses, culverts, trailers, barges, boats, tombs, and others.

3.2   HOUSING UNIT

Definition of a Housing Unit

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 one or more households.*

Structures or parts of structures which are not intended for habitation, such as commercial, industrial, and agricultural buildings, or natural and man-made shelters such as boats, abandoned trucks, culverts, and others, but which are used as living quarters by households, are also considered as housing units.

The place of abode of an institutional population is not called a housing unit. It is referred to as an ILQ.

How to Identify Housing Units in a Building

Normally, a housing unit is intended for habitation by one household. However, in some cases, two or more households may share the same building or the same housing unit as their place of habitation. The building may have more than one housing unit but from its physical layout, the different housing units may not be discernible.

Discussed below are the guidelines on how to identify and count the housing units in a building.

A portion of a building (a room or a group of rooms) qualifies as a separate housing unit if it meets both the following requirements:

1. **Separateness** – the portion of a building must have facilities for sleeping, preparing and taking meals, and its occupants must be isolated from the other households in the building by means of walls or permanent partitions; and

2. **Direct access** – the portion of the building can be accessed directly from the outside of the building, that is, the occupants can come in to the portion of the building without passing through anybody else's premises from the street, pathway, alley, road, yard, catwalk, public or communal staircase, passage, gallery, grounds or through a common hall.

If the portion of the building is vacant, the above guidelines will apply to the intended occupants. *Illustration 3.1* shows two examples of the direct access criterion.

ILLUSTRATION 3.1
Examples of Housing Units with Direct Access
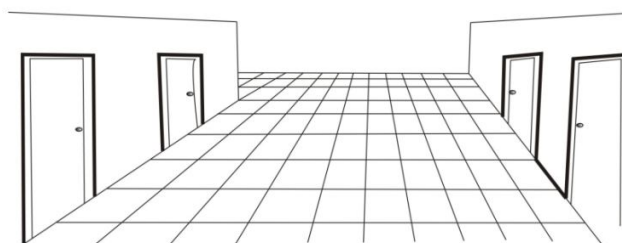
Direct Access from a Common Hall
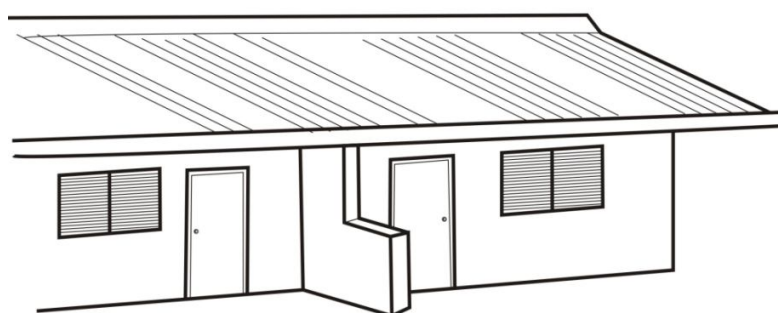
Direct Access from the Outside

Discussion and illustrations of housing units are given below for a better understanding of the guidelines on how to identify them in a building.

1. A single house has been modified, the structure of which is shown in the illustration below:

    The modified structure has four rooms, a common hallway, a common toilet and bath, and one main entrance from the outside. The individual rooms can be accessed from a common hallway. The occupants take their meals and sleep in their respective rooms. This building has <u>four</u> housing units.

Layout
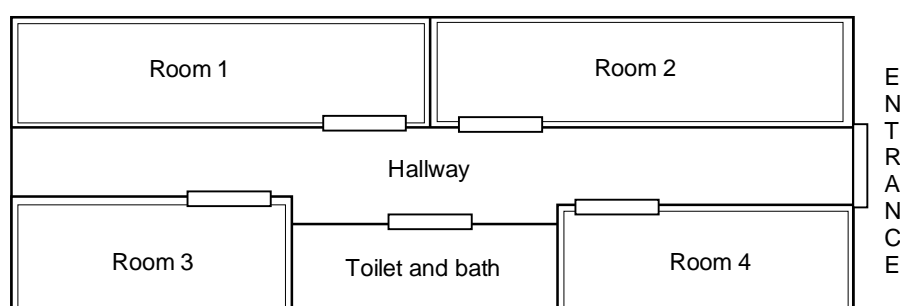
2. A house has two rooms

    The occupants of the rooms share all the other areas in the house, including the kitchen and dining area. Since the occupants of either room have no private area for dining and have to pass through the common premises to reach their own room, this structure actually contains only a single housing unit.

Layout
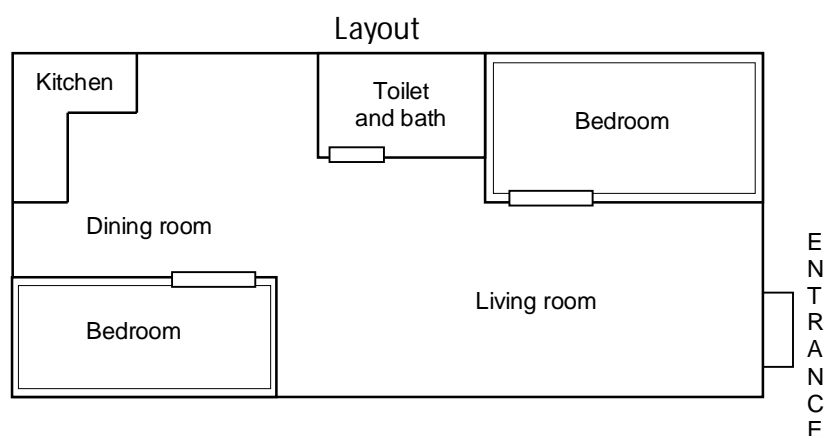
3. A house has two storeys

    The first floor of the house is subdivided into two units, each having a separate entrance from the outside. The access to the second floor is the stairs in the living room of one of the units on the first floor. This house has two housing units: one is the unit on the ground floor covering only the gray area which has a living room, bedroom, dining room, kitchen, and toilet and bath; and the other one is the unit covering the rest of the ground floor and the entire second floor. In this case, the second floor cannot be considered as a separate housing unit even though it has its own facilities for sleeping and preparing/taking meals because its access is only through the premises of the ground floor.

Layout

First Floor   Second Floor
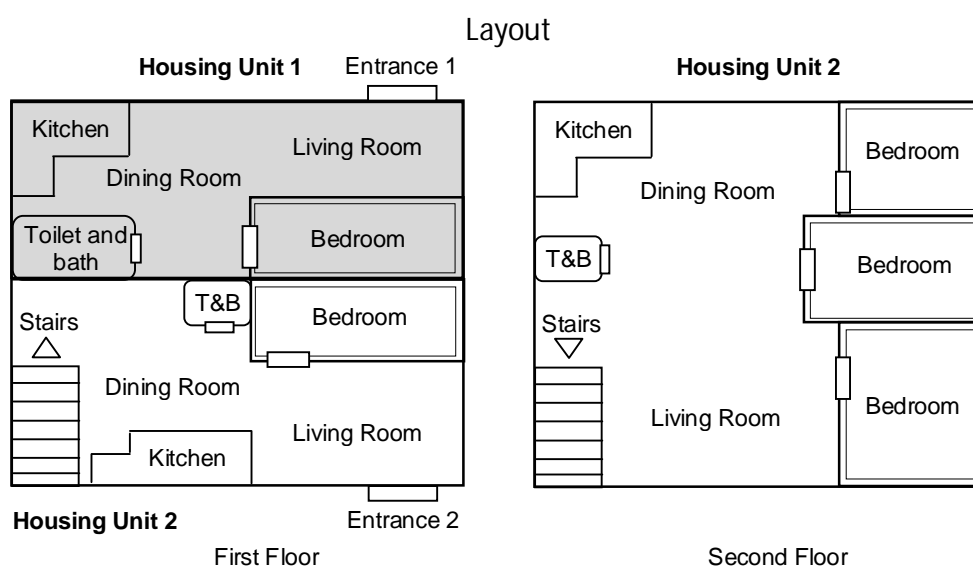
Housing Units to be Listed

The housing units identified within the EA will be listed. The following are <u>to be included in the listing</u> of housing units:

1. Occupied or vacant housing units (VHUs) in single residential houses.

2. Occupied or VHUs in multi-unit residential buildings such as duplex, accessoria or row houses, condominiums, tenement houses, townhouses, and others.

3. Occupied *barong-barong* or shanties.

4. VHUs in residential buildings with one or more housing units presently used for purposes other than residential.

5. Housing units which are still under construction, but the roof and walls are already in place.

6. Occupied housing units in ILQs such as hotels, motels, dormitories, lodging houses, seminaries, mental hospitals, prisons, and others.

7. Occupied housing units in non-residential buildings such as offices, rice mills, barns, churches, schools, and others.

8. VHUs with complete facilities for cooking, dining, and sleeping in ILQs and non-residential buildings.

9. Occupied mobile housing units such as boats, trailers, carts *(kariton)*, and others.

10. Occupied improvised housing units in structures such as culverts, abandoned trucks, container vans, tents, and railroad cars.

A housing unit used only during vacation, weekends or only during certain times of the year is considered vacation/rest house even though at the time of your visit, somebody is occupying it. This housing unit is to be listed.

The persons using them should be enumerated in their usual place of residence.

The following are to be <u>excluded from the listing</u> of housing units:

1. Housing units which are still under construction with walls and roof not yet in place.

2. VHUs which are open to elements, that is, the roof and walls no longer provide protection from the wind and rain and there are no signs that deterioration is being prevented.

3. VHUs which are being demolished.

4. Structures such as boats, trailers, culverts, abandoned trucks, container vans, tents, railroad cars, and others which had been used as improvised housing units or places of abode in the past but are vacant at the time of visit.

5. All housing units in residential buildings used entirely for purposes other than residential.

> If a housing unit appears to be vacant because nobody responds to your call, ascertain from the neighbors whether or not it is indeed vacant.

3.3   HOUSEHOLD

Definition of a Household

A **household** is *a social unit consisting of a person living alone or a group of persons who sleep in the same housing unit and have a common arrangement in the preparation and consumption of food.*

In most cases, a household consists of persons who are related by kinship ties, such as parents and their children. In some instances, several generations of familial ties are represented in one household while, still in others, even more distant relatives are included as members of the household.

<u>Some household members may have no relationship to the head of the household, for example, household helpers, boarders, and nonrelatives. They are considered as members of the household provided that they sleep in the same housing unit and have a common arrangement for the preparation and consumption of food with the household and that they do not go home to their family at least once a week.</u>

A **group of unrelated individuals**, as in the case of a group of students or workers who decide to rent a place and make common arrangements for the preparation and consumption of their food constitute one household.

Usually, a household is an entire group of persons who customarily live in the same housing unit. However, there are cases when two or more distinct family groups or groups of unrelated persons maintain separate food arrangements even though they share one housing unit. Each of these two or more distinct groups constitutes a household.

A person who shares a housing unit with a household but separately cooks his/her meals or consumes his/her food elsewhere is not considered a member of the household he/she shares the housing unit with. This person should be listed as a separate (one member) household.

As a rule, if two groups of individuals prepare and consume their meals together but sleep in separate housing units, then the two groups constitute two different households. An exception is that of sons/daughters who are still economically dependent on their parents but live in separate but adjacent housing units for convenience; they are considered members of their parents' household. However, if the sons/daughters are economically independent from their parents, they should be listed as a separate household. **Economically dependent children** are *those who still derive/need financial support from their parents or other benefactors and whose decision making rests on their parents/benefactors.*

A **household** is different from a **family**. Household helpers, boarders, and nonrelatives are not considered as family members. They are considered household members for as long as they share the same housing unit with the household and have a common arrangement in the preparation and consumption of food.

For the purpose of this census, a family is regarded as a group of persons usually living together and composed of the head and other persons related to the head by blood, marriage or adoption.

Definition of a Household Head

The **head of a household** is *an adult person, male or female who is responsible for the organization and care of the household, or who is regarded as such by the members of the household.*

3.4   HOUSEHOLD POPULATION

Definition of Household Population

Household population *comprises of persons who belong to a household.* In determining household membership, the basic criterion *is the usual place of residence or the place where the person usually resides.* This may be the same or different from the place where he/she is found at the time of the census. As a rule, it is the place where he/she usually sleeps.

> **BASIC CRITERION TO LIST HOUSEHOLD MEMBERS**
>
> Usual place of residence.

Members of a Household

The following individuals are to be included as members of a household:

1. Those who are present at the time of visit and whose usual place of residence is the housing unit where the household lives.

2. Family members who are overseas workers and who are away at the time of the census and are expected to be back within five years from the date of last departure.

   A household member who is an **overseas worker** is *one who is currently out of the country due to overseas employment.* He/she may or may not have a specific work contract or may be presently at home on vacation but has an existing overseas employment to return to. Undocumented overseas workers or the so-called **TNT** (*Tago Nang Tago*) are still considered as members of the household for as long as they have been away for not more than five years. Immigrants, however, are excluded from the census.

3. Those whose usual place of residence is the place where the household lives but are temporarily away at the time of the census for any of the following reasons:

   a. on vacation, business/pleasure trip, or training somewhere in the Philippines and are expected to be back within six months from the date of departure. An example is a person on training with the Armed Forces of the Philippines for not more than six months;

   b. on vacation, business/pleasure trip, on study/training abroad and are expected to be back within a year from the date of departure;

   c. working or attending school outside their usual place of residence but usually come home at least once a week;

d. confined in hospitals for a period of <u>not more than six months</u> **as of the time of enumeration**, except when they are confined as patients in mental hospitals, leprosaria/leper colonies or drug rehabilitation centers, regardless of the duration of their confinement;

e. detained in national/provincial/city/municipal jails or in military camps for a period of <u>not more than six months</u> as of the time of enumeration, except when their sentence or detention is expected to exceed six months;

f. on board coastal, interisland, or fishing vessels within Philippine territories; and

g. on board oceangoing vessels but are expected to be back <u>within five years</u> from the date of departure.

4. Boarders/lodgers of the household or employees of household-operated businesses who do not usually return/go to their respective homes weekly.

5. Citizens of foreign countries who have resided or are expected to reside in the Philippines for <u>at least a year</u> from their arrival, except <u>members of diplomatic missions and non-Filipino members of international organizations.</u>

6. Filipino *balikbayans* with usual place of residence in a foreign country but have resided or are expected to reside in the Philippines for <u>at least a year</u> from their arrival.

7. Persons temporarily staying with the household who have no usual place of residence or who are not certain to be enumerated elsewhere.

Take note of the following special cases:

1. <u>If there are 10 or more boarders</u> in the household, **DO NOT INCLUDE** them as members of the household with whom they live. These boarders will all be considered as institutional population and will be listed separately from the household.

2. A person who lodges with a household but makes arrangements for his/her own meals or takes his/her meals outside (for instance, a bedspacer) is not considered a member of that household. He/she constitutes a one-member household.

3. Two or more families who share the same housing unit are considered as one household if they have a common arrangement for the preparation and consumption of food. They comprise different households if they prepare their food separately.

4. Two or more unrelated individuals who share the same housing unit also constitute one household if they have a common arrangement for the preparation and consumption of food. If each of them takes care of his/her own meal, then each one is considered a one-member household.

5. Persons who take their meals with a household but sleep elsewhere are not considered members of that household.

Be reminded of the concepts and definitions of household and household membership so as to avoid cases of household members not being listed or non-household members being included.

3.5   INSTITUTIONAL LIVING QUARTER

Definition of an Institutional Living Quarter

Institutional living quarter (ILQ) is *a structurally separate and independent place of abode intended for habitation by large groups of individuals. Such a quarter usually has certain <u>common</u> facilities such as kitchen and dining rooms, toilet and bath, and lounging areas which are <u>shared</u> by the occupants.*

The occupants of an ILQ are usually subject to a common authority or management or are bound by either a common public objective or a common personal interest.

Institutional Living Quarters to be Listed

Each ILQ <u>in operation</u> within the EA will be listed. Among the common ILQs to be listed are the following:

1. Hotels, motels, inns, dormitories, pension houses, and other lodging houses which provide lodging on a fee basis

2. Hospitals, sanitaria, and rehabilitation centers

3. Orphanages and homes for the aged

4. Seminaries, convents, nunneries, boarding schools, and other religious training centers

5. Corrective and penal institutions

6. Military camps and barracks

7. Logging, mining, and construction/public work camps

8. Oceangoing and interisland/coastal vessels at port

9. Refugee camps

ILQs which are in operation but at the time of the census have no residents who qualify for enumeration are also <u>to be listed</u>. An example is a dormitory whose residents all went home for a vacation.

Do not list buildings previously used as ILQs if they are <u>no longer used as such or are already abandoned at the time of the census.</u>

3.6   INSTITUTIONAL POPULATION

Definition of Institutional Population

Institutional population comprises of *persons who are found living in ILQs*. They may have their own families or households elsewhere but at the time of the census, they are committed or confined in institutions, or they live in ILQs and are usually subject to a common authority or management, or are bound by either a common public objective or a common personal interest.

Members of Institutional Population

The following persons are to be considered as members of the institutional population:

1. Permanent lodgers in boarding houses

2. Dormitory residents who <u>do not usually go home to their respective households at least once a week</u>

3. Hotel residents who have stayed in the hotel for <u>more than six months</u> at the time of the census

4. Boarders in residential houses provided that their number is 10 or more. However, if the number of boarders in a house is less than 10, they will be considered as members of regular households, not of institutions.

5. Patients in hospitals who are confined for <u>more than six months</u>

6. Patients confined in mental hospitals, leprosaria or leper colonies, and drug rehabilitation centers, regardless of the length of their confinement

7. Wards in orphanages, homes for the aged, and other welfare institutions

8. Prisoners of corrective and penal institutions

9. Seminarians, nuns in convents, monks, and postulant

    A postulant is a person who aspires to the religious life, but has not yet been admitted into any particular order such as pupils of an apostolic school or persons who, having decided to enter the religious state, remain as guest in the monastery while waiting of their admission.

10. Soldiers residing in military camps

11. Workers in mining and similar camps

The following persons are **not** considered as members of the institutional population and should be included in the households to which they belong:

1. Military officials/enlisted men or draftees (and members of their households) who have housing units within military installations or camps

2. Managers (and members of their households) of refugee camps, dormitories, hotels, hospitals, and others, who occupy and regularly use as their place of abode the living quarters in the institutions that they manage

3. Priests, Pastors or Imam who, together with their relatives and/or household help, occupy and regularly use as their place of abode a living quarter in the church or seminary

3.7   WHOM TO ENUMERATE

Persons to be Included in the Enumeration

All living persons **as of 12:01 a.m. of August 1, 2015** will be enumerated. Specifically, these are the following:

1. Filipino nationals permanently residing in the Philippines;

2. Filipino nationals who, as of August 1, 2015, are temporarily at Philippine sea, or are temporarily on vacation, business/pleasure trip or studying/training abroad and are expected to be back within a year from the date of departure;

3. Filipino overseas workers, including those on board oceangoing vessels, who are away as of August 1, 2015 but are expected to be back within five years from the date of last departure;

4. Philippine government officials, both military and civilian, including Philippine diplomatic personnel and their families, assigned abroad; and

5. Civilian citizens of foreign countries who have their usual residence in the Philippines, or foreign visitors who had stayed or are expected to stay for <u>at least a year</u> from the date of their arrival in this country.

Take note of the following cases:

1. A person who died after 12:01 a.m., August 1, 2015 should be <u>included</u> in the enumeration.

   Example:

   The EN interviewed the Wardo household on August 13, 2015, and was told that Ms. Raina died on August 10, 2015. The EN should <u>include</u> Ms. Raina as a member of the household because she was still alive on August 1, 2015, which is the reference date of the census.

2. A person who died before or exactly 12:01 a.m., August 1, 2015 should be <u>excluded</u> from the enumeration.

   Example:

   Mr. Joseno Martino died of heart attack at 10:00 p.m. of July 31, 2015. The EN should <u>exclude</u> Joseno from the enumeration of the Martino household. He was no longer alive at 12:01 a.m. of August 1, 2015 and no longer a part of the population as of the census date.

3. A baby born alive before or exactly 12:01 a.m., August 1, 2015 should be <u>included</u> in the enumeration.

4. A baby born alive after 12:01 a.m., August 1, 2015 should be <u>excluded</u> from the enumeration.

Below is a guide in including or excluding newly-born children and persons who died around the census reference date.

Reference Period: August 1, 2015	Include/Exclude in the Enumeration?
A baby born before or exactly 12:01 a.m.	Include
A baby born after 12:01 a.m.	Exclude
A person died after 12:01 a.m.	Include
A person died before or exactly 12:01 a.m.	Exclude

Persons to be Excluded from the Enumeration

You should exclude the following persons from enumeration although they happen to be within the territorial jurisdiction of the Philippines at the time of the census enumeration:

1. Foreign ambassadors, ministers, consuls or other diplomatic representatives, and members of their families;

2. Citizens of foreign countries living within the premises of an embassy, legation, chancellery or consulate;

3. Citizens of foreign countries who are chiefs or officials of international organizations, who are subject to reassignment to other countries after their tour of duty in the Philippines, and members of their families. Examples of these international organizations are United Nations (UN), International Labor Organization (ILO), Asian Development Bank (ADB), Food and Agriculture Organization (FAO) or the United States Agency for International Development (USAID);

4. Citizens of foreign countries, together with non-Filipino members of their families, who are students or who are employed or have business in the Philippines, but who have stayed or are expected to stay in the country for less than a year from their arrival;

5. Citizens of foreign countries and Filipinos with usual place of residence in a foreign country, who are visiting the Philippines and who have stayed or are expected to stay in the country for less than a year from their arrival. An example is a *balikbayan* who will return to his/her usual place of residence abroad after a short vacation or visit in the Philippines;

6. Citizens of foreign countries in refugee camps/vessels; and

7. Residents of the Philippines on vacation, pleasure or business trip, study or training abroad who have been away or expected to be away from the Philippines for more than one year from their departure.

Although the persons listed above are not to be enumerated, you should still visit their households. Persons working for them or living with them may be among those who should be included according to the rules of enumeration. An example would be Filipinos working in foreign embassies in the Philippines. They are to be included in the enumeration but not as overseas workers.

4

Census Forms and Materials and Enumeration Procedures

This chapter discusses the field enumeration procedures and describes the basic census forms and materials to be used during the field enumeration. It also includes instructions in conducting an enumeration and handling enumeration problems. Some of these topics are discussed in more detail in the succeeding chapters.

4.1   BASIC CENSUS FORMS

Listed below are the basic census questionnaires and forms that you, as an EN, will use during the field enumeration. A sample of some of these questionnaires and forms are shown in the appendices and copies of the actual questionnaires and forms are included in your training kit.

Census Form	Description
CP Form 1 – Listing Booklet	This is a booklet where you will list the buildings, housing units, households, and institutional living quarters (ILQs) in the EA or barangay. You will also record the population count and other information pertaining to the households and ILQs.
CP Form 2 – Household Questionnaire	This is the basic census questionnaire, which you will use for interview and recording of information about the households. This questionnaire gathers information on the following demographic and socio-economic characteristics of the household population: name of the household members, relationship to the household head, sex, date of birth, age, birth registration, marital status, religious affiliation, school attendance, literacy, highest grade/year completed, technical/vocational course obtained, overseas worker, and usual activity/occupation. Among the housing census questions included in this questionnaire are: type of building, construction materials of the roof of the building and outer walls of the building/housing unit, fuel for lighting, source of

Census Form	Description
	water supply or drinking and cooking, and tenure status of the housing unit/lot. Questions on registration of deaths in the last two years among household members also included in this questionnaire.
CP Form 4 – Institutional Population Questionnaire	This is the questionnaire which you will use to record information about persons who are considered part of the institutional population. It contains questions on the name of members of the institution, and their residence status, sex, date of birth, age, birth registration, marital status, religious affiliation, and highest grade/year completed.
CP Form 6 – Notice of Listing/ Enumeration	This is a sticker which you will post in a conspicuous part of the building/house, preferably on the wall in front of the house or gate of the building. This sticker indicates that the building, housing unit, household or ILQ had already been listed and enumerated.
CP Form 7 – Self-Administered Questionnaire Instructions for CP Form 2 (Household Questionnaire)	This is a two-page instruction that will be used by the respondent of a household as guide in filling out CP Form 2, when he/she cannot be personally interviewed by you. CP Form 7 will be provided together with CP Form 2 that is distributed to a household who cannot be interviewed or to a household wherein two callbacks or three visits have already been made. For households that will accomplish E-Questionnaire, a corresponding Reference Number will be written in this form. Your TS will provide you a list of Reference Numbers.
CP Form 8 – Self-Administered Questionnaire Instructions for CP Form 4 (Institutional Population Questionnaire)	This is a two-page instruction that will be used by the respondent of an ILQ as guide in accomplishing CP Form 4, when he/she cannot be personally interviewed by you. CP Form 8 will be given together with CP Form 4 to be filled out by managers or administrators of ILQs who cannot be interviewed.
CP Form 9 – Appointment Slip to the Household/ Institution/Barangay Official	This is the form that you will use to set an appointment with the household head or any responsible member of the household, or manager of the institution in case you are unable to interview the respondent during your first or succeeding visit. You will indicate in this form the date and time of your next visit. This is also the form that your TS will use to set an appointment with the Barangay Official to administer CP Form 5 (Barangay Schedule).

Census Form	Description
CP Form 10 – Daily Accomplishment Report of Enumerators	This is the form that you will accomplish everyday to record the number of households and total population that you have enumerated.
CP Form 13 – Transmittal/Receipt Form	This is the form that you will accomplish whenever you transmit to your TS various census forms and materials. This is also the form where you will acknowledge receipt of census forms and materials from your supervisors.
CP Form 16 – Certification of the Punong Barangay	This is the form to be signed by the Punong Barangay after the completion of the enumeration in the barangay. This form indicates the duration of the conduct of the enumeration and the completeness of the census coverage in the barangay.
CP Form 17 – Certificate of Work Completed	This form serves as a proof that a POPCEN 2015 service contractor has satisfactorily completed the works assigned to him/her. It is also used as a supporting document for the payment of his/her wages and other financial claims. This is also used to certify that the hired personnel had been cleared of all his/her duties.
Blank Standard Mapping Form	This is a blank form that you will use whenever you will prepare block maps for congested areas in the EA.

4.2   CENSUS MATERIALS

1. Barangay/EA Map

    This map contains a sketch or image of the EA or barangay to be enumerated, its boundaries, street names, and other important physical features and landmarks. It is used as guide in covering your area of assignment. It is also used for plotting the buildings (whether vacant or occupied by households) and ILQs and indicating the household serial numbers (HSNs) corresponding to the household/s occupying the plotted buildings.

2. Enumerator's Manual
3. Identification (ID) Card
4. CSC Form No. 48 – Daily Time Record
5. Itinerary of Travel
6. Enumerator's kit/bag containing the following supplies: pencil, sharpener, eraser, clipboard, and permanent marker

    You must return the EN's Manual, your ID card, clipboard, and all unused questionnaires and forms to the PSA upon the completion of the work assigned to you.

4.3   ENUMERATION PROCEDURES

Prior to the actual enumeration you should familiarize yourself with the EA assigned to you. The barangay officials, particularly the Punong Barangay, can give you the best information on barangay boundaries, prominent features and landmarks, areas in the barangay that are congested, hard-to-reach households, areas with peace and order problem, and on presence of relocation/evacuation areas. Together with the TS, pay courtesy call to the Punong Barangay or any barangay official and introduce yourselves to him/her as the personnel hired by the PSA to enumerate their barangay. Ask him/her for assistance in conducting an ocular inspection of the boundaries of the barangay. Update the boundaries on the barangay map, if necessary. The meeting with the barangay officials can help you plan for the best route and strategy in conducting the enumeration in your assigned area.
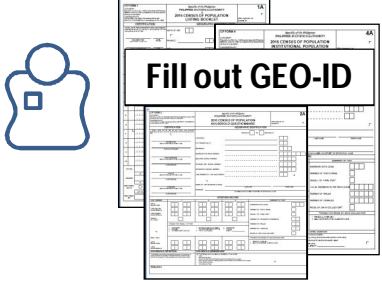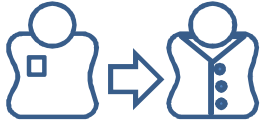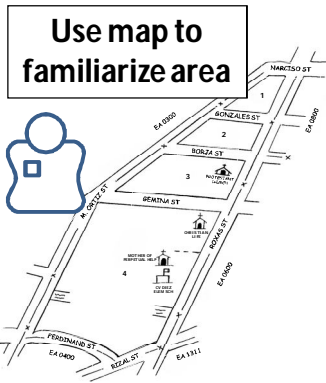
You are required to go through the following major activities of field enumeration for the POPCEN 2015:
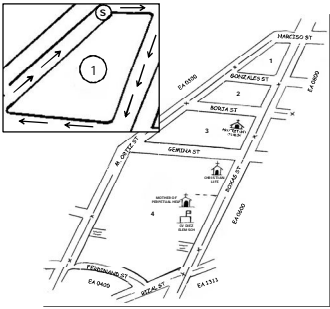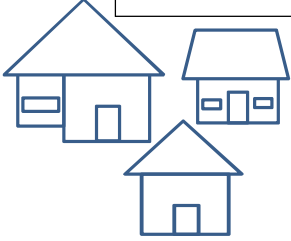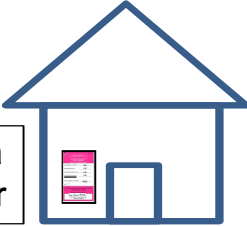
1. **Ocular inspection of the EA** – you will conduct an ocular inspection of the EA to familiarize yourself with its physical features and boundaries. (This will be discussed in detail in Chapter 5.)

2. **Mapping** – you will update on the barangay/EA map provided to you by your TS the boundaries and physical features used as landmarks, if necessary. (This will be discussed in detail in Chapter 5.)

3. **Canvassing** – you will carry out a door-to-door visit in the entire EA or barangay to look for buildings which contain living quarters whether occupied or vacant, housing units, households, and ILQs that need to be listed. Canvassing will ensure complete coverage of the area. (This will be discussed in detail in Chapter 5.)

4. **Listing** – you will do the listing of buildings, housing units, households, and ILQs using CP Form 1. (This will be discussed in detail in Chapter 6.)

5. **Interviewing** – you will conduct an interview using CP Form 2 for households, and CP Form 4 for ILQs. (This will be discussed in detail in Chapters 7 and 8.)

6. **Posting of sticker** – you will post the CP Form 6 (Notice of Listing/Enumeration) on a conspicuous part of the main entrance of the building, housing unit or ILQ, after an interview. (This will be discussed in detail in Chapter 10.)

7. **Plotting** – you will plot on the EA map each building using specific symbol after completing an interview for the household. You will write the household serial number (HSN) below the building symbol. (This will be discussed in detail in Chapter 5.)

You must perform the aforementioned activities steps 2 to 7 **sequentially** before you proceed to the next household/ILQ.

Below are the **15 Steps in Census Taking** that describe in detail the sequential activities that you should follow in covering your area of assignment during the census field operation.
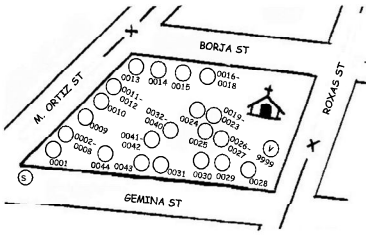
15 Steps in Census Taking

Fill out GEO-ID	**Step 1** Fill out the geographic items (name and code of the province, city/municipality, and barangay, and EA number) of CP Forms 1, 2, and 4 before going to the EA.

Make courtesy call	**Step 2** Make a courtesy call to the Punong Barangay and/or other incumbent barangay officials prior to the start of enumeration.

Use map to familiarize area	**Step 3** Conduct an ocular inspection of the EA. Use your EA map in acquainting yourself with the area by going around it and through it. Verify the boundaries to avoid overlapping and missing out some part of your assigned EA. Update the landmarks and features (natural and manmade) of your assigned EA on the map.

Plan efficient route

Step 4

Plan the most efficient route for the complete listing/enumeration of the households and ILQs in the entire EA. Locate a place where you can conveniently start and mark this point with "**S**" (for Start) on your map.

Go to first building to be listed

Step 5

Go to the first building and ascertain if it is to be listed. As you enter the building, watch out for basements and/or side and rear entrances as these may lead to other living quarters.

Ascertain if building has living quarter

CP Form 1 and CP Form 2   CP Form 1 and CP Form 4

Step 6

Ascertain in the building if there are living quarters to be listed or not. If the living quarter is a housing unit, accomplish CP Form 1 for the housing unit, and CP Form 2 for household/s residing in it. If the living quarter is an ILQ, accomplish CP Form 1 for the ILQ, and CP Form 4 for its residents.

Post a sticker

Step 7

Accomplish the sticker (CP Form 6) and post it in the main entrance of the building/housing unit or ILQ, where it can be easily noticed or seen.
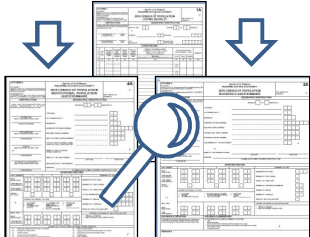
Plot building symbol on map

Step 8

Plot on the map the building symbol, and below it write the HSN of the household residing in the building.
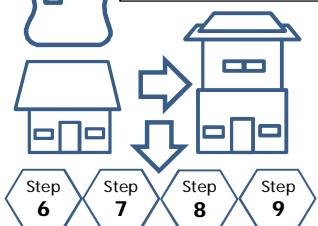
Review accomplished forms

Step 9

Review the accomplished CP Form 1 and CP Form 2/CP Form 4 before leaving each household/ILQ.
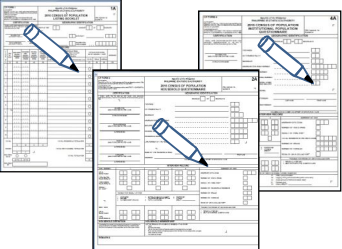
Go to next building

Step 10
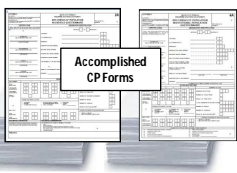
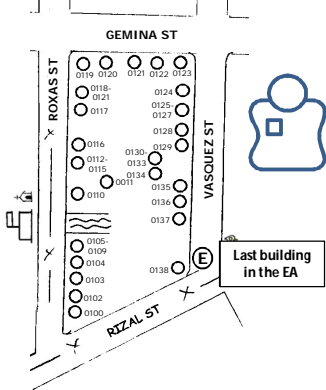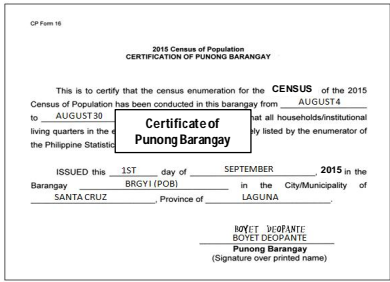Go to the next building and repeat steps 6 to 9.
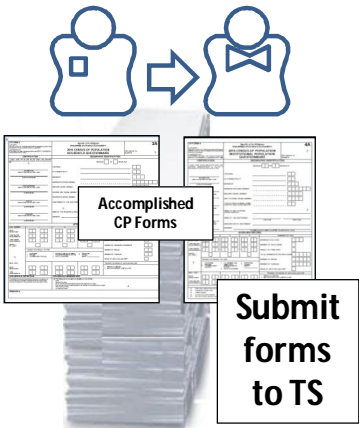
Edit accomplished forms

Step 11

Edit accomplished CP Forms 1, 2 and 4. Check consistency of the number of male and of female members in CP Form 2 with the numbers in CP Form 1. Fill out the page totals at the bottom of CP Form 1.

Fill out accomplishment form and submit forms to TS for review Accomplishment Report Accomplished CP Forms	**Step 12** Fill out CP Form 10 daily based on the entries in CP Form 1. Submit a copy of this form to your TS, as well as your accomplished CP Forms 2 and 4 to your TS for his/her immediate review. Show the accomplished CP Form 1 and maps for his/her reference.
Mark with "E" on map the last building 	**Step 13** Mark the end point with "**E**" (for End) on your map if the building is the last one listed in the EA.

Accomplish Certificate of Punong Barangay *Certificate of Punong Barangay*	**Step 14** Accomplish CP Form 16 – Certification of Punong Barangay if your area of assignment is the entire barangay. Ask the Punong Barangay to sign this form. If the barangay consists of two or more EAs, hence, you are not the only EN assigned to cover the barangay, your TS will be responsible in completing this form.

Step 15

Submit the accomplished CP Form 1, EA maps, block maps (if there are any), and the remaining accomplished CP Forms 2 and 4, and other census forms upon the completion of your listing and enumeration work. Submit also all unused and/or damaged questionnaires and other census materials to your TS.

4.4   HOW TO ENUMERATE

Whom to Interview

Interview any **responsible** member of the household, that is, *somebody in the household who could provide accurate answers to the questions and give correct information about all the household members*. The head of the household or his/her spouse is often the most qualified respondent. Household helpers or boarders usually cannot give accurate information about the household and its members.

How to Conduct an Interview

Getting accurate and complete information is the prime objective of every data gathering activity. As an EN, you can attain this by being polite at all times and at the same time, authoritative enough to win the trust and confidence of the respondent. Different people will react to you in different manners. Bear in mind that you must always maintain composure and remain cordial and polite when dealing with your respondents. Always try to smile.

The good impression that you will project upon the respondent will contribute to the success of your interview. As such, make a good impression by dressing appropriately and neatly. Some people judge others by how they look or what they wear and may not open the door for someone who appears messy or untidy.

Aside from being polite and presentable, you should apply the following interviewing techniques:

1. **Introduce yourself and the POPCEN 2015**.   Your introduction is very important. As an example of an introduction, you may say the following:

> "GOOD MORNING/AFTERNOON. I AM (STATE YOUR NAME), AN ENUMERATOR OF THE PHILIPPINE STATISTICS AUTHORITY. HERE IS MY IDENTIFICATION CARD. WE ARE CURRENTLY CONDUCTING THE 2015 CENSUS OF POPULATION IN THIS AREA. I WOULD APPRECIATE VERY MUCH YOUR COOPERATION IN ANSWERING THE QUESTIONS THAT I'M GOING TO ASK REGARDING THIS CENSUS."

2. **Assure the respondent that the information that he/she will give will be treated with utmost confidentiality.**

> "PLEASE BE ASSURED THAT ALL THE ANSWERS THAT YOU WILL GIVE WILL BE TREATED WITH UTMOST CONFIDENTIALITY."

3. **Explain the importance and objectives of the POPCEN 2015.** It is necessary to explain the objectives of the census taking to gain the cooperation of the respondent. Explain to him/her the objectives of the census as discussed in Chapter 1 of this manual. Be prepared to give honest answers for all types of questions. An example of how you will explain the POPCEN 2015 objectives is:

> "THE OBJECTIVE OF THE POPCEN 2015 IS TO PROVIDE DATA AS BASES IN FORMULATING POLICIES AND PLANS FOR EDUCATION, HEALTH, EMPLOYMENT, AND HOUSING."

4. **Ask all the questions in the questionnaire**. Ask the question even if you think you already know the answer to it. What you think may not be the answer of the respondent.

5. **Do not settle for an unsatisfactory answer**. Occasionally, a person's answer may be confusing or unclear. In this case, do not settle for an unsatisfactory answer. Probe for more information by asking follow-up questions or clarification. A **probing question** is *a follow-up question to obtain the desired information.* The probing questions should be neutral and must not lead the respondent to answer in a predictable manner. The most common types of probing are:

   - *Repeating the question.* Asking the same question several times often help the respondent in providing the accurate information, which he/she needs to recall from memory.

   - *Asking for more information.* Asking the respondent to elaborate or explain more clearly his/her answers.

- *Asking for an estimate, if appropriate.* If the respondent cannot recall, for example the age of his/her sister, try to ask for an estimate. Help him/her calculate the required information.

- *Giving the respondent enough time to think.* Do not hurry the respondent. Give him/her time to think of the answers.

6. **Thank the respondent for his/her cooperation**. Always try to leave the respondent with a good feeling towards the census. After each interview, express your thanks and appreciation for the respondent's cooperation.

How to Ask Questions

The CP Forms are designed in such a way that you, as EN, will be familiar with questions to be asked to the respondents and the instructions to be followed. The questions to be asked are *italicized* while the instructions for you are printed in CAPITAL LETTERS. In asking questions, you should observe the following rules:

1. Ask all questions *exactly as they are worded in the questionnaire.* Changing the wording of a question may change its meaning and, thereby, elicit a different answer.

2. The questionnaire is printed in English. Assess if the respondent is not comfortable with or cannot understand the English language. Use the translation guide provided to you for this purpose. See Appendix 8 – Translation Guide for CP Form 2 and Appendix 9 – Translation Guide for CP Form 4. If there is no exact translation guide available, you can translate the questions into the local language which both of you can understand but make sure that the context or meaning of the questions are not changed.

3. Ask all the questions in the order that they are shown in the questionnaire. Follow strictly the "skipping" instructions to avoid asking questions which are unnecessary or not applicable for a household/household member.

4. Never ask a *leading question*. A **leading question** is *one that suggests the answer desired by the interviewer*. By asking a leading question, the respondent's mind is set into believing that the answer suggested by the EN is the right one.

    Example of a **leading question**: *"Are you the head of this household?"*
    The **right question** should be: *"Who is the head of this household?"*

5. Ask *probing questions* when necessary to obtain the desired information.

6. Do not interrupt the respondent while he/she is answering a question.

7. Finish recording an answer first before asking the next question.

How to Record Answers

Observe the following rules in recording answers on the questionnaires:

1. Fill out the questionnaire during the actual interview. Do not write the answers on a separate sheet of paper with the intention of transcribing the answers to the questionnaire at some other time.

2. Complete all required information to maintain data accuracy and consistency.

3. Use only the supplied pencil when filling out the questionnaires. Never use pens, ballpens or markers.

4. Use only the supplied eraser in case you need to correct an entry. Do not use liquid eraser or correction fluid. Make sure that the entry to be corrected is properly erased. Do not leave dirt on the questionnaires.

5. Write neatly and legibly.

6. Use the prescribed alphanumeric characters and always use capital letters for write-in entries.

A	B	C	D	E	F	G	H	I	J	K	L	M	N
Ñ	O	P	Q	R	S	T	U	V	W	X	Y	Z	

0	I	2	3	4	5	6	7	8	9

Example on how to write alphabetic and numeric characters in the questionnaire:

7. Boxes are found all throughout the questionnaire. Each box requires either a handwritten response or an "**X**" mark. Each box corresponds to only one character. Make sure that each character or "**X**" mark is written inside the box. It should not extend outside the box. Unnecessary lines, curves, hooks, decorative strokes, and others should be avoided.

8. Some questions require answers to be specified. A line is provided for this purpose. Make sure that the answers are all legibly written, in capital letters, on the spaces provided and that they do not touch the adjacent box, if any.

9. Do not make unnecessary marks or comments on the form. If an answer needs further explanation or clarification, write it down in the "**Remarks**" portion of CP Form 1, 2 or 4. Do not forget to indicate the section and item number being referred to.

10. If the household member listed is found to be not a member of the household and should be excluded from the list, line out entries with two horizontal lines including the boxes in that particular row or line number, regardless if these have entries or not.

Example:

How to Write an Entry According to the Type of Questions and Items

You should familiarize yourself with the type of questions/items written in CP Forms. Some questions/items require specific entries.

1. For questions which require answers in numeric characters, prefix zero or zeroes in the boxes, when necessary.

    Example:

    The household member is aged 38 years old while another household member is aged five years old. Write the ages in the boxes and prefix "0" for age 38 while prefix "00" for age 5.

2. In Column 7 of CP Form 1, circles are provided where you will write "✓" mark to indicate an institutional population. If applicable, make sure to write properly the "✓" mark inside the circle.

    Example:

3. In CP Form 2 or CP Form 4, the following are the different cases in filling out the questions/items:

a. Most of the items are provided with possible answers and their corresponding codes. Write "**X**" in the box opposite the code that corresponds to the answer given by the respondent. There should be only one box marked with "**X**".

   Examples:

The "**X**" mark in the box corresponds to code **2** for married, indicating the marital status of the household.

The "**X**" mark in the box corresponds to code **1** for own use faucet, indicating the household's source of water for drinking.

b. Other items require writing numeric responses in the boxes.

   Example:

   The EN, on her first visit, conducted a personal interview for a household with 8 members comprising 3 males and 5 females.

INTERVIEW RECORD				

VISIT NUMBER   1   2   3   **SUMMARY OF VISIT**

DATE MONTH:DAY	0 8 1 0			**NUMBER OF VISITS MADE** I
TIME BEGAN HOUR:MINUTE	0 9 0 0			**RESULT OF FINAL VISIT*** I
TIME ENDED HOUR:MINUTE	0 9 3 0			**NUMBER OF HOUSEHOLD MEMBERS** 0 8
RESULT OF VISIT*	I			**NUMBER OF MALES** 0 3

     ***CODES FOR RESULT OF VISIT**   **NUMBER OF FEMALES**   0 5

     1   COMPLETED   4   ENTIRE HOUSEHOLD IS ABSENT   6   POSTPONED   **MODE OF DATA COLLECTION***   I
     2   REFUSED   FOR EXTENDED PERIOD OF TIME   7   OTHERS,
     ¬   3   NO RESPONDENT AROUND   5   PARTLY COMPLETED   SPECIFY _____

                                                       ***CODES FOR MODE OF DATA COLLECTION**

NEXT VISIT   1   PERSONAL INTERVIEW
                                                   2   SELF-ADMINISTERED QUESTIONNAIRE

DATE MONTH:DAY

TIME HOUR:MINUTE

c. Some items require both writing the answer on the space provided and writing the corresponding code in the boxes. The write-in entries must be concise and clear. The numeric codes, on the other hand, should correspond to the write-in entry.

Example:

2B		
	Name	Relationship to the Household Head
L I N E N U M B E R	**P1**	**P2**
	Who is the head of this household? Who are the persons usually residing here as of August 1, 2015?	*What is ____'s relationship to the head of this household?*
	LIST AND WRITE THE NAME OF PERSONS OR HOUSEHOLD MEMBERS IN THIS ORDER: • Head • Spouse of the head • Never-married children of head/spouse from the oldest to the youngest • Ever-married children of head/spouse and their families from the oldest to the youngest • Other relatives of head • Nonrelatives of head	• WRITE THE ANSWER ON THE LINE PROVIDED. • WRITE THE CODE CORRESPONDING TO THE ANSWER. REFER TO CODES AT THE BOTTOM.
①	RIYAL ___ LAST NAME MADONNA ___ FIRST NAME	HEAD ___ SPECIFY 0 1
2	___ LAST NAME ROMMEL ___ FIRST NAME	SPOUSE ___ SPECIFY 0 2
3	___ LAST NAME MIDAS ___ FIRST NAME	SON ___ SPECIFY ¬ 0 3

Code **01** corresponds to the entry **HEAD** of the household. Code **02** corresponds to the entry **SPOUSE** of the household head. Code **03** corresponds to the entry **SON** as the relationship of this member to the household head.

d. There are items when the answer requires both writing an "**X**" mark on the box and writing the answer on the space provided. The write-in entry must be concise and clear.

Example:

B1	Type of Building

WRITE **X** IN THE BOX CORRESPONDING TO THE ANSWER.

1 Single house

2 Duplex

3 Multi-unit residential (3 or more units)

4 Commercial/industrial/ agricultural (office, factory, and others)

5 Institutional living quarter (hotel, hospital, prison, and others)

6 Tent

X 7 Others, SPECIFY

BOAT

The "**X**" mark opposite code **7** for Others, SPECIFY requires a write-in entry, indicating the specific type of building.

e. There are items when the answer requires both writing an "**X**" mark and writing the numeric answer on the appropriate boxes provided.

Example:

Age at Death
D5

How old was _____ when he/she died?

ENTER AGE AT DEATH IN:
- DAYS IF AGE AT DEATH IS LESS THAN 1 MONTH;
- MONTHS IF AGE AT DEATH IS 1 MONTH BUT LESS THAN 2 YEARS; OR
- YEARS IF AGE AT DEATH IS 2 YEARS OR OLDER. FOR AGE 98 YEARS OR OLDER, WRITE "98".

WRITE X IN THE BOX CORRESPONDING TO THE REPORTED AGE AT DEATH IN DAYS, MONTHS OR YEARS.

1 DAYS

2 MONTHS

X 3 YEARS 0 9

4 DON'T KNOW

The "**X**" mark opposite code **3** for YEARS requires a write-in entry, indicating the age at death in years of a former household member.

How to Take Care of the Questionnaires

You should handle all questionnaires with utmost care, especially CP forms 1, 2, and 4 which are machine readable. These questionnaires will be scanned and the entries in selected boxes will be interpreted during processing. The following are some tips on how you will handle your questionnaires with care:

1. Do not fold the questionnaire in parts other than the fold at the center.

2. Do not write unnecessary remarks or marks anywhere in the questionnaire.

3. Do not use stamp pad in accomplishing the certification portion.

4. Do not crease or crumple the questionnaire.

5. Do not punch holes nor staple the questionnaire.

6. Do not let the questionnaire get wet.

Any unnecessary mark or dirt on the questionnaire might lead to misinterpretation of entries in the boxes when scanned. Hence, it is important that you erase all unnecessary marks in the questionnaires that you have accomplished. Write-in entries and other important writings in the remarks portion of each questionnaire should not be erased.

How to Review the Accomplished Questionnaires

After each interview, you should review immediately the entries in CP Form 1 against CP Form 2 or CP Form 4. You need to go over the entries/responses to see to it that they are legible, complete, reasonable, and consistent with each other. Verify from the respondent answers that are doubtful. If you find an answer that is unclear even after probing, accept the answer but write some notes or explanations in the remarks portion of the questionnaire to guide your supervisor in reviewing the questionnaire.

If it is not possible to make a thorough review of the questionnaire immediately after completing the interview, you must at least go over it before leaving the household to make sure that no question is omitted. You should do the detailed check later. In case of major errors or discrepancies, revisit the household as soon as possible to verify and correct the errors.

4.5   HOW TO HANDLE ENUMERATION PROBLEMS

Some of the problems that you may encounter during the enumeration are listed below. If you encounter other difficulties not covered in this manual, do not hesitate to contact your TS for assistance.

1.   No eligible respondent is at home or the entire household is away

If on your first visit you do not find any possible respondent at home or the entire household is away, you must make a callback at your earliest opportunity. Exert all efforts to contact the respondent and obtain information pertaining to the household.

A **callback** (CB) is *a revisit to a household whose respondent had not been interviewed by the EN during the previous visit.* Any unsuccessful visit done on the same day as the previous visit will not be counted as a callback. It is important to schedule callbacks on different dates and time to reduce the rate of nonresponse. You should plan callbacks efficiently by checking when the respondents will most likely be at home.

Inquire from the other members of the household, household helpers or neighbors about the best day and time to schedule a callback, that is, make an appointment with the household for a scheduled interview.

2.   Household refuses to be interviewed

It may happen that the respondent is at home but does not want to be interviewed because he/she is about to leave, busy or not feeling well at the time of your visit. During listing/enumeration, a respondent may deliberately refuse to give the required information or just refuse to be interviewed at all for no valid reason or explanation at all. In such case, you should exert all efforts or you should persuade the respondent to grant you an interview or to make an appointment.

In persuading the respondent you may need to emphasize that:

- The information that they will provide will be held strictly confidential.

- The POPCEN 2015 is a very important undertaking; the conduct of census by the Philippines Statistics Authority (PSA) is mandated by laws, which accorded the Agency the authority to collect information on the population.

- The census covers all individual persons and living quarters in the area.

- The information collected is needed by the government and private sectors to serve as guide in the preparation of plans and programs for the development of the country.

You may also encounter an argumentative type of respondent who would ask questions about certain aspects of the census. You will not gain much if you argue with him/her. It is better not to say anything controversial and just let him/her air his/her views. Very often, after voicing out his/her views, he/she will become cooperative.

It is important to note that a refusal should not be taken as a result of final visit. If you still fail to obtain an interview after all efforts have been exhausted, refer this matter to your TS.

If the number of refusals in your EA indicates a "planned refusal" campaign or resistance of some sectors in the area to POPCEN 2015, you should notify your TS of the situation for appropriate action.

3.   **Households in high-rise buildings and exclusive villages**

Your supervisors have identified areas that have potentially high rate of refusals or callbacks such as exclusive subdivisions/villages, townhouses, and condominiums. In this case, you will still interview the households using CP Form 2. If the household refuses to be interviewed, leave the required number of CP Form 2 and CP Form 7 to the officials or managers of the homeowner's association. It must be made clear, however, when the CP Form 2 and CP Form 7 will be picked up. (This will be discussed in detail in Chapters 6 and 7.) For these residential areas that cannot be penetrated, coordinate with the Punong Barangay and president of the homeowner's association or building administrator about the distribution of the questionnaires.

In some special cases, you may need to convince the household to answer the electronic version of CP Form 2 (E-Questionnaire) which can be accessed through the PSA website. (This will be discussed in detail in Chapters 6 and 7.)

4.   **Households found in temporary evacuation centers for conflict or disaster/calamity-affected areas**

Seek the assistance of the concerned local government officials on the following information regarding the households in the temporary evacuation center:

- Expected duration or length of stay
- Address where they came from
- Number of families affected

Households found in temporary evacuation centers at the time of the census should be listed using a separate CP Form 1. The households in temporary evacuation centers will be assigned with a unique and sequential HSNs but a special serial number will be assigned to their respective buildings and housing units. (This will be discussed in detail in Chapter 6). Information on the households found in temporary evacuation center will also be gathered using CP Form 2. Inform your TS about this matter.

5.   **Critical areas**

An area is said to be critical when it is a (a) hotspot for election; (b) an epidemic area; or (c) has a peace and order problem, among others. Your supervisor should provide you with a list of critical areas in the city/municipality which have been identified before enumeration. If during the course of enumeration you found out that the EA assigned to you is a critical area, inform your TS immediately to discuss the best strategy to adopt in such situation.

6.   Political intervention

If the Punong Barangay or any local official insists that the listing booklets/accomplished census questionnaires be shown to him/her, explain politely that you are prohibited by law to divulge the information that you have gathered and that the forms were already collected by your supervisors from the Provincial Statistical Office of the PSA. Do not show the questionnaires even if the local official insists. Refer the problem immediately to your TS so that he/she could help you handle the situation.

7.   Lost or damaged census documents or materials

If during the census enumeration, some of your questionnaires were lost or damaged due to unforeseen/uncontrollable circumstances, you must report immediately to your TS for immediate action or decision.

8.   Other untoward incidents

In case you encounter any census-related untoward incident, such as dog bite, accident, sickness during the census enumeration, report the matter immediately to your TS.

⑤
Canvassing and Mapping

In this chapter, you shall learn how to read an EA and barangay map, conduct an ocular inspection of your assigned area, and carry out canvassing and mapping. These activities are necessary to ensure complete coverage of your assigned area.

Prior to enumeration, you are required to pay a courtesy call to the concerned barangay officials and inform them of the conduct of the POPCEN 2015. At the same time, ask them to assist you in planning an efficient and strategic route to cover your entire area of assignment.

5.1   READING A MAP

To effectively carry out your canvassing and mapping job during the census, you should be able to read a map. This means familiarization with the basic mapping symbols and their definitions used in census-taking.

In general, maps are oriented to the North by an arrow pointing upwards, as indicated on the EA and barangay map provided to you. In the absence of this arrow, it is presumed that the North is towards the top of the map sheet.

Another important feature to know is the general location of the barangay and the proper EA boundaries.

For GIS-based map:
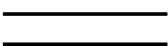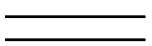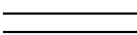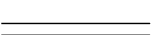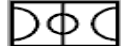
1. a barangay boundary is represented by – – – – – – – – – – – – – – – – – –
2. an EA boundary is represented by -

Using the standard Mapping Form:

1. a barangay boundary is represented by -X-X-X-X-X-X-X-X-X-X-X-X-X-X-
2. an EA boundary is represented by -·-·-·-·-·-·-·-·-·-·-·-·-·-·-·-·-·-

The standard geographic and cartographic symbols are presented in Figure 5.1. Use these symbols as guides in reading and updating the map.

FIGURE 5.1 Geographic and Cartographic Symbols

Description	Legend	
House or Building/Other Landmarks	○	●
Barangay/EA Boundary	– – – – –	· · · · · · ·
Provincial or National Road/Municipal Road		
Barangay Road/Alley		
Proposed Road/Trail	= = = =	– – – –
Bridge/Railroad		
River or Creek/Fish Pond		
Municipal Hall/Barangay Hall		BH
Gov't Bldg/School	G	
Church/Mosque		
Market/Grocery or Department Store		
Forest or Mountain or Hill/Cemetery		
Artesian Well/Ricefield		
Cornfield/Coconut Plantation		
Tobacco/Abaca Plantation		
Swamp or Marsh/Pier		
Pharmacy or Drug Store/Gasoline Station	℞	
Basketball Court/Golf Course		
Hospital/Health Center		H
Police Station/Cell Tower		
Sugarcane/Banana Plantation		
Pineapple Plantation/Park or Plaza		

Your TS will provide you the map of your assigned area. Use this map during your ocular inspection, canvassing, and mapping activity. Illustrations 5.1 and 5.2 present a barangay map and an EA map.

ILLUSTRATION 5.1 Example of Barangay Map

ILLUSTRATION 5.2 Example of an EA Map

5.2   OCULAR INSPECTION

You shall conduct an ocular inspection of your assigned area one day before the enumeration. Use your map in conducting ocular inspection.

Ocular inspection refers to *a visit of your assigned area by going around it in order to be familiarized with the said area*. You will need to identify the boundaries of your assigned area. If you are an EN assigned to cover an EA, you and the EN assigned to cover an EA adjacent to your EA should be aware of your respective boundaries. If you are assigned to cover the entire barangay, you should be able to distinguish the boundaries of your barangay with the adjacent barangays. This is to ensure that you only cover your assigned area, that is, you do not go beyond your area of assignment or leave out a part of your assigned area. You should request from any barangay official, particularly the Punong Barangay, to provide you with some information on the boundaries of the barangay. In doing so, you are able to familiarize yourself with your area and can effectively strategize on what routes to take during enumeration. Take note of the prominent features of the area, which may be needed in updating your map or preparing block maps for a portion of the EA or barangay.

5.3   CANVASSING

During the actual conduct of enumeration, you shall carry out canvassing of your assigned area. You shall use the map in canvassing the area assigned to you.

Canvassing refers to the *door-to-door visit in the entire EA or barangay to look for buildings and household to list, ensuring complete coverage of the area*. You will canvas the EA or barangay during the actual conduct of enumeration. Canvassing the EA or barangay depends on the actual structure of the EA or barangay. Some EAs or barangays are structured in blocks while other EAs or barangays do not have blocks. There are EAs or barangays that contain multi-storey buildings.

It is important that you shall observe the following procedures when canvassing the EA or barangay.

Procedure on How to Canvass EA or Barangay With Blocks

A **block** is *an area bounded on all sides by visible features such as streets, roads, railroad tracks, rivers, and others, or by invisible features such as barangay, city/municipality, or province limits.*

If you are assigned to the EA composed of blocks, apply the following canvassing procedures:

1. Using your EA map, locate a block where you can conveniently start and mark this as Block 1. In a clockwise direction or serpentine manner, whichever is applicable, assign the other block as Block 2, Block 3, and so on, up to the last block.

2. Do not number blocks with no building/structure such as vacant lot, parks, basketball court, and others. Write the description of the block as "vacant lot", "park", "basketball court", and others to serve as landmarks on the map.

3. Canvass your area **BLOCK BY BLOCK**. Then completely canvass one block at a time.

4. For each block, start canvassing from a corner and go around the block preferably in a clockwise direction **(KEEP RIGHT)**, along the inner side of the bounding streets until the starting point has been reached.

5. In enumerating along the street or road, <u>never go from one side of the street or road to the other side</u>.

6. When you are near the boundary of the EA and barangay, ascertain whether the block still belongs to your area before proceeding to canvass the said block.

7. Be observant at every point along the way for buildings at the back of front-row buildings. If a short alley or path is seen, enumerate the building encountered as soon as you come to the alley or path. Always try to finish one side of the pathway or alley first until you reach a dead end, before proceeding to the other side of the pathway and alley.

8. Encircle the block number on the map when you have finished canvassing the block so that you can keep track of your progress.

9. Do not canvass blocks such as a vacant lot, park, baseball field, basketball court, and others, which do not have any building and which you have not assigned a number.

Illustration 5.3 shows canvassing of the EA starting from Block 1 to the next block. Arrows in the illustration are used to show an example of a systematic canvassing for the EA with blocks.

ILLUSTRATION 5.3 Canvassing the EA or Barangay With Blocks
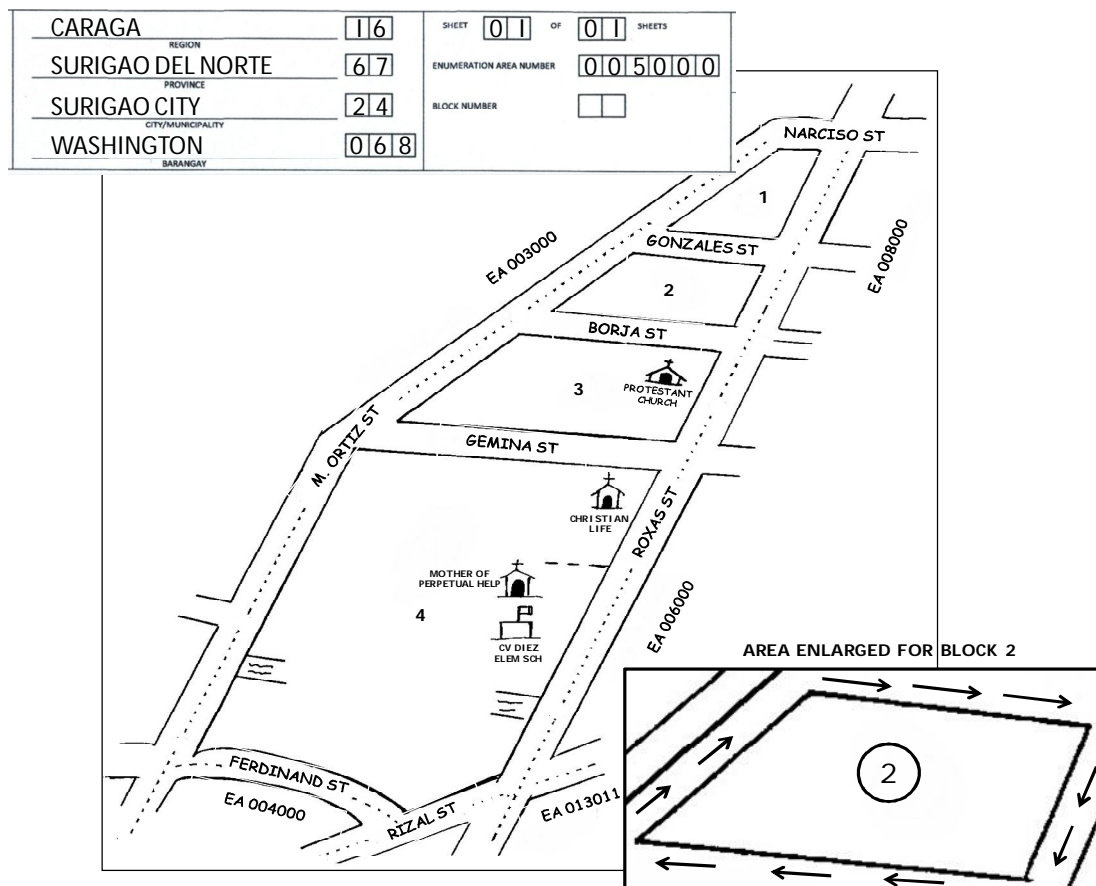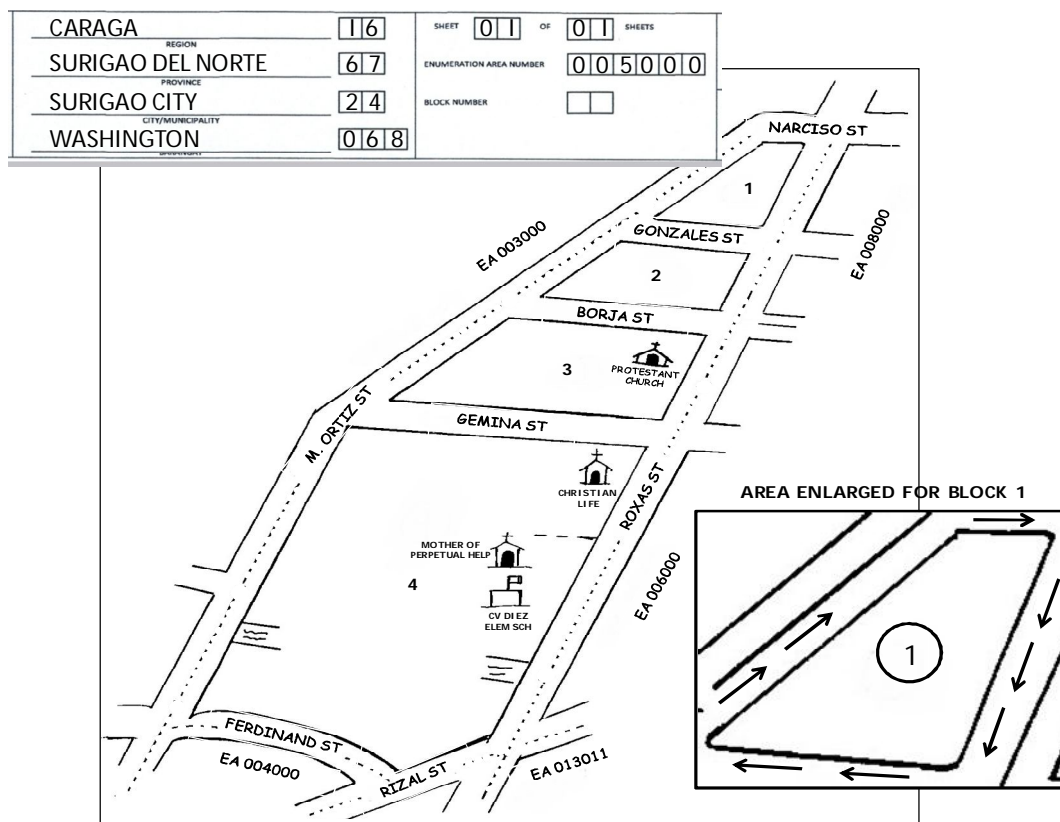
Procedures on How to Canvass the EA or Barangay Without Blocks

If your EA does not have blocks, canvass the area as systematically as possible. If a street or road cuts through the middle of the EA, canvass on one side of the street or road first, and later on the other side.

In a densely-populated EA without blocks, where the buildings are not systematically laid out, begin from one outer part of the EA, then proceed to the next part, and so on, until all the densely-populated areas are covered. Sometimes, buildings are in clusters and the clusters are separated from each other by a path, alley, canal, water pipeline, or fence. In such a situation, canvassing shall proceed cluster by cluster. In any case, be sure to go through the alleys, paths, and other ways.

In rural areas, canvass the EA from one end to the other end, particularly when buildings/houses are along the roads, riverbanks, shorelines, or mountains. You may also canvass the EA from one outer *sitio*, *purok* or village to the next, and so on, until the whole EA has been completely covered. For buildings that are far from clusters of buildings, determine the routes to follow in order to canvass the whole area.

In the EA where the buildings are relatively dispersed, consult with the barangay officials or other knowledgeable persons in the barangay on the best way to cover it. If necessary, draw lightly with a pencil on your maps the routes to take. While in the course of your enumeration, always inquire about buildings in the vicinity that are hidden from view, the best routes to follow, and other helpful information.

Illustration 5.4 shows the direction of a systematic canvassing of the EA. The illustration shows that the canvassing of the area is done on one side after the other. Arrows are used to show an example of a systematic canvassing for the EA without blocks.

ILLUSTRATION 5.4 Canvassing of the EA Without Blocks

AREA ENLARGED FOR PUROK 1

CARAGA	1 6	SHEET	0 1	OF	0 1	SHEETS
REGION						
SURIGAO DEL NORTE	6 7	ENUMERATION AREA NUMBER		0 1 1 0 0 0		
PROVINCE						
SURIGAO CITY	2 4	BLOCK NUMBER				
CITY/MUNICIPALITY						
WASHINGTON	0 6 8					

AREA ENLARGED FOR PUROK 2
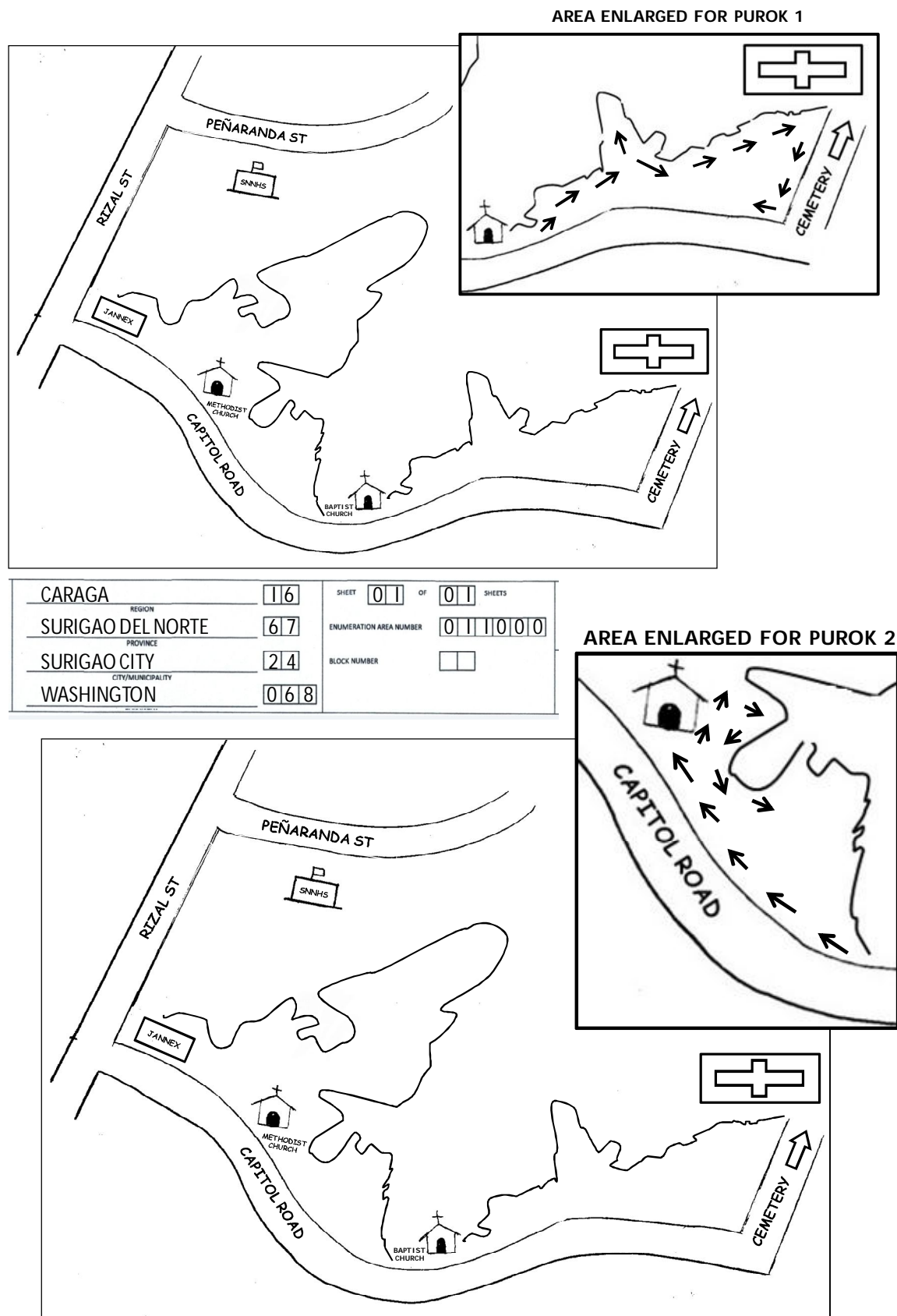
Procedures on How to Canvass a Multi-Storey Building

A **storey** is *the space in a building between two adjacent floor levels or between a floor and the roof.*

A building is **multi-storeyed** *if it has two or more storeys.* In a multi-storey building, canvass the building from the ground floor to the highest floor. Inquire from the building administrator about the number of vacant and/or occupied units in the building.

In a multi-storey residential buildings, watch out for separate entrances and stairways leading to individual housing units. Canvass the building from one entrance and stairway to another, including those on the ground floor.

In commercial and industrial buildings, inquire from offices or establishments on the ground floor or from other sources whether or not there are living quarters in any of the floors. Be sure to canvass the entire building.

5.4   MAPPING

Mapping generally refers to *the task of updating the barangay and EA map in terms of its current features, plotting the proper building symbols and writing the household serial numbers (HSNs) on the mapping form and sketching/preparing block maps.* Mapping activity should be done simultaneously with listing and enumeration of households and ILQs in the assigned EA.

General Procedures for Mapping

For purposes of POPCEN 2015, you shall be provided by your supervisor with the map of the EA assigned to you. This is where you will update the features and landmarks of the EA assigned to you and where you will plot the location of buildings and write their corresponding HSNs that you have listed in CP Form 1. Follow the mapping procedures below:

1.   Updating of a Barangay and an EA Map

     Check the map given to you as to its orientation. Check also the actual area for physical features such as rivers, lake, mountains and landmarks such as schools, church, and other prominent features. Match these features with those drawn on the map. Verify the names of streets and roads and boundaries of your assigned EA or barangay with those written on the map. If the orientation or any of the aforementioned features are not correct or updated, you need to update your EA or barangay map.

2. Plotting of Building Symbol

During listing and enumeration, plot the symbols of the buildings with living quarters listed in CP Form 1 on the EA or barangay map. Plot also the symbols of prominent features of the EA or barangay to serve as landmark.

3. Indicating of HSN below the Building Symbol

HSN is the household serial number assigned to each household listed in CP Form 1. Indicate the corresponding HSN below the building symbol that you plot on the EA map.

4. Preparation of Block Map

Prepare a block map for the portion of your EA with many buildings and housing units that you find difficult to plot the corresponding building symbols and/or indicate the HSNs on the EA map. Use the standard Mapping Form (see Appendix 6) for this activity.

5. Filling Out of Mapping Form

On the lower portion of the Mapping Form is the filled out Geo-ID portion, legend, and the name of the personnel who prepared the map. On the Geo-ID portion, indicate the number of sheets of the map used and/or prepared for your assigned EA. This is done to properly account all the maps that you have used and/or prepared for your assigned EA.

Also, print and sign your name at the lower right corner of the map (barangay/EA and/or block maps) and write your designation and the date when you have completely canvassed the area and updated the map.

Procedures for Updating a Barangay and an EA Map

Prior to enumeration, your supervisor shall provide you with a map of your EA and barangay. This map should have been updated as to the boundaries, roads, streets, and other landmarks. However, there might be cases wherein the EA and barangay map provided to you is not correct as to its orientation or it needs further updating. Hence, you shall update your EA and barangay map using the following procedures:

a. Check if your EA and barangay map is oriented to the North. If one faces the East where the sun rises and extends his/her left hand sidewise, the left hand is approximately pointing to the North.

b. Orient your EA and barangay map in such a way that the location of the features on your EA and barangay map should match those features

existing on the ground. You are advised to do your mapping orientation activity in the morning and draw on your EA and barangay map an arrow pointing to the North.

c. Be observant of the physical features found on the ground. Verify whether the natural features like rivers, streams, mountains are found in their proper places on the map.

d. Check if the man-made features like roads, streets, schools, churches, and cemeteries are also indicated on their proper location on the map. Use the proper symbols in drawing/updating these features. Cross out any feature appearing on the map that no longer exists on the ground. Plot new prominent/important features in the area. Use pencil when updating the EA and barangay map.

e. Make sure that the names of the streets, roads, rivers, and other features are correctly spelled out in the EA and barangay map. If not, line out the wrong name and write the correct one above it.

Illustration 5.5 shows the original EA map and after the said map had been updated.

ILLUSTRATION 5.5 Original and Updated EA Map

This is the original EA map being updated below.

CARAGA		1 6		SHEET	0 1	OF	0 1	SHEETS
REGION								
SURIGAO DEL NORTE		6 7		ENUMERATION AREA NUMBER		0 0 5 0 0 0		
PROVINCE								
SURIGAO CITY		2 4		BLOCK NUMBER		0 1		
CITY/MUNICIPALITY								
WASHINGTON		0 6 8						
BARANGAY								
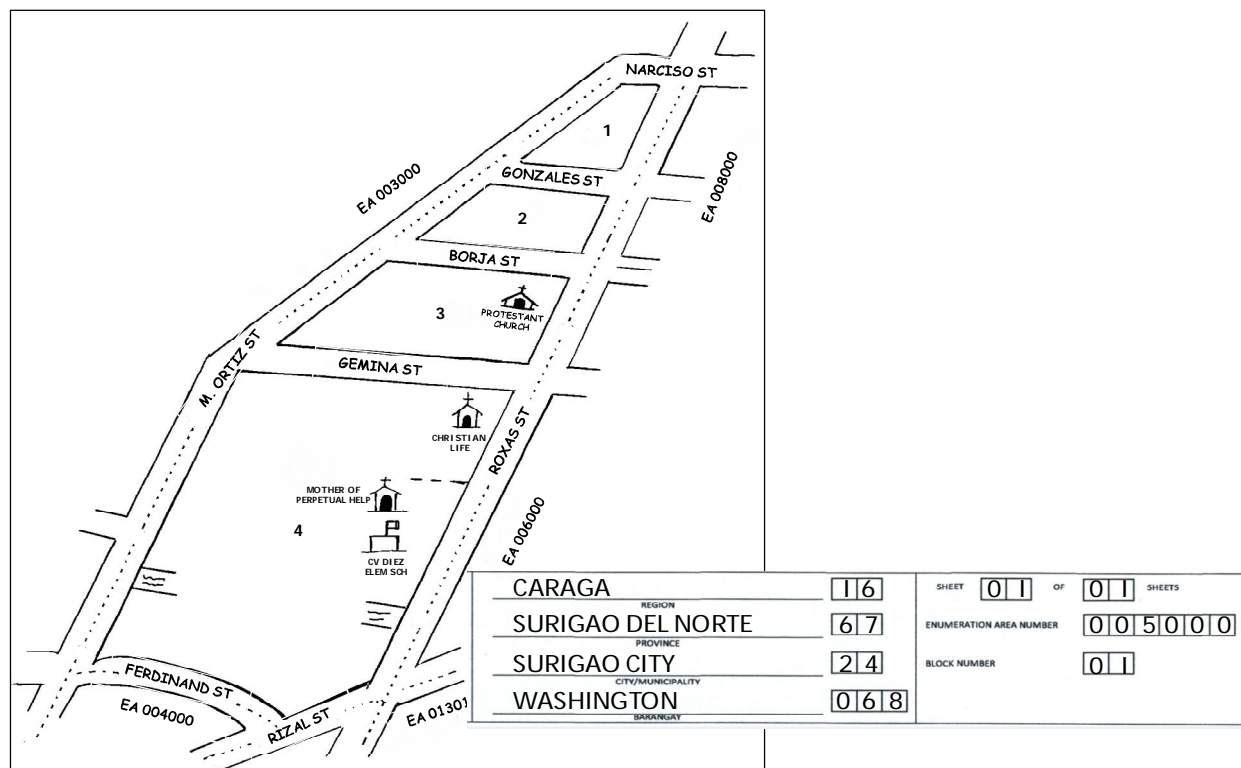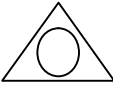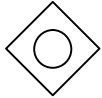
This is the same EA map updated for features such as the church, traveler's inn, hospital, and pharmacy.

Church

Traveler's Inn

Hospital

Pharmacy
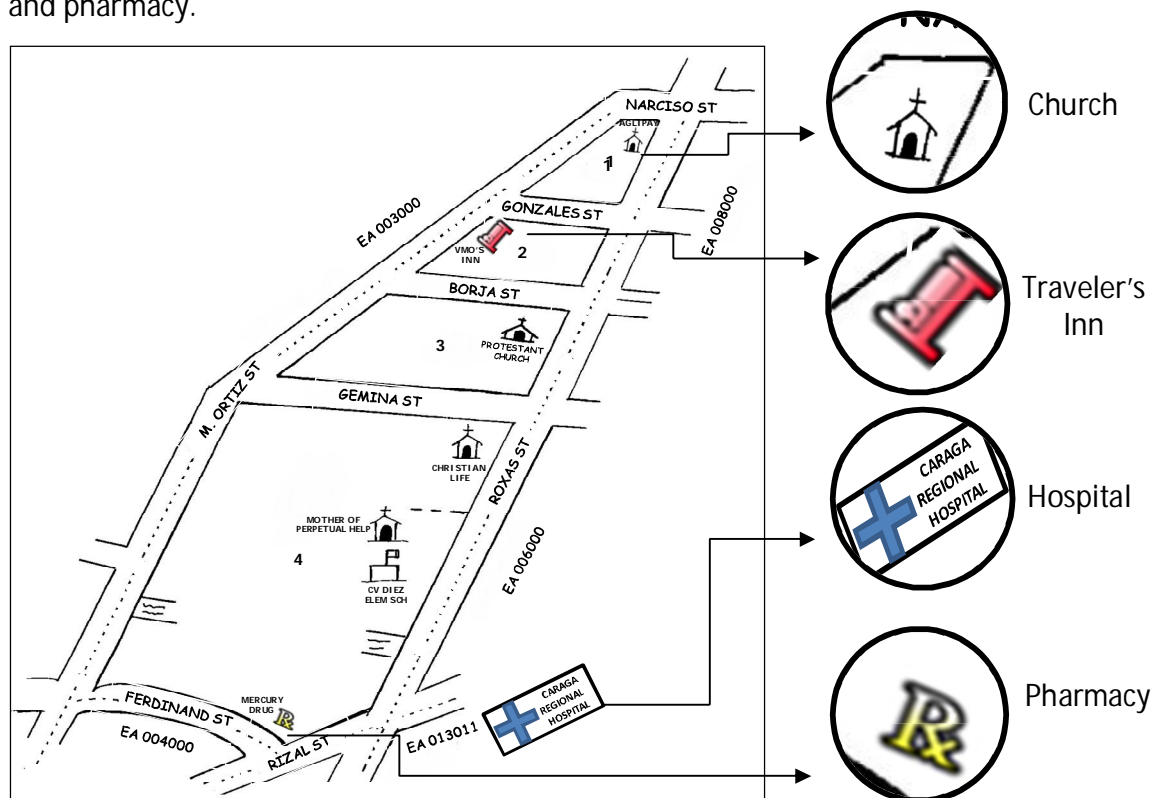
Procedures on How to Indicate Location of Buildings on the Barangay and EA Maps

In the course of mapping, indicate on the map the approximate location of buildings and important structures of the area. Use the proper building symbols when plotting these buildings on the EA map.

The symbols to be plotted on the EA map are buildings with living quarters listed in CP Form 1 and prominent features of the area to serve as landmark. Use the following building symbols when plotting these buildings on the EA map.

SYMBOL	DESCRIPTION
◯	Residential building where there is one or more households residing/living
Ⓥ	Residential building which is completely vacant
▭◯	Commercial, industrial, or agricultural building with housing units, where there is one or more households residing/living
▭Ⓥ	Commercial, industrial, or agricultural building with housing units which are completely vacant
△	Purely institutional living quarter (ILQ) such as hotel, motel, prison camp, convent, dormitory, and others
△◯	ILQ where there is one or more households residing/living
△Ⓥ	ILQ with one or more housing units which are all vacant
▭◯	A school where households are enumerated.
▱	A cemetery where households are enumerated
⊕	Structures such as carts, boats, mobile stores, or any other mobile structures
◇◯	Other kinds of structures such as booths, abandoned trucks, culverts, and others where households are enumerated. Also included in this symbol are places like underpass/under the bridge and overpass where a household is enumerated.

For other kinds of buildings, use the appropriate symbol. For instance, use the symbol for churches and put ◯ inside to indicate that there is a household living in that particular structure.

To indicate that households in a cemetery have been mapped out, draw in your EA or barangay map the symbol ⬛ for cemetery. Do not plot all of its structures such as tombs, mausoleums, and chapel in your map.

Plot other structures such as abandoned truck which is occupied by the household using the symbol ◇ on the Mapping Form.

You should plot important commercial, industrial or agricultural buildings without households or housing units to serve as landmarks.

Use the symbol ▭ and write the name of building/establishment inside the symbol.

Procedures on How to Indicate Household Serial Numbers (HSN) on the Map

During enumeration, each household listed shall be assigned a unique HSN. Instructions on how to assign HSN will be discussed in Chapter 6. But in this section, you need to know how to indicate HSN on the map.

You will write the four-digit HSN right below the building symbol to indicate the location of households on the map.

◯ 0001	Represents a residential building with one household residing that corresponds to HSN 0001
◯ 0015-0017	Represents a residential building with three households residing that correspond to HSN 0015 – 0017
▭◯ 0020	Represents a commercial, industrial, or agricultural building with one household residing that corresponds to HSN 0020
△◯ 0035	Represents an ILQ with one household residing that corresponds to HSN 0035
⬛ 0040-0046	Represents a cemetery with seven households residing that correspond to HSN 0040 – 0046
Ⓥ 9999	Represents a vacant residential building that corresponds to HSN 9999
◯ 7777	Represents a residential building occupied by non-usual residents that corresponds to HSN 7777

| ◯ 8888 | Represents a residential building occupied by a household whose members are to be excluded from the enumeration that corresponds to HSN 8888 |
| ◯ 8889 | Represents a residential building used only during vacation, weekends or only during certain times of the year that corresponds to HSN 8889 |

Illustration 5.6 presents a map with plotted buildings and their corresponding HSNs indicated below each building symbol.

ILLUSTRATION 5.6 Portion of the EA Map with Plotted Buildings and their Corresponding HSNs
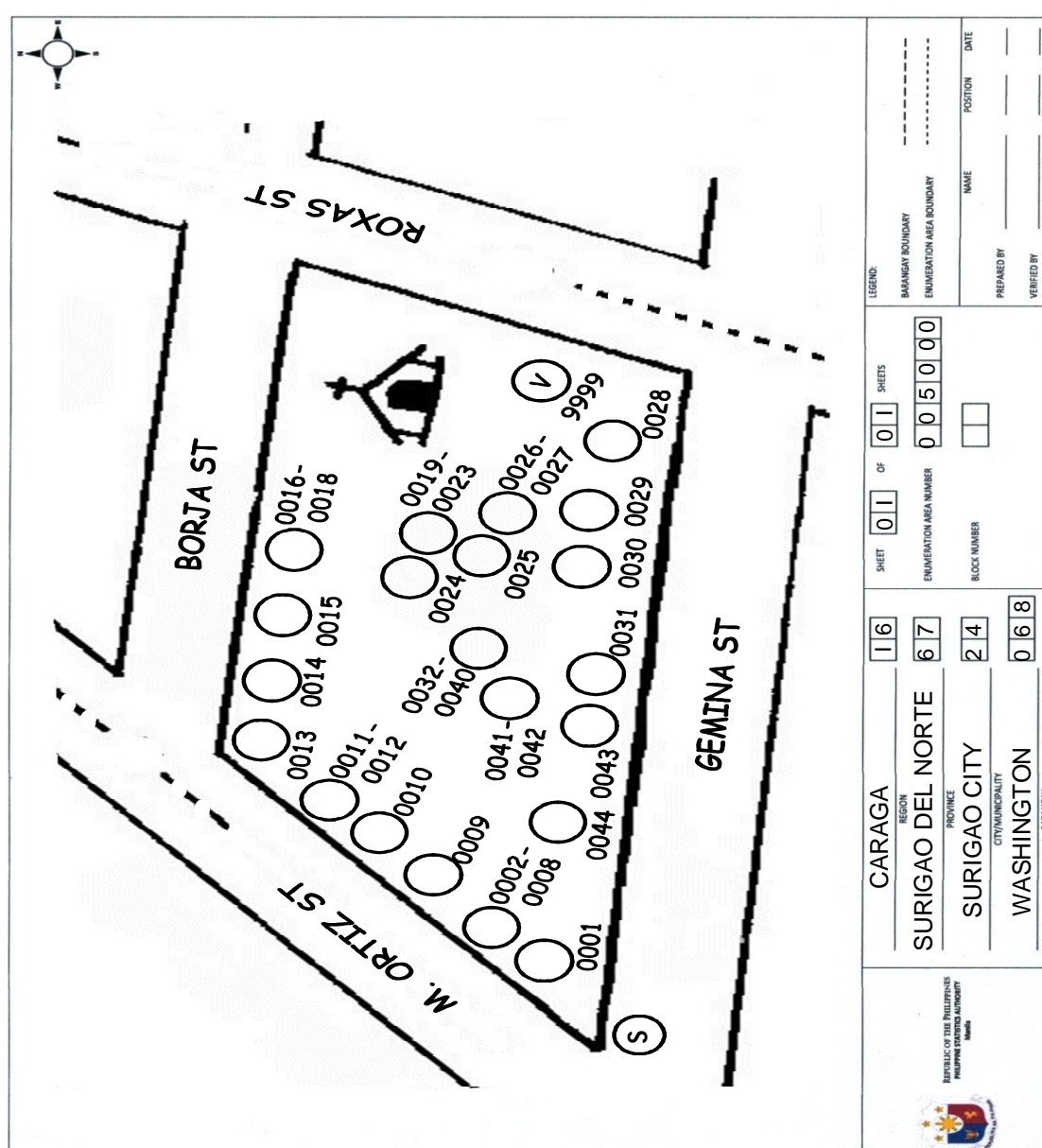
Procedures for the Preparation of Block Maps

There are cases when a portion of your EA has a high concentration of buildings and housing units and you will find difficulty in plotting the building symbols and/or indicating the HSN on the EA map. In this situation, you need to prepare a block map for that portion of the EA using the standard Mapping Form. If you think the EA map is sufficient for plotting the buildings found in your EA, you may no longer need to draw block maps.

Block mapping is *the process of sketching/drawing an enlarged map of each block of an area using the standard Mapping Form.* See the standard mapping form in Illustration 5.1.

The procedures for block mapping are as follows:

1. Use the identification of blocks you have made during the canvassing, i.e., Block 1, Block 2, Block 3, and so on.

2. Determine which of the blocks you will have to prepare a block map.

3. Using the blank mapping form, write the name of the region, province, city/municipality and barangay, and their corresponding codes on the spaces provided. Write also the EA number and block number in the boxes provided.

4. Orient the block map correctly by following the arrow symbol pointing to the North at the right side of the Mapping Form.

5. Draw the general shape or contour of each block on the space provided for mapping. Indicate all its outer limits or boundaries such as streets, rivers, and others.

6. Indicate the names of the boundaries of the block on the Mapping Form. The names could be those of the roads or streets, rivers or creeks, schools, and others.

7. Paths, alleys, or trails found in the block shall also be indicated on the Mapping Form.

8. If an area of the EA or barangay is divided into *sitios, purok* or village, prepare block maps by *sitio, purok* or village*.*

9. Print your name and sign over it on the space provided at the bottom right corner of all Mapping Forms used. Your signature certifies the accuracy and completeness of the sketches that you have made.

During canvassing, the EN saw that there are many housing units in Block 3 that it is too difficult to plot all these housing units on the map. Thus, a block map should be prepared for Block 3. Illustration 5.7 shows that the EN identified Block 3 for block mapping.

ILLUSTRATION 5.7 Identification of a Block in the Assigned Area for Block Mapping

TOP VIEW OF AREA ENLARGED FOR BLOCK 3

CARAGA	1 6	SHEET	0 1	OF	0 1	SHEETS
REGION						
SURIGAO DEL NORTE	6 7	ENUMERATION AREA NUMBER			0 0 5 0 0 0	
PROVINCE						
SURIGAO CITY	2 4	BLOCK NUMBER			0 1	
CITY/MUNICIPALITY						
WASHINGTON	0 6 8					
BARANGAY						

Procedures on How to Indicate the Number of Maps Used for the EA and Barangay

In order to properly account for all the maps that have been used in the EA and barangay, indicate the number of sheets in the portion

Sheet ⬚⬚ of ⬚⬚ Sheets

1. The first two boxes specify the order of arrangement of the maps and shall be consecutively numbered starting with "**01**". The second two boxes provide the total number of maps you used in the EA or barangay assigned to you.

    a. If you are assigned in a Barangay with one EA (that is, EA 000000), check that the Barangay/EA map is labeled accordingly. The original barangay map should be numbered:

        Sheet [0][I] of [0][I] Sheets

    b. If you are assigned in a barangay that is divided into two or more EAs, check that the EA and barangay maps are labeled in this manner:

        Example: A barangay with two EAs

        The number for the barangay map (original sheet)

        Sheet [0][I] of [0][I] Sheets

        The number for EA 001000 map (original sheet)

        Sheet [0][I] of [0][I] Sheets

        The number for EA 002000 map (original sheet)

        Sheet [0][I] of [0][I] Sheets

2. Number the maps correctly.

    If you prepared block maps, these maps must be arranged consecutively by block number. These maps must also be numbered accordingly after the EA and barangay maps.

    If there are entries already indicated, update the sheet number by lining out the original sheet number in the EA and barangay map and write the new one below the old sheet number.

Example 1: A Barangay with one EA and a block map has been prepared

Barangay Poblacion EA 000000 with Block 1 drawn on a Mapping Form.

The number for the barangay map (original sheet) should be:

Sheet ⟨ 0 | I ⟩ of ⟨ 0̶ | I̶ ⟩ Sheets
                    0 2

The number for the block map prepared should be:

Sheet ⟨ 0 | 2 ⟩ of ⟨ 0 | 2 ⟩ Sheets

Example 2: A Barangay with two EAs and a block map has been prepared

a.   Barangay Sta. Cruz EA 001000 with Block 1 drawn in a Mapping Form.

The number for the barangay map (original sheet) should be:

Sheet ⟨ 0 | I ⟩ of ⟨ 0 | I ⟩ Sheets

The number for the EA 001000 map (original sheet) should be:

Sheet ⟨ 0 | I ⟩ of ⟨ 0̶ | I̶ ⟩ Sheets
                    0 2

The number for the block map prepared should be:

Sheet ⟨ 0 | 2 ⟩ of ⟨ 0 | 2 ⟩ Sheets

b.   Barangay Sta. Cruz EA 002000 with Block 1 and Block 2 drawn each on a Mapping Form.

The number for the barangay map (original sheet) should be:

Sheet ⟨ 0 | I ⟩ of ⟨ 0 | I ⟩ Sheets

The number for the EA 002000 map (original sheet) should be:

Sheet ⟨ 0 | I ⟩ of ⟨ 0̶ | I̶ ⟩ Sheets
                    0 3

The number for Block 1 and Block 2 maps prepared should be:

Sheet ⟨ 0 | 2 ⟩ of ⟨ 0 | 3 ⟩ Sheets   For Block 1 Map

Sheet ⟨ 0 | 3 ⟩ of ⟨ 0 | 3 ⟩ Sheets   For Block 2 Map

Procedures on How to Take Care of the Map

It is your responsibility to handle your map with care. The map is a very important document/record of a census. It will be used from time to time as reference material for other activities of the census and other survey operations that will be conducted by the Philippine Statistics Authority (PSA).

Maps are greatly taken care of by following these guidelines:

1. Use only pencil when writing on the map so that you can erase any corrections that you need to reflect. Erase properly in such a way that no dirt is left on the mapping form. This is important that you, as EN, should follow because all EA and barangay maps will be scanned for archiving for future use.

2. The use of stamp pad in signing your name or indicating the date in the mapping form is not allowed. The ink of the stamp pad may cause a stain in the map.

3. Maps are best preserved if they are not folded or rolled. Folds and creases make a dent on the map that may eventually tear the map. Hence, do not fold your barangay map, EA map or the block maps prepared.

4. Maps will undergo machine processing that requires no holes on any part of the paper. Thus, you should not punch holes nor staple the maps.

5. In the field, you shall protect the map especially during bad weather. Water, in particular, causes rapid deterioration of the paper. If the map gets wet, written information may fade. Hence, valuable information may be destroyed.

6. If the map is torn, you should redraw it as soon as possible on a new mapping form.

❻ Instructions in Accomplishing CP Form 1

POPCEN 2015

During the listing and enumeration of the 2015 Census of Population (POPCEN 2015), you will use the Census of Population (CP) Form 1 - Listing Booklet to list in a systematic manner all the basic units for enumeration such as the building, housing unit, household, and institutional living quarter (ILQs). It is also used to record the population of each occupied building/housing unit and/or ILQ in the enumeration area (EA) or barangay.

This chapter provides the detailed instructions on how you will accomplish CP Form 1. See Appendix 1 for a copy of this questionnaire.

The CP Form 1 is a four-page listing booklet. The first page (1A) of this questionnaire contains four sections, namely:

1. Title panel
2. Certification panel
3. Geographic identification panel
4. Listing record
5. Page totals

The listing record of page 1A has 10 rows for the listing of buildings, housing units, households, and ILQs.

The succeeding pages (1B, 1C, and 1D) contain listing records, each with 15 rows. One booklet of CP Form 1 has 55 rows in all.

6.1   TITLE PANEL

This panel is found at the uppermost part of page 1A of CP Form 1. The Title Panel contains the following:

- Form Type and Authority/Confidentiality Clauses
- Form Title
- Page Number and PSA Approval Number and Expiration Date

CP FORM 1 **AUTHORITY:** Republic Act (RA) No. 10625 authorizes the Philippine Statistics Authority (PSA) to prepare and conduct periodic census on population. **CONFIDENTIALITY:** All information provided in this census shall be held STRICTLY CONFIDENTIAL in accordance with RA 10625.	*Republic of the Philippines* **PHILIPPINE STATISTICS AUTHORITY** **2015 CENSUS OF POPULATION** **LISTING BOOKLET**	000001 Approval Number: PSA 1518-01 Expires on March 31, 2016	**1A** Γ

The Title Panel bears a serial number which serves to control and account booklets assigned to each city/municipality. All listing booklets given to you will be accounted for until the end of the enumeration. Do not lose any booklet of CP Form 1 since all accomplished and unused questionnaires will be returned to the PSA through your supervisor at the end of the listing/enumeration period.

DO NOT WRITE ANYTHING IN THE TITLE PANEL.

6.2   CERTIFICATION PANEL

Fill out this portion after the last building, housing unit, household or ILQ has been listed in the booklet. Print your full name in capital letters clearly on the space provided and sign over it. Your signature attests to the completeness and accuracy of the listing booklet that you have accomplished. Indicate also the date (mm/dd/yy) when you affixed your signature.

CERTIFICATION
I hereby certify that the data set forth herein were personally obtained/reviewed by me and in accordance with the instructions given by PSA.
Cheryl Bastillo CHERYL BASTILLO   08/13/15
ENUMERATOR   DATE SIGNATURE OVER PRINTED NAME   SIGNED
_____   _____
TEAM SUPERVISOR   DATE SIGNATURE OVER PRINTED NAME   SIGNED

Your Team Supervisor (TS) will also write his/her full name and his/her signature in this portion after he/she had reviewed the booklet for completeness and correctness of entries.

6.3   GEOGRAPHIC IDENTIFICATION PANEL

The Geographic Identification Panel contains the following:

- Month of Visit
- Booklet Number
- Geographic Name and Code of Province, City/Municipality, and Barangay, as well as the Enumeration Area (EA) Number

Month of Visit

Write the two-digit code of the month in the code boxes intended for it before you start listing. Since the listing period is in **August**, the appropriate code that should be written for the month of visit should be "**08**".

Booklet Number

There are two sets of boxes for the booklet number. The first set of two boxes is intended for the number that will indicate the order of the booklet being accomplished and the second set of two boxes is for the total number of listing booklets used for the EA. Use two digits in each set of boxes. Prefix zero for a single digit.

Example:

If you have used four listing booklets for the EA, then the booklet numbering should be:

Booklet 0I of 04 Booklets for the first booklet;
Booklet 02 of 04 Booklets for the second booklet;
Booklet 03 of 04 Booklets for the third booklet; and
Booklet 04 of 04 Booklets for the fourth booklet.

Geographic Identification

Secure from your TS the Geo-ID of the area assigned to you. The Geo-ID consists of the geographic names and corresponding codes of the province, city/municipality, and barangay based from the Philippine Standard Geographic Codes (PSGC). The Geo-ID also includes the EA number.

Write the name of the province, city/municipality, and barangay on the lines provided, and enter their corresponding codes in the boxes. Write also the six-digit EA number of the EA assigned to you in the corresponding boxes.

The province has a two-digit code, the city/municipality has a two-digit code, and the barangay has a three-digit code. Meanwhile, there are six digits assigned for the EA number. Your TS will provide you with your EA assignment as well as all its geographic names and codes.

There are barangays using numbers as their name (for instance, Barangay 237). Do not use this numbers as their barangay code. Use the code given to you by your TS.

You should fill out the Geo-ID portion of the booklet before going out to the field for listing and enumeration.

Take note of the following special cases:

1. There are cities/municipalities having a name which is the same as that of their province. Write both the name of the province and the city/municipality in their appropriate spaces. In the example below, Siquijor is written on the space provided for the province while the municipality of Siquijor is written on the space provided for the city/municipality.

   Example:

2. There are provinces having similar names. Examples are those which originated from provinces have been subdivided, like Agusan del Norte and Agusan del Sur, Camarines Norte and Camarines Sur, Cotabato, Davao, Ilocos, Lanao, Leyte, Misamis, Mindoro, Negros, Samar, Surigao, and Zamboanga.

Listed below are the provinces having similar names. Write the complete name of these provinces as follows:

Complete Name of the Province		Incomplete Name
Agusan del Norte	Agusan del Sur	Agusan
Camarines Norte	Camarines Sur	Camarines
Cotabato (North Cotabato)	South Cotabato	Cotabato
Davao del Norte	Davao Occidental	Davao
Davao del Sur	Davao Oriental	
Ilocos Norte	Ilocos Sur	Ilocos
Lanao del Norte	Lanao del Sur	Lanao
Leyte	Southern Leyte	Leyte
Misamis Occidental	Misamis Oriental	Misamis
Occidental Mindoro	Oriental Mindoro	Mindoro
Negros Occidental	Negros Oriental	Negros
Eastern Samar	Samar (Western Samar)	Samar
Northern Samar		
Surigao del Norte	Surigao del Sur	Surigao
Zamboanga del Norte	Zamboanga Sibugay	Zamboanga
Zamboanga del Sur		

3. For purposes of this census, each of the four districts in the National Capital Region (NCR) corresponds to a province. As such, the City of Manila, being one of the districts, should be reported as a province rather than a city. Moreover, the areas or "districts" in the City of Manila, such as Ermita, Sampaloc or Tondo will be treated as cities/municipalities.

Example:

The table below shows the areas comprising each district in the NCR:

Province	City/Municipality
Manila (NCR First District)	Binondo, Ermita, Intramuros, Malate, Paco, Pandacan, Port Area, Quiapo, Sampaloc, San Miguel, San Nicolas, Santa Ana, Santa Cruz, Tondo
NCR Second District	City of Mandaluyong, City of Marikina, City of Pasig, Quezon City, City of San Juan
NCR Third District	Caloocan City, City of Malabon, City of Navotas, City of Valenzuela
NCR Fourth District	City of Las Piñas, City of Makati, City of Muntinlupa, City of Parañaque, Pasay City, Municipality of Pateros, Taguig City

6.4   LISTING RECORD

The order of listing is by row. This is important because each row represents a basic unit to be listed such as a building, housing unit, household or ILQ in the EA.

Line Number

There are 55 lines in one booklet of CP Form 1, with 10 lines on the first page (1A) and 15 lines each on the remaining three pages (1B, 1C, and 1D). This column is preprinted with a line number. Each line number corresponds to a household or an ILQ.

Column 1 – Day of Visit

Write the day you visited the household/institution. This shall be written in two digits. For example, if you visited the household on the 11th day of August your entry in this column should be written as "**11**".

Example:

LINE NO.	DAY OF VISIT (1)	BUILDING SERIAL NUMBER (BSN) (2)	HOUSING UNIT SERIAL NUMBER (HUSN) (3)	HOUSE-HOLD SERIAL NUMBER (HSN) (4)	INSTITU-TIONAL SERIAL NUMBER (ISN) (5)	NAME OF HOUSEHOLD HEAD OR NAME/TYPE OF INSTITUTION / ADDRESS (6)	POPULATION COUNT AS OF AUGUST 1, 2015 TOTAL (7)	MALE (8)	FEMALE (9)	REMARKS (10)
19	11	0018	0019	0016		TAMPA, JOEY / I6 BORJA ST.	5 / ◯	3	2	

For the first day of enumeration, write the month and the day following this format (mm/dd). If you listed the household in August 10, which is the start of the enumeration, the day of visit will be written as "**08/10**".

Example:

LINE NO. (1)	DAY OF VISIT (1)	BUILDING SERIAL NUMBER (BSN) (2)	HOUSING UNIT SERIAL NUMBER (HUSN) (3)	HOUSE-HOLD SERIAL NUMBER (HSN) (4)	INSTITU-TIONAL SERIAL NUMBER (ISN) (5)	NAME OF HOUSEHOLD HEAD OR NAME/TYPE OF INSTITUTION / ADDRESS (6)	POPULATION COUNT AS OF AUGUST 1, 2015 — TOTAL (7)	MALE (8)	FEMALE (9)	REMARKS (10)
	08/10	0001	0001	0001		RIYAL, MADONNA / 2 M. ORTIZ ST.	3 ◯	2	1	

If the enumeration falls in September 1, write "**09/01**" to indicate the change in the month of visit.

Example:

LINE NO. (1)	DAY OF VISIT (1)	BUILDING SERIAL NUMBER (BSN) (2)	HOUSING UNIT SERIAL NUMBER (HUSN) (3)	HOUSE-HOLD SERIAL NUMBER (HSN) (4)	INSTITU-TIONAL SERIAL NUMBER (ISN) (5)	NAME OF HOUSEHOLD HEAD OR NAME/TYPE OF INSTITUTION / ADDRESS (6)	POPULATION COUNT AS OF AUGUST 1, 2015 — TOTAL (7)	MALE (8)	FEMALE (9)	REMARKS (10)
53	09/01	0254	0260	0242		MIRANDA, ANDREW / 24 NARCISO ST.	4 ◯	2	2	

To mark the end of the listing/enumeration in the EA, write "**00**" in Column 1, immediately after the last line number that was filled out.

Example:

LINE NO. (1)	DAY OF VISIT (1)	BUILDING SERIAL NUMBER (BSN) (2)	HOUSING UNIT SERIAL NUMBER (HUSN) (3)	HOUSE-HOLD SERIAL NUMBER (HSN) (4)	INSTITU-TIONAL SERIAL NUMBER (ISN) (5)	NAME OF HOUSEHOLD HEAD OR NAME/TYPE OF INSTITUTION / ADDRESS (6)	POPULATION COUNT AS OF AUGUST 1, 2015 — TOTAL (7)	MALE (8)	FEMALE (9)	REMARKS (10)
53	09/01	0254	0260	0242		MIRANDA, ANDREW / 24 NARCISO ST.	4 ◯	2	2	
54	01	0255	0261	0243		GO, TOBBY / 26 NARCISO ST.	8 ◯	3	5	
55	00					Write "00" to indicate the end of listing/enumeration in your assigned area.	◯			

Column 2 – Building Serial Number (BSN)

Assign a unique BSN to each building which qualifies for listing. This is a four-digit number which indicates the order of listing of the buildings in the EA.

Assign the BSNs **consecutively**, that is, a BSN of "**0001**" to the first building that you have listed, "**0002**" to the second building, and so on, up to the last building in the EA. The column for BSN has two rows. In general, the BSN will be written on the first row.

Example:

						LISTING RECORD				
L I N E N O.	DAY OF VISIT	BUILDING SERIAL NUMBER (BSN)	HOUSING UNIT SERIAL NUMBER (HUSN)	HOUSE-HOLD SERIAL NUMBER (HSN)	INSTITU-TIONAL SERIAL NUMBER (ISN)	NAME OF HOUSEHOLD HEAD OR NAME/TYPE OF INSTITUTION WRITE VHU IF VACANT HOUSING UNIT; VBLDG IF VACANT BUILDING. ADDRESS ENTER HOUSE/BUILDING NUMBER AND STREET OR SITIO/PUROK NAME.	POPULATION COUNT AS OF AUGUST 1, 2015			REMARKS
							TOTAL	MALE	FEMALE	
(1)	(2)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)
1	I0	0 0 0 I	0 0 0 I	0 0 0 I		LAURENTE, GODFREY 2 ROXAS ST.	8 ◯	3	5	
2	I0	0 0 0 2	0 0 0 2	0 0 0 2		CAGAS, PAUL 4 ROXAS ST.	2 ◯	I	I	A-08/I2 9 AM C-08/I2

The two rows will be used for listing a cluster of two or more buildings as in the following cases:

- Two or more buildings being occupied by the same institution.
- Buildings in a newly-constructed subdivision which have no occupants yet.
- Newly-constructed townhouses and condominiums which have no occupants yet.

For these buildings, write the beginning BSN on the first row and the ending BSN on the second row.

Example:

						LISTING RECORD				1C
L I N E N O.	DAY OF VISIT	BUILDING SERIAL NUMBER (BSN)	HOUSING UNIT SERIAL NUMBER (HUSN)	HOUSE-HOLD SERIAL NUMBER (HSN)	INSTITU-TIONAL SERIAL NUMBER (ISN)	NAME OF HOUSEHOLD HEAD OR NAME/TYPE OF INSTITUTION WRITE VHU IF VACANT HOUSING UNIT; VBLDG IF VACANT BUILDING. ADDRESS ENTER HOUSE/BUILDING NUMBER AND STREET OR SITIO/PUROK NAME.	POPULATION COUNT AS OF AUGUST 1, 2015			REMARKS
							TOTAL	MALE	FEMALE	
(1)	(2)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)
33	II	0 0 3 I 0 0 3 4			0 0 0 2	ALEXANDREA'S LADIES DORM 4 GEMINA ST.	26 ✓	0	26	

An institution occupying four buildings with BSN 0031 up to 0034.

Column 3 – Housing Unit Serial Number (HUSN)

The HUSN is *a four-digit number assigned consecutively to each occupied and vacant housing unit.* This number indicates the order of listing of housing units in the EA. Assign an HUSN of "**0001**" to the first housing unit that you list, "**0002**" to the second, and so on, up to the last housing unit in your EA.

Example:

						LISTING RECORD					
L I N E N O.	DAY OF VISIT	BUILDING SERIAL NUMBER (BSN)	HOUSING UNIT SERIAL NUMBER (HUSN)	HOUSE-HOLD SERIAL NUMBER (HSN)	INSTITU-TIONAL SERIAL NUMBER (ISN)	NAME OF HOUSEHOLD HEAD OR NAME/TYPE OF INSTITUTION WRITE VHU IF VACANT HOUSING UNIT; VBLDG IF VACANT BUILDING. ADDRESS ENTER HOUSE/BUILDING NUMBER AND STREET OR SITIO/PUROK NAME.		POPULATION COUNT AS OF AUGUST 1, 2015			REMARKS
							TOTAL	MALE	FEMALE	
	(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)
1	I0	0 0 0	0 0 0 I	0 0 0 I		LAURENTE, GODFREY	8 ◯	3	5	
						2 ROXAS ST.				
2	I0	0 0 0 2	0 0 0 2	0 0 0 2		CAGAS, PAUL	2 ◯	I	I	A-08/I2 9 AM C-08/I2
						4 ROXAS ST.				

Two rows are allotted in the column for HUSN. For a building with a single housing unit, write the HUSN on the first row. If there are two or more housing units in a building and all are vacant, write the beginning HUSN on the first row and the ending HUSN on the second row.

Example:

1B ⌐						LISTING RECORD					⌐
L I N E N O.	DAY OF VISIT	BUILDING SERIAL NUMBER (BSN)	HOUSING UNIT SERIAL NUMBER (HUSN)	HOUSE-HOLD SERIAL NUMBER (HSN)	INSTITU-TIONAL SERIAL NUMBER (ISN)	NAME OF HOUSEHOLD HEAD OR NAME/TYPE OF INSTITUTION WRITE VHU IF VACANT HOUSING UNIT; VBLDG IF VACANT BUILDING. ADDRESS ENTER HOUSE/BUILDING NUMBER AND STREET OR SITIO/PUROK NAME.		POPULATION COUNT AS OF AUGUST 1, 2015			REMARKS
							TOTAL	MALE	FEMALE	
	(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)
23	II	0 0 2 2	0 0 2 3			VBLDG				
			0 0 2 5	9 9 9 9		3 ROXAS ST.	◯			

All housing units in the building are vacant

A building may contain one or more housing units. If the building has only one housing unit, the BSN and the HUSN should be the SAME. If the building has two or more housing units, the BSN and HUSN will differ.

Column 4 – Household Serial Number (HSN)

The HSN is *a unique four-digit number assigned consecutively to each household.* This number indicates the order of listing of the household in the EA. Assign an HSN of "**0001**" to the first household, "**0002**" to the second household, and so on until you have listed all the households in the EA.

Example:

L I N E N O.	DAY OF VISIT	BUILDING SERIAL NUMBER (BSN)	HOUSING UNIT SERIAL NUMBER (HUSN)	HOUSE-HOLD SERIAL NUMBER (HSN)	INSTITU-TIONAL SERIAL NUMBER (ISN)	NAME OF HOUSEHOLD HEAD OR NAME/TYPE OF INSTITUTION WRITE VHU IF VACANT HOUSING UNIT; VBLDG IF VACANT BUILDING. ADDRESS ENTER HOUSE/BUILDING NUMBER AND STREET OR SITIO/PUROK NAME.	POPULATION COUNT AS OF AUGUST 1, 2015 TOTAL	MALE	FEMALE	REMARKS
						LISTING RECORD				
(1)		(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)
1	I0	0 0 0 I	0 0 0 I	0 0 0 I		LAURENTE, GODFREY / 2 ROXAS ST.	8 ◯	3	5	
2	I0	0 0 0 2	0 0 0 2	0 0 0 2		CAGAS, PAUL / 4 ROXAS ST.	2 ◯	I	I	A-08/I2 9 AM C-08/I2

There are special HSNs used in the POPCEN 2015. These are the following:

Special HSN	Case description
7777	This HSN is assigned to a household occupying a housing unit which is not its usual place of residence (NUR) for the convenience of its members in going to work or school. The household goes to its residence at least once a week
8888	This HSN is assigned to households of foreign ambassadors, ministers, consuls or other diplomatic representatives
8889	This HSN is assigned to a household temporarily occupying a housing unit that is only used as a vacation/rest house (VRH). In this case, the household has a usual place of residence somewhere else.
9999	This HSN is assigned to vacant building (VBLDG)/vacant housing unit (VHU).

Example:

1B						**LISTING RECORD**				
L I N E N O.	DAY OF VISIT	BUILDING SERIAL NUMBER (BSN)	HOUSING UNIT SERIAL NUMBER (HUSN)	HOUSE-HOLD SERIAL NUMBER (HSN)	INSTITU-TIONAL SERIAL NUMBER (ISN)	NAME OF HOUSEHOLD HEAD OR NAME/TYPE OF INSTITUTION WRITE VHU IF VACANT HOUSING UNIT; VBLDG IF VACANT BUILDING. ADDRESS ENTER HOUSE/BUILDING NUMBER AND STREET OR SITIO/PUROK NAME.	POPULATION COUNT AS OF AUGUST 1, 2015 TOTAL	MALE	FEMALE	REMARKS
(1)		(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)
17	I0	0 0 I 6	0 0 I 7	7 7 7 7		NUR / I2 BORJA ST. → A housing unit occupied by a non-usual resident (NUR)				M = I F = I
23	II	0 0 2 2	0 0 2 3 / 0 0 2 5	9 9 9 9		VBLDG / 3 ROXAS ST. → All housing units in the building are vacant				

Column 5 – Institutional Serial Number (ISN)

The ISN is *a unique four-digit number assigned consecutively to each ILQ*. This number indicates the order of listing of the ILQ in the EA. Assign an ISN of "**0001**" to the first ILQ, "**0002**" to the second ILQ, and so on until you have listed all the ILQs in the EA.

Example:

LINE NO. (1)	DAY OF VISIT	BUILDING SERIAL NUMBER (BSN) (2)	HOUSING UNIT SERIAL NUMBER (HUSN) (3)	HOUSE-HOLD SERIAL NUMBER (HSN) (4)	INSTITU-TIONAL SERIAL NUMBER (ISN) (5)	NAME OF HOUSEHOLD HEAD OR NAME/TYPE OF INSTITUTION / ADDRESS (6)	TOTAL (7)	MALE (8)	FEMALE (9)	REMARKS (10)
7	L 10	0006	0009	0000		SANCHEZ, JOSE / 12 ROXAS ST.	3 ◯	1	2	REFUSAL, R-TS; C-08/16 OK (P BRGY)
8	10	0007			0001	DOM'S BOARDING HOUSE / 14 ROXAS ST.	20 ✓	0	20	
9	10	0008	0010	0007		MOCANO, ETHAN / 16 ROXAS ST.	2 ◯	1	1	

If an ILQ is in operation but at the time of listing there are no residents who qualify for listing, you still have to list the ILQ and assign an ISN. Take note that when you assign an ISN for an ILQ, Column 3 (HUSN) and Column 4 (HSN) should be left blank.

Example:

1B

LINE NO. (1)	DAY OF VISIT	BUILDING SERIAL NUMBER (BSN) (2)	HOUSING UNIT SERIAL NUMBER (HUSN) (3)	HOUSE-HOLD SERIAL NUMBER (HSN) (4)	INSTITU-TIONAL SERIAL NUMBER (ISN) (5)	NAME OF HOUSEHOLD HEAD OR NAME/TYPE OF INSTITUTION / ADDRESS (6)	TOTAL (7)	MALE (8)	FEMALE (9)	REMARKS (10)
23	11	0018			0002	AMOR DORMITORY / 15 RIZAL ST.	0 ✓	0	0	NO RESIDENTS

HUSN and HSN are assigned only for households. Leave Column 5 (ISN) blank when listing a household.

ISN is assigned for ILQs. Leave Column 3 (HUSN) and Column 4 (HSN) blank when listing an ILQ.

Column 6 – Name of the Household Head or Name/Type of the Institution and Address

In this column, the first row is allotted for the name of the household head or the name or type of the ILQ. The second row in this column is for the address of the household or ILQ.

Write in capital letters the name of the head of the household being listed on the first row of Column 6. Write the last name, followed by a comma and then the first name and middle initial, if given. For an ILQ, write the name of the ILQ such as HOSPICIO DE SAN JOSE ORPHANAGE, NEW BILIBID PRISON, NATIONAL CENTER FOR MENTAL HEALTH, and CAMP CAPINPIN.

Example:

LINE NO.	DAY OF VISIT	BUILDING SERIAL NUMBER (BSN)	HOUSING UNIT SERIAL NUMBER (HUSN)	HOUSE-HOLD SERIAL NUMBER (HSN)	INSTITUTIONAL SERIAL NUMBER (ISN)	NAME OF HOUSEHOLD HEAD OR NAME/TYPE OF INSTITUTION / ADDRESS	TOTAL	MALE	FEMALE	REMARKS
(1)		(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)
1	10	0001	0001	0001		LAURENTE, GODFREY / 2 ROXAS ST.	8	3	5	
2	10	0002	0002	0002		CAGAS, PAUL / 4 ROXAS ST.	2	1	1	A-08/12 9 AM C-08/12
3	10	0003	0003	0003		LASACA, SIMON / 6 ROXAS ST.	4	3	1	A-08/12 9:30 AM C-08/12
4	10	0004	0004	0004		COLETO, CLARENCE / 8 ROXAS ST.	8	3	5	
5	10	0004	0005	0005		COLETO, RAMON / 8 ROXAS ST.	2	1	1	L
6	10	0005	0006/0008	9999		VBLDG / 10 ROXAS ST.				
7	10	0006	0009	0006		SANCHEZ, JOSE / 12 ROXAS ST.	3	1	2	REFUSAL, R-TS; C-08/16 OK (P BRGY)
8	10	0007			0001	DOM'S BOARDING HOUSE / 14 ROXAS ST.	20	0	20	

If the ILQ has no official name, write the name of the person or entity that manages it and the type of institution, as in the following examples: GUI LIPIO BOARDING HOUSE and MARCUS INN.

Enter the house or building number and the street or *sitio/purok* name on the second row of Column 6. However, if there is no house or building number, enter only the street name or *sitio/purok* name (for example, SITIO DAGOHOY OR PUROK MALIGAYA) or the common name by which the area is known (for instance, KRUS NA LIGAS and ARKO NI LUKAS). If the households in the EA have a common address, write a description of a permanent landmark near the households (for example, NEAR ST. MICHAEL PARISH) that will aid in locating them during the supervision or in future statistical undertakings.

If in Column 4, the assigned HSN is a special HSN, write the following notation in the first row (Name of household head) of Column 6:

Column 4	First Row of Column 6
7777	Write NUR if the entire household is not a usual resident of the housing unit
8888	Write the name of the foreign ambassador, minister, consul or other diplomatic representative
8889	Write VRH for vacation/rest house
9999	Write VBLDG if the entire building is vacant, or VHU if a housing unit in a building is vacant but other housing units in that building are occupied

Columns 7, 8, and 9 – Population Count

Column 7 is for the total number of members in a household or ILQ. On the second row of Column 7, a circle can be found. This is to be marked with "✔" if the institution is successfully interviewed to mean that the number refers to the count of members in the ILQ.

Ask the respondent for the total number of household members or members of the ILQ and write this number in Column 7.

Column 8 is for the total number of male members while Column 9 is for the total number of female members. Ask for the total number of males and females in the household or ILQ and write these numbers in Columns 8 and 9, respectively.

If all the members of the household/ILQ are males, write "**0**" in Column 9. If all the members of the household/ILQ are females, write "**0**" in Column 8. If an ILQ is in operation at the time of the enumeration but does not have occupants who qualify for listing, write "**0**" in Columns 7, 8, and 9. Put a check mark (✔) in the circle in Column 7.

Example:

The sum of males and females should be equal to the total population count in Column 7. The number of males in Column 8 should be equal to the number of male members in CP Form 2 or CP Form 4. The number of females in Column 9 should be equal to the number of female members in CP Form 2 or CP Form 4.

After you have accomplished CP Form 2 or CP Form 4, you will need to check the number of male and female members in this form with the numbers in Columns 8 and 9, respectively, in CP Form 1 for consistency. Any inconsistency should be corrected.

If a building or housing unit is vacant, vacation/rest house, or occupied by a household having usual residence elsewhere (hence, classified as NUR), or occupied by a household of a foreign ambassador, minister, consul or other diplomatic representative, leave Columns 7, 8, and 9 blank.

Temporarily leave <u>Columns 7, 8, and 9 BLANK for households/ILQs scheduled for callback or interviews that are partly completed and are scheduled for callback</u>. These columns will be filled out once the interview has been completed for such household/ILQ.

Column 10 – Remark/s

Use this column to write any of the following:

- Appointment date and time of a callback;
- Date when callback was successfully interviewed;
- Date when CP Form 2 or CP Form 4 for a SAQ household or ILQ will be collected;
- Any information pertaining to household and/or institution which refused to an interview; and
- Reference Number for a household using E-Questionnaire.

Below are the procedures to be followed in recording the information in Column 10 for callbacks, refusal, SAQ, and use of E-Questionnaire.

A. Households and Institutions for Callbacks

1. Fill out Columns 1 to 6 of CP Form 1.

2. Write the date and time of appointment in Column 10.

Example:

Suppose you visited a household on August 10, 2015 and there was no responsible member to interview, write in this column the date of the callback that you indicated in CP Form 9 (Appointment Slip to the Household/Institution/Barangay Official) so that you would remember

your appointment with the household. If you indicated "**August 12, 9:00 AM**" as the date and time of your callback in CP Form 9, you have to write "**A-08/12, 9AM**" in Column 10 of CP Form 1.

L I N E N O.	DAY OF VISIT	BUILDING SERIAL NUMBER (BSN)	HOUSING UNIT SERIAL NUMBER (HUSN)	HOUSE-HOLD SERIAL NUMBER (HSN)	INSTITU-TIONAL SERIAL NUMBER (ISN)	NAME OF HOUSEHOLD HEAD OR NAME/TYPE OF INSTITUTION / ADDRESS	POPULATION COUNT AS OF AUGUST 1, 2015 TOTAL	MALE	FEMALE	REMARKS
		(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)

(LISTING RECORD table header)

(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)
1 I0	0 0 0 1	0 0 0 1	0 0 0 1		LAURENTE, GODFREY / 2 ROXAS ST.	8 ◯	3	5	
2 I0	0 0 0 2	0 0 0 2	0 0 0 2		CAGAS, PAUL / 4 ROXAS ST.	◯			A-08/I2 9 AM

If upon your return to the household there is still no responsible member, schedule another appointment and record this in the remarks portion. If you are still unsuccessful on your third visit, write "**R-TS**" for Referral to TS.

3. If the household/ILQ has been successfully interviewed, write the date the interview was completed, preceded by "**C**" in Column 10. Write also the total members, male members and female members in Columns 7, 8, and 9, respectively.

Example:

The appointment was made in August 12. On that day, the interview was successfully done. To differentiate the appointment date from the date the interview was completed, you should write "**C-08/12**" to mean that the callback was successfully done in August 12.

L I N E N O.	DAY OF VISIT	BUILDING SERIAL NUMBER (BSN)	HOUSING UNIT SERIAL NUMBER (HUSN)	HOUSE-HOLD SERIAL NUMBER (HSN)	INSTITU-TIONAL SERIAL NUMBER (ISN)	NAME OF HOUSEHOLD HEAD OR NAME/TYPE OF INSTITUTION / ADDRESS	POPULATION COUNT AS OF AUGUST 1, 2015 TOTAL	MALE	FEMALE	REMARKS

(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)
1 I0	0 0 0 1	0 0 0 1	0 0 0 1		LAURENTE, GODFREY / 2 ROXAS ST.	8 ◯	3	5	
2 I0	0 0 0 2	0 0 0 2	0 0 0 2		CAGAS, PAUL / 4 ROXAS ST.	2 ◯	I	I	A-08/I2 9 AM C-08/I2

B. Households and Institutions which Refused to be Interviewed

1. Fill out Columns 1 to 6 of CP Form 1.

2. Write "**REFUSAL**" in this column if the household/institution turned down the interview.

Example:

Suppose you visited another household on August 10, 2015 and the household refused to be interviewed, write "**REFUSAL**" in this column. If the household still refused to be interviewed after three visits and after all efforts have been exerted, write "**R-TS**" for Referral to TS.

L I N E N O.	DAY OF VISIT	BUILDING SERIAL NUMBER (BSN)	HOUSING UNIT SERIAL NUMBER (HUSN)	HOUSE-HOLD SERIAL NUMBER (HSN)	INSTITU-TIONAL SERIAL NUMBER (ISN)	NAME OF HOUSEHOLD HEAD OR NAME/TYPE OF INSTITUTION / ADDRESS	POPULATION COUNT AS OF AUGUST 1, 2015 (TOTAL / MALE / FEMALE)		REMARKS

LISTING RECORD table example (line 7): BSN 0006, HUSN 0009, HSN 0006, Day of visit I0(L), Name: SANCHEZ, JOSE; I2 ROXAS ST.; Total: ○; Remarks: REFUSAL, R-TS

3. If after getting the assistance of your TS, Punong Barangay or any barangay official, the household was successfully interviewed, write in this column "**C-08/16: OK (acronym for the person who assisted)**".

Examples of Acronyms for Persons Assisting the EN:
TS – Team Supervisor
CAS – Census Area Supervisor
P BRGY – Punong Barangay
O BRGY – Other officials of the barangay

LISTING RECORD table example (line 7): BSN 0006, HUSN 0009, HSN 0006, Day of visit I0(L), Name: SANCHEZ, JOSE; I2 ROXAS ST.; Total: 3 (○); Male: I; Female: 2; Remarks: REFUSAL, R-TS; C-08/I4 OK (P BRGY)

C. Households and Institutions who were Provided with Self-Administered Questionnaires (SAQ)

If a household or ILQ cannot be interviewed for some reason, leave CP Form 2 with CP Form 7 or CP Form 4 with CP Form 8 to any responsible household member or ILQ staff and write in the remarks portion of the CP Form 1 the date when to collect the questionnaire. Write "**C/O (name of EN)**" if you are the one to collect the accomplished CP Form 2 or CP Form 4 or write "**C/O TS**" if your TS will be the one to collect the said forms.

Example:

LINE NO.	DAY OF VISIT	BUILDING SERIAL NUMBER (BSN)	HOUSING UNIT SERIAL NUMBER (HUSN)	HOUSE-HOLD SERIAL NUMBER (HSN)	INSTITU-TIONAL SERIAL NUMBER (ISN)	NAME OF HOUSEHOLD HEAD OR NAME/TYPE OF INSTITUTION — WRITE VHU IF VACANT HOUSING UNIT; VBLDG IF VACANT BUILDING. / ADDRESS — ENTER HOUSE/BUILDING NUMBER AND STREET OR SITIO/PUROK NAME.	POPULATION COUNT AS OF AUGUST 1, 2015 — TOTAL	MALE	FEMALE	REMARKS
(1)	(2)	(3)	(4)	(5)		(6)	(7)	(8)	(9)	(10)
54	I3	0047	0052	0044		LITANG, RAMIL 46 GEMINA ST.	4 ○	2	2	C/O TS 08/I7 C-08/I7

D. Households who were Provided with SAQ Instructions for E-Questionnaire

For areas where households opted to use E-Questionnaire, provide the respondent with CP Form 2 to serve as his/her reference and CP Form 7. Write in CP Form 7 the REFERENCE NUMBER assigned to a household who will use E-Questionnaire. This NUMBER will give household access to the PSA website in order to accomplish the E-Questionnaire. Follow these guidelines below:

1. Fill out Columns 1 to 6 of CP Form 1.

2. Leave Columns 7 to 9 blank and copy the REFERENCE NUMBER from CP Form 7 to Column 10 of CP Form 1 preceded by "**E**".

3. Indicate also the appointed date when you will pick-up the CP Form 2 with CP Form 7. Set an appointment date in such a way that an ample time is given to household in downloading, accomplishing, and submitting the E-Questionnaire. Check if the household opted to accomplish SAQ by filling out the CP Form 2 instead of using the E-Questionnaire. Write appropriate remarks in Column 10 of CP Form 1.

4. If the household has been successful in submitting the accomplished E-Questionnaire, a corresponding CENSUS RECEIPT CONFIRMATION NUMBER (CRCN) will be provided. The household should write the CRCN in CP Form 7. Copy CRCN in Column 10 of CP Form 1, as well as the date the CP Form 2 and CP Form 7 were collected preceded by "**C**".

LINE NO.	DAY OF VISIT	BUILDING SERIAL NUMBER (BSN)	HOUSING UNIT SERIAL NUMBER (HUSN)	HOUSE-HOLD SERIAL NUMBER (HSN)	INSTITU-TIONAL SERIAL NUMBER (ISN)	NAME OF HOUSEHOLD HEAD OR NAME/TYPE OF INSTITUTION — WRITE VHU IF VACANT HOUSING UNIT; VBLDG IF VACANT BUILDING. / ADDRESS — ENTER HOUSE/BUILDING NUMBER AND STREET OR SITIO/PUROK NAME.	POPULATION COUNT AS OF AUGUST 1, 2015 — TOTAL	MALE	FEMALE	REMARKS
(1)	(2)	(3)	(4)	(5)		(6)	(7)	(8)	(9)	(10)
55	I3	0048	0053	0045		MENESIS, JUN 48 GEMINA ST.	9 ○	4	5	E-0000000001 A08-I5, C-08/I5 CRCN-00I2

Refer to Illustration 6.1 and also to Appendix 7 for specific cases and examples of assigning BSN, HUSN, and HSN, vacant building and housing unit.

ILLUSTRATION 6.1 Filled Out CP Form 1

CP FORM 1

AUTHORITY:
Republic Act (RA) No. 10625 authorizes the Philippine Statistics Authority (PSA) to prepare and conduct periodic census on population.

CONFIDENTIALITY:
All information provided in this census shall be held STRICTLY CONFIDENTIAL in accordance with RA 10625.

Republic of the Philippines
PHILIPPINE STATISTICS AUTHORITY

2015 CENSUS OF POPULATION LISTING BOOKLET

1A
495679

Approval Number: PSA 1518-01
Expires on March 31, 2016

CERTIFICATION

I hereby certify that the data set forth herein were personally obtained/reviewed by me and in accordance with the instructions given by PSA.

Cheryl Bastillo
CHERYL BASTILLO   08/15/15
ENUMERATOR   DATE SIGNED
SIGNATURE OVER PRINTED NAME

TEAM SUPERVISOR   DATE SIGNED
SIGNATURE OVER PRINTED NAME

GEOGRAPHIC IDENTIFICATION

MONTH OF VISIT `0 8`   **BOOKLET** `0 1` **OF** `___` **BOOKLETS**

PROVINCE SURIGAO DEL NORTE `6 7` **BARANGAY** WASHINGTON `0 6 8`

CITY/MUNICIPALITY SURIGAO CITY `2 4` **ENUMERATION AREA NUMBER** `0 0 5 0 0 0`

LISTING RECORD

LINE NO. (1)	DAY OF VISIT (2)	BUILDING SERIAL NUMBER (BSN) (2)	HOUSING UNIT SERIAL NUMBER (HUSN) (3)	HOUSE-HOLD SERIAL NUMBER (HSN) (4)	INSTITU-TIONAL SERIAL NUMBER (ISN) (5)	NAME OF HOUSEHOLD HEAD OR NAME/TYPE OF INSTITUTION / ADDRESS (6)	TOTAL (7)	MALE (8)	FEMALE (9)	REMARKS (10)
1	08/10	0001	0001	0001		RIYAL, MADONNA / 2 M. ORTIZ ST.	3 ◯	2	1	
2	10	0002	0002	0002		LOAYON, GLORIA / 4 M. ORTIZ ST.	4 ◯	2	2	
3	10	0003	0003	0003		GODINEZ, VICTOR / 6 M. ORTIZ ST.	2 ◯	2	0	
4	10	0004	0004	0004		SITOY, ELVIN / 8 M. ORTIZ ST.	7 ◯	3	4	
5	10	0005	0005	0005		GO, GRACE / 10 M. ORTIZ ST.	5 ◯	3	2	⌐
6	10	0006	0006	0006		BULABOG, ALEXIS / 12 M. ORTIZ ST.	3 ◯	1	2	
7	10	0007	0007	0007		BELTRAN, DINA / 14 M. ORTIZ ST.	3 ◯	1	2	
8	10	0008	0008	0008		NAVARRO, CYNTHIA / 16 M. ORTIZ ST.	4 ◯	2	2	
9	10	0009	0009	9999		VBLDG / 18 M. ORTIZ ST.				**A building with one housing unit that is vacant**
10	10	0010	0010	0009		RICAFORT, SUSANITA / 20 M. ORTIZ ST.	2 ◯	2	0	

					TOTAL HOUSEHOLD POPULATION	33	18	15	
TOTAL	10	10	9	0		G	H	I	
	A	B	C	D	TOTAL INSTITUTIONAL POPULATION	0	0	0	
VACANT	1	1				J	K	L	
	E	F			TOTAL POPULATION	33	18	15	
						M	N	O	

MATCHED BY   SIGNATURE OVER PRINTED NAME   DATE SIGNED

ILLUSTRATION 6.1 Filled Out CP Form 1 *(Continued)*

1B ⌐   **LISTING RECORD**

LINE NO.	DAY OF VISIT	BUILDING SERIAL NUMBER (BSN)	HOUSING UNIT SERIAL NUMBER (HUSN)	HOUSE-HOLD SERIAL NUMBER (HSN)	INSTITU-TIONAL SERIAL NUMBER (ISN)	NAME OF HOUSEHOLD HEAD OR NAME/TYPE OF INSTITUTION / ADDRESS	TOTAL	MALE	FEMALE	REMARKS
(1)		(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)
11	10	0011	0011	0010		LUMABAN, DEXTER / 2 BORJA ST.	4 ◯	1	3	
12	10	0012	0012	0011		GA, ELIZAMAR / 4 BORJA ST.	5 ◯	3	2	
13	10	0012	0013	9999		VHU / 4 BORJA ST.				*A building with two housing units where one is occupied while the other is vacant*
14	10	0013	0014	0012		SERING, DIEGO / 6 BORJA ST.	4 ◯	2	2	
15	10	0014	0015	0013		SITOY, MARKO / 8 BORJA ST.	2 ◯	0	2	⌐
16	10	0015	0016	0014		MENIL, JULIELOU / 10 BORJA ST.	6 ◯	4	2	
17	⌐ 10	0016	0017	7777		NUR / 12 BORJA ST.				M = 1 F = 1 *A housing unit occupied by a non-usual resident (NUR)*
18	10	0017	0018	0015		RONISIO, MADEL / 14 BORJA ST.	3 ◯	1	2	
19	11	0018	0019	0016		TAMPA, JOEY / 16 BORJA ST.	5 ◯	3	2	
20	11	0019	0020	0017		RICARFORTE, RICO / 18 BORJA ST.	7 ◯	4	3	
21	11	0020	0021	0018		ALIGAN, FRANKLIN / 20 BORJA ST.	2 ◯	1	1	
22	11	0021	0022	0019		WINESLAO, TOMAS / 1 ROXAS ST.	8 ◯	3	5	
23	11	0022	0023 0025	9999		VBLDG / 3 ROXAS ST.				*All housing units in the building are vacant*
24	11	0023	0026	0020		HAMAY, GEORGE / 5 ROXAS ST.	3 ◯	1	2	
25	11	0024	0027	0021		MALINITA, JOHN / 7 ROXAS ST.	4 ◯	2	2	
TOTAL		14 (A)	17 (B)	12 (C)	0 (D)	TOTAL HOUSEHOLD POPULATION	53 (G)	25 (H)	28 (I)	
VACANT		1 (E)	4 (F)	⌐		TOTAL INSTITUTIONAL POPULATION	0 (J)	0 (K)	0 (L)	
						TOTAL POPULATION	53 (M)	25 (N)	28 (O)	

MATCHED BY _____ SIGNATURE OVER PRINTED NAME   DATE SIGNED   ⌐

ILLUSTRATION 6.1 Filled Out CP Form 1 *(Concluded)*

LINE NO. (1)	DAY OF VISIT (1)	BUILDING SERIAL NUMBER (BSN) (2)	HOUSING UNIT SERIAL NUMBER (HUSN) (3)	HOUSE-HOLD SERIAL NUMBER (HSN) (4)	INSTITU-TIONAL SERIAL NUMBER (ISN) (5)	NAME OF HOUSEHOLD HEAD OR NAME/TYPE OF INSTITUTION / ADDRESS (6)	POPULATION COUNT AS OF AUGUST 1, 2015 — TOTAL (7)	MALE (8)	FEMALE (9)	REMARKS (10)
26	II	0025	0028	8889		VRH / 9 ROXAS ST.				A vacation house
27	II	0026	0029	0022		CLARINO, RICKY / II ROXAS ST.	4 ○	2	2	
28	II	0027	0030	0023		TAPASAK, YOLLY / I3 ROXAS ST.	7 ○	5	2	
29	II	0028	003I	0024		GUPAY, ANABEL / I5 ROXAS ST.	3 ○	I	2	
30	II	0029			000I	ANDREI'S BOARDING HOUSE / I7 ROXAS ST.	24 ✓	I4	I0	An institution with a household living in an institution's premises
31	II	0029	0032	0025		ALEGRIA, MONA / I9 ROXAS ST.	2 ○	I	I	
32	II	0030	0033	0026		CANTAPOY, LIZA / 2 GEMINA ST.	6 ○	3	3	
33	II	003I 0034			0002	ALEXANDREA'S LADIES DORM / 4 GEMINA ST.	26 ✓	0	26	An institution occupying four buildings with no male residents
34	II	0035	0034	0027		DOLO, GINA / 6 GEMINA ST.	4 ○	3	I	
35	I2	0036	0035	0028		MACA, ROY / 8 GEMINA ST.	3 ○	2	I	
36	I2	0037	0036	0029		LISONDRA, DENNIS / I0 GEMINA ST.	5 ○	3	2	
37	I2	0038			0003	AESHA'S BOARDING HOUSE / I2 GEMINA ST.	I5 ✓	I5	0	An institution with no female residents
38	I2	0039	0037	0030		GIBERTS, ANNIELOR / I4 GEMINA ST.	2 ○	2	0	
39	I2	0040	0038	003I		CARUT, CATHY / I6 GEMINA ST.	4 ○	2	2	
40	I2	004I	0039	0032		MINDOL, GERALD / I8 GEMINA ST.	8 ○	2	6	

TOTAL	I7 (A)	I2 (B)	II (C)	3 (D)		TOTAL HOUSEHOLD POPULATION	48 (G)	26 (H)	22 (I)
VACANT	0 (E)	0 (F)				TOTAL INSTITUTIONAL POPULATION	65 (J)	29 (K)	36 (L)
						TOTAL POPULATION	II3 (M)	55 (N)	58 (O)

MATCHED BY _____ _____
            SIGNATURE OVER PRINTED NAME   DATE SIGNED

6.5   PAGE TOTALS

In this portion, write the page totals of every page of CP Form 1 for the following:

- Buildings (occupied and vacant);
- Housing units (occupied and vacant);
- Households;
- ILQs;
- Total household population, total male household population, total female household population; and
- Total institutional population, total male institutional population, and total female institutional population.

Be guided by the following specific instructions:

Buildings	
Total Number of Buildings (A)	Count the number of unique BSNs in Column 2 and write the total count in the box provided in this column. Count the same BSN once even if they appear in more than one line. There are lines in this column wherein the two rows are filled up, the first row with the beginning BSN and the second row with the ending BSN. In such cases, count the number of BSNs in the range by subtracting beginning BSN from ending BSN, and then adding 1.
Total Number of Vacant Buildings (E)	Count the number of unique BSNs with corresponding entry of **VBLDG** in Column 6 and write the total count in the box provided in Column 2. Count the number of BSNs in case they appear in a range by subtracting beginning BSN from ending BSN, and then adding 1. Write zero (0) in the box for total in Column 2 if there is no entry of BSN with corresponding VBLDG in Column 6.

Housing Units		
Total Number of Housing Units (B)	Count the number of unique HUSNs in Column 2 and write the total count in the box provided in this column. Count the same HUSN once even if they appear in more than one line. There are lines in this column wherein the two rows are filled up, the first row with the beginning HUSN and the second row with the ending HUSN. In such cases, count the number of HUSNs in the range by subtracting beginning HUSN from ending HUSN, and then adding 1.	
Total Number of Vacant Housing Units (F)	Count the number of unique HUSNs in Column 3 with corresponding entry of "**VBLDG**" and "**VHU**" in Column 6 and write the total count in the box provided in Column 3. Count the number of HUSNs in case they appear in a range by subtracting beginning HUSN from ending HUSN, and then adding 1. Write zero (0) in the box for total in Column 3 if there is no entry of VBLDG and VHU in Column 6.	
Households and Institutions		
Total Number of Households (C)	Count the number of HSNs in Column 4 and write the total in the box provided in this column. Exclude from the count those HSNs "**7777**", "**8888**", "**8889**", and "**9999**".	
Total Number of Institutions (D)	Count the number of ISNs in Column 5 and write the total in the box provided in this column. Write zero (0) in the box for total in Column 5 if all lines in this column are blank.	
Population Count		
Total, Male, and Female Household Population (G to I)	For lines **without** a "✓" mark in the circle in Column 7, add all the entries in Columns 7, 8, and 9 and write the totals in their respective boxes.	
Total, Male, and Female Institutional Population (J to L)	For lines **with** a "✓" mark in the circle in Column 7, add all the entries in Columns 7, 8, and 9 and write the totals in their respective boxes. Write zero (0) in the box for total in Columns 7, 8, 9 if all lines have no "✓" mark in Column 7 or if all lines with a "✓" mark have zero (0) entry in these columns.	
Total, Male, and Female Population (M to O)	Add the entries in the Total Household Population and Total Institutional Population and write the totals in their respective boxes.	

Fill out Page Totals only after all the lines on the page have been filled out, all the callbacks have been successfully interviewed, and CP Form 2 and CP Form 4 administered with SAQ have been collected. If it is the last page being used for the EA, fill out Page Totals even if not all the lines on the page are filled out.

See illustration 6.2 to 6.6 for examples of filled out CP Form 1, including page and column totals.

ILLUSTRATION 6.2 Filled Out CP Form 1 (Page 1A) With Callback

CP FORM 1

AUTHORITY:
Republic Act (RA) No. 10625 authorizes the Philippine Statistics Authority (PSA) to prepare and conduct periodic census on population.

CONFIDENTIALITY:
All information provided in this census shall be held STRICTLY CONFIDENTIAL in accordance with RA 10625.

Republic of the Philippines
PHILIPPINE STATISTICS AUTHORITY

**2015 CENSUS OF POPULATION
LISTING BOOKLET**

1A
495686

Approval Number: PSA 1518-01
Expires on March 31, 2016

CERTIFICATION

I hereby certify that the data set forth herein were personally obtained/reviewed by me and in accordance with the instructions given by PSA.

Nanette Sering
NANETTE SERING　　08/15/15
ENUMERATOR
SIGNATURE OVER PRINTED NAME　DATE SIGNED

TEAM SUPERVISOR
SIGNATURE OVER PRINTED NAME　DATE SIGNED

GEOGRAPHIC IDENTIFICATION

MONTH OF VISIT `0 8`　　BOOKLET `0 1` OF `　　` BOOKLETS

PROVINCE SURIGAO DEL NORTE `6 7`　BARANGAY WASHINGTON `0 6 8`

CITY/MUNICIPALITY SURIGAO CITY `2 4`　ENUMERATION AREA NUMBER `0 0 6 0 0 0`

LISTING RECORD

LINE NO. (1)	DAY OF VISIT (2)	BUILDING SERIAL NUMBER (BSN) (2)	HOUSING UNIT SERIAL NUMBER (HUSN) (3)	HOUSE-HOLD SERIAL NUMBER (HSN) (4)	INSTITU-TIONAL SERIAL NUMBER (ISN) (5)	NAME OF HOUSEHOLD HEAD OR NAME/TYPE OF INSTITUTION / ADDRESS (6)	TOTAL (7)	MALE (8)	FEMALE (9)	REMARKS (10)
1	08/10	0001	0001	0001		LAURENTE, GODFREY / 2 ROXAS ST.	8 ○	3	5	
2	10	0002	0002	0002		CAGAS, PAUL / 4 ROXAS ST.	○			A-08/11 9 AM
3	10	0003	0003	0003		LASACA, SIMON / 6 ROXAS ST.	○			A-08/12 9:30 AM
4	10	0004	0004	0004		COLETO, CLARENCE / 8 ROXAS ST.	8 ○	3	5	
5	10	0004	0005	0005		COLETO, RAMON / 8 ROXAS ST.	2 ○	1	1	⌐
6	10	0005	0006 0008		9999	VBLDG / 10 ROXAS ST.	○			
7	⌐ 10	0006	0009	0006		SANCHEZ, JOSE / 12 ROXAS ST.	○			REFUSAL R-TS
8	10	0007			0001	DOM'S BOARDING HOUSE / 14 ROXAS ST.	20 ✓	0	20	
9	10	0008	0010	0007		MOCANO, ETHAN / 16 ROXAS ST.	2 ○	1	1	
10	10	0009	0011	0008		ENSOMO, LUEL / 18 ROXAS ST.	6 ○	2	4	

	A	B	C	D		TOTAL HOUSEHOLD POPULATION	G	H	I
TOTAL									
VACANT	E	F				TOTAL INSTITUTIONAL POPULATION	J	K	L
						TOTAL POPULATION	M	N	O

MATCHED BY
SIGNATURE OVER PRINTED NAME　DATE SIGNED

DO NOT WRITE THE TOTALS IF THERE ARE HOUSEHOLDS SCHEDULED FOR CALLBACK

ILLUSTRATION 6.3 Filled Out CP Form 1 (Page 1A) With Completed Callback

CP FORM 1

AUTHORITY:
Republic Act (RA) No. 10625 authorizes the Philippine Statistics Authority (PSA) to prepare and conduct periodic census on population.

CONFIDENTIALITY:
All information provided in this census shall be held STRICTLY CONFIDENTIAL in accordance with RA 10625.

Republic of the Philippines
PHILIPPINE STATISTICS AUTHORITY

2015 CENSUS OF POPULATION
LISTING BOOKLET

1A
495686

Approval Number: PSA 1518-01
Expires on March 31, 2016

CERTIFICATION

I hereby certify that the data set forth herein were personally obtained/reviewed by me and in accordance with the instructions given by PSA.

Nanette Sering
NANETTE SERING   08/15/15
ENUMERATOR   DATE SIGNED
SIGNATURE OVER PRINTED NAME

TEAM SUPERVISOR   DATE SIGNED
SIGNATURE OVER PRINTED NAME

GEOGRAPHIC IDENTIFICATION

MONTH OF VISIT `0 8`   BOOKLET `0 1` OF `  ` BOOKLETS

PROVINCE SURIGAO DEL NORTE `6 7` BARANGAY WASHINGTON `0 6 8`

CITY/MUNICIPALITY SURIGAO CITY `2 4` ENUMERATION AREA NUMBER `0 0 6 0 0 0`

LISTING RECORD

LINE NO. (1)	DAY OF VISIT (1)	BUILDING SERIAL NUMBER (BSN) (2)	HOUSING UNIT SERIAL NUMBER (HUSN) (3)	HOUSE-HOLD SERIAL NUMBER (HSN) (4)	INSTITU-TIONAL SERIAL NUMBER (ISN) (5)	NAME OF HOUSEHOLD HEAD OR NAME/TYPE OF INSTITUTION / ADDRESS (6)	TOTAL (7)	MALE (8)	FEMALE (9)	REMARKS (10)
1	08/10	0001	0001	0001		LAURENTE, GODFREY / 2 ROXAS ST.	8 ◯	3	5	
2	10	0002	0002	0002		CAGAS, PAUL / 4 ROXAS ST.	2 ◯	1	1	A-08/11 9 AM C-08/11
3	10	0003	0003	0003		LASACA, SIMON / 6 ROXAS ST.	4 ◯	3	1	A-08/12 9:30 AM C-08/12
4	10	0004	0004	0004		COLETO, CLARENCE / 8 ROXAS ST.	8 ◯	3	5	
5	10	0004	0005	0005		COLETO, RAMON / 8 ROXAS ST.	2 ◯	1	1	⌐
6	10	0005 0008	0006 9999			VBLDG / 10 ROXAS ST.	◯			
7	⌐ 10	0006	0009	0006		SANCHEZ, JOSE / 12 ROXAS ST.	3 ◯	1	2	REFUSAL, R-TS; C-08/16 OK (P BRGY)
8	10	0007			0001	DOM'S BOARDING HOUSE / 14 ROXAS ST.	20 ✓	0	20	
9	10	0008	0010	0007		MOCANO, ETHAN / 16 ROXAS ST.	2 ◯	1	1	
10	10	0009	0011	0008		ENSOMO, LUEL / 18 ROXAS ST.	6 ◯	2	4	

	BSN	HUSN	HSN	ISN		TOTAL	MALE	FEMALE	
TOTAL	9 (A)	11 (B)	8 (C)	1 (D)	TOTAL HOUSEHOLD POPULATION	35 (G)	15 (H)	20 (I)	
VACANT	1 (E)	3 (F)			TOTAL INSTITUTIONAL POPULATION	20 (J)	0 (K)	20 (L)	
					TOTAL POPULATION	55 (M)	15 (N)	40 (O)	

MATCHED BY
SIGNATURE OVER PRINTED NAME   DATE SIGNED

WRITE THE TOTALS IF ALL CALLBACKS ARE SUCCESSFULLY INTERVIEWED

ILLUSTRATION 6.4 Filled Out CP Form 1 (Page 1B)

1B					LISTING RECORD				
L I N E N O.	DAY OF VISIT	BUILDING SERIAL NUMBER (BSN)	HOUSING UNIT SERIAL NUMBER (HUSN)	HOUSE-HOLD SERIAL NUMBER (HSN)	INSTITU-TIONAL SERIAL NUMBER (ISN)	NAME OF HOUSEHOLD HEAD OR NAME/TYPE OF INSTITUTION. WRITE VHU IF VACANT HOUSING UNIT; VBLDG IF VACANT BUILDING. ADDRESS ENTER HOUSE/BUILDING NUMBER AND STREET OR SITIO/PUROK NAME.	POPULATION COUNT AS OF AUGUST 1, 2015			REMARKS
							TOTAL	MALE	FEMALE	
(1)		(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)
11	I0	0 0 1 0 0 0 1 2		0 0 0 9		PONDANG, LEILA / 20A ROXAS ST.	7 ◯	2	5	
12	I0	0 0 1 0 0 0 1 3		0 0 1 0		FUENTES, PERRY / 20B ROXAS ST.	3 ◯	I	2	
13	I0	0 0 1 0 0 0 1 4		9 9 9 9		VHU / 20C ROXAS ST.	◯			
14	I0	0 0 1 1 0 0 1 5		0 0 1 1		SANTOS, GISELLE / I RIZAL ST.	7 ◯	3	4	
15	I0	0 0 1 2 0 0 1 6		7 7 7 7		NUR / 3 RIZAL ST.	◯			M = 2 F = I
16	I0	0 0 1 3 0 0 1 7		8 8 8 9		VRH / 5 RIZAL ST.	◯			
17	I0	0 0 1 4 0 0 1 8		0 0 1 2		RONQUILLO, RENATO / 7 RIZAL ST.	4 ◯	2	2	
18	I0	0 0 1 4 0 0 1 9		0 0 1 3		LOPEZ, MARIANO / 7 RIZAL ST.	8 ◯	5	3	
19	II	0 0 1 5 0 0 2 0		0 0 1 4		MARASIGAN, ROMMEL / 9 RIZAL ST.	8 ◯	4	4	
20	II	0 0 1 6 0 0 2 1		0 0 1 5		TANDAN, CARISSA / II RIZAL ST.	3 ◯	2	I	
21	II	0 0 1 7 0 0 2 2		0 0 1 6		MIRANDA, GARRY / I3 RIZAL ST.	I ◯	I	0	
22	II	0 0 1 7 0 0 2 2		0 0 1 7		MIRANDA, LYKA / I3 RIZAL ST.	3 ◯	I	2	
23	II	0 0 1 8			0 0 0 2	AMOR DORMITORY / I5 RIZAL ST.	0 ☑	0	0	NO RESIDENTS
24	II	0 0 1 9 0 0 2 3		0 0 1 8		BARBERS, KRISTOPHER / I7 RIZAL ST.	4 ◯	2	2	
25	II	0 0 2 0 0 0 2 4		0 0 1 9		LIMPOT, CARLITO / I9 RIZAL ST.	5 ◯	3	2	
TOTAL		II	I3	II	I	TOTAL HOUSEHOLD POPULATION	53	26	27	
		A	B	C	D		G	H	I	
VACANT		0	I			TOTAL INSTITUTIONAL POPULATION	0	0	0	
		E	F				J	K	L	
						TOTAL POPULATION	53	26	27	
							M	N	O	

MATCHED BY _____   _____
SIGNATURE OVER PRINTED NAME   DATE SIGNED

ILLUSTRATION 6.5 Filled Out CP Form 1 (Page 1C)

┐					LISTING RECORD				1C
L I N E N O.	DAY OF VISIT	BUILDING SERIAL NUMBER (BSN)	HOUSING UNIT SERIAL NUMBER (HUSN)	HOUSE- HOLD SERIAL NUMBER (HSN)	INSTITU- TIONAL SERIAL NUMBER (ISN)	NAME OF HOUSEHOLD HEAD OR NAME/TYPE OF INSTITUTION WRITE VHU IF VACANT HOUSING UNIT; VBLDG IF VACANT BUILDING. ADDRESS ENTER HOUSE/BUILDING NUMBER AND STREET OR SITIO/PUROK NAME.	POPULATION COUNT AS OF AUGUST 1, 2015 TOTAL	MALE	FEMALE
									REMARKS ┌
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)
26	II	0 0 2 1	0 0 2 5	0 0 2 0		MABOLIS, RUDY / 2I RIZAL ST.	5 ○	I	4	
27	II	0 0 2 2	0 0 2 6	9 9 9 9		VBLDG / 23 RIZAL ST.	○			
28	II	0 0 2 3	0 0 2 7	0 0 2 I		ODCHIMAR, NICOLAS / I VASQUEZ ST.	6 ○	2	4	
29	II	0 0 2 4	0 0 2 8	0 0 2 2		LOAYON, JIM / 3 VASQUEZ ST.	2 ○	I	I	
30	II	0 0 0 2	0 0 0 2	0 0 2 3		LLORENTE, ALBERT / 4 ROXAS ST.	3 ○	I	2	ANOTHER ┐ HH AFTER CALLBACK
31	II	0 0 2 5	0 0 2 9	0 0 2 4		MAALO, EDWARD / 5 VASQUEZ ST.	9 ○	4	5	
32	└ II	0 0 2 6	0 0 3 0	9 9 9 9		VHU / 7 VASQUEZ ST.	○			
33	II	0 0 2 6	0 0 3 I	0 0 2 5		BREBIESCAS, LUCY / 7 VASQUEZ ST.	I ○	0	I	
34	II	0 0 2 7	0 0 3 2	0 0 2 6		JUMAWAN, VINHS / 9 VASQUEZ ST.	4 ○	3	I	
35	I2	0 0 2 8	0 0 3 3	0 0 2 7		DE LEON, REMY / II VASQUEZ ST.	5 ○	2	3	
36	I2	0 0 2 9	0 0 3 4	0 0 2 8		TULIO, LETTY / I3 VASQUEZ ST.	5 ○	3	2	
37	I2	0 0 3 0	0 0 3 5	0 0 2 9		ELEGUE, LILY / I5 VASQUEZ ST.	4 ○	2	2	
38	I2	0 0 3 I	0 0 3 6	0 0 3 0		KARGANILLA, CARLO / I7 GEMINA ST.	3 ○	I	2	
39	I2	0 0 3 2	0 0 3 7	0 0 3 I		BELLO, JEPOY / I9 VASQUEZ ST.	3 ○	2	I	
40	I2	0 0 3 3	0 0 3 8	0 0 3 2		VERGARA, SOL / 2I VASQUEZ ST.	4 ○	I	3	
TOTAL		I3	I4	I3	0	TOTAL HOUSEHOLD POPULATION	54	23	3I	
		A	B	C	D		G	H	I	
VACANT		I	2		┘	TOTAL INSTITUTIONAL POPULATION	0	0	0	
		E	F				J	K	L	
						TOTAL POPULATION	54	23	3I	
							M	N	O	
MATCHED BY	SIGNATURE OVER PRINTED NAME		DATE SIGNED						┘

ILLUSTRATION 6.6 Filled Out CP Form 1 (Page 1D)

1D ┐   **LISTING RECORD**

LINE NO.	DAY OF VISIT	BUILDING SERIAL NUMBER (BSN)	HOUSING UNIT SERIAL NUMBER (HUSN)	HOUSE-HOLD SERIAL NUMBER (HSN)	INSTITU-TIONAL SERIAL NUMBER (ISN)	NAME OF HOUSEHOLD HEAD OR NAME/TYPE OF INSTITUTION / ADDRESS	POPULATION COUNT AS OF AUGUST 1, 2015 TOTAL	MALE	FEMALE	REMARKS
(1)	(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)
41	I2	0034	0039	0033		CRISTOBAL, JAKE / 20 GEMINA ST.	3 ◯	I	2	
42	I2	0035	0040	0034		GUERRA, NAZARIA / 22 GEMINA ST.	4 ◯	2	2	
43	I2	0036	0041	0035		AGUSTIN, CITAS / 24 GEMINA ST.	5 ◯	2	3	
44	I2	0037	0042	9999		VBLDG / 26 GEMINA ST.	◯			
45	I2	0038	0043	0036		PIAD, ANA / 28 GEMINA ST.	3 ◯	I	2	∟
46	I2	0039	0044	0037		REYES, CRISTY / 30 GEMINA ST.	2 ◯	0	2	
47	∟ I2	0040	0045	0038		MIRANDA, ROLITO / 32 GEMINA ST.	6 ◯	4	2	
48	I2	0041	0046	0039		PAJAGANAS, MARIE / 34 GEMINA ST.	2 ◯	I	I	
49	I2	0042	0047	0040		NOVILLA, GORETTI / 36 GEMINA ST.	3 ◯	I	2	
50	I2	0043	0048	0041		SAGUN, ARVIN / 38 GEMINA ST.	4 ◯	2	2	
51	I2	0044	0049	0042		NARCISO, FREDDIE / 40 GEMINA ST.	3 ◯	I	2	
52	I2	0045	0050	8888		MACLEAN, JAMES / 42 GEMINA ST.	◯			HH OF FOREIGN MISSIONARY
53	I3	0046	0051	0043		GIPALA, CALOY / 44 GEMINA ST.	7 ◯	3	4	
54	I3	0047	0052	0044		LITANG, RAMIL / 46 GEMINA ST.	4 ◯	2	2	A-08/I7 C/O TS C-08/I7
55	I3	0048	0053	0045		MENESIS, JUN / 48 GEMINA ST.	9 ◯	4	5	E-000000000I, A-08/I5, C-08/I5 CRCN-00I2

TOTAL		I5	I5	I3	0	TOTAL HOUSEHOLD POPULATION	55	24	3I	
		A	B	C	D		G	H	I	
VACANT		I	I			TOTAL INSTITUTIONAL POPULATION	0	0	0	
		E	F				J	K	L	
						TOTAL POPULATION	55	24	3I	
							M	N	O	

MATCHED BY _____ _____

SIGNATURE OVER PRINTED NAME   DATE SIGNED

6.6   INSTRUCTIONS FOR LISTING OF HOUSEHOLDS FOUND IN TEMPORARY EVACUATION CENTER OR RELOCATION AREA

As mentioned in Chapter 4, households found in temporary evacuation center or relocation area at the time of the census should be listed following the specific procedures below:

1. If your EA contain a temporary evacuation center or relocation area, use a separate booklet of CP Form 1 to list the households in a temporary relocation area or evacuation center. If your assigned EA has two or more temporary relocation areas/evacuation centers, use a separate booklet of CP Form 1 for each of them.

2. Filling Out CP Form 1

   Certification Panel and Geographic Identification Panel
   - Fill out the certification and geographic identification portion following the instructions on how to fill out these panels in Sections 6.2 and 6.3.

   Listing Record
   - Assign each household a BSN of **5555** and an HUSN of **5555**. Assign a **unique HSN to each household**, following the instructions on how to assign HSN in Section 6.4.

   Page Totals
   - Total Number of Buildings (A) and Total Number of Housing Units (B): Leave boxes A and B blank.
   - Total Number of Households (C): Count the number of HSNs in Column 4 and write the total in the box provided.
   - Total Number of Institutional Living Quarters (D): Leave box D blank.
   - Total Number of Vacant Buildings (E) and Total Number of Vacant Housing Units (F): Leave boxes E and F blank.
   - Total, Male, and Female Household Population (G to I): Add all the entries in Columns 7, 8, and 9 and write the totals in their respective boxes.
   - Total, Male, and Female Institutional Population (J to L): Write "0" in each box provided.
   - Total, Male, and Female Population (M to O): Copy the entries in the Total, Male, and Female Household Population (G to I)

3. Follow a continuous booklet numbering of all the booklets that you have used for the entire assigned EA.

4. Indicate on the map the location of evacuation center.

5. Complete the enumeration of households in relocation area once you had started enumerating it. This is to ensure consecutive HSNs to households in the relocation area.

⑦ Instructions in Accomplishing CP Form 2

This chapter discusses the instructions on how you will enumerate the household population using the CP Form 2 – Household Questionnaire. This questionnaire gathers data on the basic demographic, social, and economic characteristics of the household population and some characteristics of their housing units. It also collects data on registration of deaths in the last two years among household members. See Appendix 2 for a copy of this questionnaire and the translation guide in Appendix 8.

CP Form 2 is a four-page questionnaire. The first page (2A) of this questionnaire contains the following:

1. Title Panel
2. Certification Panel
3. Geographic Identification Panel
4. Interview Record
5. Remarks Portion

The second and third pages (2B and 2C) contain the Population Census Questions. The fourth page (2D) contains the questions on housing, as well as questions on registration of deaths in the last two years among household members. Below is the list of questions asked in the CP Form 2.

Population Census Questions

For all persons:
P1 – Name of the household member
P2 – Relationship to the household head
P3 – Sex
P4 – Date of birth
P5 – Age
P6 – Whether a member's birth was registered at the LCR Office
P7 – Copy of birth certificate
P8 – Marital status
P9 – Religious affiliation

For all persons 5 to 24 years old:
P10 – School attendance

For all persons 5 years old and over:
P11 – Literacy
P12 – Highest grade/year completed

For all persons 15 years old and over:
P13 – Graduate of technical/vocational course
P14 – Technical/vocational course obtained
P15 – Overseas worker
P16 – Usual activity/occupation

Housing Census Questions

B1 – Type of building
B2 – Construction materials of the roof of the building
B3 – Construction materials of the outer walls of the building/housing unit
H1 – Fuel for lighting
H2 – Source of water supply for drinking
H3 – Source of water supply for cooking
H4 – Tenure status of the housing unit/lot

Questions on Registration of Deaths in the Last Two Years Among Household Members

D1 – Whether any household member died in the past two years
D2 – Number of former household members who died in the past two years
D3 – Name of former household member who died in the past two years
D4 – Sex of former household member who died in the past two years
D5 – Age at death of former household member who died in the past two years
D6 – Whether death was registered at the LCR Office
D7 – Copy of death certificate

7.1   TITLE PANEL

The Title Panel is found on the topmost part of CP Form 2.

CP FORM 2		2A
AUTHORITY: Republic Act (RA) No. 10625 authorizes the Philippine Statistics Authority (PSA) to prepare and conduct periodic census on population. **CONFIDENTIALITY:** All information provided in this census shall be held STRICTLY CONFIDENTIAL in accordance with RA 10625.	*Republic of the Philippines* **PHILIPPINE STATISTICS AUTHORITY** **2015 CENSUS OF POPULATION** **HOUSEHOLD QUESTIONNAIRE**	0000000I Approval Number: PSA-1518-02 Expires on March 31, 2016

The Title Panel contains the following:

- Form Type and Authority/Confidentiality Clauses
- Form Title
- Page Number
- PSA Approval Number and Expiration Date

The Title Panel bears a serial number which serves to control and account booklets assigned to each city/municipality. All booklets of CP Form 2 given to you will be accounted for until the end of the enumeration. Do not lose any booklet of CP Form 2 since all accomplished and unused questionnaires will be returned to the PSA through your supervisor at the end of the enumeration period.

7.2   CERTIFICATION PANEL

This portion will be filled out after you have <u>successfully completed the interview</u> and <u>reviewed/edited the questionnaire</u>. Print your full name in capital letters clearly on the space provided and sign over it. Your signature attests to the completeness and accuracy of the listing booklet that you have accomplished. Indicate also the date (mm/dd/yy) when you affixed your signature.   All questionnaires that you have accomplished should bear your name and your signature. Use of stamp pad is strictly not allowed.

When you sign in this portion, you are certifying that you have <u>personally conducted the interview</u> and that you have religiously followed the POPCEN 2015 enumeration procedures as stated in this manual.

Your Team Supervisor (TS) will also write his/her full name and his/her signature in this portion after he/she had reviewed the booklet for completeness and correctness of entries. Personnel who serve as supervisor from the Provincial Statistical Office (PO), Regional Statistical Services Office (RSSO) or Central Office (CO) will likewise sign in this certification if they have done supervision during the interview and/or reviewed the questionnaire. These personnel will print their full name and affix their signature once they have completely verified the questionnaire.

CP FORM 2

AUTHORITY:
Republic Act (RA) No. 10625 authorizes the Philippine Statistics Authority (PSA) to prepare and conduct periodic census on population.

CONFIDENTIALITY:
All information provided in this census shall be held STRICTLY CONFIDENTIAL in accordance with RA 10625.

CERTIFICATION

I hereby certify that the data set forth herein were personally obtained/reviewed by me and in accordance with the instructions given by the PSA.

Cheryl Bastillo
CHERYL BASTILLO
ENUMERATOR
SIGNATURE OVER PRINTED NAME

08/10/15
DATE ACCOMPLISHED

Josh Cogelo
JOSH COGELO
TEAM SUPERVISOR
SIGNATURE OVER PRINTED NAME

08/12/15
DATE REVIEWED

Marie Megral
MARIE MEGRAL
CENSUS AREA SUPERVISOR
SIGNATURE OVER PRINTED NAME

08/14/15
DATE REVIEWED

Virgilio G. Avelina Jr.
VIRGILIO G. AVELINA, JR.
~~CO/RSSO/PO~~
SIGNATURE OVER PRINTED NAME

08/20/15
DATE REVIEWED

7.3   GEOGRAPHIC IDENTIFICATION PANEL

The Geographic Identification Panel contains the following:

- Booklet Number
- Geographic Name and Code of Province, City/Municipality, and Barangay, as well as the Enumeration Area (EA) Number
- Building Serial Number (BSN), Housing Unit Serial (HUSN), Household Serial Number (HSN)
- Line Number of the Respondent
- Name of the Household Head
- Address of the Household

Booklet Number

There are two sets of box for the booklet number. The first set of a box is intended for the number that will indicate the order of the booklet being accomplished and the second set of a box is for the total number of booklets used for the household.

CP Form 2 can accommodate a total of eight household members. Hence, if a household has more than eight members, then one or more additional booklets will have to be filled out for this household.

To properly account for all the booklets that you have used for one household, you must always fill out this portion of the questionnaire. If a household has eight or fewer members, you will use only one booklet. Indicate this by writing:

BOOKLET ⟨I⟩ OF ⟨I⟩ BOOKLETS

However, if two or more booklets are used, number these booklets in consecutive order, as illustrated below:

BOOKLET ⟨I⟩ OF ⟨n⟩ BOOKLETS

BOOKLET ⟨2⟩ OF ⟨n⟩ BOOKLETS

.

.

BOOKLET ⟨n⟩ OF ⟨n⟩ BOOKLETS

where **n** *is the total number of booklets used for a household.*

Examples:

a   If the household has seven members, use only one CP Form 2:

BOOKLET ⟨I⟩ OF ⟨I⟩ BOOKLETS

b   If the household has 10 members, use two CP Form 2:

BOOKLET ⟨I⟩ OF ⟨2⟩ BOOKLETS – for the first eight members

BOOKLET ⟨2⟩ OF ⟨2⟩ BOOKLETS – for the next two members

Geographic Identification

Copy the geographic ID, that is, the name and code of the province, city/municipality, and barangay, and the enumeration area (EA) number from the Geographic Identification Panel of CP Form 1 – Listing Booklet. You are advised to fill out this portion before going out to the field for enumeration. During your actual visit to the household, transcribe the BSN, HUSN, and HSN from Columns 2 to 4 of CP Form 1.

ILLUSTRATION 7.1 How to Fill Out the Geographic Identification of CP Form 2

Line Number of the Respondent

You should fill out the code boxes for the line number of the respondent only after you have listed in Item P1 all the members of the household. Once you have ascertained the completeness of the household members listed, determine the line number that corresponds to the name of the respondent. It is the encircled line number at the leftmost column on page 2B. Write in the boxes the line number of the respondent. Prefix "**0**" if the line number is less than 10. However, write "**00**" in the code boxes if the respondent is not a member of that household. This happens when, as a last resort, a non-household member is interviewed because no household member is available for interview. Write also "**00**" if the housing unit is vacant or used only as a vacation or rest house, the household is occupied exclusively by non-usual residents, or all household members are not eligible for enumeration.

As discussed in Section 4.3 of Chapter 4, a **respondent** is *any responsible member of the household who can provide accurate answers to the questions or who can give correct information for the household.*

Interview the head of the household or his/her spouse since they are often the most qualified respondent. Only if the household head or his/her spouse are not available that you should ask for any member of the household who can provide accurate information for the household and all its members.

ILLUSTRATION 7.2 How to Fill Out the Line Number of the Respondent

Name and Address of the Household Head

Verify if the name of the household head that is written in Column 6 of CP Form 1 is the same as the name of the household head that is reported by the respondent. <u>Write the last name followed by the first name of the head of the household on the line provided</u>. Transcribe on the line provided in CP Form 2 the address of the household from Column 6 of CP Form 1.

ILLUSTRATION 7.3 How to Fill Out the Name and Address of the Household Head

7.4   INTERVIEW RECORD

Below the Geographic Identification Panel is the Interview Record. This portion has three columns intended for three visits. For each visit, the information to be recorded are the date of visit, time the interview was started and time it ended, and result of visit. This portion also contains spaces where to write the appointment date and time of the next visit, if any. The Summary of Visit is the part of the Interview Record where the following are to be recorded: number of visits made, result of final visit, number of household members, number of males, number of females, and mode of data collection.

Date of Visit

For each visit (Visit 1, 2 or 3 as the case may be), record the date of your visit to the household. Write in the first two boxes the numeric code for the month and in the next two boxes, the day of visit.

Example:

Interview Time

For each visit, record the duration of the interview, that is, the time of the start of interview and end of interview. Before you begin the interview, write in the first two boxes corresponding to the time of start of interview the hour and in the second set of boxes the minutes.   Use the 24-hour format. Once the interview has been completed, fill out the boxes intended for the time the interview ended.

Example:

The interview started at 2:45 pm and ended at 3:15 pm. The boxes for the interview time will be filled out as follows:

Result of Visit

The Interview Record also contains the box for the Result of Visit. A visit to a household may result in a completed interview or in a callback due to refusal, absence of an eligible respondent, absence of the entire household, postponement of the interview, or an incomplete interview. Described below are the codes for the result of visit.

Code	Description for Result of Visit
1	**Completed**. The interview was successfully finished.
2	**Refused**. The household refused to be interviewed at the time of visit and could not be convinced to set an appointment for an interview in the future. This should be used as the final result code only after all efforts to obtain a successful interview have been exerted. Ask the help of your TS or higher supervisor, or an influential person in the community to turn this refusal to a successful interview.
3	**No respondent around.** No responsible respondent is available for interview because the household is temporarily away, not at home or on vacation at the time of the visit. This interview status must not be used as a final result of visit.
4	**Entire household is absent for an extended period of time.** The entire household is away for an extended period of time and neighbors say that no member will be back within one month or during the enumeration period. Verify from the neighbors if the household will not be back before the end of the enumeration. If so, list the household in CP Form 1. Ask a neighbor the name of the household head, the number of male and female household members and write these information in CP Form 1. Write any other necessary information in the "REMARKS" portion. Accomplish CP Form 2 for this household, fill out the geo-ID, summary of visit, and the housing portion.
5	**Partly completed**. The interview has been started but could not be completed.
6	**Postponed**. The household could not be interviewed at the time of visit but has agreed to set an appointment for an interview at a later date. This code must not be used for the final result of visit since it would mean that no interview was done.
7	**Others, SPECIFY _____.** The household could not be interviewed for reasons other than those given above such as the entire household is quarantined because of an infectious disease

Date and Time of Next Visit

If a callback is needed, you should also record the date and time of the appointment that you set with the respondent/household on the boxes provided in the portion for NEXT VISIT.

Example:

The callback is scheduled on August 15, 2015 at 9:00 am. The boxes for the date and time of callback will be filled out as follows:

You are expected to make several callbacks until you obtain a successful interview. If you are still unsuccessful after several callbacks, seek the help of your TS.

Do not fill out the boxes for the third visit if it did not result in a successful interview and if another callback is to be made. The boxes for the third visit are allotted for the last or final visit to the household.

Summary of Visit

After the final visit, record the following information in the Summary of Visit portion:

- Number of visits made to the household
- Result of the final visit
- Number of household members
- Number of males
- Number of females
- Mode of data collection

Number of Visits Made

Write in the box provided the number of total visits to the household. The total number of visits can exceed three if more than three visits to the household were made.

Result of Final Visit

Write the appropriate code for the result of the final visit in the box provided. Note that **No respondent around**, code "**3**", **Partly Completed**, code "**5**", and **Postponed**, code "**6**" are not acceptable as codes for the result of the final visit.

Number of Household Members, Number of Males, and Number of Females

Record the number of household members, number of males, and number of females after completing the interview for CP Form 2.

You need to count for the number of members, number of males, and number of females for the entire household using the information in Item P3-Sex. If you accomplished more than one CP Form 2, count all the members, the male and the female members using all the CP Form 2 accomplished for this household.

Check for the consistency of these numbers with Columns 7, 8, and 9 of CP Form 1. In case of inconsistencies with the numbers between CP Forms 1 and 2, the numbers in CP Form 2 shall prevail.

Mode of Data Collection

Write in the box provided the code for the mode of data collection.

Code	Description for Result of Visit
1	**Personal interview**. The respondent was personally interviewed by the EN.
2	**Self-administered questionnaire.** The respondent was the one who accomplished CP Form 2 with the aid of CP Form 7 (Self-Administered Questionnaire Instructions for CP Form 2).

Remarks Portion

The Remarks Portion is for explanations on entries in CP Form 2 needing clarification.

Illustration 7.4 is an example of how to fill out page 2A of CP Form 2. If the total household members are more than 8 members accomplish two CP Form 2. The first CP Form 2 or the first booklet, you should fill out the certification portion, geographic identification, and the interview record. While the second booklet, fill out only the certification portion and the geographic identification.

ILLUSTRATION 7.4 Filled Out CP Form 2 for a Household with Nine Members
First Booklet

ILLUSTRATION 7.4 Filled Out CP Form 2 for a Household with Nine Members Second Booklet

CP FORM 2

AUTHORITY:
Republic Act (RA) No. 10625 authorizes the Philippine Statistics Authority (PSA) to prepare and conduct periodic census on population.

CONFIDENTIALITY:
All information provided in this census shall be held STRICTLY CONFIDENTIAL in accordance with RA 10625.

Republic of the Philippines
PHILIPPINE STATISTICS AUTHORITY

2015 CENSUS OF POPULATION
HOUSEHOLD QUESTIONNAIRE

Approval Number: PSA-1518-02
Expires on March 31, 2016

2604II43   **2A**

CERTIFICATION

I hereby certify that the data set forth herein were personally obtained/reviewed by me and in accordance with the instructions given by the PSA.

Cheryl Bastillo
CHERYL BASTILLO
ENUMERATOR
SIGNATURE OVER PRINTED NAME
08/05/I5
DATE ACCOMPLISHED

TEAM SUPERVISOR
SIGNATURE OVER PRINTED NAME

DATE REVIEWED

CENSUS AREA SUPERVISOR
SIGNATURE OVER PRINTED NAME

DATE REVIEWED

CO/RSSO/PO
SIGNATURE OVER PRINTED NAME

DATE REVIEWED

GEOGRAPHIC IDENTIFICATION

BOOKLET **2** OF **2** BOOKLETS

PROVINCE	SURIGAO DEL NORTE	6 7
CITY/MUNICIPALITY	SURIGAO CITY	2 4
BARANGAY	WASHINGTON	0 6 8
ENUMERATION AREA NUMBER		0 0 5 0 0 0
BUILDING SERIAL NUMBER		0 0 0 1
HOUSING UNIT SERIAL NUMBER		0 0 0 1
HOUSEHOLD SERIAL NUMBER		0 0 0 1
LINE NUMBER OF THE RESPONDENT		0 1

NAME OF THE HOUSEHOLD HEAD   MENESIS   JUN
                              LAST NAME   FIRST NAME

ADDRESS   48 GEMINA ST.
          HOUSE/BUILDING NUMBER AND STREET OR SITIO/PUROK NAME

In the second booklet, this portion should have entries.

INTERVIEW RECORD

VISIT NUMBER	1	2	3	SUMMARY OF VISIT	
DATE MONTH:DAY				NUMBER OF VISITS MADE	
TIME BEGAN HOUR:MINUTE				RESULT OF FINAL VISIT*	
TIME ENDED HOUR:MINUTE				NUMBER OF HOUSEHOLD MEMBERS	
RESULT OF VISIT*				NUMBER OF MALES	
				NUMBER OF FEMALES	
				MODE OF DATA COLLECTION**	

*CODES FOR RESULT OF VISIT

1 COMPLETED	4 ENTIRE HOUSEHOLD IS ABSENT FOR EXTENDED PERIOD OF TIME	6 POSTPONED
2 REFUSED	5 PARTLY COMPLETED	7 OTHERS, SPECIFY _____
3 NO RESPONDENT AROUND		

**CODES FOR MODE OF DATA COLLECTION

1 PERSONAL INTERVIEW
2 SELF-ADMINISTERED QUESTIONNAIRE

NEXT VISIT				
DATE MONTH:DAY				
TIME HOUR:MINUTE				

In the second booklet, this portion should be blank.

HOUSEHOLD DEFINITION

A **household** is a social unit consisting of a person living alone or a group of persons who sleep in the same housing unit and have a common arrangement in the preparation and consumption of food.

HOUSEHOLD MEMBERSHIP

LIST THE PERSONS OR HOUSEHOLD MEMBERS IN THIS ORDER:
- Head
- Spouse of the head
- Never-married children of head/spouse from the oldest to the youngest
- Ever-married children of head/spouse and their families from the oldest to the youngest
- Other relatives of head
- Nonrelatives of head

REMARKS

7.5   INSTRUCTIONS IN FILLING OUT THE POPULATION CENSUS ITEMS

Be guided by the general instructions and illustrations discussed in succeeding sections when accomplishing the population census items.

General Instructions in Asking Items P1 to P16

In CP Form 2, Items **P1 to P9** will be filled out for **all persons,** Item **P10** for **all persons 5 to 24 years old,** Items **P11** and **P12** for **all persons 5 years old and over**, and Items **P13** to **P16** for **all persons 15 years old and over.**

List all the household members in Item P1 according to this order:

- Head
- Spouse of the head
- Never-married children of the head/spouse from oldest to the youngest
- Ever-married children of the head/spouse and their families from oldest to the youngest
- Other relatives
- Nonrelatives

It is important that you list the names of the household members following the order stated above so that you will be able to list all the qualified household members and no one will be missed.

As a rule, you should ask the questions in Items P1, P2, and P3, one after another for each household member until the last member is listed. Once you have completely filled out Items P1, P2, and P3 for all the household members, you should ask the probing questions at the bottom of page 2B labeled **CHECK FOR PERSONS NOT YET LISTED** and **USE OF ADDITIONAL BOOKLET**. This will help you in ensuring that all household members are listed. Then, you should go back to the first household member listed and ask the respondent about the questions in Items P4 to P16, one after another. You will ask these questions for each succeeding household member.

ILLUSTRATION 7.5 Guide in Asking the Population Census Questions in CP Form 2
(Pages 2B and 2C)

**ILLUSTRATION 7.5 Guide in Asking the Population Census Questions in CP Form 2
(Pages 2B and 2C)**

Specific Instructions by Item

The quality of the data collected in this questionnaire will depend highly on how well you ask the questions and how accurate you record the answer. For this reason, you are required to follow the instructions correctly for each item in CP Form 2 as provided in this manual. Pay close attention to the rationale and importance of each item included in the questionnaire.

Line Number

Every questionnaire is allotted with eight lines or rows. Each line or row is provided with a line number that corresponds to each member of the household.

Encircle the line number of the respondent. If there are two or more respondents during your interview, encircle the line number of the person who provided most of the answers that you have recorded in the questionnaire. There may be an instance when an interview of a household could not be completed during the first visit, hence, it necessitates a callback. As such, the respondent during your first visit and during your callback may not be the same. In this instance, encircle the line number of the respondent who provided you with most of the answers.

Transcribe the line number of the respondent in the geo-ID portion of page 2A.

If there are more than eight members in the household, you need to use additional CP Form 2. For the second booklet of CP Form 2, line out the preprinted line number "**1**" and write "**9**" in its place. Change the succeeding line numbers accordingly. Any change in the line numbers on page 2B should also be reflected in the column for the line numbers on page 2C.

ILLUSTRATION 7.6 Continuous Line Numbering of Pages 2B and 2C
for Additional CP Form 2

| CP Form 2 – Page 2B | CP Form 2 – Page 2C |

Columns P1 to P9 for All Persons

Columns P1 to P9 are to be accomplished for all household members regardless of age.

P1-Name of Household Member

Begin by asking the respondent "**Who is the head of this household?**" and "**Who are the persons usually residing here as of August 1, 2015?**"

Write the names of all household members according to this order:

- Head
- Spouse of the head
- Never-married children of the head/spouse from oldest to the youngest
- Ever-married children of the head/spouse and their families from oldest to the youngest
- Other relatives
- Nonrelatives

It is important that you list the names of the household members following this order so that you will be able to list all the qualified household members and no one will be missed.

In writing the name of the household member, be guided by the following:

a. In writing the names of the members of the household, **enter the last name (or surname) on the first line** and the **first or given name** and **middle initial** (if given) **on the second line**.

b. If the last name of a member is the same as the one immediately preceding him/her, draw a horizontal line (_____) in place of his/her last name and write his/her first name on the second line.

c. In some parts of the country where people do not have last names, write the name as given on the first line.

If the head has more than one spouse who is living in the same household, list down the name of the first spouse and their children, followed by the second spouse and their children, and so on, keeping the nuclear family together, as intact as possible.

Inform the respondent that you need to include in the list all household members who are overseas workers. Undocumented workers, or the so-called "TNT" ("*tago nang tago*") are included if the household still considers them as members and if the respondent still mentions their names when you ask about the names of the household members. However, immigrants are excluded from the census. Refer to Section 3.4 Chapter 3 (page 22) for the definition of an overseas worker.

You may sometimes encounter respondents who will insist that you include as member of the household a person who does not qualify as a household member as per our census concepts. Explain to the respondent that we are strictly adhering to internationally-accepted census concepts/definitions and that the person he/she wants to include in his/her household will definitely be included in another household. Examples of persons whom your respondent would most likely insist on including in his/her household are students who attend school in Manila or in another province or city/municipality and go home once a month or at the end of every semester. Such students should be enumerated in the place where they are boarding and not in their parents' household.

WHEN YOU ARE IN DOUBT as to whether a person should be included or excluded as member of a household, **INCLUDE** that person but write the necessary remarks/explanations at the bottom of page 2A. Refer this matter to your supervisor.

After listing all the members of the household in Column P1, be guided by the following:

1. Ask the question at the bottom of page 2B, under the heading **CHECK FOR PERSONS NOT YET LISTED,** *"Are there any other persons of this household who were not yet listed such as infants, small children, elderly persons, and overseas workers?"*

   Write "**X**" in the box opposite code "**1**" if the answer is Yes, and add the name of the additional household member to the list.   If the answer is No, write "**X**" in the box opposite code "**2**". If there are two or more booklets used for the household, record the answer to this question in the booklet where the last household member is listed.

2. Ask the question under the heading **USE OF ADDITIONAL BOOKLET** *"Are there more than 8 members in your household?"* Write "**X**" in the box opposite code "**1**" if the answer is Yes, and use additional booklet. Write "**X**" in the box opposite code "**2**" if the answer is No. This item is very important because it will indicate the number of booklets of CP Form 2 used for a household.

P2-Relationship to the Household Head

Data on the relationship of every household member to the head of the household provide an indication of the typical relationship among the household members. They provide the types of living arrangement of households in the Philippines. These data on relationship are necessary in the formulation of social security and welfare programs.

As the respondent gives the name of a household member, ask immediately this question "***What is _____'s relationship to the head of this household?***" You will refer to the name of household member (P1) when you ask this question.

Write the description of the relationship of each household member to the household head on the space provided in Column P2 and enter the appropriate code in the corresponding boxes. The code for the relationship of the household members to the head is listed at the bottom of page 2B as follows:

Code	Description	Code	Description	Code	Description
01	Head	31	Grandson	51	Nephew
02	Spouse	32	Granddaughter	52	Niece
03	Son	33	Father	53	Other relative
04	Daughter	34	Mother	54	Nonrelative
21	Stepson	41	Brother	61	Boarder
22	Stepdaughter	42	Sister	62	Domestic helper
23	Son-in-law	43	Uncle		
24	Daughter-in-law	44	Aunt		

In the interpretation of the relationship to the head, the category "SON" or "DAUGHTER" refers to the children of the head, regardless of their age or marital status, whether biological or adopted. A married son who, together with his family, lives with his father's household should be reported as "SON", his wife as "DAUGHTER-IN-LAW", and his children as "GRANDSON" or "GRANDDAUGHTER" of the household head.

"OTHER RELATIVES" include such relatives as parents-in-law, cousins, grandparents, sisters-in-law, and brothers-in-law.

Members of the household who are related to the head by blood or affinity but who are boarders should be considered as boarders. Similarly, household/domestic helpers should be listed as household/domestic helpers even if they are related to the head or to other members of the household by blood or affinity.

P3-Sex

Sex-disaggregated data is of prime importance in demographic and socio-economic studies on men and women. Moreover, sex-disaggregated population data are basic data used in evaluating the completeness and accuracy of census counts.

Determine the sex of the head by asking the question "***Is _____ male or female?*** Write "**X**" in the box corresponding to code "**1**" if male or in the box for code "**2**" if female.

After asking the sex of the head, determine the sex of each household member by asking the question "***Is _____ male or female?*** Most often, the sex of each household member can be determined by his/her name or relationship to the household head, but in some cases, there is a need to ask the respondent whether the person is a male or female. Some names such as Charlie, Florence, Alex, Chito, Cielito,

Christy, Trinidad, Rosario, Joey, and others have been commonly given to either a male or female person.

Write "**X**" in the box opposite code "**1**" for male or the box opposite code "**2**" for female.

Example:

P4-Date of Birth

Ask the question "***In what month and year was _____ born?***" Enter the two-digit code for the month and the complete year of birth in the corresponding boxes provided.

Presented below are the two-digit codes corresponding to the 12 months.

Month	Code	Month	Code
January	01	July	07
February	02	August	08
March	03	September	09
April	04	October	10
May	05	November	11
June	06	December	12

Example:

A person born on March 20, 1976 should have the following entry in Column P4:

In case the respondent still cannot give definite answer for the month and/or year of birth, even after exhaustive probing, write "**99**" in the boxes provided for the month and "**9999**" in the boxes for the year.

POPULATION

FOR

Date of Birth

P4

In what month and year was _____ born?

MM   Month
YYYY   Year

| 0 | 3 |
MM
| 1 | 9 | 7 | 6 |
YYYY

P5-Age

Data on age is essential in analyzing population changes and in preparing population estimates and forecasts needed for the provision of basic health and social services like immunization and coverage of senior citizens by the national insurance program of PhilHealth. This information is also needed for actuarial analysis of probability of survival and other related life-table functions.

Determine the age of each household member by asking the respondent, "***What is _____ 's age as of his/her last birthday?***" Enter the age in the boxes provided.

For the purpose of this census, ***age as of last birthday*** refers to *the interval of time between the person's date of birth and his/her last birthday prior to August 1, 2015.* For example, for a person whose date of birth is March 31, 1985, age is computed by getting the interval between March 31, 1985 and March 31, 2015. For a person whose date of birth is August 2, 1985, age is computed by getting the interval between August 2, 1985 and August 2, 2014. In both cases, age is expressed in **completed years or whole number.**

You should still ask P5-Age even if the date of birth is already given in item P4.

Here are some basic guidelines on checking date of birth and age for your reference:

1. If a member of the household celebrated his/her last birthday on August 1, 2015 or after this date, then you have to record his/her age as of his/her previous birthday or the birthday celebrated in 2014. For example, a person born on August 2, 1985 has just celebrated his/her 30th birthday, the age to be reported for this person should be "**029**", and **NOT** "**030**".

2. Three boxes are allotted for the age of household members. Enter the age of every person one year old and over in completed years. Prefix zero (0) for ages 1 to 99 years, for example: "**002**", "**010**", and others. For persons less than one year old, enter "**000**". If the reported age is 7½, record "**007**".

3. Check for **inconsistencies** in the ages of mother and her children. The respondent may have given incorrect information for one reason or another. Probe and verify further when the age difference between the mother and her eldest child is less than 15 years.

3. If the exact age is not known, ask for **an estimate**. It may also help to estimate his/her age based on the ages of his/her siblings if these are known. In some cases, you may ask the respondent to recall some well-known local, national, or world event in the past by which the date of birth of the member may be associated with. If all possible means have already been exhausted and the respondent is still unable to give the age of the member, record the respondent's best estimate.

Examples of Well-Known Events:

a.   Prior to 1945   -   President was Osmeña, Laurel or Quezon
     1945   -   Liberation of the Philippines from Japanese
     1957   -   President Magsaysay died in a plane crash

b.   1961   -   Diosdado Macapagal was elected president
     1965   -   Ferdinand Marcos was elected president
     1968   -   Ruby Tower collapsed during an earthquake
     1969   -   Gloria Diaz won the Miss Universe title

c.   1972   -   President Marcos declared Martial Law
     1973   -   Margie Moran won the Miss Universe title
     1975   -   Thrilla in Manila (Muhammad Ali versus Joe Frazier)

d.   1981   -   Pope John Paul II first visited the Philippines
     1983   -   Former Senator Benigno Aquino was assassinated
     1986   -   People Power Revolution

e.   1990   -   Strong earthquake devastated Baguio City and Pangasinan
                          and other parts of Northern Luzon
     1991   -   Mt. Pinatubo erupted, Ormoc Tragedy
     1992   -   Fidel Ramos was elected president
     1998   -   Cebu Pacific airplane crashed in Cagayan de Oro City
                     -   Joseph Estrada was elected president

f.   2004   -   Gloria Macapagal Arroyo was elected president
     2009   -   Storm Ondoy hit Metro Manila and other parts of Luzon
                     -   Ampatuan Massacre
     2010   -   Benigno S. Aquino III was elected president
     2011   -   Typhoon Sendong hit Visayas and Mindanao
     2012   -   DILG Secretary Jesse Robredo died in a plane crash
                     -   Pedro Calungsod was canonized in Vatican City
                     -   Typhoon Pablo hit Mindanao
     2013   -   Moro National Liberation Front and government forces
                          clashed in Zamboanga City
                     -   Strong earthquake devastated Bohol and Cebu
                     -   Super typhoon Yolanda hit the Visayas

        After completing the interview, check for the consistency of age and date of birth reported for each member using Table 1 (Age as of Last Birthday Conversion) found at the inside back cover of this manual. Resolve any inconsistency while you are still in the household. Refer to the instructions below when checking the consistency of P4-Date of Birth and P5-Age using this table.

1. If Both Month and Year are Recorded in P4-Date of Birth

Check with the table the date of birth you recorded in P4. If the month of birth is before August, use the column marked "Before August 1". In this column, check if the age corresponding to the year of birth reported in P4 is consistent with the age reported in P5. If the month of birth is August or any month after August, use the column marked "On or after August 1". In this column, check if the age corresponding to the year of birth reported in P4 is consistent with the age reported in P5. If the age recorded in P5 is the same as the age in the table, then P4 and P5 are consistent. If they are not the same, then P4 and P5 are inconsistent. You will have to ask the respondent which information is correct, whether it is the entry for P4 or that for P5. You will have to make the necessary correction.

2. If Only Year of Birth is Recorded in P4-Date of Birth

Using the table, corresponding to the year of birth recorded in P4 locate the age in the column marked "Before August 1" and the age in the column marked "On or after August 1". If one of them is the same as the age reported in P5, then P4 and P5 are consistent. If not one of them is the same as the age reported in P5, then P4 and P5 are inconsistent. You will probe to determine which information is correct, whether it is the entry for P4 or that for P5. You will have to make the necessary correction.

It is important to understand that **either or both** of the two pieces of information may be incorrect. Do not always assume that an inconsistency means, for instance, that the date of birth was given correctly, and that the age is incorrect. It could be that the date or both the age and the date are incorrect. Thus, probing is important.

> There must be a report for age in Column P5 for every household member.

P6 and P7-Birth Registration

The birth of a person is one of the vital events subject to official registration. The *recording of the occurrence of a birth* in the city/municipal civil registry office is called **birth registration**. The purpose of collecting these data is to determine the extent of birth registration in the country. Low registration of births would prompt policy makers and program managers to devise measures to increase the level of birth registration.

P6-Whether a Member's Birth was Registered at the LCR Office

Ask the respondent "***Was _____'s birth registered with the Local Civil Registry Office?***" If the answer is Yes, write "**X**" in the box corresponding to code "**1**". If the

answer is No, write "**X**" in the box corresponding to code "**2**". If the birth registration of a member of the household is unknown to the respondent, ask the question to the member himself/herself, if he/she is present at the time of your interview. If the member or others present cannot answer whether his/her birth has been registered, then write "**X**" in the box opposite code "**3**" for Don't Know.

P7-Copy of Birth Certificate

Ask the respondent *"**Has _____ever had a copy of his/her birth certificate?**"* If the answer is Yes, write "**X**" in the box corresponding to code "**1**".

However, if the answer is No, write "**X**" in the box corresponding to code "**2**". If this information is unknown to the respondent, ask the question to the member himself/herself, if he/she is present at the time of interview. If the member or others present cannot answer whether a copy of his/her birth certificate has been obtained, then write "**X**" in the box opposite code "**3**" for Don't Know.

P8-Marital Status

Marital status refers to *the personal status of an individual with reference to the marriage laws or customs of the country*. It is the same as ***civil status***, the term usually used in official and private records, documents, and transactions in the country. For the POPCEN 2015, the person's marital status shall be **as of the date of visit.**

Ask each member who is aged 10 years or older the question "***Is _____ single, married, widowed, divorced/separated, or in a common-law/live-in arrangement?***" Write "**X**" in the box corresponding to the code of the marital status reported for the member.

For persons below 10 years old, write "**X**" in the box opposite code "**1**" for **Single** without asking the question.

Below are the codes for the different categories for marital status and the definitions of these categories:

Code	Description of Marital Status
1	**Single** – a person who has never been married
2	**Married** – a person married in a religious, civil ceremony or tribal rites, either living with his/her spouse at the time of visit or temporarily living apart because his/her spouse is employed elsewhere (as in the case of a person whose spouse is an overseas worker, or works in the Armed Forces and residing somewhere else)
3	**Widowed** – a married person whose spouse has died and who has not married up to the time of visit

Code	Description of Marital Status
4	**Divorced/Separated** – a person who is permanently separated from his/her spouse, legally or through mutual consent; also applicable for a person whose marriage with another person has been annulled or dissolved and can, therefore, remarry
5	**Common-law/Live-in** – a person cohabiting or living consensually with another person as husband and wife without the benefit of a legal marriage
6	**Unknown** – a person whose marital status is unknown to the respondent, or whose marital status is being concealed by the respondent/person himself/herself

Regardless of your knowledge of any official record or of your personal knowledge about the marital status of a person, record his/her marital status as reported by the respondent.

P9-Religious Affiliation

Religious affiliation refers to *a particular system of beliefs, attitudes, emotions, and behaviors constituting man's relationship with the powers and principalities of the universe.* Data on this are required for the planning of religion-related and/or religion-sponsored activities. They may also be used in examining the ethnic characteristics of the population.

Ask the respondent "***What is _____'s religious affiliation?***" Specify the religious affiliation of the member as reported by the respondent on the space provided.

An infant who is not yet baptized must carry the religious affiliation of his/her mother.

Take note of the following cases:

1. The "Protestant" religion has different denominations. If the respondent reported that the member's religious affiliation is Protestant, ask for the specific name of the religious sect. For Protestants and members of other religious groups who now call themselves as "born again" Christians, ask for the specific name of their group. If the respondent cannot give this information, ask where they are attending religious services.

2. There are members of charismatic groups like El Shaddai followers who still attend or practice Roman Catholic rites. They should still be considered as Roman Catholics.

3. Indigenous peoples (IPs) who practice a traditional religious or belief system may not necessarily belong to any church. If they do not belong to any formal religion but practice tribal or indigenous rituals, or have faith in their

own supreme deities (Kabunian, Apo Namalyari, or Magbabaya), then, write "TRIBAL RELIGION".

ILLUSTRATION 7.7 Filled Out CP Form 2 (Page 2B)

P10-School Attendance

Data on school attendance provide a description of the school-age population actually in school. The data is necessary to assess the adequacy of the country's educational resources.

Accomplish Column P10 for all household members aged 5 to 24 years only. Leave this column blank if the household member is less than 5 years old or 25 years old and over.

Ask the respondent *"Is _____ currently attending school?"* Write "**X**" in the box for code "**1**" if the answer is Yes, write "**X**" in the box for code "**2**" if the answer is No.

School attendance, for the purpose of this census, means attendance in any educational institution, public or private, to obtain formal education.

Formal education *refers to the systematic and deliberate process of hierarchically structured learning. At the end of each level the learner needs a certification in order to enter or advance to the next level.*

Nonformal education refers to *any organized, systematic education activity carried outside the framework of the formal system to provide selected types of learning to a segment of the population.*

A person attending a school within the formal educational system at anytime during the school year 2015-2016 is to be reported as attending school. If a person was enrolled at the beginning of the school year or school term but subsequently dropped out from school, write "**X**" in the box opposite for code "**1**" (for Yes).

A person attending any of the following education programs is also to be considered as attending school if the program is accredited by the DepEd.

- **Special education (SPED)** refers to *the education of persons who are gifted or talented and those who have physical, mental, social or sensory impairment and cultural difference* (Policies and Guidelines for Special Education, DepEd). Some public schools have SPED centers. There are also private institutions that offer SPED.

- Home study program, home education program or open high school program is offered to school learners who have no time to attend regular school or classes inside the school premises. This is a program designed to meet the needs of school learners to pursue their education and serves as an alternative solution for them to complete or graduate from elementary and high school studies. Schools offering this type of education program should be accredited by the DepEd.

- Madrasah, an educational institution for Muslims. Only those accredited by DepEd will be considered as within formal educational system.

- Indigenous Peoples (IPs) Education, a program which aims to provide basic education support services to IPs, and other learning systems organized by indigenous communities. These are within formal educational system if these are accredited by the DepEd.

- Vocational high schools such as schools of arts and trades or technical high schools, and rural or agricultural high schools where school attendance is leading to a high school diploma.

- Post secondary vocational/technical schools which are within the regular system of education in universities and colleges.

    Examples:

    1. Eulogio "Amang" Rodriguez Institute of Science and Technology (EARIST)
    2. Samson College of Science and Technology

- Night classes which are organized programs as part of the school system.

A person enrolled in an open university, distance learning, correspondence school, and off-campus program is also to be reported as attending school if the courses taken by the person are recognized in the regular school system.

A person is considered not attending school if he/she is taking education programs which are nonformal and geared towards literacy and short term learning activity. Not to be considered also as attending school are those enrolled in the following:

- Day care centers, which teach children the alphabet just to while away their time and not accredited by DepEd (for example, Twinkle Day Care Center).

- Vocational schools outside the regular system of education, that is, short courses such as, dressmaking, beauty culture, hair science, auto mechanic, motor vehicle driving, typing, stenography, bookkeeping, and others (for example, 2A Driving School and CWL Vocational Center).

- Trainings conducted by the Technical Education and Skills Development Authority (TESDA) and its accredited institutions.

- Alternative Learning System (ALS) which provides informal education such as that for disabled children, radio-based instruction program (RBI), Parent Education, Adolescent Reproductive Health, Alternative Learning System for Differently-Abled Persons (ALS-DAP), and Basic Literacy Program.

- Review classes for bar or board or other examinations for the practice of a profession or trade.

Columns P11 and P12 for Persons Five Years Old and Over

Columns P11 and P12 are to be accomplished for household members five years old and over. Leave these columns blank if the household member is less than five years old.

P11-Literacy

Data on literacy provide an important indicator that will serve as guide to planners in formulating policies and programs for the development of the country's educational system.

Ask the respondent *"Can _____ read and write a simple message in any language or dialect?"* Write "**X**" in the box for code "**1**" if the answer is Yes. Otherwise, write "**X**" in the box for code "**2**" (No).

Simple literacy is *the ability of a person to read and write a simple message.* As such, a person is said to be literate if he/she can both read and write a simple message in any language or dialect. A person who cannot read and write a simple message, such as "**I CAN READ**" is considered illiterate. Moreover, a person is still considered illiterate if he/she is capable of reading and writing only his/her own name or numbers. Similarly, a person is illiterate if he/she can read but not write or he/she can write but not read.

A person who knows how to read and write but at the time of the census can no longer read and/or write due to some physical defect or illness is still considered literate. Example of this is an aged person who knows how to read and write but can no longer perform these activities due to poor eyesight or hand injury. Persons with disability who can read and write through other means such the use of Braille are considered literate.

P12-Highest Grade/Year Completed

Data on highest grade/year completed furnish information on the educational skills and qualifications of the population. The data will be used to compare with the future requirements of manpower for various types of economic activities.

Highest grade/year completed refers to *the highest grade or year completed in school, college, or university as of August 1, 2015.* This may be any one of the specific grades or years in elementary, high school, post secondary school, college, and post baccalaureate levels of schooling. It also includes preschool education.

Ask the respondent "**What is the highest grade/year completed by _____?**" for all persons five years old and over. You should ask for the specific grade or year in elementary, high school or college that the member has completed. Write the grade/year level of schooling completed on the space provided and the appropriate codes in the boxes. The codes for highest grade/year completed can be found at the bottom of page 2C. For graduates of post secondary course or college degree, write on the space provided the specific course or degree obtained. The course will be coded during the machine processing at the PO using the Philippine Standard Classification of Education (PSCED).

For children whose grade completed is nursery, kinder 1, kinder 2 or preparatory level, specify the specific grade and write the code "**010**" for preschool in the boxes provided.

Determine if the person has taken his/her elementary or high school education under the old educational system or under the K to 12 Program. The old educational system covers six or seven years in elementary from Grade 1 to Grade 6 or Grade 7 and four years in high school from 1st year high school to 4th year high school.

In 2011, DepEd implemented the K to 12 Program. Under this educational system, the education of a person starts in kindergarten, followed by an elementary education of six years from Grade 1 to Grade 6, junior high school of four years from Grade 7 to 10, and senior high school of two years from Grade 11 to 12.

For persons whose highest grade/year completed is under the K to 12 Program, write on the space provided the specific grade/year and write after it "**K to 12**". Write in the boxes provided the corresponding code. A separate set of codes are shown at the bottom of page 2C for highest grade/year completed under the K to 12 Program. These are codes "**410**" to "**520**".

Examples on How to Accomplish P12 for Highest Grade/Year Completed Under the Old Educational System:

1. If a person has completed Grade 1, write "GRADE 1" on the space provided and enter the code "**110**" in the boxes provided.

2. If a person has not completed any grade at all, write "NO GRADE COMPLETED" on the space provided and enter the code "**000**" in the boxes provided.

3. If a person finished nursery, write NURSERY or PRESCHOOL on the space provided and enter the code "**010**" in the boxes provided.

4. If a student is enrolled in 2nd year high school at the time of the census and has completed 1st year high school, write "1st YEAR HIGH SCHOOL" on the space provided and enter the code "**210**" in the boxes provided.

5. If a person finished elementary at Grade 6, write "GRADE 6 GRADUATE on the space provided and enter the code "**170**" in the boxes provided.

6. If a person finished Grade 6 under a program with Grade 7 as the highest elementary grade, write "GRADE 6" on the space provided and enter the code "**160**" in the boxes provided. A person who finished Grade 7 under this program will have a code of "**180**".

7. If a person finished 4th Year High School under a five-year high school curriculum, write "4TH YEAR HIGH SCHOOL" on the space provided and enter the code "**240**" in the boxes provided. A person who finished 5th Year under this program will have a code of "**250**".

8. If a person finished high school under a four-year high school curriculum, write "HIGH SCHOOL GRADUATE" on the space provided and enter the code "**250**" in the boxes provided.

Examples on How to Accomplish P12 for Highest Grade/Year Completed Under the K to 12 Program:

1. A student is attending class in Grade 8 under the K to 12 Program and has completed Grade 7, write "**GRADE 7 K TO 12**" on the space provided and enter the code "**470**" in the boxes provided.

2. A student is attending class in Grade 2 under the K to 12 Program and has completed Grade 1 write "**GRADE 1 K TO 12**" on the space provided and enter the code "**410**" in the boxes provided.

For the following formal education programs in DepEd accredited schools, ask the respondent for the equivalent or corresponding grade/year level in the regular schools programs, and write this grade/year level and the corresponding code in the space/boxes provided.

*   SPED in high school or secondary level;

    Note that SPED in elementary has an assigned code of "**191**" for undergraduate and "**192**" for graduate.

*   home study program, home education program or open high school program;
*   Madrasah;
*   Indigenous Peoples (IPs) Education, other learning systems organized by indigenous communities;
*   Vocational high schools such as school of arts and trades or technical high schools, and rural or agricultural high schools; and

- post secondary vocational/technical schools which are within the regular system of education in universities and colleges.

Post secondary course refers to *the stage of formal education following the secondary education level which covers non-degree programs that have varying duration lasting up to three years.* This course is concerned primarily with developing strong and appropriately trained middle level manpower.

Use the code of "**310**" for a person who has completed one year of a post secondary course or "**320**" for a person who has completed two years, but has not completed the post secondary course. If he/she is a graduate of the course, specify the name of the course on the space provided. This will be coded during the machine processing in the PO using the PSCED.

To determine whether the technical/vocational course reported by the respondent is under post secondary education (formal education), the following probing questions should be asked:

1. If the course is taken in a school, college or university, this question should be asked: *Is completion of a high school course/diploma a requirement for admission?* If yes, the course is most likely formal, hence, post secondary.

2. *Is the course offered/taken in Technical Education and Skills Development Authority (TESDA)?* If in TESDA, the course will not be considered as post secondary education. This will be asked in Columns P13-Graduate of Technical/Vocational Course and P14-Technical/Vocational Course Obtained.

For a person who is a college undergraduate, that is, he/she has not yet earned a degree, enter the code of the year he/she has completed. For instance, code "**710**" for 1st year college, "**720**" for 2nd year college, and so on. A code of "**760**" is assigned to a person who has completed 6th year or a higher year in college but has not yet completed a degree.

For a college graduate, write on the space provided the specific bachelor's degree obtained. This will be coded during the machine processing in the PO using the PSCED.

***Examples*:**

- Bachelor of Science (BS) in Commerce
- BS in Chemical Engineering
- BS in Statistics

For a person who completed a master's degree, write on the space provided the specific degree obtained and write the code "**920**" in the boxes. For a person who is still working on his/her master's degree, write the code "**910**". For a person taking a

doctorate study, write the code "**930**", while for one who has already completed a doctorate degree, write "**940**".

Post baccalaureate course refers to *any course for which an undergraduate degree or bachelor's degree is required*.

Note that it is important that you ask for the complete name of the post baccalaureate degree to distinguish this from a post secondary course.

Examples:

Highest Grade/Year Completed	Degree
Certificate in Development Economics	Master's undergraduate (post graduate course)
Diploma in Population Communication	Master's undergraduate (post graduate course)
Diploma in Junior Secretarial	Post secondary course
Certificate in Agri-Business	Post secondary course

Note that you will ask for the highest grade/year completed of the member but not the grade/year he/she is currently attending. Also, take note of the following cases:

1. If a person is currently in 1st year college or post secondary, do not assume that he/she is only a high school graduate. Verify if he/she has taken/completed other courses (degree or non-degree courses). If he/she had, the degree or non-degree course he/she has completed should be the one reported. For instance, a BS Statistics graduate is now a second year college taking up a BS in Nursing course. The reported highest grade/year completed should be BS Statistics graduate and not first year college.

2. For those who have pursued and completed two or more degrees of the same level and duration, say, BS in Nursing and BS in Economics (both are 4-year courses), report only one degree or whichever degree the person prefers to report.

3. For law or medical students who have usually earned a degree in Bachelor of Arts (BA) in Political Science, BS in Zoology, BS in Medical Technology, and others, but are still in law or medical school, report the specific degree obtained and not the college grade/year in law or medical school.

If an unusually high grade/year completed in relation to the age of the person is reported, verify the correctness of this answer from the respondent. For example: if for a 15 year old member, the highest grade/year reported is a college degree, then verify from the respondent if his/her answer is correct.

In case a person had been accelerated, write this as remarks to explain the unusually high educational attainment.

P13-Graduate of Technical/Vocational Course and P14-Technical/Vocational Course Obtained

The data derived from these questions will be used to assess the government's program on skills development. The data will be used in introducing improvements in the country's technical/vocational and training programs.

Technical/vocational education and training (TVET) is a non-formal education. TESDA is the primary agency responsible for the direction, policies, programs, and standards towards quality technical education and skills development.

The UNESCO defines **technical-vocational education and training (TVET)** *as education or training process where it involves, in addition to general education, the study of technologies and related sciences and acquisition of practical skills relating to occupations in various sectors of economic life and social life. It comprises formal (organized programs as part of the school system) and non-formal (organized classes outside the school system) approaches.*

P13-Graduate of Technical/Vocational Course

For all persons 15 years old and over, ask the question "***Is _____ a graduate of technical/vocational course?***" If a household member is a graduate of this course, write "**X**" in the box opposite code "**1**" for Yes. Otherwise, write "**X**" in the box opposite code "**2**" for No and skip to Column P15. If the member is less than 15 years old, leave column P13 blank.

P14-Technical/Vocational Course Obtained

Ask the respondent "***What is the technical/vocational course obtained by _____?***" Write on the space provided the specific course obtained. The course will be coded during the machine processing in the PO using the PSCED.

Technical/vocational courses can be obtained in four training modalities, namely:

- **School-Based Program** refers to the direct delivery or provision of TVET programs by the TESDA-administered schools. The school based program also offer post secondary courses. You need to distinguish a TVET program from a post secondary course offered by these schools. If it is a post secondary course, report this in Column P12. If it is a course offered under TVET program, report it in this column.

- **Center-Based Program** refers to training provisions being undertaken in the TESDA Regional and Provincial Training Centers in selected trade areas in the different regions and provinces in the country.

- **Community-Based Training** for Enterprise Development Program is designed to catalyze the creation of livelihood enterprises that shall be implemented by the trainees, immediately after the training. This training is primarily addressed to the poor and marginal groups, those who cannot access, or are not accessible by formal training provisions.

- **Enterprise-Based Program** is a training program being implemented within companies/firms such as Apprenticeship Program, Learnership Program, and Dual Training System.

There is a distinction between a TVET and a post secondary course offered by a school-based program. As mentioned in P12-Highest Grade/Year Completed, post secondary program requires high school course/diploma. Only select TVET programs require high school course/diploma. Successful candidates of a TVET program will be issued a National Certificate or a Certificate of Competency. Hence, all course titles under TVET start with Certificate and end with National Certificate. For example, a person who finished carpentry training under TVET program would receive a <u>Certificate in Carpentry NC II</u>.

Examples:

TVET Course Title	Post Secondary Course Title
Certificate in Performing Arts (Dance) NC II	Associate in Performing Arts
Certificate in Carpentry NC II	Course in House/Building Carpentry
Certificate in Plumbing NC I	Course in Plumbing
Certificate in Masonry NC II	Course in Masonry
Certificate in Agricultural Crops Production I	Associate in Crop Production
Certificate in Performing Arts (Song) NC II	Artist's Diploma in Music
Certificate in Programming NC IV	Certificate in Basic Computer Programming
Certificate in Dressmaking NC II	Course in Basic Sewing
Certificate in Massage Therapy NC II	Course in Therapeutic Massage

Columns P15 and P16 for Persons 15 Years Old and Over

Accomplish Columns P15 and P16 for all household members 15 years old and over. Leave these columns blank if the household member is less than 15 years old.

P15-Overseas Worker

The increasing volume of overseas workers provides a boost to the stability of the economy through their remittances which may be invested in industries such as transportation, housing, construction, education, and manufacturing. Data on overseas workers also help government planners and program managers in the formulation of policies, plans, and programs for the protection of overseas workers and promotion of their welfare.

As discussed in Section 3.4 of Chapter 3 (page 22), *a household member who is an overseas worker is one who is currently out of the country due to an overseas employment or may be presently at home on vacation but has an existing overseas employment to return to. Further, he/she may or may not have a specific work contract.* For POPCEN 2015, a person shall be considered as overseas worker **as of the date of visit**.

For all persons 15 years old and over, ask the question "***Is _____ an overseas worker?***" If the member is an overseas worker, write "**X**" in the box opposite code "**1**" for Yes. Otherwise, write "**X**" in the box opposite code "**2**" for No.

If a household member is less than 15 years old, leave column P15 blank.

P16-Usual Activity/Occupation

Data on usual activity/occupation are essential for analyzing the growth, composition, and distribution of the work force. They provide information on the socio-economic status of the population, which is essential in planning the necessary training programs aimed at the full and effective utilization of the country's human resources.

Ask the question ***"During the past 12 months, what was _____'s usual activity/occupation?"*** for all persons 15 years old and over. Write on the space provided the detailed description of the usual activity/occupation of the person. The detailed description of the usual activity/occupation is important because this will facilitate the coding during the machine processing in the PO using the Philippine Standard Occupational Classification (PSOC).

The term **usual activity/occupation** refers to *the kind of job or business, which a person was engaged in most of the time during the 12 months preceding the interview.* In other words, usual activity/occupation is the person's principal means of earning a living, during the past 12 months, such as a rice farmer, primary school teacher, police inspector, accounting clerk, medical doctor, building architect, and lawyer.

For persons who did not work during the past 12 months, their usual activity/occupation relates to the **non-gainful activities** they usually do during the past 12 months as to their status or to their activity/occupation.

Non-gainful persons may be reported as any of the following:

1. Housekeeper in own home
2. Student
3. Pensioner (quite old to work and receiving monthly pension or annuity)
4. Retired (quite old to work and not receiving monthly pension or annuity, including those who have retired from the government service or private employment or those who are still capable of working but are no longer interested to work)
5. Persons with disability (persons suffering from permanent illness or disability)
6. Dependent (other than those mentioned above), and others.

For purposes of this census, a person is considered a <u>gainful worker or usually working most of the time</u> during the past 12 months <u>if he/she works for at least 10 hours a week for six months (or 26 weeks) or longer</u>, including vacation or sick leave, in one or more of these classes of work:

1. Work for pay (wage, salary, commission, tips, and others);
2. Work for profit in own farm, business or private practice of a profession or trade; and
3. Work without pay on own family farm or business.

For persons whose activities varied during the preceding 12 months, report as his/her usual activity/occupation that which he/she was engaged in for more than six months. However, if none of these activities lasted for more than six months, report the one which had the longest duration.

Take note of the following cases:

1. When reporting the usual activity/occupation, note that a <u>gainful activity takes precedence over a non-gainful one when a person is engaged in both types of activities at the same time</u>.

   For example, if a student works as a service crew in a fast food chain every other day in the morning and goes to school everyday in the afternoon, report "SERVICE CREW" as his/her occupation.

   However, note that if the activities do not occur at the same time, such that there is a clear-cut period to separate the gainful from the non-gainful one, report the activity/occupation which occurred or lasted for <u>more than six months</u>. However, if none of these activities lasted for more than six months, report the one which had the longest duration.

2. If for several years a gentleman had been an elementary school teacher but on August 1, 2015 he had already quit his teaching job and is operating a

palay farm, his usual activity/occupation should still be as elementary school teacher. Again, the reference period should be the past 12 months.

3. During the census, a person may be working in a job other than his/her usual activity/occupation. For instance, a palay farmer or fisherman works temporarily as a carpenter. In this case, his/her usual activity/occupation should be PALAY FARMER or FISHERMAN, and not the temporary job he/she is presently doing.

4. If a person is newly employed but does not have any gainful activity for the past 12 months, the person is still considered in a non-gainful activity.

Always describe the specific job or occupation performed by the person such as radio technician, records clerk, typist, stenographer, lawyer, farm manager, high school teacher, bill collector, carpenter, cigarette vendor, and hospital attendant.

Answers such as agent, engineer, mechanic, and employee are considered vague or general answers. They do not adequately describe the actual/specific work being performed by the person. As such, ask the respondent some additional questions such as, **"Does this person work for a life insurance company, advertising agency, and others?"** or **"What kind of engineer or mechanic is he/she?"**

If the respondent gives a long description of the actual duties of work of the person, report the occupation that fits the description.

Avoid such ambiguous descriptions as owner, partner, and businessman. They do not adequately describe the occupation of the person. They simply indicate the proprietary relationship of the person to the business and some owners do not do any work in connection with their business.

If a person is the owner of an enterprise and he/she manages it or participates in its management, do not accept MANAGER as his/her occupation. Probe if such enterprise is engaged in a wholesale and retail trade, hotel, dormitory, restaurant, cafeteria, or other lodging or eating places, then, said owner managing or participating in the management of the enterprise should be reported as WHOLESALE MERCHANT, RETAILER or WORKING PROPRIETOR.

In some instances, the respondent would give a response of GOVERNMENT EMPLOYEE or PRIVATE EMPLOYEE. This is not acceptable. Probe if the government employee is an OFFICE CLERK, an OFFICE SECRETARY, a STATISTICIAN or others. Similarly, probe the specific occupation of the private employee.

Check for the consistency of the usual activity/occupation of a person with his/her highest grade/year completed. For instance, you need to probe further if the person's usual activity/occupation is CIVIL ENGINEER or LAWYER but his/her highest grade/year completed is HIGH SCHOOL GRADUATE.

Pay special attention to the preceding instructions because ambiguous reporting of the usual activity/occupation will result in inappropriate or incorrect codes, which will consequently lead to inaccurate data on the economic characteristics of the population.

Jobs/Occupations which Need Special Care in Reporting

The following are examples of jobs or occupations, which need special care in reporting:

Unacceptable/ Incomplete Entries	Acceptable/Complete Entries
Agent	Insurance agent, real estate agent, security agent, call center agent, forwarding agent, among others. Note that an agent of the Philippine National Police (PNP) should be reported as an ENLISTED MAN while a PNP INSPECTOR should be reported as a POLICE DETECTIVE or PRIVATE DETECTIVE.
Apprentice	An entry should include both the occupation and the word APPRENTICE. Examples of correct entries are apprentice plumber and apprentice printer.
Assemblers	Specify the type of machinery or product being assembled, such as mechanical machinery assembler, electrical machinery assembler, wood and related materials product assembler.
Attendant	Bar attendant, hospital attendant
Businessman	Wholesale merchant, retailer, manager
Clerk	Accounting clerk, filing clerk, records clerk
Collector	Bill collector, garbage collector, market collector, toll collector
Contractor	A "contractor" is engaged principally in obtaining building and/or other contracts and in supervising the work. He/she should be reported as a BUILDING CONTRACTOR and ROAD CONTRACTOR.
Craftsman or skilled worker	Specify the type of skill, such as a miner, quarry worker, bricklayer carpenter, roofer, plumber, pipe fitter, spray painter, metal molder, sheet metal worker, blacksmith, toolmaker, metal worker, metal grinder, metal polisher, motor vehicle mechanic and fitter, radio and television repairman/repairwoman, telephone installer, electrical line installer, glass engraver, printing engraver, basket weaver, wood treater, cabinet maker.

Unacceptable/ Incomplete Entries	Acceptable/Complete Entries
Driver	Tricycle driver, taxi driver, jeepney driver, heavy equipment driver, *calesa* driver, light van driver, bus driver, tram driver, heavy truck driver, heavy van driver
Employee	Specify whether the employee is a statistician, receptionist, or typist.
Engineer	Civil engineer, mining engineer, marine engineer
Factory worker	Weaver, knitter, sewer, tinsmith
Farmer	Rice farmer, corn farmer, sugarcane farmer, coconut farmer
Farm worker	Skilled rice farm worker, skilled corn farm worker, and others; farm hand, farm laborer
Fireman	Locomotive fireman, city fireman (for city fire department), fire fighter (as in airfields)
Fisherman	Fisherman in deep-sea, coastal, inland, and others; producer of milkfish, tilapia, prawn, seaweeds, oyster, mussels, and other aqua products
Foreman	Foreman-carpenter, foreman-electrician
Government official	Specify the position such as mayor, congressman, senator, cabinet secretary, undersecretary, commissioner, and judge; councilor, barangay chairperson, barangay treasurer
Helper	Store helper, bakery helper
Inspector	Meat inspector, market inspector
Manager	Board of Director, special company manager such as production and operations manager, finance and administration manager, personnel and industrial relations manager, sales and marketing manager, advertising and public relations manager, supply and distribution manager, computing services manager, research and development manager
Mechanic	Automotive mechanic, airplane mechanic, radio mechanic, and others. Do not confuse a mechanic with a machinist; the latter is a skilled craftsman who constructs and repairs all kinds of metal parts, tools, and machines through the use of blueprints, machine and hand tools, and precision measuring instruments.
Midwife	Differentiate a LICENSED MIDWIFE from a PRACTICAL MIDWIFE, *hilot*
Nurse	Registered nurse, practical nurse, nurse's aide

Unacceptable/ Incomplete Entries	Acceptable/Complete Entries
Operator	Bulldozer operator, elevator operator, telephone operator, mining plant operator, mineral ore and stone treating operator, well driller and borer, ore smelting operator, metal melter, caster and rolling-mill operator, metal heat-treating plant operator, metal drawer and extruder, glass and ceramics kiln operator, paper-making plant operator, chemical processing plant operator, power-generating plant operator, steam turbine operator, automated assembly-line operator, machine tool operator, chemical products machine operator, rubber and plastic products machine operator, wood and wood products machine operator, printing machine operator, binding machine operator, paper and paperboard products machine operator, spinning and winding machine operator, weaving and knitting machine operator, sewing and embroidering machine operator, textile bleaching, dyeing and cleaning machine operator, meat and fish processing machine operator, dairy products machine operator, grain and spice milling machine operator, fruit, vegetable and nut processing operator, sugar processing and refining machine operator, tea, coffee, cocoa and chocolate preparing and producing machine operator, tobacco and tobacco products processing machine operator, brewer, wine and other beverage products machine operator
Police	Police officer, police detective, patrolman, traffic police, and others. Note that in municipalities with a small police force, an entry of policeman may be sufficient or acceptable.
Secretary	The title SECRETARY should be used for persons doing secretarial work in an office. A secretary who is an elected or appointed officer of a corporation, firm or other organizations should be reported as an EXECUTIVE SECRETARY.
Supervisor	Principal, school superintendent, sales supervisor, teacher-supervisor, transport supervisor, housekeeping supervisor, farm overseer
Teacher	Elementary school teacher, high school teacher, professor, instructor, substitute teacher or teaching assistant (elementary, high school or college), private tutor, university instructor, vocational-technical skill instructor, specialized trainers such as a sales trainer, management trainer, instructor-trainer

Unacceptable/ Incomplete Entries	Acceptable/Complete Entries
Technician	Civil engineering technician, quantity surveyor, surveyor's technician, mining technician, electrical engineering technician, electronics engineering technician, telecommunications technician, mechanical engineering technician, aeronautical engineering technician, automotive engineering technician, chemical engineering technician, metallurgical technician, mining engineering technician, production engineering technician, draftsman technician, and others. Note that an engineering graduate or a licensed engineer is an engineer by qualification but may be hired as a technician, hence, performing the jobs of a technician. Report him/her as a technician and specify his/her field.
Unskilled laborer	Whenever possible, specify the unskilled laborer as a STREET SWEEPER, JANITOR, STEVEDORE

LLUSTRATION 7.8 Filled Out CP Form 2 (Page 2C)

POPULATION CENSUS QUESTIONS   2C

	FOR ALL PERSONS 5 TO 24 YEARS OLD	FOR ALL PERSONS 5 YEARS OLD AND OVER		FOR ALL PERSONS 15 YEARS OLD AND OVER			
	School Attendance	Literacy	Highest Grade/Year Completed	Technical/Vocational Course Obtained		Overseas Worker	Usual Activity/Occupation
L I N E N U M B E R	P10	P11	P12	P13	P14	P15	P16
	Is ____ currently attending school?	*Can ____ read and write a simple message in any language or dialect?*	*What is the highest grade/year completed by ____?*	*Is ____ a graduate of technical/vocational course?*	*What is the technical/vocational course obtained by ____?*	*Is ____ an overseas worker?*	*During the past 12 months, what was ____'s usual activity/occupation?*
	1 Yes 2 No WRITE X IN THE BOX CORRESPONDING TO THE ANSWER.	1 Yes 2 No WRITE X IN THE BOX CORRESPONDING TO THE ANSWER.	• WRITE THE ANSWER ON THE LINE PROVIDED AND THE CODE CORRESPONDING TO THE ANSWER. • REFER TO CODES AT THE BOTTOM. • IF GRADUATE IN POST SECONDARY OR COLLEGE, SPECIFY THE COURSE AND LEAVE THE BOXES BLANK FOR CODING DURING PROCESSING.	1 Yes 2 No, SKIP TO P15 WRITE X IN THE BOX CORRESPONDING TO THE ANSWER.	• WRITE THE ANSWER ON THE LINE PROVIDED. • LEAVE THE BOXES BLANK FOR CODING DURING PROCESSING.	1 Yes 2 No WRITE X IN THE BOX CORRESPONDING TO THE ANSWER.	• ASK FOR DETAILED DESCRIPTION OF THE PERSON'S USUAL ACTIVITY/OCCUPATION. • WRITE THE ANSWER ON THE LINE PROVIDED. • LEAVE THE BOXES BLANK FOR CODING DURING PROCESSING.
1	☐ 1 ☐ 2	☒ 1 ☐ 2	**BS ELEM EDUC** SPECIFY ☐☐☐	☐ 1 ☒ 2	SPECIFY ☐☐☐	☐ 1 ☒ 2	PRIMARY SCHOOL TEACHER SPECIFY ☐☐☐☐
2	☐ 1 ☐ 2	☒ 1 ☐ 2	**3RD YR COLLEGE** SPECIFY 7 3 0	☒ 1 ☐ 2	CERT IN BAKING NC II SPECIFY ☐☐☐	☐ 1 ☒ 2	PANDESAL BAKER SPECIFY ☐☐☐☐
3	☒ 1 ☐ 2	☒ 1 ☐ 2	**HIGH SCH GRAD** SPECIFY 2 5 0	☐ 1 ☒ 2	SPECIFY ☐☐☐	☐ 1 ☒ 2	STUDENT SPECIFY ☐☐☐☐
4	☐ 1 ☐ 2	☐ 1 ☐ 2	SPECIFY ☐☐☐	☐ 1 ☐ 2	SPECIFY ☐☐☐	☐ 1 ☐ 2	SPECIFY ☐☐☐☐
5	☐ 1 ☐ 2	☐ 1 ☐ 2	SPECIFY ☐☐☐	☐ 1 ☐ 2	SPECIFY ☐☐☐	☐ 1 ☐ 2	SPECIFY ☐☐☐☐
6	☐ 1 ☐ 2	☐ 1 ☐ 2	SPECIFY ☐☐☐	☐ 1 ☐ 2	SPECIFY ☐☐☐	☐ 1 ☐ 2	SPECIFY ☐☐☐☐
7	☐ 1 ☐ 2	☐ 1 ☐ 2	SPECIFY ☐☐☐	☐ 1 ☐ 2	SPECIFY ☐☐☐	☐ 1 ☐ 2	SPECIFY ☐☐☐☐
8	☐ 1 ☐ 2	☐ 1 ☐ 2	SPECIFY ☐☐☐	☐ 1 ☐ 2	SPECIFY ☐☐☐	☐ 1 ☐ 2	SPECIFY ☐☐☐☐

CODES FOR ITEM P12 – HIGHEST GRADE/YEAR COMPLETED   **REMARKS**

000 No grade completed 010 Preschool	**Elementary** 110 Grade 1 120 Grade 2 130 Grade 3 140 Grade 4 150 Grade 5 160 Grade 6 170 Grade 6 graduate 180 Grade 7 graduate 191 SPED, undergraduate 192 SPED, graduate	**High school** 210 1ˢᵗ Year 220 2ⁿᵈ Year 230 3ʳᵈ Year 240 4ᵗʰ Year 260 High school graduate **Post Secondary** 310 1ˢᵗ Year 320 2ⁿᵈ Year IF GRADUATE, SPECIFY COURSE.	**K to 12 Program** 410 Grade 1 420 Grade 2 430 Grade 3 440 Grade 4 450 Grade 5 460 Grade 6 470 Grade 7 480 Grade 8 490 Grade 9 500 Grade 10 510 Grade 11 520 Grade 12	**College** 710 1ˢᵗ Year 720 2ⁿᵈ Year 730 3ʳᵈ Year 740 4ᵗʰ Year 750 5ᵗʰ Year 760 6ᵗʰ Year IF GRADUATE, SPECIFY COURSE.	**Post baccalaureate** 910 Master's degree undergraduate 920 Master's degree graduate 930 Doctorate degree undergraduate 940 Doctorate degree graduate	

7.6   INSTRUCTIONS IN FILLING OUT THE CENSUS ITEMS ON HOUSING CHARACTERISTICS

Page 2D of CP Form 2 contains seven questions on housing characteristics.

General Instructions in Filling Out Items B1 to B3 and H1 to H4

Be guided by the following instructions in recording answers to the census questions on housing characteristics:

1. Each question is to be answered by writing "**X**" in the box corresponding to the answer.

2. Answer in items B1 (Type of Building), B2 (Construction Materials of the Roof of the Building), and B3 (Construction Materials of the Outer Walls of the Building/Housing Unit) are based on your observation. Even before entering the building, you should already figure out the answers to these questions. However, if doubtful, ask the respondent.

3. In general, all households in the same building would have the same answers to B1, B2, and B3. However, it is possible that not all of them would have the same answers to these items especially B3. Be observant of this possibility.

4. For households with BSN 5555 and HUSN 5555, items B1 to B3, and H1 to H4 should be blank.

5. Accomplish questionnaires for buildings or housing units that are vacant (VBLDG or VHU), hence, with HSN 9999, or for those used only as a rest house or vacation house (VRH), hence, with HSN 8889. Fill out only the certification and geo-ID portions, and Items B1 to B3 with responses based on your observation.

6. Similarly, accomplish questionnaires for buildings/housing units whose occupants are excluded in the enumeration, such as those occupied by foreign diplomats, with HSN 8888. Fill out only the certification and geo-ID portions, and Items B1 to B3 with responses based on your observation. The same rule applies to buildings/housing units wholly occupied by non-usual residents (NUR), with HSN 7777 such as students and workers who go home weekly to their residence.

7. If you used two or more CP Form 2 (for households with more than eight members), fill out the portion on housing items of the FIRST BOOKLET only. Leave this portion BLANK in the additional booklet/s. You need to fill out the certification and geo-ID portions of all the booklets for that household.

Specific Instructions in Filling Out Items B1 to B3 and H1 to H4

Items B1 to B3 and H1 to H4 pertain to the characteristics of the housing unit presently occupied by the household.

As mentioned previously, you should answer Items B1 to B3 based on your observation. If you are in doubt, you should ask the respondent.

B1-Type of Building

The distribution of households by type of building supplies information about the available housing accommodation, patterns of living, and building trends in a particular area at the time of the census. Such details are essential for planning future housing needs. Specifically, for housing programmes, such information are required to determine the number of households that need to be provided with housing. Moreover, the number of households living in marginal housing units (commercial, industrial or agricultural buildings, including barns, warehouses, mills, and offices, and other structures such as boats and carts that are used as living quarters) provides an approximation of the housing needs in an area.

Write "**X**" in the box opposite the type of building occupied by the household. The types of building are as follows:

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

2 **Duplex** – *a residential structure intended as a place of abode for two households, each of which has complete living facilities.* It is divided vertically or horizontally into two separate housing units, which are usually identical.

3 **Multi-unit residential building** (three or more housing units) – *a building intended for residential use only, consisting of three or more housing units.* These houses may consist of one or more storeys in a row of three or more housing units, separated from each other by walls extending from the ground to the roof, or a building having floors to accommodate three or more housing units.

Examples:

a. Apartment – *a structure usually having several storeys, with three or more independent entrances from internal halls or courts.* An apartment has one common entrance from the outside.

b. Accesoria – *a one- or two-floor structure divided into three or more housing units, each housing unit having its own separate entrance from the outside.* Another name for accesoria is *row house.*

c. Residential condominium – *a high-rise building where the housing units are owned individually but the land and other areas and facilities are commonly owned.*

A building that was originally constructed as a single or duplex house, but now partitioned into three or more rooms/group of rooms (with separate entrances from a common hall or passage), whose outside structure or appearance was not changed will still be classified as a single house or a duplex house, as the case may be.

4   **Commercial/Industrial/Agricultural building** – *a building which is not intended mainly for human habitation but is used as a living quarter of a household at the time of the census.*

- **Commercial building** – *a building built for transacting business or for rendering professional services, such as a store, office, warehouse, rice mill, and others.*

- **Industrial building** – *a building built for processing, assembling, fabricating, finishing, and manufacturing or packaging operations, such as a factory, plant, and others.*

- **Agricultural building** – *any structure built for agricultural purposes, such as a barn, stable, poultry house, granary, and others.*

5   **Institutional living quarter** – includes hotel, motel, inn, boarding house, dormitory, pension or lodging house, and others. This group comprises permanent structures which provide lodging and/or meals on a fee basis. Institutional buildings also includes buildings that are intended for persons confined to receive medical, charitable or other care/treatment such as hospitals and orphanages; for persons detained such as jails and penal colonies; and other buildings such as convents, school dormitories, and others.

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

6   Tent – refers to a collapsible shelter made of fabric (nylon or canvas) that is stretched over a supporting framework of poles and secured to the ground with cords and stakes.

7   Others – a category that refers to the *living quarters which are neither intended for human habitation nor located in permanent buildings but are nevertheless used as living quarters* at the time of the census. Trailers, barges, carts, boats, abandoned trucks, and culverts fall into this category.

Write "**X**" in the box opposite code "**7**" for "**Others"** and specify the type of building.

When a building is intended partly for residential purpose and partly for commercial or industrial purposes, record the type of building (B1) as either single house (code **1**), duplex (code **2**), or multi-unit residential (code **3**) if half or more of the building is residential. For example, if the second floor of a building is used for housing, the building should be classified into any of these categories.

B2-Construction Materials of the Roof of the Building and B3-Construction Materials of the Outer Walls of the Building/Housing Unit

Data on the construction materials of the roof of the building and construction materials of the outer walls of the building/housing unit provide information on the construction, replacement, and improvement status of buildings/housing units. These items can be used as proxy variables to measure the economic condition/status of a household.

Moreover, data on these items can be used in the evaluation of construction statistics, programme implementation, and for estimating investments in housing construction. They are also useful in determining the number of households residing in structurally acceptable buildings/housing units.

Structural acceptability of a building/housing unit implies that *the building/housing unit is made of durable construction materials that will safeguard its occupants from adverse climatic conditions and provide protection and privacy*.

B2-Construction Materials of the Roof of the Building

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

Code	Description
1	Galvanized iron/aluminum
2	Tile/concrete/clay tile
3	Half galvanized iron and half concrete
4	Bamboo/cogon/nipa/anahaw
5	Asbestos
6	Makeshift/salvaged/improvised materials
7	Trapal
8	Others, SPECIFY _____

Write **"X"** in the box opposite the kind of construction material used for the roof of the building. This item should be answered based on your observation. However, if you are in doubt, ask the respondent regarding the main material used for the roof. If two or more kinds of roofing materials are used, report the material used in most part of the roof. More specifically, report the material used in the main portion of the building (usually containing the living room/sala and bedrooms) for a building with different kinds of roof.

The kind of construction materials for the roof of structures such as culverts, carts or those under the bridge is code "**6**" for "**Makeshift/salvaged/improvised materials**".

For a kind of material used for the roof which is not one of the aforementioned categories, write "**X**" in the box opposite code "**8**" for "**Others**" and specify the kind of construction material used for the roof.

B3-Construction Materials of the Outer Walls of the Building/Housing Unit

The categories for the kind of construction materials of the outer walls of the building/housing unit are as follows:

Code	Description
01	Concrete/brick/stone
02	Wood
03	Half concrete/brick/stone and half wood
04	Galvanized iron/aluminum
05	Bamboo/sawali/cogon/nipa
06	Asbestos
07	Glass
08	Makeshift/salvaged/improvised materials
09	Trapal
10	Others, SPECIFY _____
11	No walls

Write "**X**" in the box opposite the kind of construction material used for the outer walls of the building/housing unit. Fill out this item based on your observation but if you are in doubt, ask the respondent on the material used for the outer walls.

For a two-storey house or building in which half of the storey is walled with concrete/brick/stone while the other half has walls made of wood, write "**X**" in the box opposite the category for **half concrete/brick/stone and half wood (code 03)**. Mark also this category (code 03) for a one-storey building wherein the walls are made of about half of each of the two categories of materials mentioned above (code 01 and code 02).

Moreover, for a two-storey house, especially in rural areas wherein the ground floor is used in raising poultry or storing grains, farm implements, and others, report the main material used for the walls in the second floor. Check if the walls can be classified under **half concrete/brick/stone and half wood (code 03)**.

For houses with walls made of different material, report the material dominantly used.

For housing units in non-building structures s such as trailers, barges, carts, boats, trucks, culverts, or those under the bridge, write "**X**" in the box opposite code "**08**" for "**Makeshift/salvaged/improvised materials**".

For a kind of material used for the outer walls which is not one of the aforementioned categories, write "**X**" in the box opposite code "**10**" for "**Others**" and specify the kind of construction material used for the outer walls.

If the building/housing unit that is occupied by a household has no walls, write "**X**" in the box opposite code "**11**".

H1-Fuel for Lighting

The proportion of households with access to electricity will allow planners to identify areas where community lighting needs to be provided. Data on types of fuel can be analyzed to forecast future demands for various sources of energy, hence, help planning for power installations.

Ask the respondent *"What type of fuel does this household use for lighting?"* Write "**X**" in the box opposite the category which corresponds to the fuel used by the household for its lighting facility. If the household is using electricity, write "**X**" in the box for this item even if it is not used most of the time. If two or more types of fuel for lighting are used, except electricity (for instance, kerosene and oil, oil and candle, and other combinations), report the type of fuel used most of the time for lighting. Write "**X**" in the box corresponding to the type of lighting used more often than the other.

The types of fuel used for lighting are as follows:

Code	Description
1	Electricity
2	Kerosene (gaas)
3	Liquefied petroleum gas (LPG)
4	Oil (vegetable, animal, and others)
5	Solar panel
6	Solar lamp
7	Others, Specify _____
0	None

Write "**X**" in the box opposite code "**7**" for "**Others**" and specify the fuel used for lighting if the type of fuel is not one of the aforementioned categories.

H2-Source of Water Supply for Drinking and H3-Source of Water Supply for Cooking

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

Ask the respondent in H2 *"What is the household's main source of water supply for drinking?"* and in H3 *"What is the household's main source of water supply for cooking?"* Write "**X**" in the box corresponding to the source of water supply for drinking/cooking. If there are two or more sources of water for drinking/cooking, report the source used most of the time during the past 12 months.

The different sources of water supply are as follows:

Code	Description
01	**Own use faucet, community water system** – the household gets its water supply from a faucet inside the house/yard directly connected to a water pipeline from the community water system, such as the Maynilad, Manila Water Company, or other local water districts. Note that a community water system using deep well as the source of water, should be reported under this category.
02	Shared faucet, community water system – the household gets its water supply from the faucet of another household, establishment, or office, which is connected to the community water system.

Code	Description
03	**Own use tubed/piped deep well** – water is taken from a tubed/piped well, which is at least 100 feet or 30 meters deep, and for private use of the household/s in the same building or compound.
04	**Shared tubed/piped deep well** – water supply is taken from a tubed/piped deep well, which is at least 100 feet or 30 meters deep, and shared with another household, establishment or office, or from a deep well which was constructed for public use.
05	**Tubed/piped shallow well** – water is taken from a tubed/piped well, which is less than 100 feet or less than 30 meters deep.
06	**Dug well** – the household gets its water supply from a well, which may be provided with a protective device against contamination or pollution. An ordinary dug well (*balon*) belong to this type. An improvised dug well (dug and with water depository) which is provided with a pump and cover also belongs to this type.
07	**Protected spring** – a spring protected from contaminations by a "spring box" which is typically constructed of brick, masonry or concrete and is built around the spring so that water flows directly out of the box through a pipe without being exposed to outside pollution.
08	**Unprotected spring** – a spring that is subject to runoff and/or bird droppings or animal/other external contaminations. Unprotected springs typically do not have a "spring box".
09	**Lake, river, rain, and others** – the household gets its water supply from natural bodies of water, or water is accumulated from rainfall.
10	**Peddler** – the household gets its water from peddlers. These are the usual sources of water supply of households in low water pressure areas with no community water system.
11	**Bottled water** – mineral/distilled water brought in bottles or gallons are included in this category. Water refilling stations are also included in this category.
12	**Others, specify** – includes other sources not mentioned in categories "**01**" to "**11**" above.

Write "**X**" in the box opposite code "**12**" for "**Others**" and specify the source of water supply for drinking/cooking if the source of water supply is not one of the aforementioned categories.

H4-Tenure Status of the Housing Unit/Lot

Data on the tenure status of the housing unit and lot is also useful for housing priorities and policies, in the promotion of house and lot ownership, and identification of groups that are in need of housing assistance. The extent to which the households own or rent the buildings/living quarters that they occupy is of special significance to housing programmes.

Ask the respondent "***What is the tenure status of the housing unit and lot occupied by your household?***"

The categories for the tenure status of the housing unit and lot are as follows:

Code	Description
1	**Own or owner-like possession of house and lot** – the household is the owner and has legal possession of the housing unit and lot or the household claims to own it. Consider as "own or owner-like" those housing units and lots which are being amortized or paid on installment basis. A house and lot are held under ***heirship*** if it is *inherited even if the title of ownership has not been transferred to the heir(s) yet.* Included here are inherited lots without title of ownership.
2	**Rent house/room, including lot** – the household pays rent, either in cash or in kind, for the house/room (including lot) that it occupies.
3	**Own house, rent lot** – the household owns the house but pays a rental amount, in cash or in kind, for occupying the lot.
4	**Own house, rent-free lot with consent of the owner** – the household owns the house but occupies the lot with the permission of the owner and without paying any rent, in cash or in kind, to the owner, tenant/lessee or subtenant/sublessee.
5	**Own house, rent-free lot without consent of the owner** – the household owns the house but occupies the lot without the permission of the owner.
6	**Rent-free house and lot with consent of the owner** – the household occupies the house and lot, rent-free, with the permission of the owner.
7	**Rent-free house and lot without consent of the owner** – the household occupies the housing unit and lot, without the consent or knowledge of the owner.

Refer to Illustration 7.9 for the filled out page 2D, housing census questions.

ILLUSTRATION 7.9 Filled Out CP Form 2 (Page 2D), Housing Census Questions

7.7 REGISTRATION OF DEATHS IN THE LAST TWO YEARS AMONG HOUSEHOLD MEMBERS

Data on death registration provides government basis to craft programs and policies to better facilitate claims for death benefits, life insurance, inheritance, among others.

The topic on death may be sensitive to some respondents. You need to introduce this portion of CP Form 2 in the following manner:

Now, I would like to ask you some questions about deaths in your family in the past two years and whether these deaths had been registered at the Local Civil Registry Office (LCRO). I understand that it is not easy to talk about deaths in the family but it is important that you tell us about them, so that the government can develop programs and policies that will help facilitate claims for death benefits, life insurance, inheritance, and programs to promote complete registration of deaths at the LCRO.

D1-Whether Any Household Member Died in the Past Two Years

Ask the respondent "*Was there any former member of this household who died in the past two years, from July 2013 to July 2015?*" If the answer is Yes, write "**X**" in the box corresponding to code "**1**". If the answer is No, write "**X**" in the box corresponding to code "**2**" and END THE INTERVIEW.

The deceased persons to be reported in this section are those who were members of the household at the time of their death and who died within the period

July 2013 to July 2015. This includes an overseas worker who was a member of this household and who died within the specified period.

D2-Number of Former Household Members Who Died in the Past Two Years

If the answer in Item D1 is Yes, ask the respondent "***How many former members of this household have died in the past two years, from July 2013 to July 2015?***" Write in the box the number of former members who died in the past two years.

Do not include a person who died while temporarily staying with the household, since he/she was not a member of the household at the time of his/her death.

If the answer is five or more deaths, use additional booklet. Fill out only this portion, the certification portion and the geographic identification of the additional booklet.

D3-Name of Former Household Member Who Died in the Past Two Years

In this column, write the names of former household members who died anytime from July 2013 to July 2015. Write the last name in the first line and the first name in the second line.

D4-Sex of Former Household Member Who Died in the Past Two Years

Ask the question "***Is _____male or female?***" Refer to the name in D3 when asking this question. Write "**X**" in the box corresponding to code "**1**" if male or in the box corresponding to code "**2**" if female.

D5-Age at Death of Former Household Member Who Died in the Past Two Years

Ask the question "***How old was _____ when he/she died?***" Ask for the age at death in days, months, or years. You must ask for the age at death even if it is only a best estimate.

If the person was less than one month old at death, write "**X**" in the box corresponding to code "**1**" for DAYS and enter the corresponding answer in the box for days. If the person was less than two years but at least one month old when he or she died, write "**X**" in the box corresponding to code "**2**" for MONTHS and enter the corresponding answer in the box for months. Enter the number in completed months. If the person was two years or older when he or she died, write "**X**" in the box corresponding to code "**3**" for YEARS and enter the corresponding answer in the box for years. Enter the number in completed years. If this information is unknown to the respondent, write "**X**" in the box opposite code "**4**" for Don't know.

If the answer is less than one month or about four weeks, probe to find out the exact age at death in days. For example, if the answer is "three weeks," probe for the number of days. If the mother says 19 days, record "**19**" in the boxes for DAYS.

If the respondent reported four and a half months, record "**04**" in the boxes for MONTHS. If the respondent reported weeks, you must convert the answer to days or months. If the answer is one or more months (5 weeks or more), you need to convert the answer to months. For an answer of 7 weeks, record **01** in the boxes for MONTHS.

Similarly, if the respondent reported 1 year, you need to probe to find the exact number of months. We know that if a child died at the age of 10, 11, 12, 13, or 14 months, the respondent is likely to round off the answer when asked how old the former member was when he/she died. This means that the respondent is likely to respond 1 year old even if that former member was really 10 months or 13 months old. Therefore, when a respondent reported 1 year to this question, probe by asking *How many months old was (Name)?* Record the answer in completed months. This question is also used, among others, to compute for Infant Mortality Rates defined as deaths among children less than one year old. Hence, it is important that you record the exact number of months especially among children who died before the age of 2 years.

Refer below for the correct recording of age at death.

ILLUSTRATION 7.10 Examples of Recording Age at Death

"She died when she was 7 days old."	[X] 1 DAYS `0` `7` [ ] 3 YEARS `  ` [ ] 2 MONTHS `  ` [ ] 4 DON'T KNOW
"He was 3 and a half months old."	[ ] 1 DAYS `  ` [ ] 3 YEARS `  ` [X] 2 MONTHS `0` `3` [ ] 4 DON'T KNOW
"He was 2 weeks old when he passed away." After probing, you learn that the baby was actually 12 days old when he died.	[X] 1 DAYS `1` `2` [ ] 3 YEARS `  ` [ ] 2 MONTHS `  ` [ ] 4 DON'T KNOW
"She died on the same day she was born."	[X] 1 DAYS `0` `0` [ ] 3 YEARS `  ` [ ] 2 MONTHS `  ` [ ] 4 DON'T KNOW
She died when she was one year old." After probing you learn that the child was actually 13 months old."	[ ] 1 DAYS `  ` [ ] 3 YEARS `  ` [X] 2 MONTHS `1` `3` [ ] 4 DON'T KNOW
"He died in a car accident. He was going to be 33 years old in September."	[ ] 1 DAYS `  ` [X] 3 YEARS `3` `2` [ ] 2 MONTHS `  ` [ ] 4 DON'T KNOW

D6 and D7-Death Registration

The death of a person is a vital event subject to official registration. The *recording of the occurrence of a death* in the city/municipal civil registry office is called **death registration**. The purpose of collecting these data is to determine the extent of death registration in the country. Low registration of deaths would prompt the adoption of strategies and actions to increase the level of death registration.

D6-Whether Death was Registered at the LCR Office

Ask the respondent *"Was the death of ____ registered with the Local Civil Registry Office?"* If the answer is Yes, write "**X**" in the box corresponding to code "**1**". If the answer is No, write "**X**" in the box corresponding to code "**2**". If the registration of

the death of a former member of the household is unknown to the respondent, write "**X**" in the box opposite code "**3**" for Don't Know.

D7-Copy of Death Certificate

Ask the respondent "***Have you or any member of this household ever obtained a copy of his/her death certificate?***" If the answer is Yes, write "**X**" in the box corresponding to code "**1**". If the answer is No, write "**X**" in the box corresponding to code "**2**". If this information is unknown to the respondent, write "X" in the box opposite code "**3**" for Don't know.

The copy of death certificate should have an LCR number. These should have been obtained from a Local Civil Registry Office or from the Philippine Statistics Authority.

If the household had a copy of a death certificate but such copy is no longer with the household, write "**X**" in the box corresponding to code "**1**" for Yes.

Refer below for the filled out page 2D of CP Form 2.

ILLUSTRATION 7.11 Filled Out CP Form 2 (Page 2D)
Registration of Deaths in the Last Two Years Among Household Members

REGISTRATION OF DEATHS IN THE LAST TWO YEARS AMONG HOUSEHOLD MEMBERS

Now, I would like to ask you some questions about deaths in your family in the past two years and whether these deaths had been registered at the Local Civil Registry Office (LCRO). I understand that it is not easy to talk about deaths in the family but it is important that you tell us about them, so that the government can develop programs and policies that will help facilitate claims for death benefits, life insurance, inheritance, and programs to promote complete registration of deaths at the LCRO.

| D1 | Was there any former member of this household who died in the past two years, from July 2013 to July 2015? WRITE X IN THE BOX CORRESPONDING TO THE ANSWER. [X] 1 Yes   [ ] 2 No, END INTERVIEW. | D2 | How many former members of this household have died in the past two years, from July 2013 to July 2015? WRITE IN THE BOX THE CORRESPONDING NUMBER AND FILL OUT THE MATRIX BELOW. [I] IF 5 OR MORE DEATHS, USE ADDITIONAL BOOKLET. |

L I N E N U M B E R	Name **D3** LIST THE NAMES OF FORMER HOUSEHOLD MEMBERS WHO DIED ANYTIME FROM JULY 2013 TO JULY 2015.	Sex **D4** Is ___ male or female? 1 Male 2 Female ⅃	Age at Death **D5** How old was ___ when he/she died? ENTER AGE AT DEATH IN: • DAYS IF AGE AT DEATH IS LESS THAN 1 MONTH; • MONTHS IF AGE AT DEATH IS 1 MONTH BUT LESS THAN 2 YEARS; OR • YEARS IF AGE AT DEATH IS 2 YEARS OR OLDER. FOR AGE 98 YEARS OR OLDER, WRITE "98". WRITE X IN THE BOX CORRESPONDING TO THE REPORTED AGE AT DEATH IN DAYS, MONTHS OR YEARS.	Death Registration **D6** Was the death of ___ registered with the Local Civil Registry Office? 1 Yes 2 No 3 Don't know WRITE X IN THE BOX CORRESPONDING TO THE ANSWER.	**D7** Have you or any member of this household ever obtained a copy of his/her death certificate? 1 Yes 2 No 3 Don't know WRITE X IN THE BOX CORRESPONDING TO THE ANSWER.
1	CABASAG _____ LAST NAME MORTICIO _____ FIRST NAME	[X] 1 [ ] 2	[ ] 1 DAYS [X] 3 YEARS |6|6| [ ] 2 MONTHS [ ] 4 DON'T KNOW	[X] 1 [ ] 2 [ ] 3	[X] 1 [ ] 2 [ ] 3
2	_____ LAST NAME _____ FIRST NAME	[ ] 1 [ ] 2	[ ] 1 DAYS [ ] 3 YEARS		[ ] 2 MONTHS [ ] 4 DON'T KNOW	[ ] 1 [ ] 2 [ ] 3	[ ] 1 [ ] 2 [ ] 3

7.8   ENDING THE INTERVIEW

Once the interview for all the members of the household and the interview for questions on housing are completed, review the questionnaire thoroughly to check for the completeness, consistency, and correctness of the entries. Verify doubtful entries and make the necessary changes/corrections. Record the time the interview ended and complete the other items such as the result of final visit and the population items in the

Interview Record portion. Then sign the Certification portion. Thank the respondent for his/her cooperation before leaving the household.

7.9   HOUSEHOLDS RESPONDING THROUGH SELF-ADMINISTERED QUESTIONNAIRE

Whenever the information about the household and its members could not be obtained through personal interview, you should provide the household with CP Form 2 along with CP Form 7, which contains instructions on how to accomplish CP Form 2. For a household who will accomplish CP Form 2 without being interviewed but will use CP Form 7 as aid in accomplishing CP Form 2, the said household is responding through self-administered manner.

In Section 4.1 of Chapter 4, CP Form 7 is described as a form that contains instructions to guide the respondent of the household in accomplishing or self-administering CP Form 2 without the personal interview of the EN. See Appendix 4 for a copy of this form.

Follow these procedures in providing the household with CP Forms 2 and 7:

a. In CP Form 7, write the appointment date of collecting CP Form 2 and CP Form 7 that you will set with the household. Write "**X**" in the box opposite **THE USE OF SELF-ADMINISTERED QUESTIONNAIRE**. Write also the name of the PSO, address and contact information of the PSA-PO.

b. Ask the household head, spouse or any responsible member during the accomplishment of CP Form 1 for the total number of household members so that you can leave enough copies of CP Form 2.

c. Fill out the geographic identification portion of CP Form 2 that you will leave to the household.

d. Fill out CP Form 6 and check "CB" for callback, and write the date listed before posting this form.

e. Write in Column 10 of CP Form 1 the name of the person who will collect the accomplished CP Form 2 and CP Form 7. The person who will collect the forms will be either you or your TS. Do not forget to write the date and time of appointment to collect CP Form 2 and CP Form 7.

f. If you will collect the forms, revisit the household on the appointed time and date to collect the said forms. Upon collection of these forms, review all the accomplished CP Form 2 for completeness, consistency, and accuracy.

g. Match the entries in accomplished CP Form 2 with CP Form 1. In case of inconsistency, entries in CP Form 2 shall prevail. Correct the entries in CP Form 1 based on CP Form 2.

7.10   HOUSEHOLDS RESPONDING THROUGH THE E-QUESTIONNAIRE

In some identified areas, households who refused to be interviewed for whatever reason could be persuaded to use the E-Questionnaire. For households who will use E-Questionnaire instead of CP Form 2, they will be provided with CP Form 2 and CP Form 7, which also contains instructions on how to accomplish E-Questionnaire. Both CP Form 2 and CP Form 7 will aid the household in using E-Questionnaire.

For households who will be using the E-Questionnaire, follow the procedures below:

a. In CP Form 7, write the appointment date of collecting CP Form 2 and CP Form 7 that you will set with the household. Write "**X**" mark in the box opposite **THE USE OF E-QUESTIONNAIRE**. Write also the name of the PSO, address and contact information of the PSA-PO.

b. Write also in CP Form 7 the Reference Number from the list of such numbers provided to you by your TS. The order of assignment of reference number to a household is sequential. For example, if your TS provided you with five reference numbers from **0000000001** to **0000000005**, assign the reference number **0000000001** to the first household who will use the E-Questionnaire, then **0000000002** to the second household, and so on.

c. Ensure that the household head, spouse or any responsible household member receive the CP Form 2 and CP Form 7.

d. Do not forget to write the date and time of appointment to collect CP Form 2 and CP Form 7 and the Reference Number in the Remark/s Column of CP Form 1 corresponding to the line number of the household.

e. Fill out CP Form 6, write **X** mark in the box opposite "**CB**" for callback, and write the date listed before posting this form.

f. Visit the household on the appointed date and time to collect CP Form 2 and CP Form 7. Check if the Census Receipt Confirmation Number (CRCN) is written on the space provided in CP Form 7.

- The CRCN is a computer-generated number that will be provided to the household once the E-Questionnaire has been successfully accomplished. During the accomplishment of the E-Questionnaire, the respondent will be instructed to write the CRCN on the space provided for in CP Form 7.

⑧ Instructions in Accomplishing CP Form 4

This chapter discusses in detail the instructions on how you will enumerate the institutional population using the CP Form 4 – Institutional Population Questionnaire. This questionnaire gathers information on institutional living quarters (ILQ) and persons considered part of the institutional population. See Appendix 3 for a copy of this questionnaire and the translation guide in Appendix 9.

CP Form 4 is a four-page questionnaire. The first page (4A) of this questionnaire is similar to the contents of CP Form 2 except for the following:

- CP Form 4 has a 6-digit questionnaire serial number located at the right portion of the Title Panel.

- The GEOGRAPHIC IDENTIFICATION PANEL contains the Institutional Serial Number instead of the Housing Unit Serial Number and the Household Serial Number. It also contains the NAME OF INSTITUTIONAL LIVING QUARTER, as well as the NAME and DESIGNATION OF THE RESPONDENT. The ADDRESS in this questionnaire pertains to that of the ILQ.

- The bottom page of this questionnaire contains the CODES FOR THE TYPE OF INSTITUTIONAL LIVING QUARTER instead of Remarks portion.

The second, third, and fourth pages (4B, 4C, and 4D) contain the Population Census Questions. Item P1 is for the name of the person residing in ILQ while item P2 is for the residence status of the member. Items P3-Sex, P5-Age, P6-Whether a Member's Birth was Registered at the LCR Office, P7-Copy of Birth Certificate, P8-Marital Status, P9-Religious Affiliation, and P12-Highest Grade/Year Completed are the same items in CP Form 2.

8.1   WHO WILL ENUMERATE THE INSTITUTIONAL POPULATION

You will be able to determine how and who will enumerate the institutional population as soon as you have accomplished CP Form 1 for a particular institution. You

need to know the information on the total number of institutional population while accomplishing CP Form 1.

The three situations to consider in enumerating institutional population are the following:

Case 1. For ILQs with <u>20 or less residents</u>, **YOU** will have to list and interview each resident and accomplish CP Form 4. If the ILQ refused to be interviewed but agreed to be left with SAQ, leave one CP Form 4 and CP Form 8. Do not forget to write **"c/o (your name)"** in the remarks column of CP Form 1 to remind you that you are the one to collect the CP Form 4.

Case 2. For ILQs with <u>more than 20 residents</u>, do the following:

- Contact the manager, head, or person-in-charge of the institution. Explain to him/her the objectives and methodology of the census.

- Request him/her to ask his/her staff to fill out CP Form 4 with the aid of their records and based on the instructions provided in CP Form 8. However, if the institution's manager requests that the residents be individually interviewed at the time of your visit, you should do the interview by yourself even if the number of institutional members is more than 20.

HOW TO ENUMERATE INSTITUTIONAL POPULATION

1. For 20 or less members

   - List and interview each resident

2. For more than 20 members

   - Contact head of institution
   - Request staff to fill out CP Form 4
   - If the head requires you to interview the members, follow procedure #1 above
   - Ask for the number of males and females in the ILQ
   - Leave CP Form 4 with CP Form 8
   - Write "c/o TS" in Column 10 of CP Form 1
   - Inform head of institution that the TS will collect the accomplished CP Form 4

3. No eligible member

   - Fill out the geo-ID of CP Form 4
   - Write in Column 10 of CP Form 1 the reason no one was enumerated

---

- Before you leave CP Form 4 together with CP Form 8 to the manager, head, or person-in-charge, ask him/her of the total number of male and female population in the ILQ and enter the

counts in Columns 8 and 9, respectively of CP Form 1. Depending on the number of residents in the institution, leave as many CP Form 4 as may be required.

- Inform him/her that the accomplished CP Form 4 will be collected by your Team Supervisor (TS) (give his/her name) within a week or at the convenience of manager/owner, but not beyond the enumeration period. Do not forget to write **"c/o TS"** and the **"appointment date/time"** in Column 10 of CP Form 1.

Case 3. For ILQs wherein no one is eligible for enumeration, assign CP Form 4. Fill out only the certification, geo-ID portions (province, city/municipality, barangay, enumeration area (EA) number, ISN, type of ILQ, name of institutional living quarter, and address), and interview record. Write **"c/o (your name)"** Column 10 of CP Form 1 and the reason why no one was enumerated.

8.2   PERSONS TO BE ENUMERATED AS MEMBERS OF THE INSTITUTIONAL POPULATION

The following are to be included as members of the institution for each type of ILQs:

1. **Hotels, motels, lodging houses, dormitories, and others** – These are establishments that provide lodging and meals and various personal services for the public.

   a. Proprietor, manager, and employees living in the establishment, except those living therein with their own families and those who usually go home to their respective families at least once a week.

   b. Lodgers/boarders

      - Include those who have stayed for more than six months in hotels and motels as of August 1, 2015, or have been away from their own families for the same period.

      - Exclude those who usually go home to their respective families at least once a week.

      - Include those who are not residents of the Philippines and who have been in the Philippines for one year or longer as of August 1, 2015, or are expected to stay in the Philippines for one year or longer. However, exclude those who have a temporary place of residence elsewhere in the Philippines where they usually go home. Exclude

also diplomatic representatives of the United Nations (UN), International Labor Organization (ILO), or United States Agency for International Development (USAID) officials who, like diplomatic representatives, may be subject to reassignment to other countries after their tour of duty in the Philippines, and members of their families.

    c. Permanent lodgers in boarding houses.

    d. Dormitory residents who do not usually go home to their respective households at least once a week.

    e. Boarders in residential houses provided that their number is 10 or more.

2. **Hospitals and nurses' home** – These are institutions where the needy, aged, young, or where the sick or injured are given medical or surgical care.

    a. All patients confined in mental hospitals, leprosaria or leper colonies, pavilions of tuberculosis sanitaria where patients stay more or less permanently, and rehabilitation centers for drug addicts, regardless of the duration of confinement.

    b. Patients who have been confined for more than six months as of August 1, 2015 in other kinds of hospitals and wards for temporary confinement in tuberculosis sanitaria.

    c. Nurses in nurses' homes who do not usually go home to their respective families at least once a week.

    d. Staff members and employees living in hospitals/nurses' homes, except those living therein with their families and those who usually go home to their respective families at least once a week.

3. **Welfare institutions** – These are institutions intended for seeing or improving the welfare of disadvantaged social groups. Included here are institution for juvenile, sexually abused, and others.

    a. All wards, including those who have just been confined.

    b. Staff members and employees living in the institutions, except those living therein with their families and those who usually go home to their respective families at least once a week.

4. **Corrective and penal institutions** – These are living quarters intended for housing the prisoners and detainees.

    a. All prisoners in national prisons and reformatories.

b. Prisoners and detainees in provincial or city/municipal jails who have been continuously confined for more than six months, including confinement in another jail elsewhere, as of August 1, 2015, or those whose sentence would exceed six months, even if the sentence is on appeal.

c. Staff members and employees living in these institutions, except those living therein with their own families and those who usually go home to their respective families at least once a week.

5. **Convents, nunneries, seminaries, and boarding schools** – These are ILQs intended for the housing of nuns, seminarians, other religious entities, and students.

   a. Monks, priests, ministers, nuns, seminarians, and others. However, priests or ministers of sects who live in the convent or house close to the church or chapel with their own families are to be considered as members of households.

   b. Students in boarding schools where students are required to stay in the school campus.

   c. Staff members, employees, and helpers living in the premises, except those living therein with their own families and those who usually go home to their respective families at least once a week.

6. **Military camps and stations** – These are camps established for the temporary accommodation of military men/women and other persons.

   a. Officers and enlisted men/draftees, except those who live in the premises with their own families and those who go home to their respective families once a week or staying in hotels, lodging places or dormitories. This includes also those belonging to the unit in the camp or station but who are away on military operation or mission or aboard naval vessels, except those whose families are living in the camp or station (their own families will report them).

   b. Cadets and trainees of the Philippine Military Academy (PMA), Philippine National Police Academy (PNPA), and Philippine Merchant Maritime Academy (PMMA) whose training will last for more than six months.

   c. Detainees who have been continuously confined for more than six months, including confinement in another camp or station elsewhere, as of August 1, 2015.

    d. Civilian employees living in the camp or station, except those living therein with their own families and those who usually go home to their respective families at least once a week.

7. **Logging, mining, and construction/public works camps** – These are camps established for the housing of workers in mining, agriculture, public works, or other types of enterprises.

- Proprietor, manager, contractor, and employees who do not live with their own families in the camp/station premises and are supplied with lodging (bedding, and others) and/or meals by the company, firm contractor or agency, except those who usually go home to their respective families at least once a week.

8. **Oceangoing and interisland/coastal vessels** – These are vessels that are used as living quarters of the crewmembers.

- Filipino crewmember of interisland/coastal vessel or deep-sea fishing vessel at port on any day during the enumeration, if the crewmember has no home other than the vessel.

9. **Refugee camps** – These are camps established for the housing of refugees.

- Filipino citizens working and living inside the camps, except those living therein with their own families and those who usually go home to their respective families at least once a week.

10. **Others** – These are ILQs not mentioned above.

8.3   CERTIFICATION PANEL

Follow the instructions on how to accomplish this portion given for CP Form 2.

8.4   GEOGRAPHIC IDENTIFICATION PANEL

The Geographic Identification Panel contains the following:

- Booklet Number
- Geographic Name and Code of Province, City/Municipality, and Barangay, as well as the Enumeration Area (EA) Number
- Building Serial Number (BSN)
- Institutional Serial Number (ISN)
- Type of ILQ
- Name of ILQ

- Name of the Respondent
- Designation of Respondent
- Address of the ILQ

Booklet Number

There are two sets of boxes for the booklet number. The first set of two boxes is intended for the number that will indicate the order of the booklet being accomplished and the second set of two boxes is for the total number of booklets used for the ILQ. Use two digits in each set of boxes. Prefix zero for a single digit.

If the ILQ has 24 members or fewer members, you will use one booklet, hence, Booklet **0I** of **0I** booklets. See example below.

Geographic Identification

Copy the geographic ID, that is, the name and code of the province, city/municipality, and barangay, and the EA number from the Geographic Identification

Panel of CP Form 1 – Listing Booklet. You are advised to fill out this portion before going out to the field for enumeration. During your actual visit to the ILQ, transcribe the BSN and ISN from Columns 2 and 5 of CP Form 1.

Types of Institutional Living Quarter

Identify the ILQ as to its type and enter the code in accordance with the following coding scheme.

Code	Type of Institutional Living Quarter
01	Hotel, motel, lodging house, dormitory, and others
02	Hospital and nurses' home
03	Welfare institution
04	Corrective and penal institution
05	Convent, nunnery, seminary, and boarding school
21	Military camp and station
22	Logging, mining and construction/public works camp
23	Oceangoing and interisland/coastal vessel
24	Refugee camp
25	Others, SPECIFY _____

The codes for the types of ILQs are found at the bottom page of page 4A of the questionnaire.

Name of Institutional Living Quarter

Transcribe on the space provided for this item the name of the ILQ from Column 6 of CP Form 1.

Name and Designation of the Respondent

Write the last name followed by the first name of the respondent on the line provided. Write also the designation of the respondent on the corresponding space.

Address of the Institutional Living Quarter

Transcribe on the line provided in CP Form 4 the address of the ILQ from Column 6 of CP Form 1.

ILLUSTRATION 8.1 Filled Out Geographic Identification of CP Form 4

CP FORM 1

AUTHORITY:
Republic Act (RA) No. 10625 authorizes the Philippine Statistics Authority (PSA) to prepare and conduct periodic census on population.

CONFIDENTIALITY:
All information provided in this census shall be held STRICTLY CONFIDENTIAL in accordance with RA 10625.

Republic of the Philippines
PHILIPPINE STATISTICS AUTHORITY

2015 CENSUS OF POPULATION LISTING BOOKLET

495686   **1A**

Approval Number: PSA 1518-01
Expires on March 31, 2016

CERTIFICATION

GEOGRAPHIC IDENTIFICATION

I hereby certify that the data set forth herein were personally obtained/reviewed by me and in accordance with the instructions given by PSA.

MONTH OF VISIT [0][8]   BOOKLET [0][1] OF [   ] BOOKLETS

Nanette Sering
NANETTE SERING   08/13/15

ENUMERATOR
SIGNATURE OVER PRINTED NAME   DATE SIGNED

PROVINCE SURIGAO DEL NORTE [6][7] BARANGAY WASHINGTON [0][6][8]

TEAM SUPERVISOR
SIGNATURE OVER PRINTED NAME   DATE SIGNED

CITY/MUNICIPALITY SURIGAO CITY [2][4] ENUMERATION AREA NUMBER [0][0][6][0][0][0]

LISTING RECORD

LINE NO. (1)	DAY OF VISIT (1)	BUILDING SERIAL NUMBER (BSN) (2)	HOUSING UNIT SERIAL NUMBER (HUSN) (3)	HOUSE-HOLD SERIAL NUMBER (HSN) (4)	INSTITU-TIONAL SERIAL NUMBER (ISN) (5)	NAME OF HOUSEHOLD HEAD OR NAME/TYPE OF INSTITUTION / ADDRESS (6)	POPULATION COUNT AS OF AUGUST 1, 2015 TOTAL (7)	MALE (8)	FEMALE (9)	REMARKS (10)
8	10	0007			0001	DOM'S BOARDING HOUSE / 14 ROXAS ST.	20 ✓	0	20	

Republic of the Philippines
PHILIPPINE STATISTICS AUTHORITY

2015 CENSUS OF POPULATION INSTITUTIONAL POPULATION QUESTIONNAIRE

103854   **4A**

Approval Number: PSA-1518-03
Expires on March 31, 2016

GEOGRAPHIC IDENTIFICATION

BOOKLET [0][1] OF [0][1] BOOKLETS

PROVINCE   SURIGAO DEL NORTE   [6][7]

CITY/MUNICIPALITY   SURIGAO CITY   [2][4]

BARANGAY   WASHINGTON   [0][6][8]

ENUMERATION AREA NUMBER   [0][0][6][0][0][0]

BUILDING SERIAL NUMBER   [0][0][0][7]

INSTITUTIONAL SERIAL NUMBER   [0][0][0][1]

TYPE OF INSTITUTIONAL LIVING QUARTER (SEE CODES BELOW)   [0][1]

NAME OF INSTITUTIONAL LIVING QUARTER   DOM'S BOARDING HOUSE

NAME OF THE RESPONDENT   LOPEZ   JENA
                         LAST NAME   FIRST NAME

DESIGNATION OF RESPONDENT   PERSON-IN-CHARGE

ADDRESS   14 ROXAS ST.
          HOUSE/BUILDING NUMBER AND STREET OR SITIO/PUROK NAME

8.5   Interview Record

Follow the instructions on how to accomplish this portion given for CP Form 2.

Ask the respondent "***How many persons are residing in this institutional living quarter as of August 1, 2015?***" When the members are more than 20, the enumeration will be done by the manager/head of the institution, and the TS will collect the questionnaires. The answer provided will also help you in determining whether or not you have listed all the members of the ILQ in Column P1. As you ask this question, be sure to explain to the respondent the persons to be included.

8.6   Population Census Questions

The quality of the data collected in this questionnaire will depend highly on how well you ask the questions and how accurate you record the answer. For this reason, you are required to follow the instructions correctly for each item in CP Form 4 as provided in this manual.

Line Number

Every booklet is allotted with 24 lines or rows. Each line or row is provided with a line number that corresponds to each member of the ILQ.   Just like what you did in CP Form 2, encircle also the line number of the respondent.

If there are more than 24 members in the ILQ, you need to use additional CP Form 4. The next line number for the next institutional member should be in sequence to the last line number indicated in the last booklet of CP Form 4 that you have used for the 24 members. You have to line out the preprinted line number on the additional form and write above it the correct sequential number. The instruction located at the bottom page 4D under the heading "**CHECKLIST FOR USE OF ADDITIONAL BOOKLET**" will help you determine if additional questionnaire/s would be needed to list all the members of the ILQ.

P1-Name

Ask the respondent "***Who are the persons residing in this ILQ as of August 1, 2015?***" Write the last name, followed by the first name. List the names of the members of the ILQ following the order of their residence status.

- Manager, director, person-in-charge
- Staff member/employee, including physician and nurse
- Officer/enlisted man, trainee
- Officer/crew member in a merchant vessel
- Priest, seminarian, nun, postulant

- Lodger or boarder
- Patient in hospital, sanitarium, and others
- Ward in home for the aged, orphanage, welfare institution, and others
- Prisoner/detainee
- Others

However, if a mistake is committed in the order of entering the names, let the list stand as it is.

P2-Residence Status

As the respondent gives the name of a member, ask immediately this question "*What is _____'s position or residence status in this ILQ?*" You will refer to the name of the member (P1) when you ask this question.

Write the description of the residence status of each member on the space provided in Column P2 and enter the appropriate code in the corresponding boxes. The code for the residence status is listed at the bottom of page 4B as follows:

Code	Description for Residence Status
01	Manager, director, person in-charge
02	Staff member/employee, including physician and nurse
03	Officer/enlisted man, trainee
04	Officer/crew member in a merchant vessel
21	Priest, seminarian, nun, postulant
22	Lodger or boarder
23	Patient in hospital, sanitarium, and others
24	Ward in home for the aged, orphanage, welfare institution, and others
31	Prisoner/detainee
32	Others

Note that in a particular type of ILQ, only one or two or a few of the residence status and corresponding codes are applicable. For instance, the proprietor (manager) of a hotel and his/her employees who do not live with their own families in the hotel and do not usually go home to their respective families at least once a week will be coded, respectively, as "**01**" for Manager, director, person in-charge, and "**02**" for Staff member/employee, and others.

In another example, a hospital would have a person in-charge and staff member who did not usually go home to his/her respective family, or a patient who have been confined for more than six months. But a hospital would have no officer/crew members in merchant vessel as its members.

P3-Sex to P9-Religious Affiliation and P12-Highest Grade/Year Completed

For Columns P3, P5, P6, P7, P8, P9, and P12, follow the same instructions on how to accomplish these items provided in CP Form 2.

The codes for the highest grade/year completed are shown at the bottom pages of 4B, 4C, and 4D.

Use of Additional Booklet

Ask the question under the heading **USE OF ADDITIONAL BOOKLET** "*Are there more than 24 members in this ILQ?*" Write "**X**" in the box opposite code "**1**" if the answer is Yes, and use additional booklet. Write "**X**" in the box opposite code "**2**" if the answer is No. This item is very important because it will indicate the number of booklets of CP Form 4 used for an ILQ.

When using more than one booklet for an ILQ (with more than 24 members), copy the contents of the geographic ID of the first booklet to the additional booklets. Leave the portions for Interview Record and Summary of Visit BLANK.

Refer to illustrations below for the filled out CP Form 4.

ILLUSTRATION 8.2 Filled Out CP Form 4 (Page 4A)

CP FORM 4	Republic of the Philippines	
	PHILIPPINE STATISTICS AUTHORITY	**4A**
AUTHORITY: Republic Act (RA) No. 10625 authorizes the Philippine Statistics Authority (PSA) to prepare and conduct periodic census on population.	**2015 CENSUS OF POPULATION** **INSTITUTIONAL POPULATION** **QUESTIONNAIRE**	I03854 ⌐
CONFIDENTIALITY: All information provided in this census shall be held STRICTLY CONFIDENTIAL in accordance with RA 10625.		Approval Number: PSA-1518-03 Expires on March 31, 2016

CERTIFICATION / GEOGRAPHIC IDENTIFICATION

I hereby certify that the data set forth herein were personally obtained/reviewed by me and in accordance with the instructions given by PSA.

Cheryl Bastillo
CHERYL BASTILLO
ENUMERATOR
SIGNATURE OVER PRINTED NAME
08/11/15
DATE ACCOMPLISHED

TEAM SUPERVISOR
SIGNATURE OVER PRINTED NAME

DATE REVIEWED

CENSUS AREA SUPERVISOR
SIGNATURE OVER PRINTED NAME

DATE REVIEWED

CO/RSSO/PO SUPERVISOR
SIGNATURE OVER PRINTED NAME

DATE REVIEWED

BOOKLET `0` `1` OF `0` `1` BOOKLETS

PROVINCE	SURIGAO DEL NORTE	`6` `7`
CITY/MUNICIPALITY	SURIGAO CITY	`2` `4`
BARANGAY	WASHINGTON	`0` `6` `8`
ENUMERATION AREA NUMBER		`0` `0` `5` `0` `0` `0`
BUILDING SERIAL NUMBER		`0` `0` `3` `8`
INSTITUTIONAL SERIAL NUMBER		`0` `0` `0` `3`
TYPE OF INSTITUTIONAL LIVING QUARTER (SEE CODES BELOW)		`0` `1` ⌐

NAME OF INSTITUTIONAL LIVING QUARTER   AESHA'S BOARDING HOUSE

NAME OF THE RESPONDENT   LIPIO (LAST NAME)   GUI (FIRST NAME)

DESIGNATION OF RESPONDENT   PERSON-IN-CHARGE

ADDRESS   I2 GEMIMA ST.
HOUSE/BUILDING NUMBER AND STREET OR SITIO/PUROK NAME

INTERVIEW RECORD

VISIT NUMBER	1	2	3	SUMMARY OF VISIT	
DATE MONTH:DAY	`0` `8` `1` `2`			**NUMBER OF VISITS MADE**	`1`
TIME BEGAN HOUR:MINUTE	`0` `9` `0` `0`			**RESULT OF FINAL VISIT***	`1`
TIME ENDED HOUR:MINUTE	`1` `0` `0` `0`			**TOTAL MEMBERS IN THE INSTITUTION**	`0` `0` `0` `1` `5`
RESULT OF VISIT*	`1`			**NUMBER OF MALES**	`0` `0` `0` `1` `5`
				NUMBER OF FEMALES	`0` `0` `0` `0` `0`

***CODES FOR RESULT OF VISIT**

1 COMPLETED   4 ALL MEMBERS ARE ABSENT FOR   6 POSTPONED
2 REFUSED   EXTENDED PERIOD   7 OTHERS, SPECIFY
3 NO RESPONDENT   OF TIME
AROUND   5 PARTLY COMPLETED

MODE OF DATA COLLECTION**   `1`

****CODES FOR MODE OF DATA COLLECTION**

NEXT VISIT				
DATE MONTH:DAY				1 PERSONAL INTERVIEW 2 SELF-ADMINISTRATIVE QUESTIONNAIRE
TIME HOUR:MINUTE				

CODES FOR TYPE OF INSTITUTIONAL LIVING QUARTER

01	Hotel, motel, lodging house, dormitory, and others	21	Military camp and station	
02	Hospital and nurses' home	22	Logging, mining, and construction/public works camp	
03	Welfare institution	23	Oceangoing and interisland/coastal vessel	
04	Corrective and penal institution	24	Refugee camp	⌐
05	Convent, nunnery, seminary, and boarding school	25	Others, SPECIFY _____	

ILLUSTRATION 8.3 Filled Out CP Form 4 (Page 4B)

4B	POPULATION CENSUS QUESTIONS							
	FOR ALL PERSONS							FOR ALL PERSONS 5 YEARS AND OVER
	Name	Residence Status	Sex	Age	Birth Registration		Marital Status	Religious Affiliation	Highest Grade/ Year Completed
	P1	P2	P3	P5	P6	P7	P8	P9	P12

LINE NUMBER	Name (P1)	Residence Status (P2)	Sex (P3)	Age (P5)	Birth Registration (P6)	(P7)	Marital Status (P8)	Religious Affiliation (P9)	Highest Grade/Year Completed (P12)
1	LIPIO (LAST NAME) / GUI (FIRST NAME)	IN CHARGE / SPECIFY 0 1	X 1	0 3 5	X 1	X 1	X 1	ROMAN CATHOLIC	BS ECON
2	ESPINOSA / JOE	LODGER / SPECIFY 2 2	X 1	0 1 6	X 1	X 1	X 1	ROMAN CATHOLIC	IST YR COLL / 7 1 0
3	PAO / CHRIS	LODGER / SPECIFY 2 2	X 1	0 1 6	X 1	X 1	X 1	ROMAN CATHOLIC	IST YR COLL / 7 1 0
4	DE LEON / LUCKY	LODGER / SPECIFY 2 2	X 1	0 1 7	X 1	X 1	X 1	ROMAN CATHOLIC	2ND YR COLL / 7 2 0
5	MAKABAT / VIC	LODGER / SPECIFY 2 2	X 1	0 1 8	X 1	X 1	X 1	ROMAN CATHOLIC	3RD YR COLL / 7 3 0
6	LISONDA / MAR	LODGER / SPECIFY 2 2	X 1	0 1 6	X 1	X 1	X 1	ROMAN CATHOLIC	IST YR COLL / 7 1 0
7	LITANG / BERTO	LODGER / SPECIFY 2 2	X 1	0 1 6	X 1	X 1	X 1	ROMAN CATHOLIC	IST YR COLL / 7 1 0
8	LIQUIDO / FILIP	LODGER / SPECIFY 2 2	X 1	0 1 6	X 1	X 1	X 1	AGLIPAY	IST YR COLL / 7 1 0

CODES FOR ITEM P2 – RESIDENCE STATUS

01 Manager, director, person-in-charge
02 Staff member/employee, including physician and nurse
03 Officer/enlisted man, trainee
04 Officer/crew member in a merchant vessel
21 Priest, seminarian, nun, postulant
22 Lodger or boarder
23 Patient in hospital, sanitarium, and others
24 Ward in home for the aged, orphanage, welfare institution, and others
31 Prisoner/detainee
32 Others

CODES FOR ITEM P12 – HIGHEST GRADE/YEAR COMPLETED

000 No grade completed
010 Preschool

Elementary
110 Grade 1
120 Grade 2
130 Grade 3
140 Grade 4
150 Grade 5
160 Grade 6
170 Grade 6 graduate
180 Grade 7 graduate
191 SPED, undergraduate
192 SPED, graduate

High school
210 1st Year
220 2nd Year
230 3rd Year
240 4th Year
250 High school graduate

Post Secondary
310 1st Year
320 2nd Year
IF GRADUATE, SPECIFY COURSE.

K to 12 Program
410 Grade 1
420 Grade 2
430 Grade 3
440 Grade 4
450 Grade 5
460 Grade 6
470 Grade 7
480 Grade 8
490 Grade 9
500 Grade 10
510 Grade 11
520 Grade 12

College
710 1st Year
720 2nd Year
730 3rd Year
740 4th Year
750 5th Year
760 6th Year
IF GRADUATE, SPECIFY COURSE.

Post baccalaureate
910 Master's degree undergraduate
920 Master's degree graduate
930 Doctorate degree undergraduate
940 Doctorate degree graduate

ILLUSTRATION 8.4 Filled Out CP Form 4 (Page 4C)

	POPULATION CENSUS QUESTIONS								4C
	FOR ALL PERSONS								**FOR ALL PERSONS 5 YEARS AND OVER**
	Name	Residence Status	Sex	Age	Birth Registration		Marital Status	Religious Affiliation	Highest Grade/ Year Completed
L I N E N U M B E R	P1	P2	P3	P5	P6	P7	P8	P9	P12
	Who are the persons residing in this institutional living quarter (ILQ) as of August 1, 2015? LIST THE NAME OF ALL MEMBERS OF THE INSTITUTIONAL LIVING QUARTER FOLLOWING THE ORDER SPECIFIED IN THE CODES FOR THE RESIDENCE STATUS AT THE BOTTOM.	What is ____'s position or residence status in this ILQ? • WRITE THE ANSWER ON THE LINE PROVIDED. • WRITE THE CODE CORRESPONDING TO THE ANSWER. REFER TO CODES AT THE BOTTOM PAGE 4B.	Is ____ male or female? 1 Male 2 Female	What is ____'s age as of his/her last birthday? • WRITE IN THE BOXES THE AGE IN COMPLETED YEARS. • IF LESS THAN ONE YEAR OLD, WRITE "000".	Was the birth of ____ registered with the Local Civil Registry Office? 1 Yes 2 No 3 Don't know WRITE X IN THE BOX CORRESPONDING TO THE ANSWER.	Has ____ ever had a copy of his/her birth certificate? 1 Yes 2 No 3 Don't know WRITE X IN THE BOX CORRES-PONDING TO THE ANSWER.	Is ____ single, married, widowed, divorced/separated, or in a common-law/live-in arrangement? 1 Single 2 Married 3 Widowed 4 Divorced/separated 5 Common-law/Live-in 6 Unknown • WRITE X IN THE BOX CORRESPONDING TO THE ANSWER. • FOR PERSONS 0 TO 9 YEARS OLD, WRITE X IN THE BOX FOR SINGLE.	What is ____'s religious affiliation? • WRITE THE ANSWER ON THE LINE PROVIDED. • LEAVE THE BOXES BLANK FOR CODING DURING PROCESSING.	What is the highest grade/year completed by ____? • WRITE THE ANSWER ON THE LINE PROVIDED AND THE CODE CORRESPONDING TO THE ANSWER. • REFER TO CODES AT THE BOTTOM. • IF GRADUATE IN POST SECONDARY OR COLLEGE, SPECIFY THE COURSE AND LEAVE THE BOXES BLANK FOR CODING DURING PROCESSING.
9	GALANG *LAST NAME* ELMER *FIRST NAME*	LODGER *SPECIFY* 2 2	[X] 1 [ ] 2	0 1 6	[X] 1 [ ] 2 [ ] 3	[X] 1 [ ] 2 [ ] 3	[X] 1 [ ] 2 [ ] 3 [ ] 4 [ ] 5 [ ] 6	ROMAN CATHOLIC *SPECIFY*	IST YR COLL *SPECIFY* 7 1 0
10	BALUD *LAST NAME* SAM *FIRST NAME*	LODGER *SPECIFY* 2 2	[X] 1 [ ] 2	0 1 6	[X] 1 [ ] 2 [ ] 3	[X] 1 [ ] 2 [ ] 3	[X] 1 [ ] 2 [ ] 3 [ ] 4 [ ] 5 [ ] 6	ROMAN CATHOLIC *SPECIFY*	IST YR COLL *SPECIFY* 7 1 0
11	KANARES *LAST NAME* CESAR *FIRST NAME*	LODGER *SPECIFY* 2 2	[X] 1 [ ] 2	0 1 6	[X] 1 [ ] 2 [ ] 3	[X] 1 [ ] 2 [ ] 3	[X] 1 [ ] 2 [ ] 3 [ ] 4 [ ] 5 [ ] 6	ROMAN CATHOLIC *SPECIFY*	IST YR COLL *SPECIFY* 7 1 0
12	LISACA *LAST NAME* PETE *FIRST NAME*	LODGER *SPECIFY* 2 2	[X] 1 [ ] 2	0 1 6	[X] 1 [ ] 2 [ ] 3	[X] 1 [ ] 2 [ ] 3	[X] 1 [ ] 2 [ ] 3 [ ] 4 [ ] 5 [ ] 6	ROMAN CATHOLIC *SPECIFY*	IST YR COLL *SPECIFY* 7 1 0
13	SOLIMAN *LAST NAME* GREG *FIRST NAME*	LODGER *SPECIFY* 2 2	[X] 1 [ ] 2	0 1 6	[X] 1 [ ] 2 [ ] 3	[X] 1 [ ] 2 [ ] 3	[X] 1 [ ] 2 [ ] 3 [ ] 4 [ ] 5 [ ] 6	ROMAN CATHOLIC *SPECIFY*	IST YR COLL *SPECIFY* 7 1 0
14	POLINAR *LAST NAME* HARIDON *FIRST NAME*	STAFF *SPECIFY* 0 2	[X] 1 [ ] 2	0 5 0	[X] 1 [ ] 2 [ ] 3	[X] 1 [ ] 2 [ ] 3	[ ] 1 [ ] 2 [X] 3 [ ] 4 [ ] 5 [ ] 6	AGLIPAY *SPECIFY*	HS GRAD *SPECIFY* 2 5 0
15	POLINAR *LAST NAME* ROY *FIRST NAME*	STAFF *SPECIFY* 0 2	[X] 1 [ ] 2	0 2 6	[X] 1 [ ] 2 [ ] 3	[X] 1 [ ] 2 [ ] 3	[X] 1 [ ] 2 [ ] 3 [ ] 4 [ ] 5 [ ] 6	AGLIPAY *SPECIFY*	HS GRAD *SPECIFY* 2 5 0
16	CB *LAST NAME* *FIRST NAME*	*SPECIFY*	[ ] 1 [ ] 2		[ ] 1 [ ] 2 [ ] 3	[ ] 1 [ ] 2 [ ] 3	[ ] 1 [ ] 2 [ ] 3 [ ] 4 [ ] 5 [ ] 6	*SPECIFY*	*SPECIFY*

REMARKS	CODES FOR ITEM P12 – HIGHEST GRADE/YEAR COMPLETED				
		Elementary 110 Grade 1 120 Grade 2 130 Grade 3 140 Grade 4 150 Grade 5 160 Grade 6 170 Grade 6 graduate 180 Grade 7 graduate 191 SPED, undergraduate 192 SPED, graduate	**High school** 210 1st Year 220 2nd Year 230 3rd Year 240 4th Year 250 High school graduate **Post Secondary** 310 1st Year 320 2nd Year IF GRADUATE, SPECIFY COURSE.	**K to 12 Program** 410 Grade 1 420 Grade 2 430 Grade 3 440 Grade 4 450 Grade 5 460 Grade 6 470 Grade 7 480 Grade 8 490 Grade 9 500 Grade 10 510 Grade 11 520 Grade 12	**College** 710 1st Year 720 2nd Year 730 3rd Year 740 4th Year 750 5th Year 760 6th Year IF GRADUATE, SPECIFY COURSE. **Post baccalaureate** 910 Master's degree undergraduate 920 Master's degree graduate 930 Doctorate degree undergraduate 940 Doctorate degree graduate
	000 No grade completed 010 Preschool				

ILLUSTRATION 8.5 Filled Out CP Form 4 (Page 4D)

4D			**POPULATION CENSUS QUESTIONS**					⌐
			FOR ALL PERSONS					FOR ALL PERSONS 5 YEARS AND OVER
L I N E N U M B E R	Name	Residence Status	Sex	Age	Birth Registration		Marital Status	Religious Affiliation	Highest Grade/ Year Completed
	P1	P2	P3	P5	P6	P7	P8	P9	P12

Column instructions:

P1	P2	P3	P5	P6	P7	P8	P9	P12
Who are the persons residing in this institutional living quarter (ILQ) as of August 1, 2015? LIST THE NAME OF ALL MEMBERS OF THE INSTITUTIONAL LIVING QUARTER FOLLOWING THE ORDER SPECIFIED IN THE CODES FOR THE RESIDENCE STATUS AT THE BOTTOM.	What is _____'s position or residence status in this ILQ? • WRITE THE ANSWER ON THE LINE PROVIDED. • WRITE THE CODE CORRESPONDING TO THE ANSWER. REFER TO CODE AT THE BOTTOM PAGE 4B.	Is _____ male or female? 1 Male 2 Female	What is _____'s age as of his/her last birthday? • WRITE IN THE BOXES THE AGE IN COMPLETED YEARS. • IF LESS THAN ONE YEAR OLD, WRITE "000".	Was the birth of ___ registered with the Local Civil Registry Office? 1 Yes 2 No 3 Don't know WRITE X IN THE BOX CORRESPONDING TO THE ANSWER.	Has ___ ever had a copy of his/her birth certificate? 1 Yes 2 No 3 Don't know WRITE X IN THE BOX CORRES-PONDING TO THE ANSWER.	Is _____ single, married, widowed, divorced/separated, or in a common-law/live-in arrangement? 1 Single 2 Married 3 Widowed 4 Divorced/separated 5 Common-law/Live-in 6 Unknown • WRITE X IN THE BOX CORRESPONDING TO THE ANSWER. • FOR PERSONS 0 TO 9 YEARS OLD, WRITE X IN THE BOX FOR SINGLE.	What is _____'s religious affiliation? • WRITE THE ANSWER ON THE LINE PROVIDED. • LEAVE THE BOXES BLANK FOR CODING DURING PROCESSING.	What is the highest grade/year completed by ___? • WRITE THE ANSWER ON THE LINE PROVIDED AND THE CODE CORRESPONDING TO THE ANSWER. • REFER TO CODES AT THE BOTTOM. • IF GRADUATE IN POST SECONDARY OR COLLEGE, SPECIFY THE COURSE AND LEAVE THE BOXES BLANK FOR CODING DURING PROCESSING.

Data rows (Line Numbers 17–24):

Each row has: CB / LAST NAME / FIRST NAME; SPECIFY box; Sex boxes 1, 2; Age boxes; Birth Registration boxes 1, 2, 3; P7 boxes 1, 2, 3; Marital Status boxes 1–6; Religious Affiliation SPECIFY; Highest Grade/Year SPECIFY.

Line	Name
17	CB
18	CB
19	CB
20	CB
21	CB
22	CB
23	CB
24	CB

USE OF ADDITIONAL BOOKLET

Are there more than 24 members in this institutional living quarter?
WRITE X IN THE BOX FOR YES. OTHERWISE, WRITE X IN THE BOX FOR NO.

☐ 1 Yes, USE ADDITIONAL BOOKLET.

☒ 2 No

CODES FOR ITEM P12 – HIGHEST GRADE/YEAR COMPLETED

Elementary	High school	K to 12 Program	College	Post baccalaureate
000 No grade completed	210 1st Year	410 Grade 1	710 1st Year	910 Master's degree undergraduate
010 Preschool	220 2nd Year	420 Grade 2	720 2nd Year	920 Master's degree graduate
110 Grade 1	230 3rd Year	430 Grade 3	730 3rd Year	930 Doctorate degree undergraduate
120 Grade 2	240 4th Year	440 Grade 4	740 4th Year	940 Doctorate degree graduate
130 Grade 3	250 High school graduate	450 Grade 5	750 5th Year	
140 Grade 4		460 Grade 6	760 6th Year	
150 Grade 5	Post Secondary	470 Grade 7	IF GRADUATE, SPECIFY COURSE.	
160 Grade 6	310 1st Year	480 Grade 8		
170 Grade 6 graduate	320 2nd Year	490 Grade 9		
180 Grade 7 graduate	IF GRADUATE, SPECIFY COURSE.	500 Grade 10		
191 SPED, undergraduate		510 Grade 11		
192 SPED, graduate		520 Grade 12		

8.7 USING CP FORM 2 IN PLACE OF CP FORM 4

If you encounter an ILQ in your EA and you do not have CP Form 4, proceed to enumerate the members of that ILQ using CP Form 2, as an improvised CP Form 4. The information will be transcribed later to CP Form 4 by your TS. In this case, be sure to:

1. Write the word "**INSTITUTIONAL**" diagonally across the Geo-ID portion of CP Form 2.

2. Fill out the Geo-ID portion and the number of booklets used. Line out the HOUSING UNIT SERIAL NUMBER and leave its corresponding boxes blank. Line out "HOUSEHOLD SERIAL NUMBER", replace with "ISN," and write the serial number in the appropriate boxes. Line out also the "LINE NUMBER OF RESPONDENT". Replace with "TYPE OF ILQ" and write the code corresponding to the type of institution. Replace "NAME OF HOUSEHOLD HEAD" with "NAME OF ILQ".

3. Replace the question on relationship to the household head (Column P2) with a question on the position or residence status of the member of ILQ. Fill out only Columns P2, P3, P5, P6, P7, P8, P9, and P12 to record the characteristics of the residents of the ILQ.

Example:

8.8   INSTITUTIONS RESPONDING THROUGH SELF-ADMINISTERED QUESTIONNAIRE

Information about the institution and its population should be obtained through personal interview. If this is not possible, such information can be obtained by providing the manager, head or person in-charge of the institution with CP Form 4, along with CP Form 8, which contains instructions on how to accomplish CP Form 4. For an institution who will accomplish CP Form 4 without being interviewed but will use CP Form 8 as aid in accomplishing CP Form 4, the said institution is responding through self-administered manner.

Briefly described in Section 4.1 of Chapter 4, CP Form 8 contains instructions to guide the respondent of the institution in accomplishing or self-administering CP Form 4 without the personal interview of the EN or TS. See Appendix 5 for a copy of this form. Aside from Case 1 mentioned in Section 8.2, page 163 of this Chapter, you should also provide the institution with CP Form 4 and CP Form 8 for the following cases:

1. Institution in assigned area that could not be contacted or if contacted, personal interview is not possible after three visits made on separate days; and

2. Institutions in special areas identified by the Provincial Statistical Office where prior arrangement with the manager, head or person in-charge on the manner the questionnaires will be administered, distributed, and collected has been made.

You need to follow these procedures in providing the institutions with CP Form 4 and CP Form 8.

a. In CP Form 8, write the appointment date of collecting CP Form 4 and CP Form 8 that you will set with the ILQ. Write also the name of the PSO, address and contact information of the PSA-PO.

b. Before your final visit to the institution, fill out the geographic identification portion of CP Forms 4 that you will distribute.

c. If the institution is contacted but personal interview of CP Form 4 is not possible, and institutions in special areas, you need to:

   • Ask the manager, head or person in-charge during the accomplishment of CP Form 1 for the total number of institutional population so that you can leave enough CP Form 4. If the management could not provide you with the number, you need to estimate this based on your knowledge of the area.

   • Provide the manager, head or person in-charge with the required number of CP Form 4 together with CP Form 8.

d. If the institution could not be contacted, leave enough copies of CP Form 4 with CP Form 8 in the mailbox or in a conspicuous place in the building or with the nearest neighbor.

e. For both items b and c, write in CP Form 8 the time and date when you will collect the forms.

f. Fill out CP Form 6, write **X** mark in the box opposite "**CB**" for callback, and write the date listed before posting this form.

g. Write in Column 10 of CP Form 1 the name of the person who will collect the accomplished CP Form 4. The person who will collect the forms will be either you or your TS.

h. If you will collect the forms, return to the institution on the appointed time and date to collect the said forms. Upon collection of these forms, review all the accomplished CP Form 4 for completeness, consistency, and accuracy. You should either return any form not properly filled out or set another appointment for collection, or ask again the institution for interview.

i. Check the entries in accomplished CP Form 4 with CP Form 1. In case of inconsistency, entries in CP Form 4 shall prevail. Correct the entries in CP Form 1 based on CP Form 4.

j. If your TS will collect the accomplished CP Form 4 during your weekly meetings, ask from your TS these forms. Verify the population count in CP Form 1 with CP Form 4. Correct any inconsistencies by copying the entries in CP Form 4 to CP Form 1.

❾ Instructions in Accomplishing CP Form 10

This chapter contains detailed instructions on how you will accomplish CP Form 10 or the Daily Accomplishment Report of Enumerator.

CP Form 10 is designed to provide a summary of your accomplishments and furnish your supervisors with information about the households and institutions that you have successfully interviewed on a daily basis. See Illustration 9.3 for a copy of this form.

The entries in this form will come from accomplished CP Form 1. Bear in mind that all information gathered in the census will be kept STRICTLY CONFIDENTIAL. Hence, you should neither give nor show the information from CP Form 10 or from other accomplished CP forms to unauthorized PSA and non-PSA personnel.

CP Form 10 is a one-page form that you should accomplish everyday to record the number of households, total population, and number of ILQs that you have successfully interviewed or enumerated. It is also used to record special HSNs 7777, 8888, 8889, and 9999 listed in a day. The number of households and ILQs for callback is also recorded in this form. This form is divided into three parts, namely, Geographic Identification Panel, Accomplishment Record, and Preparation and Verification Portion.

The Geographic Identification Panel contains the name and codes of the province, city/municipality, barangay, and enumeration area number, and Status of Enumeration.

The Accomplishment Record consists of the following 11 columns:

- Column 1 – Date
- Column 2 – Number of households successfully interviewed in a day
- Column 3 – Cumulative number of households successfully interviewed
- Column 4 – Total population enumerated in a day
- Column 5 – Cumulative total population
- Column 6 – Number of ILQs enumerated in a day
- Column 7 – Number of VHUs (HSNs 9999) listed in a day
- Column 8 – Number of HSNs 8889, 8888, and 7777 listed in a day
- Column 9 – Number of households for callback in a day
- Column 10 – Number of ILQs for callback in a day
- Column 11 – Remarks

INSTRUCTION: The table below should be accomplished by the Enumerator everyday. Entries in this form should come from CP Form 1.

ACCOMPLISHMENT RECORD

Date (MM/DD)	Number of Households Successfully Interviewed		Total Population Enumerated		Number of ILQs Enumerated in a day	Number of VHUs (HSNs 9999) listed in a day	Number of HSNs 8889, 8888, and 7777 listed in a day	Number of Households for Callback in a day	Number of ILQs for Callback in a day	Remarks
	Number of Households in a day	Cumu-lative	Total Population in a day	Cumu-lative						
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)

The preparation and verification portion is the part of CP Form 10 where you will write your name and the date when you have prepared this form. This is also where your TS will write his/her name and the date he/she verified the entries in this form.

Prepared by:		Verified as Correct by:	
_____ ENUMERATOR SIGNATURE OVER PRINTED NAME	_____ DATE SUBMITTED	_____ TEAM SUPERVISOR SIGNATURE OVER PRINTED NAME	_____ DATE VERIFIED

All entries in the Geographic Identification Panel and the Accomplishment Record should come from CP Form 1.

9.1   INSTRUCTIONS IN FILLING OUT CP FORM 10

Follow the guidelines below in filling out CP Form 10.

1. Accomplish CP Form 10 in duplicate copies. One copy will be submitted to your TS when he/she collects this form from you every Wednesday. Your TS will submit your accomplished CP Form 10 to his/her CAS every Friday.

2. If you are assigned to cover more than one EA, accomplish CP Form 10 for each EA assigned to you.

3. Fill out the Geographic Identification Panel

    Geographic Identification: Copy correctly from CP Form 1 the name and code of the province, city/municipality, barangay, and enumeration area number to the corresponding lines and boxes provided. See Illustration 9.1.

    Status: Write the status of enumeration in your assigned EA as of the date for the last entry of the page. Write "**1**" if the status of enumeration in your assigned EA as of that date is still ongoing or "**2**" if you have completely covered your area. If there are two or more pages of CP Form 10 that you have accomplished for your EA, write "**2**" for the status of enumeration on the last page.

ILLUSTRATION 9.1 How to Fill Out the Geographic Identification of CP Form 10

If your assigned EA is completely enumerated, there should be an entry of "**00**" for day of visit after the last row that is filled out in Column 1 of CP Form 1. In CP Form 10, the status of enumeration will be "**2**" once the last household is listed in CP Form 1. See illustration below.

ILLUSTRATION 9.2 Example of a Completed Status of Enumeration

4. Fill out a line in CP Form 10 from Column 1 to Column 11 everyday with the required data based on CP Form 1.

Column 1 – Date: Write the actual date (MM/DD) of your enumeration.

Columns 2 and 3 refer to the **Number of Households Successfully Interviewed**.

Column 2 – Number of Households in a day: Write in this column the number of households successfully enumerated in CP Form 1 for the date that corresponds to the date that you have written in Column 1 of CP Form 10. Refer to CP Form 1 in Column 1 (Day of Visit), Column 4 (HSN), and

Column 10 (remarks on appointment and completed interviews) in counting the number of households.

Column 3 – Cumulative: On the first line in this column, copy the number of households written on the first line of Column 2. On the second line of this column, write the sum of the entry on the first and second lines of Column 2. On the third line of this column, write the sum of entry on the second line of Column 3 and the third line of Column 2, and so on.

Example:

Date (MM/DD)	Number of Households Successfully Interviewed	
	Number of Households in a day	Cumu-lative
(1)	(2)	(3)
08/10	15	15
08/11	12	27
08/12	18	45
08/13	15	60
08/14	18	78
08/15	15	93
TOTAL	93	

For 08/10, the entry in Col 2 (15) and Col 3 (15) are the same.

For 08/11, the entry in Col 3 (27) is the sum of entry in Col 2 (12) for that day and Col 2 (15) of previous day (08/10).

For 08/12, the entry in Col 3 (45) is the sum of entry in Col 2 (18) for that day and Col 3 (27) of previous day (08/11).

For 08/15, the entry in Col 3 (93) is the sum of entry of Col 2 (15) for that day and Col 3 (93) of previous day (08/14). If this is the last entry on this form, the last entry in Col 3 (93) should be the same as the entry in the last row of Col 2, TOTAL, (93).

Columns 4 and 5 refer to the **Total Population Enumerated.**

Column 4 – Total Population in a day: Write in this column the total population enumerated in CP Form 1 for the date that corresponds to the date that you have written in Column 1 of CP Form 10. Refer to CP Form 1 in Column 1 (Day of Visit), Column 7 (Total Population), and Column 10 (remarks on appointment and completed interviews) in counting the total population.

Column 5 – Cumulative: On the first line in this column, copy the total population written on the first line of Column 4. On the second line of this column, write the sum of the entry on the first and second lines of Column 4. On the third line of this column, write the sum of entry on the second line of Column 4 and the third line of Column 5, and so on.

Example:

Date (MM/DD)		Total Population Enumerated	
		Total Population in a day	Cumu-lative
(1)		(4)	(5)
08/10		57	57
08/11		105	162
08/12		90	252
08/13		60	312
08/14		54	366
08/15		75	441
TOTAL		441	

For 08/10, the entry in Col 4 (57) and Col 5 (57) are the same.

For 08/11, the entry in Col 5 (162) is the sum of entry in Col 4 (105) for that day and Col 5 (57) of previous day (08/10).

For 08/12, entry in Col 5 (252) is the sum of entry in Col 4 (90) for that day and Col 3 (162) of previous day (08/11).

For 08/15, the entry in Col 5 (441) is the sum of entry in Col 4 (75) for that day and Col 5 (366) of previous day (08/14). If this is the last entry on this form, the last entry in Col 5 (441) should be the same as the entry in the last row of Col 4, TOTAL, (441).

Column 6 – Number of ILQs Enumerated in a day: Write in this column the number of ILQs enumerated in CP Form 1 that corresponds to the date that you have written in Column 1 of CP Form 10.

Column 7 – Number of VHUs (HSNs 9999) listed in a day: Write in this column the number of VHUs (HSNs 9999) listed in CP Form 1 for the date that corresponds to the date that you have written in Column 1 of CP Form 10. Refer to CP Form 1, specifically Column 1 (Day of Visit), Column 4 (HSN), and Column 10 (remarks on appointment and completed interviews) in counting the number of VHUs.

Column 8 – Number of Special HSNs 8889, 8888, and 7777 listed in a day: Write in this column the number of HSNs 8889, 8888 and 7777 listed in CP Form 1 for the date that corresponds to the date that you have written in Column 1 of CP Form 10. Refer to CP Form 1 in Column 1 (Day of Visit), Column 4 (HSN), and Column 10 (remarks on appointment and completed interviews) in counting the number of special HSNs 8889, 8888, and 7777.

Column 9 – Number of Households for Callback in a day: Write in this column the number of households for callback and/or referral to TS listed in CP Form 1 for the date that corresponds to the date that you have written in Column 1 of CP Form 10. These are the households which are scheduled for callbacks as of that date. Refer to CP Form 1 in Column 1 (Day of Visit), Column 4 (HSN), and Column 10 (remarks on appointment and completed interviews) in counting the number of households for callback as of that date.

Column 10 – Number of ILQs for Callback: Write in this column the number of ILQs for callback and/or referral to TS listed in CP Form 1 that corresponds to the date that you have written in Column 1 of CP Form 10. These are ILQs which are scheduled for callbacks as of that date. Refer to CP Form 1 in Column 1 (Day of Visit), Column 5 (ISN), and Column 10 (remarks on appointment and completed interviews) in counting the number of ILQs for callback as of that date.

Column 11 – Remarks: Write in this column any important information that will provide explanation or clarification on the counts or entries reported in this form.

Row Totals for Columns 2, 4, and 6 to 8: Write in the last row (TOTAL) of Column 2 the sum of the number of households; in Column 4 the sum of total population; in Column 6 the sum of ILQs; in Column 7 the sum of VHUs (HSNs 9999); and in Column 8 the sum of special HSNs 8889, 8888, and 7777.

5. Fill out the Preparation and Verification Portion

   Name and Signature of the EN and Date Submitted: Print your name and affix your signature on the line "Prepared by:" Write the date when you submit this form.

   Name and Signature of your Team Supervisor and Date Verified as Correct: Your TS will print and sign his/her name and the date he/she reviewed or verified the entries in the form.

If on August 12, 2015, Wednesday, during your weekly meeting with your TS, you submitted CP Form 10, you should have filled out this form in the manner shown in Illustration 9.3. For the entries in lines 1 to 3, refer to the filled out CP Form 1 in Illustration 6.1.

ILLUSTRATION 9.3 Filled Out CP Form 10

CP Form 10
(Accomplish in duplicate.)

Republic of the Philippines
PHILIPPINE STATISTICS AUTHORITY

2015 Census of Population
DAILY ACCOMPLISHMENT REPORT OF ENUMERATOR

PROVINCE	SURIGAO DEL NORTE	6 7
CITY/MUNICIPALITY	SURIGAO CITY	2 4
BARANGAY	WASHINGTON	0 6 8
ENUMERATION AREA NUMBER		0 0 5 0 0 0
STATUS OF ENUMERATION		1 1 – ONGOING 2 – COMPLETED

INSTRUCTION: The table below should be accomplished by the Enumerator everyday. Entries in this form should come from CP Form 1.

ACCOMPLISHMENT RECORD

Date (MM/DD)	Number of Households Successfully Interviewed		Total Population Enumerated		Number of ILQs Enumerated in a day	Number of VHUs (HSNs 9999) listed in a day	Number of HSNs 8889, 8888, and 7777 listed in a day	Number of Households for Callback in a day	Number of ILQs for Callback in a day	Remarks
	Number of Households in a day	Cumu-lative	Total Population in a day	Cumu-lative						
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)
08/10	15	15	57	57		2	1			
08/11	12	27	105	162	2	1	1			
08/12	18	45	90	252						
TOTAL	45		252		2	3	2			

Prepared by: Verified as Correct by:

Cheryl Bastillo
CHERYL BASTILLO   08/12/15
ENUMERATOR   DATE   TEAM SUPERVISOR   DATE VERIFIED
SIGNATURE OVER PRINTED NAME   SUBMITTED   SIGNATURE OVER PRINTED NAME

⑩ Instructions in Accomplishing CP Forms 6, 9, 13, and 16

POPCEN 2015

This chapter contains detailed instructions on when to use and how to fill out CP Forms 6, 9, 13, and 16.

10.1 INSTRUCTIONS IN FILLING OUT CP FORM 6 – NOTICE OF LISTING/ ENUMERATION

CP Form 6 is a sticker used for control and monitoring purposes. Its presence indicates that a particular building, housing unit, household or ILQ had already been listed/enumerated. You have to post as many stickers as there are housing units and/or ILQs in a building. For an ILQ with housing unit, post a separate CP Form 6 for each, that is, one for the ILQ and another one for the housing unit.

Before you post CP Form 6 to the building/housing unit, write on the space provided the following:

1. Enumeration Area (EA) Number – Copy the EA Number from the geographic identification portion of CP Form 1.

2. Building Serial Number (BSN) – Copy the BSN in Column 2 of CP Form 1.

3. Housing Unit Serial Number (HUSN) – Copy the HUSN in Column 3 of CP Form 1. Line out "Housing Unit Serial Number" if it is not applicable, that is, in the case of ILQ.

4. Household Serial Number (HSN)/Institutional Serial Number (ISN) – Copy the HSN in Column 4 or the ISN in Column 5 of CP Form 1. Entry in this portion should either be an HSN or ISN. If the entry is HSN, line out the Institutional Serial Number or line out Household Serial Number if the entry is ISN.

   - If two or more households occupy the same housing unit, indicate all serial numbers of households covered in one sticker by writing the first HSN and the last HSN, separated by a hyphen. Thus, for a housing unit

having two households with serial numbers **0016 and 0017**, simply write on the line provided for HSN **0016-0017**.

ILLUSTRATION 10.1 Filled Out CP Form 6 for a Household

ILLUSTRATION 10.2 Filled Out CP Form 6 for an ILQ

ILLUSTRATION 10.3 Filled Out CP Form 6 for Two Households in One Housing Unit

ILLUSTRATION 10.4 Filled Out CP Form 6 for an ILQ with Two Buildings

- If the housing unit is occupied by "non-usual residents", write **7777**; if occupied by household whose members are excluded from enumeration, **8888**; if vacant, **9999**; or if a vacation/rest house, **8889**. See Illustration 10.5.

- If in a building there are several housing units which are all vacant, post one CP Form 6 and indicate the range of HUSNs on the line provide. See Illustration 10.6

ILLUSTRATION 10.5 Filled Out CP Form 6 for a Vacant Housing Unit

ILLUSTRATION 10.6 Filled Out CP Form 6 for Vacant Building with Three Housing Units

5. Date Listed/Date Enumerated (mm/dd) – Indicate the date you have listed and completely enumerated the household/institution. If you have successfully interviewed the household on August 10, 2015, write "**08/10**".

6. CB Indicator – If a household is meant to be revisited because you failed to interview an eligible respondent during your first visit, write "**X**" in the box opposite "**CB**" for callback. If in your next visit you were able to successfully interview/enumerate the respondent, write the date when you made the interview and line out the **X** mark to indicate completion of interview for this household.

If a household or institutional population is meant to be revisited because you failed to interview an eligible respondent during your first visit, indicate the HSN or ISN on the sticker, write "**X**" in the box opposite "**CB**" for callback and write the date listed, then, post the sticker. You will write the date enumerated beside the date listed only <u>after you have completely obtained the information about the household or institutional population</u> (accomplished CP Form 2 or CP Form 4). In this case, you will have two dates, a date for listing the household/ILQ and another date for enumerating the household/ILQ.

ILLUSTRATION 10.7 Filled Out CP Form 6 for a Household for Callback and After a Successful Callback

| Filled Out CP Form 6 for a Household Scheduled for Callback on August 12, 2015 | Filled Out CP Form 6 for a Household After a Successful Callback on August 12, 2015 |

7. Post the sticker on a convenient and conspicuous part of the main entrance to the housing unit or ILQ.

8. You should see to it that the sticker is properly posted before you leave the household or ILQ. DON'T HURRY. Avoid pasting it on a wet, greasy/oily, or very rough surface. Make sure also that it is pasted airtight to avoid water and other elements from seeping under it.

10.2   INSTRUCTIONS IN FILLING OUT CP FORM 9 – APPOINTMENT SLIP TO HOUSEHOLD/INSTITUTION/BARANGAY OFFICIAL

You will need this form if during your first visit, there is no responsible or eligible respondent in the household or institution who could provide you with accurate information, hence, necessitating you to make a callback at a later date. This will serve as your appointment slip with a responsible member of the household or institution. In CP Form 9, write "**X**" in the box opposite the "**Household**" if your appointment slip is intended for the household or "**X**" in the box opposite "**Institution**" if for an institution. Leave the box for barangay official blank. Write the date of your visit.

Try to ascertain the availability of the person whom you wish to interview and consider his/her available time in making the appointment. If you are making an appointment with the household, inquire from other household member/s, household help/caretaker or neighbors of the household for the best day and time of that day to make a callback. For institution, inquire from the security guards, or other staff of the institution. Write "**X**" in the box opposite your name as census enumerator. Write also the date and time you will revisit the household or institution. Make sure that you also indicate the same date and time in Column 10 of CP Form 1. You have to maintain a record of your appointments so that you can keep track of your scheduled visits properly.

Fill out the necessary information about the name of the Provincial Statistics Officer (PSO), address of the Philippine Statistics Authority-Provincial Statistical Office (PSA-PO), and its telephone number at the bottom of CP Form 9.

Leave CP Form 9 to any member of the household (such as the son/daughter of the household head or domestic helper) or of the institution (such as the caretaker, security guard or other staff of institution) to make the household or institution aware of your future visit. If no one can receive the notice, put it in the mailbox or in a conspicuous place near the entrance/door.

ILLUSTRATION 10.8 Filled Out CP Form 9

CP Form 9

Republic of the Philippines
PHILIPPINE STATISTICS AUTHORITY

2015 Census of Population
APPOINTMENT SLIP TO HOUSEHOLD/INSTITUTION/BARANGAY OFFICIAL

Appointment Slip to: [X] Household   [ ] Institution   [ ] Barangay Official

Date of Visit: <u>AUGUST 10, 2015</u>

Sir/Madam:

The Philippine Statistics Authority is currently conducting the 2015 Census of Population to gather data on basic population characteristics and information on barangay characteristics for the entire country. The data gathered in this undertaking will be used as basis for the actual census. Rest assured that all the data you will provide in this undertaking will be held strictly confidential as stipulated in Section 26 of Republic Act No. 10625.

In this area, I am the assigned

[X] Census Enumerator: <u>CHERYL BASTILLO</u>

[ ] Census Supervisor: <u>   </u>

Please allow me to have an appointment with YOU or your representative for a CENSUS INTERVIEW on:

Date: <u>AUGUST 12, 2015</u>

Time: <u>9:00 AM</u>

Thank you for your cooperation.

For more information, please contact or visit the nearest PSA Provincial Statistical Office:

PSO: <u>VIRGILIO G. AVELINA, JR.</u>

Address: <u>3F YUIPCO BUILDING, SURIGAO CITY</u>

Telephone Number: <u>(086) 231-7415</u>

10.3   INSTRUCTIONS IN FILLING OUT CP FORM 13 – TRANSMITTAL/RECEIPT FORM

This form will be used when you transmit or receive CP forms and materials to or from your TS. You should always record the number of questionnaires transmitted or received in this form. This form will also be used when transmitting unused census forms and materials to be returned after your enumeration work. This form serves as a proof for both the transmitting and receiving personnel that the transfer of items specified herein had actually occurred. Upon receipt, you should check the quantity of questionnaires, forms, and other materials received from your TS and write the quantity in CP Form 13. If the quantity received in the transmittal does not match the transmitted questionnaires and other forms, you should inform your TS about the discrepancy.

Instructions in Filling Out CP Form 13:

1. Accomplish this form in duplicate, one copy to the receiving personnel, your TS, and the other for you as the transmitting personnel.

2. Fill out the geo-ID portion for the name and code of the region and province.
3. Write your name as the transmitting personnel and your designation on the space provided.

4. Column 1 – Area/Description of Materials

    Write the name of the city/municipality, barangay, and EA number. Write also in this column the description of census materials to be transmitted.

5. Column 2 – Unit

    Write in Column 2 the unit of each material transmitted. Examples: *booklet* for CP Forms 1 and 2 or *piece* for CP Form 6 (sticker).

6. Column 3 – Quantity Transmitted

    Write in this column the number or quantity of materials according to its unit transmitted.

7. Column 4 – Date Transmitted

    Write in this column the date when you transmitted the materials.

8. Column 5 – Quantity Received

    When you are the receiving personnel, write the number or quantity of materials received in this column.

9. Column 6 – Date Received

    Write the date of receipt of materials in this column.

10. Column 7 – Name/Signature

    You shall also print your name in Column 7 and affix your signature above the printed name. Ask for a copy of the transmittal for your record.

11. The portion on "**Sheet _____ of _____ Sheets**" is found at the upper right corner of the form. The first line which indicates the order of arrangement of CP Form 13 and shall be accomplished consecutively starting with "**1**" for the first sheet, "**2**" for the second sheet, and so on. The second line indicates the total number of CP Form 13

used for your transmittal. It shall be filled out only after you have completely determined the total number of CP Form 13 used for the transmittal.

12. At the end of the enumeration, when you transmit the materials and unused forms to your TS, write "UNUSED FORMS" on a line in Column 1. Below this line, list the description of the materials and unused forms to be returned. Then, ask the TS to enter the date, quantity, and his/her signature under the "**Received**" column.

ILLUSTRATION 10.9 Filled Out CP Form 13

CP Form 13
(Prepare in duplicate.)

Sheet _____ I _____ of _____ I _____ sheets

Republic of the Philippines
PHILIPPINE STATISTICS AUTHORITY

2015 Census of Population
TRANSMITTAL/RECEIPT FORM

Region: **CARAGA** | I | 6 | Name of Transmitting Personnel: **CHERYL BASTILLO**

Province: **SURIGAO DEL NORTE** | 6 | 7 | Designation of Transmitting Personnel: **ENUMERATOR**

AREA/DESCRIPTION OF MATERIALS City, Municipality, Barangay, Enumeration Area Number/ Questionnaires, Forms, Manuals, and Supplies (1)	UNIT (2)	TRANSMITTED		RECEIVED		
		Quantity (3)	Date (4)	Quantity (5)	Date (6)	Name/Signature (7)
SURIGAO CITY/WASHINGTON/EA005000						
CP FORM 1	BOOKLET	8	08/30			
CP FORM 2	BOOKLET	100	08/30			
CP FORM 4	BOOKLET	2	08/30			
CP FORM 10	SHEET	1	08/30			
BRGY/EA/BLOCK MAP	SHEET	2	08/30			
UNUSED FORMS						
CP FORM 1	BOOKLET	2	08/30			
CP FORM 2	BOOKLET	10	08/30			
CP FORM 6	PIECE	20	08/30			
EN'S MANUAL	MANUAL	1	08/30			
POPCEN 2015 ID	PIECE	1	08/30			
CLIPBOARD	PIECE	1	08/30			

REMARKS:

10.4   INSTRUCTIONS IN FILLING OUT CP FORM 16 – CERTIFICATION OF PUNONG BARANGAY

This is a certification of the Punong Barangay that the barangay had been completely covered and enumerated in the POPCEN 2015. It also specifies the period the enumeration was conducted.

If the entire barangay is assigned to you, it is your responsibility to secure the Punong Barangay's signature upon completion of enumeration of the barangay. Fill out the form before you visit the Punong Barangay to request him/her to sign and also to thank him/her for his/her cooperation, assistance, and support. Check CP Form 1 for the date the enumeration was started and finished. If the barangay has more than one EA which is assigned to you and to another EN, your TS will be responsible for securing the Punong Barangay's signature. However, if more than one TS is assigned to the barangay, the TS assigned where the Barangay Hall is located will have to secure the Punong Barangay's signature.

> Remember that all information gathered during the census should not be disclosed to anybody.

ILLUSTRATION 10.10 Filled Out CP Form 16

CP Form 16

2015 Census of Population
CERTIFICATION OF PUNONG BARANGAY

This is to certify that the census enumeration for the 2015 Census of Population has been conducted in this barangay from _____AUGUST 10_____ to _____AUGUST 30_____, 2015. This is also to certify that all households/institutional living quarters in the entire barangay have been completely listed by the enumerator of the Philippine Statistics Authority.

ISSUED this _____1ST_____ day of _____SEPTEMBER_____, 2015 in the Barangay _____WASHINGTON_____ in the City/Municipality of _____SURIGAO CITY_____, Province of _____SURIGAO DEL NORTE_____.

Dexter Laurentino
_____DEXTER LAURENTINO_____
Punong Barangay
Signature over printed name

11

Administrative and Financial Matters

This chapter describes the procedures for reporting and submission of forms to your supervisor, review of your completed work, the process of payment, accomplishment of administrative forms, and other administrative matters.

11.1   REPORTING AND SUBMISSION OF FORMS TO YOUR TEAM SUPERVISOR

During enumeration, you must report to your Team Supervisor (TS) <u>once a week, preferably every Wednesday,</u> to discuss the progress of your work and the problems you encountered in the field, if any. During these meetings, you will <u>submit CP Form 10 and the accomplished CP Forms 2 and 4</u>. Bring with you always the EA and barangay map and CP Form 1 of your assigned EA.

11.2   SUBMITTING COMPLETED WORK

Upon completion of the EA assigned to you, submit the following to your TS:

1. Map of the EA received from your supervisor and the EA/block maps you have drawn or sketched in the Mapping Form.

2. CP Form 1 – Listing Booklet

3. All remaining accomplished questionnaires/forms which you still have:

    a. CP Form 2 and CP Form 4
    b. CP Form 10 – Daily Accomplishment Report of Enumerator
    c. CP Form 16 – Certification of Punong Barangay
    d. EN's Manual
    e. POPCEN 2015 Identification Card
    f. All unused questionnaires, forms, and other materials

All accomplished questionnaires must be edited before submitting them to your TS. Verify the questionnaires for completeness of entries. These questionnaires must contain all the required information and that the entries are clear and legible.

If a questionnaire fails your edit, that is, some required information are inadvertently missing, entries are neither legible nor clear, and so forth, you must correct the situation before you submit the questionnaire to your TS. If necessary, contact the respondent again to obtain the missing information.

11.3   REVIEW OF YOUR COMPLETED WORK BY YOUR TEAM SUPERVISOR

Your TS will review your work each time he/she meets with you. The details of these reviews will depend on the quality of your work and how well you follow the procedures in this manual.

Each review shall include the following:

1. A detailed check of the barangay/EA/block map to determine if buildings with HSNs, and landmarks are properly plotted.

2. A detailed check of CP Form 1 to ensure that the required entries have been made and that all the households listed have corresponding questionnaires and the number of males and females in the households or ILQs listed in CP Form 1 are consistent with those in CP Forms 2 and 4.

3. A detailed check of the questionnaires to see that all applicable questions/items are filled out and that the questionnaires are not torn, soiled, and others.

11.4   DAILY TIME RECORD (CSC FORM 48)

The Daily Time Record (DTR) is used to monitor your attendance in going to work. This form consists of seven columns and 31 rows (for 31 days of a month). Fill out this form for each day that you work as an EN. The "**MORNING**", "**AFTERNOON**", and "**OVERTIME**" columns have corresponding **IN** and **OUT** columns. The **IN** column corresponds to the time you begin enumerating the first household/ILQ for the day and the **OUT** column, the time you finish enumerating the last household/ILQ for the day.

When your supervisor tells you to submit this form to him/her, be sure that you have written and signed your name on the designated line. Be diligent and honest in reporting your working hours. Write also the names of province, city/municipality, and barangay on the designated line including the corresponding month and year that you have worked as an EN.

ILLUSTRATION 11.1 Filled Out DTR

CSC Form 48

Republic of the Philippines
PHILIPPINE STATISTICS AUTHORITY
DAILY TIME RECORD

Province: SURIGAO DEL NORTE
City/Municipality: SURIGAO CITY
Barangay: WASHINGTON   MM/YY: 08/2015

DAY	MORNING IN	MORNING OUT	AFTERNOON IN	AFTERNOON OUT	OVERTIME IN	OVERTIME OUT
1						
2						
3						
4						
5						
6						
7						
8						
9						
10	7:50	12:05	12:58	5:10		
11	8:00	12:00	12:48	5:00		
12	7:48	12:01	12:56	5:05		
13	7:52	12:00	12:50	5:06		
14	7:10	12:05	12:42	5:00		
15	8:00	12:05	12:53	5:03		
16						
17	7:51	12:00	12:59	5:16		
18	8:00	12:05	12:58	5:10		
19	7:50	12:20	12:57	5:11		
20	8:00	12:06	12:56	5:40		
21	7:55	12:08	12:51	5:21		
22	7:30	12:01	12:45	5:01		
23						
24	7:45	12:06	12:55	5:20		
25	7:59	12:05	12:49	5:17		
26	7:28	12:09	12:41	5:18		
27	7:55	12:05	12:50	5:30		
28	7:50	12:03	12:58	5:10		
29	7:57	12:00	12:56	5:03		
30						
31						

I hereby certify that the above records are true and correct. Unauthorized overtime will not be paid by the management.

Cheryl Bastillo
CHERYL BASTILLO
PERSONNEL'S SIGNATURE   SUPERVISOR'S SIGNATURE

11.5   ISSUANCE OF CP FORM 17 – CERTIFICATE OF WORK COMPLETED

You will be issued a Certificate of Work Completed (CP Form 17) (see Illustration 11.2) by the Statistician/Head CAS, and a Certificate of Appearance (see Illustration 11.3) duly signed by the Punong Barangay or the duly designated Barangay Official. These certificates will serve as your supporting documents for the last payment of your wages or other financial claims. You will not be paid of your wages or claims for transportation allowance without these certifications.

ILLUSTRATION 11.2 Filled Out CP Form 17

CP Form 17

Republic of the Philippines
PHILIPPINE STATISTICS AUTHORITY

**2015 Census of Population
CERTIFICATE OF WORK COMPLETED**

To Whom It May Concern:

This is to certify that Mr./Ms. _____CHERYL BASTILLO_____ has satisfactorily COMPLETED his/her assignment as _____ENUMERATOR_____ during the 2015 Census of Population (POPCEN 2015) from _____AUGUST 10_____ to _____AUGUST 30_____, 2015 in:

Province: SURIGAO DE LNORTE

City/Municipality: SURIGAO CITY

Barangay: WASHINGTON

Enumeration Area: EA 005000

This is also to certify that the abovementioned person has been CLEARED of all his/her duties and responsibilities in connection with the conduct of the POPCEN 2015.

This certification is issued in connection with the claim of the above-name person for wages, allowable transportation, and other expenses.

ISSUED this _____1ST_____ day of _____SEPTEMBER_____, 2015, in the City/Municipality of _____SURIGAO CITY_____ Province of _____SURIGAO DEL NORTE_____.

Susan Pantilo
_____SUSAN PANTILO_____
Signature over printed name

_____HEAD CAS/Statistician_____
Designation or Position

ILLUSTRATION 11.3 Filled Out Certificate of Appearance

Republic of the Philippines
PHILIPPINE STATISTICS AUTHORITY

**2015 Census of Population
CERTIFICATE OF APPEARANCE**

Name CHERYL BASTILLO

Designation ENUMERATOR

This is to certify that the abovementioned personnel was in _____BRGY WASHINGTON, SURIGAO CITY_____ on _____AUG 10 TO 30_____, 2015 in connection with the _____CONDUCT OF POPCEN 2015_____.

Dexter Laurentino
_____DEXTER LAURENTINO_____
Name of Officer/Employee
(Signature over printed name)

_____PUNONG BARANGAY_____
Designation

11.6 FINANCIAL FORMS

Disbursement Voucher (General Form No. 5A)

This form is used in claiming transportation allowances. This voucher can either be prepared for you by the Clerk of the PSA PO or you can prepare it yourself.

Itinerary of Travel

The itinerary of travel must be filled out (in duplicate copies) every time you make a financial claim. Print the required information on the form, such as your name, position (EN/TS, and others), official station (office address), and the purpose of travel (listing, enumeration of EA, and others). Further, write the date/s, the place or area visited, the time you departed/arrived from/to the place, the mode of transportation, and transportation allowance. Write your signature below the line denoted as "**Prepared by:**" Print also the name of the Approving Officer (the PSO) on the designated line. Have your Statistician affix his/her initial below the PSO's name. See Illustration 11.4 below for example.

Note that the Itinerary of Travel, DTR, RER, Certificate of Work Completed, and Certificate of Appearance are supporting papers for your voucher.

ILLUSTRATION 11.4 Filled Out Itinerary of Travel

Republic of the Philippines
PHILIPPINE STATISTICS AUTHORITY

2015 Census of Population
ITINERARY OF TRAVEL

Name   CHERYL BASTILLO
Position   ENUMERATOR
Station   PSA-SURIGAO DEL NORTE
Address   PUROK I, CABUGO, CLAVER
Purpose of Travel TO ATTNED FOURTH LEVEL TRAINING FOR ENUMERATION

Date (mm/dd/yyyy)	Place to be Visited	Time		Means of Transpor-tation	Expenses		
		Departure	Arrival		Transpor-tation	Per Diem	Total Amount
08/03/2015	Claver to Surigao City	7:00am	7:20am	jeepney	30.00		30.00
08/03/2015	Surigao City to Claver	5:30pm	6:00pm	jeepney	30.00		30.00
08/04 to 07	Daily transportation	7:00am	7:20am	jeepney	120.00		120.00
	Same as above	5:30pm	6:00pm	jeepney	120.00		120.00
				TOTAL			300.00

I certify that (1) I have reviewed the foregoing itinerary, (2) the travel is necessary to the service, (3) the period covered is necessary, and (4) the expense claimed is proper.

Prepared by:
Cheryl Bastillo
CHERYL BASTILLO
_____
(Signature over printed name)

Approved by:

_____
Immediate Supervisor

_____
Provincial Statistics Officer

11.7   DAILY OUTPUT AND REMUNERATION

DAILY OUTPUT

The average daily output expected of you varies depending on the geographical characteristics of the assigned EA.

You are expected to meet the reasonable daily output. It is expected, however, that on the first few days of the enumeration, the output is lower than the daily average output rate. But on the succeeding days, your output rate should meet or exceed the required daily output.

REMUNERATION

Remuneration will be paid upon submission of claims through your supervisor who, in turn will submit them to the Provincial Statistical Office (PO) for processing. Actual payment of your money claims will be effected by the Disbursing Officer of the PSA PO. Claims for payment should be accomplished using the **Disbursement Voucher (General Form 5A)**. It should be accompanied by the acceptable supporting papers such as duly accomplished DTR (CSC Form 48), Itinerary of Travel, Certificate of Appearance, CP Form 10, CP Form 17 (Certificate of Work Completed), bus tickets (if applicable), and others.

CP Form 1 – Listing Booklet

CP FORM 1	Republic of the Philippines	1A
AUTHORITY: Republic Act (RA) No. 10625 authorizes the Philippine Statistics Authority (PSA) to prepare and conduct periodic census on population. **CONFIDENTIALITY:** All information provided in this census shall be held STRICTLY CONFIDENTIAL in accordance with RA 10625.	**PHILIPPINE STATISTICS AUTHORITY** **2015 CENSUS OF POPULATION LISTING BOOKLET**	Approval Number: PSA 1518-01 Expires on March 31, 2016

CERTIFICATION	GEOGRAPHIC IDENTIFICATION
I hereby certify that the data set forth herein were personally obtained/reviewed by me and in accordance with the instructions given by PSA.	**MONTH OF VISIT** ☐☐ **BOOKLET** ☐☐ **OF** ☐☐ **BOOKLETS**
_____ **ENUMERATOR** SIGNATURE OVER PRINTED NAME _____ DATE SIGNED	**PROVINCE** _____ ☐☐ **BARANGAY** _____ ☐☐☐
_____ **TEAM SUPERVISOR** SIGNATURE OVER PRINTED NAME _____ DATE SIGNED	**CITY/ MUNICIPALITY** _____ ☐☐ **ENUMERATION AREA NUMBER** _____ ☐☐☐☐☐

LISTING RECORD

LINE NO.	DAY OF VISIT	BUILDING SERIAL NUMBER (BSN)	HOUSING UNIT SERIAL NUMBER (HUSN)	HOUSE-HOLD SERIAL NUMBER (HSN)	INSTITU-TIONAL SERIAL NUMBER (ISN)	NAME OF HOUSEHOLD HEAD OR NAME/TYPE OF INSTITUTION WRITE VHU IF VACANT HOUSING UNIT; VBLDG IF VACANT BUILDING. ADDRESS ENTER HOUSE/BUILDING NUMBER AND STREET OR SITIO/PUROK NAME.	POPULATION COUNT AS OF AUGUST 1, 2015			REMARKS
							TOTAL	MALE	FEMALE	
(1)	(2)	(3)	(4)	(5)		(6)	(7)	(8)	(9)	(10)
1							○			
2							○			
3							○			
4							○			
5							○			
6							○			
7							○			
8							○			
9							○			
10							○			
TOTAL		A	B	C	D	**TOTAL HOUSEHOLD POPULATION**	G	H	I	
VACANT		E	F			**TOTAL INSTITUTIONAL POPULATION**	J	K	L	
						TOTAL POPULATION	M	N	O	
MATCHED BY	_____ SIGNATURE OVER PRINTED NAME		_____ DATE SIGNED							

CP Form 1 – Listing Booklet

1B ⌐					LISTING RECORD				
L I N E N O.	DAY OF VISIT	BUILDING SERIAL NUMBER (BSN)	HOUSING UNIT SERIAL NUMBER (HUSN)	HOUSE-HOLD SERIAL NUMBER (HSN)	INSTITU-TIONAL SERIAL NUMBER (ISN)	NAME OF HOUSEHOLD HEAD OR NAME/TYPE OF INSTITUTION WRITE VHU IF VACANT HOUSING UNIT; VBLDG IF VACANT BUILDING. ADDRESS ENTER HOUSE/BUILDING NUMBER AND STREET OR SITIO/PUROK NAME.	POPULATION COUNT AS OF AUGUST 1, 2015			REMARKS ⌐
							TOTAL	MALE	FEMALE	
(1)	(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)
11							◯			
12							◯			
13							◯			
14							◯			
15							◯			⌐
16							◯			
17	⌐						◯			
18							◯			
19							◯			
20							◯			
21							◯			
22							◯			
23							◯			
24							◯			
25							◯			
TOTAL						TOTAL HOUSEHOLD POPULATION				
		A	B	C	D		G	H	I	
VACANT						TOTAL INSTITUTIONAL POPULATION				
		E	F	⌐			J	K	L	
						TOTAL POPULATION				
							M	N	O	
MATCHED BY		SIGNATURE OVER PRINTED NAME		DATE SIGNED						⌐

CP Form 1 – Listing Booklet

| | | | | | | LISTING RECORD | | | | | 1C |

LISTING RECORD

LINE NO.	DAY OF VISIT	BUILDING SERIAL NUMBER (BSN)	HOUSING UNIT SERIAL NUMBER (HUSN)	HOUSE-HOLD SERIAL NUMBER (HSN)	INSTITU-TIONAL SERIAL NUMBER (ISN)	NAME OF HOUSEHOLD HEAD OR NAME/TYPE OF INSTITUTION / ADDRESS	POPULATION COUNT AS OF AUGUST 1, 2015 TOTAL	MALE	FEMALE	REMARKS
	(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)
26							◯			
27							◯			
28							◯			
29							◯			
30							◯			
31							◯			
32							◯			
33							◯			
34							◯			
35							◯			
36							◯			
37							◯			
38							◯			
39							◯			
40							◯			

TOTAL					TOTAL HOUSEHOLD POPULATION			
	A	B	C	D		G	H	I
VACANT					TOTAL INSTITUTIONAL POPULATION			
	E	F				J	K	L
					TOTAL POPULATION			
						M	N	O

MATCHED BY _____ _____
SIGNATURE OVER PRINTED NAME   DATE SIGNED

CP Form 1 – Listing Booklet

1D ┐					LISTING RECORD				
L I N E N O.	**DAY OF VISIT**	**BUILDING SERIAL NUMBER (BSN)**	**HOUSING UNIT SERIAL NUMBER (HUSN)**	**HOUSE-HOLD SERIAL NUMBER (HSN)**	**INSTITU-TIONAL SERIAL NUMBER (ISN)**	**NAME OF HOUSEHOLD HEAD OR NAME/TYPE OF INSTITUTION** WRITE VHU IF VACANT HOUSING UNIT; VBLDG IF VACANT BUILDING. **ADDRESS** ENTER HOUSE/BUILDING NUMBER AND STREET OR SITIO/PUROK NAME.	**POPULATION COUNT AS OF AUGUST 1, 2015** TOTAL / MALE / FEMALE		**REMARKS** ┌
(1)	(2)	(3)	(4)	(5)		(6)	(7)	(8) / (9)	(10)
41							○		
42							○		
43							○		
44							○		
45							○		┐ (┗)
46							○		
47	┗						○		
48							○		
49							○		
50							○		
51							○		
52							○		
53							○		
54							○		
55							○		
TOTAL		A	B	C	D	**TOTAL HOUSEHOLD POPULATION**	G	H / I	
VACANT		E	F			**TOTAL INSTITUTIONAL POPULATION**	J	K / L	
						TOTAL POPULATION	M	N / O	
MATCHED BY		SIGNATURE OVER PRINTED NAME		DATE SIGNED					┘

CP Form 2 – Household Questionnaire

CP FORM 2		*Republic of the Philippines* **PHILIPPINE STATISTICS AUTHORITY**	**2A**
AUTHORITY: Republic Act (RA) No. 10625 authorizes the Philippine Statistics Authority (PSA) to prepare and conduct periodic census on population. **CONFIDENTIALITY:** All information provided in this census shall be held STRICTLY CONFIDENTIAL in accordance with RA 10625.		**2015 CENSUS OF POPULATION** **HOUSEHOLD QUESTIONNAIRE**	Approval Number: PSA-1518-02 Expires on March 31, 2016

CERTIFICATION

I hereby certify that the data set forth herein were personally obtained/reviewed by me and in accordance with the instructions given by the PSA.

_____
ENUMERATOR
SIGNATURE OVER PRINTED NAME

_____
DATE ACCOMPLISHED

_____
TEAM SUPERVISOR
SIGNATURE OVER PRINTED NAME

_____
DATE REVIEWED

_____
CENSUS AREA SUPERVISOR
SIGNATURE OVER PRINTED NAME

_____
DATE REVIEWED

_____
CO/RSSO/PO
SIGNATURE OVER PRINTED NAME

_____
DATE REVIEWED

GEOGRAPHIC IDENTIFICATION

BOOKLET [ ] OF [ ] BOOKLETS

PROVINCE _____

CITY/MUNICIPALITY _____

BARANGAY _____

ENUMERATION AREA NUMBER _____

BUILDING SERIAL NUMBER _____

HOUSING UNIT SERIAL NUMBER _____

HOUSEHOLD SERIAL NUMBER _____

LINE NUMBER OF THE RESPONDENT _____

NAME OF THE HOUSEHOLD HEAD _____
LAST NAME   FIRST NAME

ADDRESS _____
HOUSE/BUILDING NUMBER AND STREET OR SITIO/PUROK NAME

INTERVIEW RECORD

VISIT NUMBER	1	2	3	SUMMARY OF VISIT
DATE MONTH:DAY				NUMBER OF VISITS MADE [ ]
TIME BEGAN HOUR:MINUTE				RESULT OF FINAL VISIT* [ ]
TIME ENDED HOUR:MINUTE				NUMBER OF HOUSEHOLD MEMBERS [ ]
RESULT OF VISIT*	[ ]	[ ]	[ ]	NUMBER OF MALES [ ]

*CODES FOR RESULT OF VISIT

1	COMPLETED	4	ENTIRE HOUSEHOLD IS ABSENT FOR EXTENDED PERIOD OF TIME	6	POSTPONED
2	REFUSED			7	OTHERS, SPECIFY _____
3	NO RESPONDENT AROUND	5	PARTLY COMPLETED		

NUMBER OF FEMALES [ ]

MODE OF DATA COLLECTION** [ ]

**CODES FOR MODE OF DATA COLLECTION

1   PERSONAL INTERVIEW
2   SELF-ADMINISTERED QUESTIONNAIRE

NEXT VISIT

DATE MONTH:DAY			
TIME HOUR:MINUTE			

HOUSEHOLD DEFINITION

A **household** is a social unit consisting of a person living alone or a group of persons who sleep in the same housing unit and have a common arrangement in the preparation and consumption of food.

HOUSEHOLD MEMBERSHIP

LIST THE PERSONS OR HOUSEHOLD MEMBERS IN THIS ORDER:
- Head
- Spouse of the head
- Never-married children of head/spouse from the oldest to the youngest
- Ever-married children of head/spouse and their families from the oldest to the youngest
- Other relatives of head
- Nonrelatives of head

REMARKS

CP Form 2 – Household Questionnaire

2B				POPULATION CENSUS QUESTIONS				
				FOR ALL PERSONS				
L I N E N U M B E R	Name	Relationship to the Household Head	Sex	Date of Birth	Age	Birth Registration	Marital Status	Religious Affiliation
	P1	P2	P3	P4	P5	P6 / P7	P8	P9
	Who is the head of this household? Who are the persons usually residing here as of August 1, 2015? LIST THE PERSONS OR HOUSEHOLD MEMBERS IN THIS ORDER: • Head • Spouse of the head • Never-married children of head/spouse from the oldest to the youngest • Ever-married children of head/spouse and their families from the oldest to the youngest • Other relatives of head • Nonrelatives of head	What is ____'s relationship to the head of this household? • WRITE THE ANSWER ON THE LINE PROVIDED. • WRITE THE CODE CORRESPONDING TO THE ANSWER. REFER TO CODES AT THE BOTTOM.	Is ____ male or female? 1 Male 2 Female	In what month and year was ____ born? MM Month YYYY Year	What is ____'s age as of his/her last birthday? • WRITE IN THE BOXES THE AGE IN COMPLETED YEARS. • IF LESS THAN ONE YEAR OLD, WRITE "000".	Was ____'s birth registered with the Local Civil Registry Office? 1 Yes 2 No 3 Don't know WRITE X IN THE BOX CORRES-PONDING TO THE ANSWER. / Has ____ ever had a copy of his/her birth certificate? 1 Yes 2 No 3 Don't know WRITE X IN THE BOX CORRES-PONDING TO THE ANSWER.	Is ____ single, married, widowed, divorced/separated, or in a common-law/live-in arrangement? 1 Single 2 Married 3 Widowed 4 Divorced/separated 5 Common-law/Live-in 6 Unknown • WRITE X IN THE BOX CORRESPONDING TO THE ANSWER. • FOR PERSONS 0 TO 9 YEARS OLD, WRITE X IN THE BOX FOR SINGLE.	What is ____'s religious affiliation? • WRITE THE ANSWER ON THE LINE PROVIDED. • LEAVE THE BOXES BLANK FOR CODING DURING PROCESSING.
1	LAST NAME ____ FIRST NAME ____	SPECIFY ____	☐ 1 ☐ 2	MM ☐☐ YYYY ☐☐☐☐	☐☐☐	☐ 1 ☐ 2 ☐ 3 / ☐ 1 ☐ 2 ☐ 3	☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 6	SPECIFY ☐☐
2	LAST NAME ____ FIRST NAME ____	SPECIFY ____	☐ 1 ☐ 2	MM ☐☐ YYYY ☐☐☐☐	☐☐☐	☐ 1 ☐ 2 ☐ 3 / ☐ 1 ☐ 2 ☐ 3	☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 6	SPECIFY ☐☐
3	LAST NAME ____ FIRST NAME ____	SPECIFY ____	☐ 1 ☐ 2	MM ☐☐ YYYY ☐☐☐☐	☐☐☐	☐ 1 ☐ 2 ☐ 3 / ☐ 1 ☐ 2 ☐ 3	☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 6	SPECIFY ☐☐
4	LAST NAME ____ FIRST NAME ____	SPECIFY ____	☐ 1 ☐ 2	MM ☐☐ YYYY ☐☐☐☐	☐☐☐	☐ 1 ☐ 2 ☐ 3 / ☐ 1 ☐ 2 ☐ 3	☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 6	SPECIFY ☐☐
5	LAST NAME ____ FIRST NAME ____	SPECIFY ____	☐ 1 ☐ 2	MM ☐☐ YYYY ☐☐☐☐	☐☐☐	☐ 1 ☐ 2 ☐ 3 / ☐ 1 ☐ 2 ☐ 3	☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 6	SPECIFY ☐☐
6	LAST NAME ____ FIRST NAME ____	SPECIFY ____	☐ 1 ☐ 2	MM ☐☐ YYYY ☐☐☐☐	☐☐☐	☐ 1 ☐ 2 ☐ 3 / ☐ 1 ☐ 2 ☐ 3	☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 6	SPECIFY ☐☐
7	LAST NAME ____ FIRST NAME ____	SPECIFY ____	☐ 1 ☐ 2	MM ☐☐ YYYY ☐☐☐☐	☐☐☐	☐ 1 ☐ 2 ☐ 3 / ☐ 1 ☐ 2 ☐ 3	☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 6	SPECIFY ☐☐
8	LAST NAME ____ FIRST NAME ____	SPECIFY ____	☐ 1 ☐ 2	MM ☐☐ YYYY ☐☐☐☐	☐☐☐	☐ 1 ☐ 2 ☐ 3 / ☐ 1 ☐ 2 ☐ 3	☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 6	SPECIFY ☐☐

CHECK FOR PERSONS NOT YET LISTED	USE OF ADDITIONAL BOOKLET	CODES FOR ITEM P2 – RELATIONSHIP TO HOUSEHOLD HEAD		
Are there any other persons of this household who were not yet listed such as infants, small children, elderly persons, and overseas workers? WRITE X IN THE BOX FOR YES. OTHERWISE, WRITE X IN THE BOX FOR NO. ☐ 1 Yes, USE ADDITIONAL BOOKLET. ☐ 2 No	Are there more than 8 members in your household? WRITE X IN THE BOX FOR YES. OTHERWISE, WRITE X IN THE BOX FOR NO. ☐ 1 Yes, USE ADDITIONAL BOOKLET. ☐ 2 No	01 Head 02 Spouse 03 Son 04 Daughter 21 Stepson 22 Stepdaughter 23 Son-in-law 24 Daughter-in-law	31 Grandson 32 Granddaughter 33 Father 34 Mother 41 Brother 42 Sister 43 Uncle 44 Aunt	51 Nephew 52 Niece 53 Other relative 54 Nonrelative 61 Boarder 62 Domestic helper

CP Form 2 – Household Questionnaire

POPULATION CENSUS QUESTIONS 2C

	FOR ALL PERSONS 5 TO 24 YEARS OLD	FOR ALL PERSONS 5 YEARS OLD AND OVER		FOR ALL PERSONS 15 YEARS OLD AND OVER			
	School Attendance	Literacy	Highest Grade/Year Completed	Technical/Vocational Course Obtained		Overseas Worker	Usual Activity/Occupation
LINE NUMBER	**P10**	**P11**	**P12**	**P13**	**P14**	**P15**	**P16**
	Is ____ currently attending school?	*Can ____ read and write a simple message in any language or dialect?*	*What is the highest grade/year completed by ____?*	*Is ____ a graduate of technical/vocational course?*	*What is the technical/vocational course obtained by ____?*	*Is ____ an overseas worker?*	*During the past 12 months, what was ____'s usual activity/occupation?*
	1 Yes 2 No WRITE X IN THE BOX CORRESPONDING TO THE ANSWER.	1 Yes 2 No WRITE X IN THE BOX CORRESPONDING TO THE ANSWER.	• WRITE THE ANSWER ON THE LINE PROVIDED AND THE CODE CORRESPONDING TO THE ANSWER. • REFER TO CODES AT THE BOTTOM. • IF GRADUATE IN POST SECONDARY OR COLLEGE, SPECIFY THE COURSE AND LEAVE THE BOXES BLANK FOR CODING DURING PROCESSING.	1 Yes 2 No, SKIP TO P15 WRITE X IN THE BOX CORRESPONDING TO THE ANSWER.	• WRITE THE ANSWER ON THE LINE PROVIDED. • LEAVE THE BOXES BLANK FOR CODING DURING PROCESSING.	1 Yes 2 No WRITE X IN THE BOX CORRESPONDING TO THE ANSWER.	• ASK FOR DETAILED DESCRIPTION OF THE PERSON'S USUAL ACTIVITY/OCCUPATION. • WRITE THE ANSWER ON THE LINE PROVIDED. • LEAVE THE BOXES BLANK FOR CODING DURING PROCESSING.
1	☐ 1 ☐ 2	☐ 1 ☐ 2	SPECIFY	☐ 1 ☐ 2	SPECIFY	☐ 1 ☐ 2	SPECIFY
2	☐ 1 ☐ 2	☐ 1 ☐ 2	SPECIFY	☐ 1 ☐ 2	SPECIFY	☐ 1 ☐ 2	SPECIFY
3	☐ 1 ☐ 2	☐ 1 ☐ 2	SPECIFY	☐ 1 ☐ 2	SPECIFY	☐ 1 ☐ 2	SPECIFY
4	☐ 1 ☐ 2	☐ 1 ☐ 2	SPECIFY	☐ 1 ☐ 2	SPECIFY	☐ 1 ☐ 2	SPECIFY
5	☐ 1 ☐ 2	☐ 1 ☐ 2	SPECIFY	☐ 1 ☐ 2	SPECIFY	☐ 1 ☐ 2	SPECIFY
6	☐ 1 ☐ 2	☐ 1 ☐ 2	SPECIFY	☐ 1 ☐ 2	SPECIFY	☐ 1 ☐ 2	SPECIFY
7	☐ 1 ☐ 2	☐ 1 ☐ 2	SPECIFY	☐ 1 ☐ 2	SPECIFY	☐ 1 ☐ 2	SPECIFY
8	☐ 1 ☐ 2	☐ 1 ☐ 2	SPECIFY	☐ 1 ☐ 2	SPECIFY	☐ 1 ☐ 2	SPECIFY

CODES FOR ITEM P12 – HIGHEST GRADE/YEAR COMPLETED | **REMARKS**

Elementary
000 No grade completed
010 Preschool
110 Grade 1
120 Grade 2
130 Grade 3
140 Grade 4
150 Grade 5
160 Grade 6
170 Grade 6 graduate
180 Grade 7 graduate
191 SPED, undergraduate
192 SPED, graduate

High school
210 1st Year
220 2nd Year
230 3rd Year
240 4th Year
250 High school graduate

Post Secondary
310 1st Year
320 2nd Year
IF GRADUATE, SPECIFY COURSE.

K to 12 Program
410 Grade 1
420 Grade 2
430 Grade 3
440 Grade 4
450 Grade 5
460 Grade 6
470 Grade 7
480 Grade 8
490 Grade 9
500 Grade 10
610 Grade 11
620 Grade 12

College
710 1st Year
720 2nd Year
730 3rd Year
740 4th Year
750 5th Year
760 6th Year
IF GRADUATE, SPECIFY COURSE.

Post baccalaureate
910 Master's degree undergraduate
920 Master's degree graduate
930 Doctorate degree undergraduate
940 Doctorate degree graduate

CP Form 2 – Household Questionnaire

2D	HOUSING CENSUS QUESTIONS	⌐

ANSWER ITEMS B1 TO B3 BASED ON YOUR OBSERVATION. IF DOUBTFUL, ASK THE RESPONDENT.

B1 Type of Building
WRITE X IN THE BOX CORRESPONDING TO THE ANSWER.

☐ 1 Single house ☐ 5 Institutional living quarter (hotel, hospital, prison, and others)
☐ 2 Duplex ☐ 6 Tent
☐ 3 Multi-unit residential (3 or more units) ☐ 7 Others, SPECIFY
☐ 4 Commercial/industrial/ agricultural (office, factory, and others) ⌐ _____

B2 Construction Materials of the Roof of the Building
WRITE X IN THE BOX CORRESPONDING TO THE ANSWER.

☐ 1 Galvanized iron/aluminum ☐ 5 Asbestos
☐ 2 Tile/concrete/clay tile ☐ 6 Makeshift/salvaged/ improvised materials
☐ 3 Half galvanized iron and half concrete ☐ 7 Trapal
☐ 4 Bamboo/cogon/nipa/anahaw ☐ 8 Others, SPECIFY

B3 Construction Materials of the Outer Walls of the Building/Housing Unit
WRITE X IN THE BOX CORRESPONDING TO THE ANSWER.

☐ 01 Concrete/brick/stone ☐ 05 Bamboo/sawali cogon/nipa ☐ 09 Trapal
☐ 02 Wood ☐ 06 Asbestos ☐ 10 Others, SPECIFY
☐ 03 Half concrete/brick/ stone and half wood ☐ 07 Glass _____
☐ 04 Galvanized iron/aluminum ☐ 08 Makeshift/ salvaged/ improvised materials ☐ 11 No walls

Now, I would like to ask you some questions regarding lighting and source of water supply, as well as tenure status of your housing unit/lot.

H1 Fuel for Lighting
What type of fuel does your household use for lighting? ⌐
WRITE X IN THE BOX CORRESPONDING TO THE ANSWER.

☐ 1 Electricity ☐ 5 Solar panel
☐ 2 Kerosene (gaas) ☐ 6 Solar lamp
☐ 3 Liquefied petroleum gas (LPG) ☐ 7 Others, SPECIFY
☐ 4 Oil (vegetable, animal, and others) ☐ 0 None

H2 Source of Water Supply for Drinking
What is your household's main source of water supply for drinking?
WRITE X IN THE BOX CORRESPONDING TO THE ANSWER.

☐ 01 Own use faucet, community water system ☐ 05 Tubed/piped shallow well ☐ 09 Lake, river, rain, and lake
☐ 02 Shared faucet, community water system ☐ 06 Dug well ☐ 10 Peddler
☐ 03 Own use, tubed/piped deep well ☐ 07 Protected spring ☐ 11 Bottled water
☐ 04 Shared tubed/piped deep well ☐ 08 Unprotected spring ☐ 12 Others, SPECIFY _____

H3 Source of Water Supply for Cooking
What is your household's main source of water supply for cooking?
WRITE X IN THE BOX CORRESPONDING TO THE ANSWER.

☐ 01 Own use faucet, community water system ☐ 05 Tubed/piped shallow well ☐ 09 Lake, river, rain, and lake
☐ 02 Shared faucet, community water system ☐ 06 Dug well ☐ 10 Peddler
☐ 03 Own use, tubed/piped deep well ☐ 07 Protected spring ☐ 11 Bottled water
☐ 04 Shared tubed/piped deep well ☐ 08 Unprotected spring ☐ 12 Others, SPECIFY _____

H4 Tenure Status of the Housing Unit/Lot
What is the tenure status of the housing unit and lot occupied by your household? ⌐
WRITE X IN THE BOX CORRESPONDING TO THE ANSWER.

☐ 1 Own or owner-like possession of house and lot ☐ 3 Own house, rent lot ☐ 5 Own house, rent-free lot without consent of owner ☐ 7 Rent-free house and lot without consent of owner
☐ 2 Rent house/room, including lot ☐ 4 Own house, rent-free lot with consent of owner ☐ 6 Rent-free house and lot with consent of owner

REGISTRATION OF DEATHS IN THE LAST TWO YEARS AMONG HOUSEHOLD MEMBERS

Now, I would like to ask you some questions about deaths in your family in the past two years and whether these deaths had been registered at the Local Civil Registry Office (LCRO). I understand that it is not easy to talk about deaths in the family but it is important that you tell us about them, so that the government can develop programs and policies that will help facilitate claims for death benefits, life insurance, inheritance, and programs to promote complete registration of deaths at the LCRO.

D1 Was there any former member of this household who died in the past two years, from July 2013 to July 2015?
WRITE X IN THE BOX CORRESPONDING TO THE ANSWER.

☐ 1 Yes ☐ 2 No, END INTERVIEW.

D2 How many former members of this household have died in the past two years, from July 2013 to July 2015?
WRITE IN THE BOX THE CORRESPONDING NUMBER AND FILL OUT THE MATRIX BELOW.

☐ IF 5 OR MORE DEATHS, USE ADDITIONAL BOOKLET.

LINE NUMBER	Name D3	Sex D4	Age at Death D5	Death Registration D6	D7
	LIST THE NAMES OF FORMER HOUSEHOLD MEMBERS WHO DIED ANYTIME FROM JULY 2013 TO JULY 2015.	Is ___ male or female? 1 Male 2 Female ⌐	How old was ___ when he/she died? ENTER AGE AT DEATH IN: • DAYS IF AGE AT DEATH IS LESS THAN 1 MONTH; • MONTHS IF AGE AT DEATH IS 1 MONTH BUT LESS THAN 2 YEARS; OR • YEARS IF AGE AT DEATH IS 2 YEARS OR OLDER. FOR AGE 98 YEARS OR OLDER, WRITE "98". WRITE X IN THE BOX CORRESPONDING TO THE REPORTED AGE AT DEATH IN DAYS, MONTHS OR YEARS.	Was the death of ___ registered with the Local Civil Registry Office? 1 Yes 2 No 3 Don't know WRITE X IN THE BOX CORRESPONDING TO THE ANSWER.	Have you or any member of this household ever obtained a copy of his/her death certificate? 1 Yes 2 No 3 Don't know WRITE X IN THE BOX CORRESPONDING TO THE ANSWER.
1	___ LAST NAME ___ FIRST NAME	☐ 1 ☐ 2	☐ 1 DAYS ☐☐ ☐ 3 YEARS ☐☐ ☐ 2 MONTHS ☐☐ ☐ 4 DON'T KNOW	☐ 1 ☐ 2 ☐ 3	☐ 1 ☐ 2 ☐ 3
2	___ LAST NAME ___ FIRST NAME	☐ 1 ☐ 2	☐ 1 DAYS ☐☐ ☐ 3 YEARS ☐☐ ☐ 2 MONTHS ☐☐ ☐ 4 DON'T KNOW	☐ 1 ☐ 2 ☐ 3	☐ 1 ☐ 2 ☐ 3
3	___ LAST NAME ___ FIRST NAME	☐ 1 ☐ 2	☐ 1 DAYS ☐☐ ☐ 3 YEARS ☐☐ ☐ 2 MONTHS ☐☐ ☐ 4 DON'T KNOW	☐ 1 ☐ 2 ☐ 3	☐ 1 ☐ 2 ☐ 3
4	___ LAST NAME ___ FIRST NAME	☐ 1 ☐ 2	☐ 1 DAYS ☐☐ ☐ 3 YEARS ☐☐ ☐ 2 MONTHS ☐☐ ☐ 4 DON'T KNOW	☐ 1 ☐ 2 ☐ 3	☐ 1 ☐ 2 ⌐ ☐ 3

CP Form 4 – Institutional Population Questionnaire

CP FORM 4	Republic of the Philippines PHILIPPINE STATISTICS AUTHORITY **2015 CENSUS OF POPULATION** **INSTITUTIONAL POPULATION** **QUESTIONNAIRE**	**4A** ⌐
AUTHORITY: Republic Act (RA) No. 10625 authorizes the Philippine Statistics Authority (PSA) to prepare and conduct periodic census on population. **CONFIDENTIALITY:** All information provided in this census shall be held STRICTLY CONFIDENTIAL in accordance with RA 10625.		Approval Number: PSA-1518-03 Expires on March 31, 2016

CERTIFICATION	GEOGRAPHIC IDENTIFICATION
I hereby certify that the data set forth herein were personally obtained/reviewed by me and in accordance with the instructions given by PSA. _____ **ENUMERATOR** SIGNATURE OVER PRINTED NAME _____ DATE ACCOMPLISHED _____ **TEAM SUPERVISOR** SIGNATURE OVER PRINTED NAME _____ DATE REVIEWED _____ **CENSUS AREA SUPERVISOR** SIGNATURE OVER PRINTED NAME ⌐ _____ DATE REVIEWED _____ **CO/RSSO/PO SUPERVISOR** SIGNATURE OVER PRINTED NAME _____ DATE REVIEWED	BOOKLET ☐☐ OF ☐☐ BOOKLETS **PROVINCE** _____ ☐☐ **CITY/MUNICIPALITY** _____ ☐☐ **BARANGAY** _____ ☐☐☐ **ENUMERATION AREA NUMBER** --------- ☐☐☐☐☐☐ **BUILDING SERIAL NUMBER** --------- ☐☐☐ **INSTITUTIONAL SERIAL NUMBER** --------- ☐☐☐ **TYPE OF INSTITUTIONAL LIVING QUARTER (SEE CODES BELOW)** --------- ☐☐ ⌐ **NAME OF INSTITUTIONAL LIVING QUARTER** _____ **NAME OF THE RESPONDENT** _____ _____ LAST NAME FIRST NAME **DESIGNATION OF RESPONDENT** _____ **ADDRESS** _____ HOUSE/BUILDING NUMBER AND STREET OR SITIO/PUROK NAME

INTERVIEW RECORD

VISIT NUMBER	1	2	3	SUMMARY OF VISIT	
DATE MONTH:DAY	☐☐ ☐☐	☐☐ ☐☐	☐☐ ☐☐	NUMBER OF VISITS MADE	☐
TIME BEGAN HOUR:MINUTE	☐☐ ☐☐	☐☐ ☐☐	☐☐ ☐☐	RESULT OF FINAL VISIT*	☐
TIME ENDED HOUR:MINUTE	☐☐ ☐☐	☐☐ ☐☐	☐☐ ☐☐	TOTAL MEMBERS IN THE INSTITUTION	☐☐☐☐
RESULT OF VISIT*	☐	☐	☐	NUMBER OF MALES	☐☐☐☐

*CODES FOR RESULT OF VISIT

	NUMBER OF FEMALES	☐☐☐☐

1 COMPLETED   4 ALL MEMBERS ARE   6 POSTPONED
2 REFUSED   ABSENT FOR   7 OTHERS, SPECIFY
3 NO RESPONDENT   EXTENDED PERIOD   _____
  AROUND   OF TIME
                  5 PARTLY COMPLETED
	MODE OF DATA COLLECTION**	☐

⌐ (RESULT OF VISIT section)

**CODES FOR MODE OF DATA COLLECTION

NEXT VISIT				1 PERSONAL INTERVIEW 2 SELF-ADMINISTRATIVE QUESTIONNAIRE
DATE MONTH:DAY	☐☐ ☐☐	☐☐ ☐☐	☐☐ ☐☐	
TIME HOUR:MINUTE	☐☐ ☐☐	☐☐ ☐☐	☐☐ ☐☐	

CODES FOR TYPE OF INSTITUTIONAL LIVING QUARTER

01	Hotel, motel, lodging house, dormitory, and others	21	Military camp and station
02	Hospital and nurses' home	22	Logging, mining, and construction/public works camp
03	Welfare institution	23	Oceangoing and interisland/coastal vessel
04	Corrective and penal institution	24	Refugee camp
05	Convent, nunnery, seminary, and boarding school	25	Others, SPECIFY _____

⌐

CP Form 4 – Institutional Population Questionnaire

4B	POPULATION CENSUS QUESTIONS								
	FOR ALL PERSONS								FOR ALL PERSONS 5 YEARS AND OVER
	Name	Residence Status	Sex	Age	Birth Registration		Marital Status	Religious Affiliation	Highest Grade/ Year Completed
	P1	P2	P3	P5	P6	P7	P8	P9	P12
LINE NUMBER	Who are the persons residing in this institutional living quarter (ILQ) as of August 1, 2015? LIST THE NAME OF ALL MEMBERS OF THE INSTITUTIONAL LIVING QUARTER FOLLOWING THE ORDER SPECIFIED IN THE CODES FOR THE RESIDENCE STATUS AT THE BOTTOM.	What is ____'s position or residence status in this ILQ? • WRITE THE ANSWER ON THE LINE PROVIDED. • WRITE THE CODE CORRESPONDING TO THE ANSWER. REFER TO CODES AT THE BOTTOM.	Is ____ male or female? 1 Male 2 Female • WRITE IN THE ANSWER ON THE LINE PROVIDED. • WRITE THE CODE CORRESPONDING TO THE ANSWER. REFER TO CODES AT THE BOTTOM.	What is ____'s age as of his/her last birthday? • WRITE IN THE BOXES THE AGE IN COMPLETED YEARS. • IF LESS THAN ONE YEAR OLD, WRITE '000'.	Was the birth of ____ registered with the Local Civil Registry Office? 1 Yes 2 No 3 Don't know WRITE X IN THE BOX CORRESPONDING TO THE ANSWER.	Has ____ ever had a copy of his/her birth certificate? 1 Yes 2 No 3 Don't know WRITE X IN THE BOX CORRES- PONDING TO THE ANSWER.	Is ____ single, married, widowed, divorced/separated, or in a common-law/live-in arrangement? 1 Single 2 Married 3 Widowed 4 Divorced/separated 5 Common-law/Live-in 6 Unknown • WRITE X IN THE BOX CORRESPONDING TO THE ANSWER. • FOR PERSONS 0 TO 9 YEARS OLD, WRITE X IN THE BOX FOR SINGLE.	What is ____'s religious affiliation? • WRITE THE ANSWER ON THE LINE PROVIDED. • LEAVE THE BOXES BLANK FOR CODING DURING PROCESSING.	What is the highest grade/year completed by ____? • WRITE THE ANSWER ON THE LINE PROVIDED AND THE CODE CORRESPONDING TO THE ANSWER. • REFER TO CODES AT THE BOTTOM. • IF GRADUATE IN POST SECONDARY OR COLLEGE, SPECIFY THE COURSE AND LEAVE THE BOXES BLANK FOR CODING DURING PROCESSING.
1	LAST NAME / SPECIFY / FIRST NAME	SPECIFY	1 / 2		1 / 2 / 3	1 / 2 / 3	1 4 / 2 5 / 3 6	SPECIFY	SPECIFY
2	LAST NAME / SPECIFY / FIRST NAME	SPECIFY	1 / 2		1 / 2 / 3	1 / 2 / 3	1 4 / 2 5 / 3 6	SPECIFY	SPECIFY
3	LAST NAME / SPECIFY / FIRST NAME	SPECIFY	1 / 2		1 / 2 / 3	1 / 2 / 3	1 4 / 2 5 / 3 6	SPECIFY	SPECIFY
4	LAST NAME / SPECIFY / FIRST NAME	SPECIFY	1 / 2		1 / 2 / 3	1 / 2 / 3	1 4 / 2 5 / 3 6	SPECIFY	SPECIFY
5	LAST NAME / SPECIFY / FIRST NAME	SPECIFY	1 / 2		1 / 2 / 3	1 / 2 / 3	1 4 / 2 5 / 3 6	SPECIFY	SPECIFY
6	LAST NAME / SPECIFY / FIRST NAME	SPECIFY	1 / 2		1 / 2 / 3	1 / 2 / 3	1 4 / 2 5 / 3 6	SPECIFY	SPECIFY
7	LAST NAME / SPECIFY / FIRST NAME	SPECIFY	1 / 2		1 / 2 / 3	1 / 2 / 3	1 4 / 2 5 / 3 6	SPECIFY	SPECIFY
8	LAST NAME / SPECIFY / FIRST NAME	SPECIFY	1 / 2		1 / 2 / 3	1 / 2 / 3	1 4 / 2 5 / 3 6	SPECIFY	SPECIFY

CODES FOR ITEM P2 – RESIDENCE STATUS

01 Manager, director, person-in-charge
02 Staff member/employee, including physician and nurse
03 Officer/enlisted man, trainee
04 Officer/crew member in a merchant vessel
21 Priest, seminarian, nun, postulant
22 Lodger or boarder
23 Patient in hospital, sanitarium, and others
24 Ward in home for the aged, orphanage, welfare institution, and others
31 Prisoner/detainee
32 Others

CODES FOR ITEM P12 – HIGHEST GRADE/YEAR COMPLETED

000 No grade completed
010 Preschool

Elementary
110 Grade 1
120 Grade 2
130 Grade 3
140 Grade 4
150 Grade 5
160 Grade 6
170 Grade 6 graduate
180 Grade 7 graduate
191 SPED, undergraduate
192 SPED, graduate

High school
210 1ˢᵗ Year
220 2ⁿᵈ Year
230 3ʳᵈ Year
240 4ᵗʰ Year
250 High school graduate

Post Secondary
310 1ˢᵗ Year
320 2ⁿᵈ Year
IF GRADUATE, SPECIFY COURSE.

K to 12 Program
410 Grade 1
420 Grade 2
430 Grade 3
440 Grade 4
450 Grade 5
460 Grade 6
470 Grade 7
480 Grade 8
490 Grade 9
500 Grade 10
510 Grade 11
520 Grade 12

College
710 1ˢᵗ Year
720 2ⁿᵈ Year
730 3ʳᵈ Year
740 4ᵗʰ Year
750 5ᵗʰ Year
760 6ᵗʰ Year
IF GRADUATE, SPECIFY COURSE.

Post baccalaureate
910 Master's degree undergraduate
920 Master's degree graduate
930 Doctorate degree undergraduate
940 Doctorate degree graduate

CP Form 4 – Institutional Population Questionnaire

	POPULATION CENSUS QUESTIONS							4C
	FOR ALL PERSONS							**FOR ALL PERSONS 5 YEARS AND OVER**
	Name	Residence Status	Sex	Age	Birth Registration		Marital Status	Religious Affiliation	Highest Grade/ Year Completed

(The table continues with column headers P1, P2, P3, P5, P6, P7, P8, P9, P12 and instructional text, followed by data rows numbered 9 through 16.)

Column headers and instructions:

- **P1 — Name:** Who are the persons residing in this institutional living quarter (ILQ) as of August 1, 2015? LIST THE NAME OF ALL MEMBERS OF THE INSTITUTIONAL LIVING QUARTER FOLLOWING THE ORDER SPECIFIED IN THE CODES FOR THE RESIDENCE STATUS AT THE BOTTOM.
- **P2 — Residence Status:** What is ____'s position or residence status in this ILQ? • WRITE THE ANSWER ON THE LINE PROVIDED. • WRITE THE CODE CORRESPONDING TO THE ANSWER. REFER TO CODES AT THE BOTTOM PAGE 4B.
- **P3 — Sex:** Is ____ male or female? 1 Male 2 Female
- **P5 — Age:** What is ____'s age as of his/her last birthday? • WRITE IN THE BOXES THE AGE IN COMPLETED YEARS. • IF LESS THAN ONE YEAR OLD, WRITE "000".
- **P6 — Birth Registration:** Was the birth of ____ registered with the Local Civil Registry Office? 1 Yes 2 No 3 Don't know. WRITE X IN THE BOX CORRESPONDING TO THE ANSWER.
- **P7:** Has ____ ever had a copy of his/her birth certificate? 1 Yes 2 No 3 Don't know. WRITE X IN THE BOX CORRESPONDING TO THE ANSWER.
- **P8 — Marital Status:** Is ____ single, married, widowed, divorced/separated, or in a common-law/live-in arrangement? 1 Single 2 Married 3 Widowed 4 Divorced/separated 5 Common-law/Live-in 6 Unknown. • WRITE X IN THE BOX CORRESPONDING TO THE ANSWER. • FOR PERSONS 0 TO 9 YEARS OLD, WRITE X IN THE BOX FOR SINGLE.
- **P9 — Religious Affiliation:** What is ____'s religious affiliation? • WRITE THE ANSWER ON THE LINE PROVIDED. • LEAVE THE BOXES BLANK FOR CODING DURING PROCESSING.
- **P12 — Highest Grade/Year Completed:** What is the highest grade/year completed by ____? • WRITE THE ANSWER ON THE LINE PROVIDED AND THE CODE CORRESPONDING TO THE ANSWER. • REFER TO CODES AT THE BOTTOM. • IF GRADUATE IN POST SECONDARY OR COLLEGE, SPECIFY THE COURSE AND LEAVE THE BOXES BLANK FOR CODING DURING PROCESSING.

Data rows (9, 10, 11, 12, 13, 14, 15, 16), each with: LAST NAME / FIRST NAME, SPECIFY (residence status), Sex checkboxes (1, 2), Age boxes, Birth Registration checkboxes (1, 2, 3), P7 checkboxes (1, 2, 3), Marital Status checkboxes (1, 2, 3, 4, 5, 6), Religious Affiliation SPECIFY, Highest Grade/Year SPECIFY.

REMARKS	CODES FOR ITEM P12 – HIGHEST GRADE/YEAR COMPLETED

CODES FOR ITEM P12 – HIGHEST GRADE/YEAR COMPLETED

Elementary
- 000 No grade completed
- 010 Preschool
- 110 Grade 1
- 120 Grade 2
- 130 Grade 3
- 140 Grade 4
- 150 Grade 5
- 160 Grade 6
- 170 Grade 6 graduate
- 180 Grade 7 graduate
- 191 SPED, undergraduate
- 192 SPED, graduate

High school
- 210 1st Year
- 220 2nd Year
- 230 3rd Year
- 240 4th Year
- 260 High school graduate

Post Secondary
- 310 1st Year
- 320 2nd Year
- IF GRADUATE, SPECIFY COURSE.

K to 12 Program
- 410 Grade 1
- 420 Grade 2
- 430 Grade 3
- 440 Grade 4
- 450 Grade 5
- 460 Grade 6
- 470 Grade 7
- 480 Grade 8
- 490 Grade 9
- 500 Grade 10
- 510 Grade 11
- 520 Grade 12

College
- 710 1st Year
- 720 2nd Year
- 730 3rd Year
- 740 4th Year
- 750 5th Year
- 760 6th Year
- IF GRADUATE, SPECIFY COURSE.

Post baccalaureate
- 910 Master's degree undergraduate
- 920 Master's degree graduate
- 930 Doctorate degree undergraduate
- 940 Doctorate degree graduate

CP Form 4 – Institutional Population Questionnaire

4D				POPULATION CENSUS QUESTIONS					⌐

FOR ALL PERSONS — **FOR ALL PERSONS 5 YEARS AND OVER**

	Name	Residence Status	Sex	Age	Birth Registration		Marital Status	Religious Affiliation	Highest Grade/Year Completed
L I N E N U M B E R	**P1**	**P2**	**P3**	**P5**	**P6**	**P7**	**P8**	**P9**	**P12**
	Who are the persons residing in this institutional living quarter (ILQ) as of August 1, 2015? LIST THE NAME OF ALL MEMBERS OF THE INSTITUTIONAL LIVING QUARTER FOLLOWING THE ORDER SPECIFIED IN THE CODES FOR THE RESIDENCE STATUS AT THE BOTTOM. ⌐	What is ____'s position or residence status in this ILQ? • WRITE THE ANSWER ON THE LINE PROVIDED. • WRITE THE CODE CORRESPONDING TO THE ANSWER. REFER TO CODES AT THE BOTTOM PAGE 4B.	Is ____ male or female? 1 Male 2 Female	What is ____'s age as of his/her last birthday? • WRITE IN THE BOXES THE AGE IN COMPLETED YEARS. • IF LESS THAN ONE YEAR OLD, WRITE "000".	Was the birth of ____ registered with the Local Civil Registry Office? 1 Yes 2 No 3 Don't know WRITE X IN THE BOX CORRESPONDING TO THE ANSWER.	Has ____ ever had a copy of his/her birth certificate? 1 Yes 2 No 3 Don't know WRITE X IN THE BOX CORRESPONDING TO THE ANSWER.	Is ____ single, married, widowed, divorced/separated, or in a common-law/live-in arrangement? 1 Single 2 Married 3 Widowed 4 Divorced/separated 5 Common-law/Live-in 6 Unknown • WRITE X IN THE BOX CORRESPONDING TO THE ANSWER. • FOR PERSONS 0 TO 9 YEARS OLD, WRITE X IN THE BOX FOR SINGLE.	What is ____'s religious affiliation? • WRITE THE ANSWER ON THE LINE PROVIDED. • LEAVE THE BOXES BLANK FOR CODING DURING PROCESSING. ⌐	What is the highest grade/year completed by ____? • WRITE THE ANSWER ON THE LINE PROVIDED AND THE CODE CORRESPONDING TO THE ANSWER. • REFER TO CODES AT THE BOTTOM. • IF GRADUATE IN POST SECONDARY OR COLLEGE, SPECIFY THE COURSE AND LEAVE THE BOXES BLANK FOR CODING DURING PROCESSING.
17	LAST NAME / FIRST NAME	SPECIFY	□1 □2		□1 □2 □3	□1 □2 □3	□1 □2 □3 □4 □5 □6	SPECIFY	SPECIFY
18	LAST NAME / FIRST NAME	SPECIFY	□1 □2		□1 □2 □3	□1 □2 □3	□1 □2 □3 □4 □5 □6	SPECIFY	SPECIFY
19	LAST NAME / FIRST NAME	SPECIFY	□1 □2		□1 □2 □3	□1 □2 □3	□1 □2 □3 □4 □5 □6	SPECIFY	SPECIFY
20	LAST NAME / FIRST NAME	SPECIFY	□1 □2		□1 □2 □3	□1 □2 □3	□1 □2 □3 □4 □5 □6	SPECIFY	SPECIFY
21	LAST NAME / FIRST NAME	SPECIFY	□1 □2		□1 □2 □3	□1 □2 □3	□1 □2 □3 □4 □5 □6	SPECIFY	SPECIFY
22	LAST NAME / FIRST NAME	SPECIFY	□1 □2		□1 □2 □3	□1 □2 □3	□1 □2 □3 □4 □5 □6	SPECIFY	SPECIFY
23	LAST NAME / FIRST NAME	SPECIFY	□1 □2		□1 □2 □3	□1 □2 □3	□1 □2 □3 □4 □5 □6	SPECIFY	SPECIFY
24	LAST NAME / FIRST NAME	SPECIFY	□1 □2		□1 □2 □3	□1 □2 □3	□1 □2 □3 □4 □5 □6	SPECIFY	SPECIFY

USE OF ADDITIONAL BOOKLET

Are there more than 24 members in this institutional living quarter? WRITE X IN THE BOX FOR YES. OTHERWISE, WRITE X IN THE BOX FOR NO.

□ 1 Yes, USE ADDITIONAL BOOKLET.

□ 2 No

CODES FOR ITEM P12 – HIGHEST GRADE/YEAR COMPLETED

Elementary	High school	K to 12 Program	College	Post baccalaureate
000 No grade completed	210 1st Year	410 Grade 1	710 1st Year	910 Master's degree undergraduate
010 Preschool	220 2nd Year	420 Grade 2	720 2nd Year	920 Master's degree graduate
110 Grade 1	230 3rd Year	430 Grade 3	730 3rd Year	930 Doctorate degree undergraduate
120 Grade 2	240 4th Year	440 Grade 4	740 4th Year	940 Doctorate degree graduate
130 Grade 3	250 High school graduate	450 Grade 5	760 5th Year	
140 Grade 4		460 Grade 6	780 6th Year	
150 Grade 5	**Post Secondary**	470 Grade 7	IF GRADUATE, SPECIFY COURSE.	
160 Grade 6	310 1st Year	480 Grade 8		
170 Grade 6 graduate	320 2nd Year	490 Grade 9		
180 Grade 7 graduate	IF GRADUATE, SPECIFY COURSE.	500 Grade 10		
191 SPED, undergraduate		510 Grade 11		
192 SPED, graduate		520 Grade 12		

CP Form 7 – Self-Administered Instructions for CP Form 2

CP FORM 7

Republic of the Philippines
PHILIPPINE STATISTICS AUTHORITY

2015 Census of Population
Self-Administered Questionnaire Instructions for CP Form 2 (Household Questionnaire)

Sir/Madam:

The Philippine Statistics Authority (PSA) is currently conducting the 2015 Census of Population (POPCEN 2015) to gather data on the basic demographic and socio-economic characteristics of the population. Your cooperation in this census is of utmost important to us. Rest assured that all information collected will not be used for taxation, investigation nor law enforcement and will be held STRICTLY CONFIDENTIAL as stipulated in Section 26 of RA 10625. The information that will be published are in the form of statistical summaries in which no reference to any individual shall appear.

Our Census Enumerator/Team Supervisor will be assigned to cover this area. Please allow him/her to meet or visit you to collect this form and the CP Form 2 which you have filled out on:

Census Appointment Date (mm/dd/yy)

You may also contact our PSA Provincial Statistical Office personnel to collect this form. Please refer to the contact details given below.

Thank you for your cooperation and support for the successful conduct of this undertaking.

POPCEN 2015

Magpabilang. Magpa-Census!

Lisa Grace S. Bersales
LISA GRACE S. BERSALES, Ph.D.
National Statistician

This form, the CP Form 7, will serve as your guide in filling out the CP Form 2 (Household Questionnaire) that contains questions about individual members of your household, as well as items about your housing unit.

INSTRUCTIONS FOR THE ENUMERATOR/TEAM SUPERVISOR
Determine if the household will be using CP Form 2 for self-administered questionnaire (SAQ) or E-Questionnaire. Write **X** mark in the box corresponding to the method to be used, that is, whether SAQ or E-Questionnaire. Leave enough CP Form 2 as may be required.

☐ **THE USE OF SELF-ADMINISTERED QUESTIONNAIRE**
  • Please answer all the questions asked in CP Form 2 given to you by our census enumerator/team supervisor by following the guidelines on the second page of this form.

☐ **THE USE OF E-QUESTIONNAIRE**
  • E-Questionnaire is an electronic version of CP Form 2 which can be filled out online or offline.
  • Download the form in PDF from www.psa.gov.ph/POPCEN2015/EQ.
  • Access and download the E-Questionnaire using this REFERENCE NUMBER below.

  • Fill out the E-Questionnaire and submit this online or by email to POPCEN2015/EQ@psa.gov.ph.
  • Copy below the CENSUS RECEIPT CONFIRMATION NUMBER (CRCN) that you will receive after your submission.

Thank you for your cooperation.

For more information, please contact or visit the nearest PSA Provincial Statistical Office:
PSO: _____
Address: _____
Telephone Number: _____

CP Form 7 – Self-Administered Instructions for CP Form 2

GUIDE IN FILLING OUT CP FORM 2 – HOUSEHOLD QUESTIONNAIRE

P1-Name of Household Members
Household members are persons who usually reside in the same housing unit, and have a common arrangement in the preparation and consumption of food. List the household members in the following order:
- Head
- Spouse of the head
- Never-married children of head/spouse from oldest to the youngest
- Ever-married children of head/spouse and their families from oldest to the youngest
- Other relatives
- Nonrelatives

Please write the household head on the first row with line number 1.

P2-Relationship to the Household Head
Write the appropriate relationship of the members to the household head. The member could be the spouse, son, daughter, stepson, stepdaughter, son-in-law, daughter-in-law, grandson, granddaughter, father, mother, brother, sister, uncle, aunt, nephew, niece, other relative, nonrelative, boarder, or domestic helper.

P3-Sex
Write **X** mark in the box corresponding to the sex of each household member.

P4-Date of Birth
Write the month and year of birth of the member in the appropriate boxes.

P5-Age
Write the age as of last birthday of the member, expressed in completed years. Thus, ages are recorded in whole numbers. For infant less than one year old, write "000".

P6-Whether the Birth of a Member was Registered at the LCR Office
Write **X** in the box corresponding to the answer.

P7-Copy of Birth Certificate
Write **X** in the box corresponding to the answer.

P8-Marital Status
Write **X** in the box corresponding to the answer.

P9-Religious Affiliation
Write the answer on the space provided. Leave the code boxes blank.

P10-School Attendance
This should be answered for all household members 5 to 24 years old. Write **X** in the box corresponding to the answer.

P11-Literacy
This should be answered for all household members 5 years old and over. Write **X** in the box corresponding to the answer.

P12-Highest Grade/Year Completed
This should be answered for all household members 5 years old and over. This refers to the highest grade or year completed in school, college, or university as of August 1, 2015. Write the answer on the space provided. For your reference, kindly see the bottom page for the codes and description of highest grade/year completed.

P13-Graduate of Technical/Vocational Course
This should be answered for all household members 15 years old and over. Write **X** in the box corresponding to the answer.

P14-Technical/Vocational Course Obtained
This should be answered for all household members 5 years old and over. Write the specific technical/vocational course obtained by the household member on the space provided. Leave the code boxes blank.

P15-Overseas Worker
This should be answered for all household members 15 years old and over. Write **X** in the box corresponding to the answer.

P16-Usual Activity/Occupation
Refers to the kind of job or business, which a person was engaged in most of the time during the last 12 months. For example, medical doctor, elementary school teacher, police inspector, and lawyer. For a person who did not work during the past 12 months, his/her usual activity relates to the non-gainful activities. He/she may be a housekeeper in own home, student, pensioner, retired, persons with disability or dependent. Write the answer on the space provided. Leave the code boxes blank.

B1-Type of Building
This pertains to the type of your building which may be single house, duplex, and multi-unit residential. Write **X** in the box corresponding to the answer.

B2-Construction Materials of the Roof
If two or more kinds of roofing materials are used in your building, report the material used in most part of the roof. Write **X** in the box corresponding to the answer.

B3-Construction Materials of the Outer Walls
If the outer walls used are made of different materials, report the material used in most part of the wall. Write **X** in the box corresponding to the answer.

H1-Fuel for Lighting
Write **X** in the box corresponding to the answer.

H2-Source of Water for Drinking and H3-Source of Water for Cooking
If more than one source of water for drinking and/or cooking, report the main source of water for drinking and/or cooking. Write **X** in the box corresponding to the answer.

H4-Tenure Status of the Housing Unit/Lot
Refers to the tenure status of your housing unit/lot, that is, whether the housing unit/lot occupied by your household is owned, rented, or rent-free.

D1-Whether any Household Member Died in the Past Two Years
If a former member of the household died in the past two years, write X in the box opposite code 1 for Yes.

D2- Number of former household members who died in the past two years
Enter the number of household member who died in the past two years in item D2, and **fill out items D3 to D7.**

CP Form 8 – Self-Administered Instructions for CP Form 4

CP FORM 8

Republic of the Philippines
PHILIPPINE STATISTICS AUTHORITY

2015 Census of Population
Self-Administered Questionnaire Instructions for CP Form 4 (Institutional Population Questionnaire)

Sir/Madam:

The Philippine Statistics Authority (PSA) is currently conducting the 2015 Census of Population (POPCEN 2015) to gather data on the basic demographic and socio-economic characteristics of the population. Your cooperation in this census is of utmost important to us. Rest assured that all information collected will not be used for taxation, investigation nor law enforcement and will be held STRICTLY CONFIDENTIAL as stipulated in Section 26 of RA 10625. The information that will be published are in the form of statistical summaries in which <u>no reference to any individual shall appear</u>.

Our Census Enumerator/Team Supervisor will be assigned to cover this area. Please allow him/her to meet or visit you to collect this form and the CP Form 4 which you have filled out on:

Census Appointment Date (mm/dd/yy)

You may also contact our PSA Provincial Statistical Office personnel to collect this form. Please refer to the contact details given below.

Thank you for your cooperation and support for the successful conduct of this undertaking.

Lisa Grace S. Bersales
LISA GRACE S. BERSALES, Ph.D.
National Statistician

INSTRUCTIONS FOR THE ENUMERATOR/TEAM SUPERVISOR

Ask the respondent the type of institutional living quarter, name of institutional living quarter, name of respondent, designation of the respondent, and address of the institutional living quarter and write these information in the Geo-ID of CP Form 4. The code and description of the institutional living quarter can be found at the bottom of page 4A of CP Form 4. Leave enough CP Form 4 as may be required.

THE USE OF SELF-ADMINISTERED QUESTIONNAIRE

This form, the CP Form 8, will serve as your guide in filling out the CP Form 4 (Institutional Population Questionnaire) that contains questions about individual members of the institution. Please answer all the questions asked in CP Form 4 given to you by our census enumerator/team supervisor by following the guidelines below.

For more information, please contact or visit the nearest PSA Provincial Statistical Office:

PSO: _____

Address: _____

Telephone Number: _____

POPCEN 2015

Magpabilang. Magpa-Census!

CP Form 8 – Self-Administered Instructions for CP Form 4

GUIDE IN FILLING OUT CP FORM 4 – INSTITUTIONAL POPULATION QUESTIONNAIRE

P1-Name of Members of an Institution
These are persons who are found living in an institutional living quarter. They may have their own families or households elsewhere but at the time of the census, they are committed or confined in institutions, or they live in institutional living quarters and are usually subject to a common authority or management, or are bound by either a common public objective or a common personal interest. List the names of the members of the institution in the order of their residence status. For your reference, kindly see bottom of page 4B.

P2-Residence Status
Write the appropriate position or residence status of the person living in the institutional living quarter. He/she can be any of the following:
• Manager, director, person in-charge
• Staff member/employee including physicians and nurses
• Officer/enlisted man, trainee
• Officer/crew member in merchant vessel
• Priest, seminarian, nun, postulant
• Lodger or boarder
• Patient (hospital, sanitarium, and others)
• Ward (home for the aged, orphanage, welfare institution)
• Prisoner/detainee
• Others

P3-Sex
Write **X** in the box corresponding to the sex of each member of the institution.

P5-Age
Write the age as of last birthday of the member, expressed in completed years. Thus, ages are recorded in whole numbers. For infant less than one year old, write "000".

P6-Whether the Birth of a Member was Registered at the LCR Office
Write **X** in the box corresponding to the answer.

P7-Copy of Birth Certificate
Write **X** in the box corresponding to the answer.

P8-Marital Status
Marital status refers to the personal status of an individual with reference to the marriage laws or customs of the country. It is the same as civil status, the term usually used in official and private records, documents, and transactions in the country.

Write **X** in the box corresponding to the answer.

P9-Religious Affiliation
Write the answer on the space provided. Leave the code boxes blank.

P12-Highest Grade/Year Completed
This refers to the highest grade or year completed in school, college, or university as of August 1, 2015. Write the answer on the space provided. For your reference, kindly see the bottom page for the codes and description of highest grade/year completed.

Standard Mapping Form

LEGEND:

BARANGAY BOUNDARY .X-X-X-X-X-X-X-X-X-X-X-X-X-X-

ENUMERATION AREA BOUNDARY . - · - · - ·· - · - · - ·· - · - · - ·

PREPARED BY

VERIFIED BY

NAME   POSITION   DATE

SHEET OF SHEETS

ENUMERATION AREA NUMBER

BLOCK NUMBER

REGION

PROVINCE

CITY/MUNICIPALITY

BARANGAY

REPUBLIC OF THE PHILIPPINES
PHILIPPINE STATISTICS AUTHORITY
Manila

Specific Cases and Examples of Assigning BSN, HUSN, and HSN

I. Assigning of Building Serial Number (BSN)

Case	Action/s to be Taken
1. A garage or a small structure is structurally separated from the house and a household member may only be sleeping in it.	Do not assign a BSN to this structure. Assign, however, a BSN to the main building to which the garage or structure is a part of.
2. Another household resides (eating and sleeping) in a garage or a small structure that is structurally separated from the house.	Assign different BSNs to the two structures. a. Assign BSN to the first building and write it in the first line. b. Assign another BSN to the garage/small structure and write it in the next line.
3. Two or more households live in one building or there are two or more housing units in the building.	Assign the same BSN for all the households/housing units residing/found in the same building. See line numbers 17 and 18 in Illustration 6.4, page 95
4. A household occupies two buildings, each of which had complete facilities.	a. Assign BSN to the first building and write it in the first line. b. Assign another BSN to the second building and write it in the next line.
5. A large institutional population occupies two or more buildings.	a. Enter the BSNs in one line number only. b. Write the first and last BSN, in the first and second row, respectively. See line number 33 in Illustration 6.1, page 90.

II. Assigning of Housing Unit Serial Number (HUSN) and Household Serial Number (HSN)

Case	Action/s to be Taken
1. Two or more households are living in the same housing unit.	a. Assign the same HUSN for the households. b. Assign a different HSN for each household. Refer to line numbers 21 and 22 in Illustration 6.4, page 95.
2. A household resides within the premises of an ILQ, that is, in a place where institutional population resides.	a. List the ILQ first and assign a BSN. b. In the next line, use the BSN of the building in the ILQ where the household resides. c. Assign HUSN and HSN for the household. Refer to line numbers 30 and 31 in Illustration 6.1, page 90.
3. A housing unit is occupied by a household whose members are to be excluded from the enumeration, such as foreign diplomats or foreign citizens who are staying in the country for less than a year (according to the rules specified in Chapter 3).	a. Assign corresponding HUSN. b. Assign HSN "8888" for that household. to indicate that the housing unit is occupied by persons who are excluded from the enumeration. c. Write a remark in Column 10 (Remark/s Column), for example, "Household of Foreign Missionary". d. Fill out a corresponding CP Form 2 for every housing unit occupied by persons who are excluded from enumeration. Fill out the geographic and housing portions only. Refer to line number 52 in Illustration 6.6, page 97.
4. The household of a foreign diplomat has members who constitute a separate household in this census, for instance, household help.	For the foreign diplomat: a. Assign corresponding HUSN. b. Write "8888" for HSN. For the separate household: • Assign corresponding HUSN for the household help if in separate housing unit and assign an HSN for the household help. However, if the foreign diplomat and the household help are living in the same housing unit, assign HUSN and HSN for the household help only.

II. Assigning of Housing Unit Serial Number (HUSN) and Household Serial Number (HSN)

Case	Action/s to be Taken
5. A vacant housing unit (VHU).	a. Assign corresponding HUSN. b. Assign "9999" for the HSN. c. Fill out a corresponding CP Form 2 for the VHU. Fill out the geographic and housing portions only. Refer to line number 13 in Illustration 6.1, page 89.
6. A building with a housing unit which is vacant.	a. Write VBLDG in column 6. b. Assign "9999" (for vacant building) as HSN in Column 4. Refer to line number 9 Illustration 6.1, page 88.
7. All housing units in a building are vacant (VBLDG).	a. Count all the housing units in the building that are vacant or ask the administrator for the number of VHUs. b. Write the first and the last HUSN in the first and second row, respectively, in Column 3. c. Assign "9999" for the HSN. d. Fill out a corresponding CP Form 2 for every VHU in the building. Fill out the geographic and housing portions only. Refer to line number 23 in Illustration 6.1, page 89.
8. A building with one vacant housing unit and the rest are occupied.	a. Write VHU in column 6. b. Assign "9999" (for vacant housing unit) as HSN in Column 4. c. Assign corresponding HUSN and HSN for the rest of the housing unit that are occupied. Refer to line numbers 12 and 13 in Illustration 6.1, page 89.
9. A housing unit used only during vacation, weekends, or only during certain times of the year is considered vacant even though at the time of your visit, somebody is occupying it. The occupant should be enumerated in their usual residence and not in this housing unit.	a. Assign corresponding HUSN. b. Assign "8889" for the HSN to indicate that the housing unit/rest house and that the occupants of this housing unit have residence somewhere else and will be listed there. c. Fill out a corresponding CP Form 2 for every housing unit used as vacation or rest house. Fill out the geographic and housing portions only. Refer to line number 26 in Illustration 6.1, page 90.

II. Assigning of Housing Unit Serial Number (HUSN) and Household Serial Number (HSN)

Case	Action/s to be Taken
10. A household who is a non-usual resident	a. Assign corresponding HUSN. b. Assign one HSN which is "7777". c. Fill-out geo-ID and housing portion only of the corresponding CP Form 2.
11. A household occupies two buildings, each with complete facilities	a. Assign HUSN to the first bldg. b. Assign corresponding HSN. c. Assign different HUSN to the second bldg. d. Assign "7777" for HSN to indicate that the second housing unit is occupied by the same household. e. Fill out geo-ID and housing portion only of the corresponding CP Form 2 NOTE: HSN 7777 is also used for households occupying a housing unit which is not their usual residence, e.g. household residing near workplace but goes home to their usual residence every weekend.
12. A household, which was scheduled for callback, has been assigned HUSN and HSN. But during the revisit, it was found that the housing unit has two households.	For the <u>second household</u>: a. List the household on the line following the last household listed. b. Use the same BSN and HUSN as in the first household. c. Assign another HSN to this household. HSN will follow the sequential HSN of the last household listed prior to the callback. Refer to line numbers 2 and 30 in Illustrations 6.3 and 6.5, pages 94 and 96, respectively.

Translation Guide for CP Form 2
NCR – Tagalog

Item	Translation
P1	Sino ang pinuno ng sambahayang ito?
	Sinu-sino ang mga taong karaniwang nakatira dito mula Agosto 1, 2015?
P2	Ano ang kaugnayan o relasyon ni (banggitin ang pangalan) sa pinuno ng sambahayan na ito?
P3	Si (banggitin ang pangalan) ba ay lalaki o babae?
P4	Sa anong buwan at taon ipinanganak si (banggitin ang pangalan)?
P5	Ilang taon na si (banggitin ang pangalan) nuong huling kaarawan niya?
P6	Ang kapanganakan ba ni (banggitin ang pangalan) ay nakareshistro sa Lokal ng Pangtalaan Sibil?
P7	Si (banggitin ang pangalan) ay nagkaroon na ba ng kopya ng kanyang birth certificate o yung dokumento ng kanyang kapanganakan?
P8	Si (banggitin ang pangalan) ba ay may asawa, walang asawa, balo, separada o diborsyado, o napawalang bisa ng korte ang kanyang kasal, o nagsasama ng di kasal?
P9	Ano ang relihiyon ni (banggitin ang pangalan)?
P10	Si (banggitin ang pangalan) ba ay kasalukuyang nag-aaral?
P11	Si (banggitin ang pangalan) ba ay nakakabasa at nakakasulat ng isang simpleng mensahe sa anumang wika o salita ?
P12	Ano ang pinakamataas na antas ng pag-aaral ang natapos ni (banggitin ang pangalan)?
P13	Si (banggitin ang pangalan) ba ay nagtapos ng teknikal/bokasyonal na kurso ?
P14	Anong kurso na teknikal o vocational ang natapos ni (banggitin ang pangalan) ?
P15	Si (banggitin ang pangalan) ba ay nagtatrabaho sa ibang bansa?
P16	Noong nakalipas na 12 buwan, ano ang karaniwang trabaho at pinagkakakitaan ni (banggitin ang pangalan)?
	Ngayon, may ilang katanungan ako tungkol sa ginagamit ninyong ilaw at pinagmumulang ng supply ng tubig, pati na rin ang katayuan ng inyong bahay at lote.
H1	Anong uri ng supply ng kuryente ang ginagamit ng sambahayan para sa ilaw?
H2	Ano ang pangunahing pinagkukunan ng iyong sambahayan na supply ng tubig para sa pang-inom ?
H3	Ano ang pangunahing pinagkukunan ng iyong sambahayan na supply ng tubig para sa pagluluto?
H4	Ang bahay at lote ba ng inyong tinitirhan ay inyong pag-aari o hinuhulugan, inyong inuupahan, tinitirhan ng libre na may pahintulot ng may ari o walang panhintulot ng may-ari?
	Ngayon, mayroon ako ilang katanungan tungkol sa dating miyembro ng inyong sambahayan na namatay nitong nakalipas na dalawang taon. Nauunawaan ko na hindi madaling pag-usapan ang pagkamatay ng miyembro ng pamilya ngunit ito ay mahalaga na sabihin niyo sa akin ang tungkol sa mga bagay na ito, upang ang pamahalaan ay maaaring bumuo ng mga programa at mga batas na makakatulong mapadali ang pagkuha ng benepisyo sa kamatayan, life insurance, pamana samganaulila, at programa upang maitaguyod ang kumpletong rehistrasyon ng pagkamatay sa Lokal na Pantalaang Sibil.
D1	Mayroon bang dating miyembro ng sambahayan na eto na namatay nitong nakalipas na dalawang taon, mula Hulyo 2013 hanggang Hulyo 2015?
D2	Ilang dating miyembro ng sambahayan na ito ang namatay na noong nakalipas na dalawang taon, mula Hulyo 2013 hanggang Hulyo 2015 ?
D3	Ilista ang mga pangalan ng dating sambahayan na namatay mula Hulyo 2013 hanggang Hulyo 2015.
D4	Si (banggitin ang pangalan) ba ay lalaki o babae?
D5	Ilang taon na si (banggitin ang pangalan) nuong siya'y mamatay?
D6	Ang kamatayan ba ni (banggitin ang pangalan) ay nakareshistro sa Lokal ng Pangtalaan Sibil?
D7	Nakakuha na ba kayo o sinuman sa miyembro ng sambahayan ito ng kopya ng death certificate o sertipiko ng kamatayan ni (banggitin ang pangalan ng namatay)?

Region I – Ilocano

Item	Translation
P1	Sinno ti mangidadaulo kadakayo a sangakabbalayan? Siasinno dagiti gagangay nga agnanaed iti daytoy a pagtaengan angingga idi August 1, 2015?
P2	Kapin-ano ni _____ ni *Name of Household Head*?
P3	Ni kadi ____ ket lalaki wenno babai?
P4	Ania a bulan ken tawen ti pannakayanak ni _____?
P5	Mano ti tawen ni ____ idi naudi a panagkasangay na?
P6	Nairehistro kadi ti pannakayanak ni ____ iti opisina ti Local Civil Registrar?
P7	Adda kadi kopya ti Birth Certificate ni _____?
P8	Ni kadi _____ ket awan asawa na (baro/balasang), adda asawa na, balo, nakisina wenno adda iti kabkabbalay na?
P9	Ania ti religion ni ____?
P10	Ni kadi ____ ket agad-adal iti agdama?
P11	Makabasa ken makasurat kadi ni ___ iti simple a mensahe iti ania man a lengguahe wenno pagsasao?
P12	Ania ti kangatuan nga adal ti nalpas ni _____?
P13	Nakalpas kadi ti technical/vocational a kurso ni _____?
P14	Ania a technical/vocational a kurso iti nalpas ni ____?
P15	Ni kadi _____ ket agtrabtrabaho sadiay ballasiw taaw?
P16	Idi napalabas a 12 a bulan, ania ti kangruanaan a pagtrabahoan ni _____?
	Tatta, agdamagak maipangep iti silaw, pangalaan iti danum, ken maipangep iti pagtaengan/pagnaedan yo?
H1	Ania nga klase ti usaren yo nga pagsilaw?
H2	Ania ti kangrunaan nga paggapuan ti danum nga inumen yo?
H3	Ania ti kangrunaan nga paggapuan ti danum nga pagluto yo?
H4	Ania ti estado daytoy lote ken balay nga pagtaengan/pagnaedan yo?
	Tatta, kayat ko nga damagen maipanggep kadagiti natay iti pamilya yo iti napalabas a dua nga tawen ken no nairegistro da idiay opisina ti Local Civil Registrar. Ammok nga naregat nga pagsasaritaan maipanggep kadagiti natay ti pamilya ngem importante nga ibagam kanniak amin, tapno ti gobyerno tayo ket makaaramid ti programa a makatulong ti nadaras a panangala ti benepisyo (death benefits, life insurance, inheritance) ken programa para iti kumpleto nga panaka irehistro ti natay idiay LCRO.
D1	Adda kadi dati a miembro daytoy nga sangakabbalayan a natay idi napalabas a dua a tawen manipud Hulyo 2013 aggingana Hulyo 2015?
D2	Mano iti dati a miembro daytoy nga sangakabbalayan ti natay idi napalabas a dua a tawen manipud Hulyo 2013 aggingana Hulyo 2015?
D3	LIST THE NAMES OF FORMER HOUSEHOLD MEMBERS WHO DIED ANYTIME FROM JULY 2013 TO JULY 2015.
D4	Ni kadi ____ ket lalaki wenno babai?
D5	Mano ti tawen ni ____ idi natay?
D6	Nakarehistro kadi ti pannakatay ni ____ idiay opisina ti Local Civil Registrar?
D7	Nakaala ka kadi wenno sinno man nga miembro ti sangakabbalayan yoti kopyati death certificate diay natay?

Region I – Pangasinan

Item	Translation
P1	Siopa so ulo'y pamilya ed sayan abong? Siopa iray totoo ya kakaiba yon maslak ya manaayam dia nan lapud Agosto 1, 2015?
P2	Antoy relasyon nen ___ed say ulo na sayan abong?
P3	Si ___ laki o bii?
P4	Anton bulan tan taon so inkiaanak nen ____?
P5	Pigaray taon nen ____ ed samay sampot ya inkiaanak to?
P6	Aka registro kasi so inkiaanak nen ____ diad opisina na Local Civil Registry?
P7	Si _____, walay kopya na birth certificate to?
P8	Si ___ balolaki/marikit, walay asawa, balo, sian, o walay Kaamong to?
P9	Anto so relihyon ya kawalaan nen ____?
P10	Si ___ manaaral/onlolob ed eskwelaan?
P11	Si _____ et makabasa tan makasulat na simple ya mensahe ed angganu antotan ya salita?
P12	Anto so sankatgeyan sa grado/taon so asumpal nen ___?
P13	Si ___ nan-sumpal na technical/vocational ya korso?
P14	Anton vocational ya korso so agamoran nen ___?
P15	Si ___ mantratrabaho ed biektaew?
P16	Diad apalabas ya 12 bulan, anto so maslak ya trabaho/anapan nen ____?
	Natan, mantepet ak na pigaran tepet nipa-akar ed silew tan say panlalapuan na danum, ontan met ed kipapasen na pan ayaman yon abong/lote.
H1	Antoy klase so uusaren yon pansilew?
H2	Antoy peteg ya panlalapuan na danum ya iinumen yo?
H3	Antoy peteg ya panlalapuan na danum ya panagluto yo?
H4	Antoy kipapasen na estado na abong tan lote ya panaayaman yo?
	Natan, Mantepet ak nipaakar ed inka andid bilay diad pamilia yo ed apalabas ya duaran taon tan no kasi say inatey yo et akaregistro diad Local Civil Registry Office (LCRO). Natatalusan ko ya aliwan mainomay ya pantungtungan so nipaakar ed inatey yo diad loob na pamilya balet kanepegan ya ibaga yo ed sikami ta pian say gobyerno so makagawa na kamaongan tan polisiya ya ontolong ed paka gamor na saray benepisyo, siguro ed bilay, saray tawir tan programa ya panagkumpleto na registro na inaatey diad LCRO.
D1	Wala ta so datin miembro na sayan abong so inatey diad apalabas ya duaran taon manlapud Julyo 2013 anggad Julyo 2015?
D2	Pigara so datin miembro na sayan abong so inatey ed apalabas ya duaran taon, manlapud Julyo 2013 anggad Julyo 2015?
D3	ILISTA IRAY NGARAN NA DATIN MIEMBRO NA ABONG YA INATEY ANGGAN KAPIGAN MANLAPUD JULYO 2013 ANGGAD JULYO 2015
D4	Si ___ laki o bii?
D5	Pigaray taon to si___ nen inatey?
D6	Na- iparegistro yo so impatey nen ____ diad Local Civil Registry Office?
D7	Akala kayo la o anggano siopan miyembro na sayan pamilya na kopya na birth certificate to?

Region II – Ilocano

Item	Translation
P1	Asinno ti ulo ti bummalay? Sinnu sinnu dagiti agtaltalinaed ditoy manipud idi Agosto 1, 2015
P2	Aniya ti _____ relasyon da ti ulo ti bummalay?
P3	Ket ni _____ lalaki wennu babae?
P4	Aniya a bulan ken tawen ti _____ nay anak?
P5	Aniya ti ____edad na idi napalabas a pinakay anak na?
P6	Ti _____ pinkay anak ket nairehistro diyay Opisina ti Local Civil Registry?
P7	Adda _____kopiya ti birth certificate na?
P8	Ni _____ baro/balasang, naasawaan, balo, diborsyado/a/naysina wennu lib-in?
P9	Aniay ti _____ relihiyon na?
P10	Ni _____ket agdama a sumsumrek iti eskwelaan?
P11	Ni _____ kadi ket nakabasa ken nakasurat ti simple a mensahe ti aniya ma a sarita?
P12	Aniya ti kangatuwan a grado ti nakompleto gapu ti _____?
P13	Ni_____ ket nakaturpos ti teknikal/bokasyonal a korso?
P14	Aniya ti teknikal/bokasyonal a korso nagun-od na gapu ti_____?
P15	Ni _____ ke nagtrabaho diyay sabali a nation?
P16	Ti napalabas a 12 a bulan, aniya ti nangrunaan a aktibidades/okupasyon ni _____?
	Tatta, kayat ko ti agsaludsod maipangget ti silaw ken paggapuwan iti danum ken estado daytoy balay yo?
H1	Aniay ti ususaren yo a pagsungrod para silaw?
H2	Aniya ti kangrunaan a paggapuwan ti mainum sa danum?
H3	Aniya ti kangrunaan a paggapuwan ti mainum a danum nga pagluto?
H4	Aniya ti klase iti panatagikua daytoy a pagnaedan?
	Tatta, kayat ko ti agsalusod may pangget ti natay ti pamilya yo ti napalabas a 2 a tawen ken daytoy kadi ket nasirehistro ti Local Civil Registry Office. Maawatak nga saan a nalaka nga pagsaritaan ti pannakatay iti pamilya ngem importante nga ibagam tapno ti gobyerno ket makaaramid ti programa ken polisiya nga makatulong a mapapartak iti pangala iti benepisyo , insurance, pamana ken promosyon ti konmpleto a rehistrasyon ti pannakatay diyay LCRO.
D1	Adda kadi ti miyembro ti bumalay nga natay ti napalabas a Julio 2013 agingana Julio 2015?
D2	Mano iti miyembro ti bumalay ti natay ti napalabas a 2 a tawen, manipud Julio 2013 agingana Julio 2015?
D3	ILISTA TI NAGAN TI NAPALABAS A MIYEMBRO TI BUMALAY NGA NATAY MANIPUD JULIO 2013 – JULIO 2015.
D4	Isuna kadi ket lalaki wenno babae?
D5	Mano ti tawen/edad na idi natay?
D6	Ti pannakatay na kadi ket nairehistro ti LCRO?
D7	Nakaala ka kadi wenno aniya man a miyembro ti bumalay ket nakaala ti kopiya ti death certificate?

Region II – Ibanag

Item	Translation
P1	Sinni y pinakaulo taw nga mattaguibalay? Sinni ngamin y majan taw nga balay namegafu turi ta Agosto 1, 2015?
P2	Kannanni na pinakaulo taw nga balay si ____?
P3	Si ____ kari ay lalaki o nu babay?
P4	Anni nga vulan anna ragun y nakayenakan ni ____?
P5	Piga y dagun ni ___ turi ta ultimo nga birthday na?
P6	Naiparehistro kari y nakayenakan na ta opisina na Lokal nga Rehistro Sibil?
P7	Egga kari kopya ni ____ ta birth certificate na?
P8	Si _____ kari ay bagitolay/maginganay, egga atawa na, balu, nakisina o nu makitedtadday nga gita egga atawana?
P9	Anni y relihiyon ni ____?
P10	Maddaggun kari nga maguiskwela si ____?
P11	Si ____ kari ay makabibbig o makatura tu simple nga mensahe ta maski anni nga lenggwahe o dayalekto?
P12	Anni y katannangan nga grado y nabalin ni _____?
P13	Nakabalin kari si ____ tu teknikal o bokasyonal nga kurso?
P14	Anni nga kurso na bokasyonal or teknikal y nabalin na?
P15	Si ____ kari ay mattrabahu ta tanakuan nga nasyon?
P16	Ta nappasa nga dose nga vulan, anni y trabahum/pakaleran ni _____?
H1	Anni y usan nu nga pattulu?
H2	Anni y paggafuanan na danum nga ininuman nu?
H3	Anni y paggafuanan na danum nga palluto nu?
H4	What is the tenure status of the housing unit and lot occupied by your household?
D1	Egga kari y miyembro na familia nu nga natay ngana ta nappasa nga dua ragun?
D2	Piga y natay nga miyembro ta nappasa nga dua ragun turi ta Hulyo 2013 adde ta Hulyo 2015?
D3	LIST THE NAMES OF FORMER HOUSEHOLD MEMBERS WHO DIED ANYTIME FROM JULY 2013 TO JULY 2015.
D4	Si _____ kari ay lalaki o nu babay?
D5	Piga y dagun ni _____ turi ta matay yeyya?
D6	Naiparehistro kari y patay ni ____ ta opisina na Local Sibil Registrar?
D7	Egga kari miyembro taw nga mattaguibalay y nakala tu kopya na death certificate ni ____?

Region III – Tagalog

Item	Translation
P1	Sino ang namumuno sa sambahayang ito? Sino-sino ang mga taong palagiang nakatira sa sambahayang ito simula August 1, 2015
P2	Ano ang relasyon ni _____ sa namumuno ng sambahayang ito?
P3	Si _____ ba ay lalaki o babae?
P4	Anong buwan at taon ipinanganak si _____?
P5	Ilang taon si _____ noong huli nyang kaarawan?
P6	Ang Kapanganakan ba ni _____ ay nakarehistro sa LCR?
P7	Si _____ba ay may kopya ng kanyang sertipiko ng kapanganakan?
P8	Si _____ ba ay walang asawa, may asawa, balo, separada o nagsasama ng di kasal?
P9	Ano ang relihiyon ni _____?
P10	Si _____ba ay kasalukuyang pumapasok sa paaralan?
P11	Si _____ ba ay marunong bumasa at sumulat ng simpleng mensahe sa kahit na anong lengguwahe o diyalekto?
P12	Ano ang pinakamataas na grado/taon ang natapos ni _____?
P13	Si _____ ba ay natapos ng teknikal / kursong pang bokasyonal?
P14	Ano ang teknikal/ kursong pang bokasyonal ang natapos ni _____?
P15	Si _____ba ay nagtratrabaho sa ibang bansa?
P16	Sa nakalipas na 12 buwan, Ano ang palagiang trabaho ni _____ ?
	Ngayon, nais kong hilingin sa inyong ilang mga katanungan tungkol sa pag-iilaw at pinagmulan ng suplay ng tubig, pati na rin ang status ng inyong bahay at lote.
H1	Ano ang pinagkukunang enerhiya ng inyong sambahayan upang magkaroon ng ilaw?
H2	Ano ang pangunahing pinagkukunan ng sambahayan ninyo ng tubig na inumin?
H3	Ano ang pangunahing pinagkukunan ng sambahayan ninyo ng tubig na pangluto?
H4	Ano ang katayuang pagmamay-ari ng inyong bahay/lote na ginagamit ng inyong sambahayan?
	Ngayon, nais ko tanungin kita ng ilang mga katanungan tungkol sa pagkamatay sa iyong pamilya sa nakalipas na dalawang taon at kung ang pagkamatay ay nakarehistro sa Local Civil Registry (LCRO). Nauunawaan ko na ito ay hindi madaling makipag-usap tungkol sa pagkamatay sa pamilya ngunit ito ay mahalaga na sabihin sa amin ang tungkol dito, para ang pamahalaan ay maaring bumuo ng mga programa at patakaran na makatulong na mapadali para sa benepisyo ng kamatayan, seguro sa buhay(life insurance), mana at programa upang itaguyod ang kompletong rehistro ng pagkamatay sa LCRO.
D1	Mayroon ba kayong dating miyembro ng sambahayan na namatay sa nakalipas na 2 taon mula July 2013 hanggang July 2015?
D2	Ilan ang dating miyembro ng sambahayan na namatay sa nakalipas na 2 taon, mula July 2013 hanggang July 2015?
D3	Ilista ang mga dating miyembro ng sambahayan na namatay anumang oras mula July 2013 to July 2015.
D4	Si _____ ba ay lalaki o babae?
D5	Ilan taon si _____ ng siya ay namatay?
D6	Ang pagkamatay ba ni _____ ay nakarehistro sa opisina ng Local Civil Registry?
D7	Ikaw ba o sinumang miyembro ng sambahayan na ito kailanman ay nakakuha ng kopya ng kanyang sertipiko ng kamatayan?

Region III – Kapampangan

Item	Translation
P1	Ninu ing pamuntuc niting pibalebale?
P2	Ninu la ding pilming macatucnang caniting pibalebale menibat quing petsang agosto 1, 2015 pababa?
P3	I _____, lalaki ya o babai?
P4	Quing nanung bulan at banua ya mibait i _____?
P5	Nanu ya edad i _____, anyang tauli ng aldo ning queiang quebaitan?
P6	Mipalista ya ba queng opisina ning local civil registrar quing munisipyo ing quebaitan nang _____?
P7	Mecaniqua ne bang copya i _____, queng cayang birth certificate?
P8	I _____, single ya, talasawa ya, mebalu ya, kawani ya o atiu quing common-law/live-in a pamiyabe?
P9	Nanu ing reliyon nang _____?
P10	Magaral yang casulucuyan i _____?
P11	Macabasa ya o macasulat simpleng mensaje i _____ quing isanu mang amanu o dayalecto?
P12	Nanu ing pecamatas nang pegaralan _____, a ayari na?
P13	Mecayari ya bang vocational o technical a curso i _____?
P14	Nanung vocational o technical a curso ing ayari nang _____?
P15	Magobra ya ba queng aliuang bansa i _____?
P16	Queng milabas a labing aduang bulan, nanu ing pilming obra nang _____?
	Ngeni buri cu sana cutnan da kayu careni mapilan a cutang macapatungcul queng sulu ampon ing panibatan ning quecayung gagamitan a danum, at antimurin nung macananu ing estadu ning pamanucnang yu caniting bale.
H1	Nanu ya ing panibatan ning quecaung sulung gagamitan queti bale?
H2	Nucarin manibatan ing danum a quecayung inuman queng pibalebale yu?
H3	Nucarin manibatan ing danum a quecayung gagamitan queng pamaglutu queng pibalebale yu?
H4	Macananu ing estadu ning quecayung pibalebale queng pamanucnang yu kaniting bale?
	Ngeni, buri cu mu naman sana cutnan da cayu macapatungcul careng pamilya yung meyangu na bie, queng milabas a aduang banua, ampon nung deti mipalista la queng opisina ning local civil registrar queng munisipyo. Aintindian cu e mayan para quecayu ing pisabian ing patungcul careng pamilya yung meyangu na bie, pero importante mu ing pisabyan ing macapatungcul careti, uli ning capamilatan niti, ing quecatang gobyerno macagawa yang programa ampon policia para macasaup queng pamagproseso queng pamanicua ta mung benepisyo para mete, life insurance, mana, at deng programa a macapagpalaganap queng cumpletung pamipalista ding meyangu na bie queng opisina ning local civil registrar.
D1	Atin dating miyembro niting pibalebale a meyangu na bie queng milabas a aduang banua, manibat anyang julio 2013 angga julio 2015?
D2	Pilan la mo deng dating miyembro niting pibalebale deng meyangu na bie queng milabas a aduang banua, manibat julio 2013 angga julio 2015?
D3	Ilista la ding lagyu ding dating miyembro niting pibalebale a meyangu na bie kapilan man pilatan ning julio 2013 angga julio 2015
D4	I _____, lalaki ya o babai?
D5	Pilan yang banua edad i _____ anyang meyangu ya bie?
D6	Ing pangayangu na bie _____ mipalista ya ba queng opisina ning local civil registrar?
D7	Canicua na ca o ninu man careng aliwang miyembro niting pibalebale, copya ning queyang death certificate?

Region IVA – Tagalog

Item	Translation
P1	Sino ang namumuno sa sambahayang ito? Sinu-sino ang mga taong karaniwang nakatira dito (as of August 1, 2015)
P2	Ano ang relasyon ni _____ sa namumuno ng sambahayang ito?
P3	Si _____ ay lalaki o babae?
P4	Anong buwan at taon si _____ ipinanganak?
P5	Ano ang edad ni _____ noong huli niyang kaarawan?
P6	Ang kapanganakan ba ni _____ ay nakarehistro sa Lokal na Tagatalang Sibil o LCR?
P7	Si ____ ba ay nagkaroon na ng kopya ng sertipiko ng kanyang kapanganakan o birth certificate?
P8	Si _____ ba ay walang asawa, may-asawa, balo, diborsyado (diborsyada)/hiwalay sa asawa, o may kinakasama/nagsasama ng di kasal?
P9	Ano ang relihiyon ni _____?
P10	Si _____ ba ay kasalukuyang nag-aaral?
P11	Si _____ ba ay nakababasa, nakasusulat ng simpleng mensahe gamit ang anumang lengguwahe o dialekto?
P12	Ano ang pinakamataas na antas ng pag-aaral ang natapos ni ___?
P13	Si _____ ba ay nakatapos ng anumang teknikal o bokasyunal na kurso?
P14	Ano ang natapos ni _____ na teknikal o bokasyunal na kurso?
P15	Si ____ ba ay nagtatrabaho sa ibang bansa?
P16	Ano ang karaniwang trabaho ni ___ nitong nakaraang 12 buwan?
	Ngayon (naman), magtatanong ako tungkol sa gamit ninyong ilaw, pinagkukunan ng tubig at estado ng pagmamay-ari ng inyong bahay at lupa.
H1	Ano ang gamit ng inyong sambahayan upang magkaroon ng ilaw?
H2	Ano ang pangunahing pinagkukunan ng tubig na inumin ng inyong sambahayan?
H3	Ano ang pangunahing pinagkukunan ng tubig na ginagamit sa pagluluto ng inyong sambahayan?
H4	Ano ang estado ng pagmamay-ari ninyo sa inyong bahay at lupa?
	Ngayon (naman), itatanong ko sa inyo kung may namatay sa inyong pamilya sa nakaraang dalawang taon at kung ito ay naiparehistro sa Lokal na Opisina ng Tagatalang Sibil o LCRO. Alam ko po na hindi madaling pag-usapan ang tungkol sa mga kapamilyang namatay ngunit mahalaga na inyong sabihin ito sa amin, upang ang gobyerno ay makagawa ng mga programa at polisiya para mapadali ang pagbibigay ng benepisyo sa mga namatayan, seguro para sa buhay (life insurance), pagbibigay ng pamana, at makabuo ng programa upang makumpleto ang pagrerehistro ng kamatayan sa opisina ng Tagatalang Sibil o LCRO.
D1	Mayroon bang namatay na dating miyembro ng inyong sambahayan nitong nakaraang dalawang taon, mula Hulyo 2013 hanggang Hulyo 2015?
D2	Ilan ang dating miyembro ng inyong sambahayan na namatay nitong nakaraang dalawang taon, mula Hulyo 2013 hanggang Hulyo 2015?
D3	Ilista ang mga dating miyembro ng sambahayan na namatay anumang oras mula July 2013 to July 2015.
D4	Si ____ ba ay lalaki o babae?
D5	Ilang taon si _____ ng siya ay namatay?
D6	Ang kamatayan ba ni _____ ay nakarehistro sa opisina ng Lokal na Tagatalang Sibil o LCRO?
D7	Ikaw (Kayo) ba o kahit sinong miyembro ng inyong sambahayan ay nakakuha na ng kopya ng kanyang sertipiko ng kamatayan (death certificate)?

Region IVB – Tagalog

Item	Translation
P1	Sino ang namumuno sa sambahayang ito? Sinu-sino ang mga taong pamalagiang naninirahan dito nung Agosto 1, 2015?
P2	Ano ang kaugnayan o kaano-ano ni _____ ang namumuno ng sambahayang ito?
P3	Si ____ ba ay lalaki o babae?
P4	Anong buwan at taon ipinanganak si _____ ?
P5	Ano na ang edad ni_____ noong huli niyang kaarawan?
P6	Ang kapanganakan ba ni ____ ay nakarehistro sa tanggapang lokal ng tagapagtalang sibil?
P7	Si ___ ba kahit kailan man ay mayroong kopya ng sertipiko ng kanyang kapanganakan o birth certificate?
P8	Si ____ ba ay walang asawa, kasal, balo, diborsyado/hiwalay, o may kinakasama ng hindi kasal?
P9	Anong relihiyon kasapi si ____?
P10	Si ____ ba ay kasalukuyang nag-aaral/pumapasok sa paaralan?
P11	Kaya ba ni ____ na magbasa at magsulat ng isang simpleng mensahe sa kahit anong wika o dialekto?
P12	Ano ang pinakamataas na antas ng pag-aaral ang natapos ni _____?
P13	Si ____ ba ay nakatapos ng kursong teknikal o bokasyonal?
P14	Ano ang kursong teknikal o bokasyonal na natapos ni ____
P15	Si ____ ba ay isang nagtatrabaho sa ibang bansa?
P16	Sa loob ng nakalipas na 12 buwan, ano ang kadalasang pinagkakakitaan o hanapbuhay ni _____?
	Ngayon naman, gusto ko kayong tanungin tungkol sa uri ng ilaw at pinanggagalingan ng tubig na ginagamit dito sa inyong bahay, maging ng kalagayan ng pag-aari ng inyong bahay at lupa.
H1	Anong gatong ang ginagamit ng inyong sambahayan na pang-ilaw?
H2	Ano ang pangunahing pinagkukunan ng inuming tubig ng inyong sambahayan?
H3	Ano ang pangunahing pinagkukunan ng tubig na gamit sa pagluluto ng inyong sambahayan?
H4	Ano ang kalagayan ng pagaari ng bahay at lupa ng inyong sambahayan?
	Ngayon naman, gusto kong magtanong tungkol sa miyembro ng inyong pamilya na pumanaw nitong nakaraang 2 taon at kung ang mga kamatayang ito ay naiparehistro sa tanggapang lokal ng pagtatalang sibil. Batid ko na hindi madaling pag-usapan ang tungkol sa kamatayan sa inyong pamilya subalit mahalagang malaman ito ng pamahalaan upang mapadali ang pagsasagawa ng mga programa at patakaran na makakatulong para sa mabilis na pagkuha ng mga benepisyo, pangseguro sa buhay, mana at mga programa tungkol sa pagpapalaganap ng kumpletong pagpaparehistro ng kamatayan sa tanggapang lokal ng pagtatalang sibil.
D1	Mayroon bang dating miyembro ng sambahayang ito ang namatay nitong nakaraang 2 taon, simula Hulyo 2013 hanggang Hulyo 2015?
D2	Ilang dating miyembro ng sambahayang ito ang namatay nitong nakaraang 2 taon, simula Hulyo 2013 hanggang Hulyo 2015?
D3	ILISTA ANG MGA PANGALAN NG MGA DATING MIYEMBRO NG SAMBAHAYAN NA NAMATAY SA ANUMANG ARAW SIMULA HULYO 2013 HANGGANG HULYO 2015.
D4	Si ____ ba ay lalaki o babae?
D5	Ilang taon si ____ noong sya ay namatay?
D6	Ang kamatayan ba ni _____ ay nakarehistro sa tanggapang lokal ng pagtatalang sibil?
D7	Kayo ba o kahit sinong myembro ng inyong sambahayan ay nakakuha ng kopya ng sertipiko ng kaniyang kamatayan?

Region IVB – Cuyonon

Item	Translation
P1	Sino ang puno ang pamalaybalay nga dia? Sino ang mga tao nga pirmeng aga istar dige datong petsa uno ang agosto, 2015?
P2	Ano ang relasyon ni_____sa puno eh ang pamalaybalay nga dia?
P3	Si_____lalaki o Babai?
P4	Sa anong bulan ig dagon si_____ingbata?
P5	Ano ang edad ni_____sa anang nakalebas nga birthdey?
P6	Ang birthdey ni_____NAKAREGISTRO SA OPISINA Y ANG Local Civil Registrar?
P7	Si_____ba agka copya anang birth certificate?
P8	Si_____ba ara asawa?/mi asawa/Biyuda,belag o may kaembeng nga beken kasal>
P9	Ano ang relihiyon ni_____?
P10	Si _____ba aga adal dadi?
P11	Si_____ba kaelam magbasa o magsulat y simpling mensahe sa maski anonong lenguahe?
P12	Ano ang pinakamatas nga grado ang nacompleto ni_____?
P13	Si _____ba akatapos e teknikal o vocasyonal ns curso?
P14	Ano ang teknikalo vocasyonalna kursong nabel ni_____?
P15	Si_____ba obrero abrod?
P16	Ang akalebas nga dose(12) kabulan, Ano ang pinaka obra ni_____?
	Dadi, maliagkung pakimanan atetenged sa padake asta kung ano ang ing alinan indong tubig astaistado indong pagtinir sa indong balay/lote.
H1	Anong klaseng *fuel*, indong ing gagamit sa sulo sa indong pamalaybalay?
H2	Ano ing alinan indong tubig na ing inem?
H3	Ano ing alinan indong tubig pang luto?
H4	Ano ang istado ang balay ig lote na indong ing okuparan?
	Dadi, maliag kong pakimanan ang tenged sa kamatayen sa indong familia sa nakalebas nga darwa kadagon dispues ang kamatayen nga dia ay narehistro sa opisina y ang *Local Civil Registrar*. Naintendian ko nga beken madaling arampangen ang kamatayen sa familia pero importanteng maelaman ta dia agud makabuat ang gobierno y mga programa at pulisiya nga makakapadali sa pagbel y mga benipisyo sa kamatayen, insurans sa pagkabwi, sureblien asta programang magatabang sa kumpletong rehistrasyon y mga kamatayen sa LCRO
D1	Mi dati bang miembro y ang pamalaybayen nga dia na napatay sa nakalebas nga darwa kadagon impisa Hulyo 2013 tegca Hulyo 2015?
D2	Pira sa dating miembro y ang pamalaybalayen nga dia ang napatay den sa nakalebas ng darwa kadagon impisa Hulo 2013 tegca Hulyo 2015?
D3	Ilista ang mga aran y ang dating miembro sa mga tiempong Hulyo 2013 tegca Hulyo 2015.
D4	Si_____ba ay lalaki o babai?
D5	Pira anang idad datong mapatay tana?
D6	Ang kamatayen ba ni_____narehistro sa opisina y ang LCR?
D7	Ikaw ba o maski sinong miembro y ang pamalaybalay nga dia akabel den y kopya y anang certifico y kamatayen?

Region IVB – Rombloanon

Item	Translation
P1	Sin-o ang puno ng ini nga panimalay? Sin-o sin-o ang mga tawo na nakaistar diri hasta Agosto 1, 2015?
P2	Ano ang relasyon ni _____ sa puno ng ini na panimalay?
P3	Ini ba sya hay layaki o babaye?
P4	Sa ano na bulan kag tuig si _____ natawo?
P5	Ano ang edad ni _____ ng pinakaulihi nya na pagselebrar ng iya pagkatawo?
P6	Ang kay _____ ba pagkatawo hay narehistro sa Local Civil Registry Office?
P7	Si _____ ba hay nagkaigwa kopya ng iya birth certificate?
P8	Si _____ ba hay binata/dalaga, may asawa, balo, dibursyado o buyag sa asawa, o naga live-in?
P9	Ano ini ang relihiyon ni _____?
P10	Ini ba si _____ hay naga eskwela?
P11	Si _____ ba hay nakakabasa kag nakakasulat ng simple nga mensahe sa abir ano na lenggwahe o dayalekto?
P12	Ano ang pinakamataas na grado ang natapos sa pag eskwela ni _____?
P13	Si _____ ba hay nakatapos ng kurso nga teknikal o bokasyonal?
P14	Ano ang kursong teknikal o bokasyonal na natapos ni _____?
P15	Si _____ baga hay gatrabaho sa ibang bansa?
P16	Ining nagligad na dose ka bulan, ano ang pirmihan nga trabaho ni _____?
	Nyan, ipangutana ko naman sa imo ang tungod sa iwag kag ginabuy-an nindo ning tubig, kag ang estadong tenuryal ng indo bayay kag lote.
H1	Anong klase ang indo ginagamit sa iwag ng indo panimalay?
H2	Sa diin kamo nagabuoy ng tubig na ginainom diri sa indo panimalay?
H3	Sa diin kamo nagabuoy ng tubig na ginagamit sa pagluto diri sa indo panimalay?
H4	Ano ang estado ng indo pag-okupa diri sa indo bayay kag lote?
	Nyan, ipangutana ko naman sa imo tungod sa kamatayon sa indo pamilya sa nagligad na duha ka tuig kag kung ini ba hay narehistro sa Local Civil Registry Office. Akon naintindihan na bukon maayo na istoryahon ta ang mga tungod sa kamatayon pero importante da na ihambay nindo sa amon, agud hay magamit et aton gobyerno sa pagpakaayo ng programa kag polisiya para sa pagpadali et pag-angkon sa insurance, mana kag programa sa pagpakaayo ning kumpletong pagrehistro et kamatayon sa LCRO.
D1	Igwa ba ning dating myembro ining panimalay na namatay ining nagligad na duha ka tuig, tuna Hulyo 2013 hasta Julyo 2015?
D2	Pila ka bilug na dating myembro ng ining panimalay ang namatay ining nagligad na duha ka tuig, tuna Hulyo 2013 hasta Hulyo 2015?
D3	ILISTA ANG MGA PANGAYAN NANG DATING MYEMBRO NG PANIMALAY NA NAMATAY TUNA HULYO 2013 HASTA HULYO 2015.
D4	Si _____ ba hay layake o babaye?
D5	Pila ka tuig si _____ ng sya hay namatay?
D6	Ang pagkamatay ba ni _____ hay narehistro sa Local Civil Registry Office?
D7	Ikaw ba o aber sin-o na myembro ng ini na panimalay hay nakabuoy ng kopya ng iya death certificate?

Region V – Bikol/Bicol

Item	Translation
P1	Sisay an namamayo sa harong na ini? Sisay an mga permanenteng nag-iistar digdi kan Agosto 1, 2015?
P2	Ano an relasyon ni _____ sa namamayo kan harong na ini?
P3	Lalake o babae si _____,?
P4	Sa anong bulan asin taon namundag si _____ ?
P5	Pira na ang edad ni _____ kan huri niyang kompleanyo?
P6	Nairehistro daw an pagkamundag ni _____ sa Local Civil Registry Office?
P7	Nagka igwa lamang si _____ nin kopya kan saiyang birth certificate?
P8	Ano si _____ mayong agom, may agom, balo, separado, divorsiyado o nagli live-in?
P9	P9. Ano an relihiyon ni _____ ?
P10	Sa presente nag ieskwela pa si _____ ?
P11	Nakakabasa asin nakakasurat si _____ nin simpleng mensahe sa anuman na tataramon o lingwahe?
P12	Anong pinaka halangkaw na grado an natapos ni _____ ?
P13	Si _____ graduado man ning technical o vocational na kurso?
P14	Anong technical o vocational na kurso ang natapos ni _____ ?
P15	Nagtatrabaho si _____ sa luwas kan Pilipinas?
P16	Sa naka aging doseng bulan, ano ang pirmihang aktibidad/trabaho ni _____ ?
	Ngunyan, gusto ko pong ihapot saindo ang tungkol sa ilaw asin supply kan tubig, siring man kan estado kan saindoong harong asin lote.
H1	Anong pighahalian kan saindong ilaw?
H2	Ano an pangenot nindong pinagkukuanan nin tubig inomon?
H3	Ano an pangenot nindong pigkukuanan nin tubig na panluto?
H4	Ano ang estado kan pagsasadiri kan saindong harong asin kan loteng natutugdukan kaini?
	Ngunyan, igwa po ako nin nagkakapirang kahapotan manunungod sa mga nagadan na sa saindong pamilya sa naka aging dowang taon asin kung ang mgha nagadan nang ini nairehistro sa Local Civil Registry Office (LCRO). Nasasabutan ko po na bako madali na pagurulayan an mga nagadan sa pamilya pero importante po na masimbagan nindo ini tanganing an gobyerno makagibo nin mga programa asin mga polisiya na makakatabang sa pagpapadali kan pagpapakinabang sa mga benipisyo kan mga nagadanan, life insurance, mga mana asin programa sa kumpletong pagrehistro kan mga nagadan sa mga LCRO.
D1	Igwa po nin mga dating kagharong na nagadan sa nakalihis na dowang taon, magpoon kan Hulyo 2013 hangang Hulyo 2015?
D2	Pira man po na dating kagharong nindo an nagadan sa nakalihis na dowang taon, magpoon kan Hulyo 2013 hangang Hulyo 2015?
D3	ILISTA AN MGA PANGARAN KAN MGA DATING KAGHARONG NA NAGADAN ANOMANG ORAS MAGPOON KAN HULYO 2013 HANGANG HULYO 2015.
D4	Ano si _____, lalake o babae?
D5	Pira na ang edad ni _____ kan siya magadan?
D6	Naparehistro ang pagka gadan ni _____ sa Local Civil Registry Office?
D7	Nakakua ka naman o siisay man na kagharong nin kopya kan saiyang death certificate?

Region V – Masbateño

Item	Translation
P1	Sino an ulo didi sani na panimalay? Sara sin-o an naga istar didi sani na panimalay hasta san Agosto 1, 2015?
P2	Nano an relasyon ni _____ sa ulo sani na panimalay?
P3	Si _____ lalak1 o babae?
P4	Nano na bulan kag tuig si ____ nabuhay?
P5	Nano an edad ni ____san urhi niya na pagbertdey?
P6	Narehistro na ba an pagkabuhay ni _____s a opisina san Local Civil Registrar?
P7	Igwa na ba si ___ san kopya san iya birth certificate?
P8	Si ____ba solo, may asawa , balo, separada/bolag sa asawa o may kaupod-upod/kalive-in?
P9	Nano an relihiyonni ____?
P10	Si ____ banagaeskwela yana?
P11	Si ____nakabasa o nakasurat ba maski simple na mensahe sa maski nano na lenguwahe o dialekto?
P12	Nano an natapusan na grado o tuig san pag eskwela ni ____?
P13	Si ____ ba nakatapos san kurso na technical /vocational?
P14	Nano na kurso na technical /vocational an natapusan ni _____?
P15	Si ____ ba overseas worker?
P16	Sa nakaligad na dosemeses, nano an permanente na pangabuhay o trabaho ni ____?
	Sa yana, paga hungaon ta ikaw manungod sa pagpailaw kag kun diin nagahali an iyo tubig pati na an estado san iyo gina istaran na balay/duta.
H1	Nano an gamit nyo na ilaw sa iyo panimalay?
H2	Nano an ginhalian san iyo tubig pang inom?
H3	Nano an ginahalian san iyo tubig pangluto?
H4	Nano an estado san gina istaran nyo na balay kag duta na gin ukuparan san iyo panimalay?
	Sa yana, paga hungaon ko kamo manunungod san mga nagkamaratay sa iyo pamilya san nakaligadna duwa katuig kag kun ini bana inda pagkamataynarehistrosa opisina san Local Civil Registrar. Naiintindihan ko na dili madali na pag-iristoryahan an manungod sa pagkamatay sa pamilya pero importante na maisabi mo ini sa amon para an gobyerno makahimo sin mga programa kag polisiya na makabulig para mapadali an pagkuha san benepisyo san namatayan, life insurance, inheritance kag programa para ma duso an kumpleto na pag rehistro san pagkamatay san tawo sa opisina san Local Civil Registrar. (LCRO)
D1	Igwa ba san dati na miyembro sani na panimalay na namatay san nagligad na duwa katuig, tuna san Hulyo 2013 hasta na Hulyo 2015?
D2	Pira an dati miyembro sani na panimalay an namatay san nakaligad na duwa katuig, tuna Hulyo 2013 hasta na Hulyo 2015?
D3	ILISTA AN PANGARAN SAN DATI NA MIYEMBRO SAN PANIMALAY NA NAMATAY SA SULOD SAN HULYO 2013 HASTA HULYO 2015.
D4	Si ____ lalaki o babae?
D5	Pira an edad ni ____ san siya namatay?
D6	An pagkamatay ni ____ rehistrado ba sa opisina san Local Civil Registrar?
D7	Ikaw ba o maski sin-o na miyembro san panimalay nakakuha san kopya san iya death certificate?

Region VI – Hiligaynon

Item	Translation
P1	Sin-o ang pangulo sini nga panimalay? Sin-o ang mga masami nga naga-estar diri sang Agosto 1, 2015?
P2	Ano ang relasyon ni _____ sa pangulo sang panimalay?
P3	Si _____ lalaki o babae?
P4	Ano nga bulan kag tuig si _____ natawo?
P5	Pila ang edad ni _____ sang nagligad niya nga kaadlawan/birthday?
P6	Ang pagkatawo/pagbun-ag ni _____ na rehistro sa "Local Civil Registrar (LCR)?"
P7	Si _____ nakakuha/may ara kopya sang iya "birth certificate"
P8	Si _____ dalaga/soltero, may bana/asawa, diborsyado/separado, may ka live-in o may ginapuyo nga wala napakasalan?
P9	Ano ang relihiyon ni _____?
P10	Si _____ naga eskwela subong?
P11	Si _____ makabasa kag kag makasulat sang simple nga lenguahe o "dialect"?
P12	Ano ang pinakamataas nga grado/anyo ang natapos (completed) ni _____?
P13	Si _____ may natapusan (graduated) bala nga "technical/vocational" nga kurso?
P14	Ano nga "technical/vocational" nga kurso ang natapos ni _____?
P15	Si _____ "overseas worker" (nagatrabaho sa iban nga pungsod)?
P16	Sang nagligad nga 12 ka bulan, ano ang masami nga obra/trabaho ni _____?
	Subong, gusto ko ikaw pamangkuton nahanungod/parte sa inyo suga, ginahalinan (supply) sang inyo tubig kag estado sang lupa o lote sang inyo balay?
H1	Ano ang ginagamit ninyo nga/sa suga?
H2	Ano ang laban nga ginahalinan sang tubig nga inyo gina-inom?
H3	Ano ang laban nga ginahalinan sang tubig nga inyo pangluto?
H4	Ano ang estado sang balay kag lupa nga ginapuy-an/estaran sang inyo panimalay?
	Subong, may mga pamangkot ako nahanungod sang mga napatay sang nagligad nga duha ka tuig kag kon ang ila pagtaliwan na rehistro sa Local Civil Registy Office (LCRO). Naka-intiende ako nga indi mahapos istoryahan ang pagkamatay sang miyembro sang pamilya pero importante nga ma sugiran mo kami, para ang gobyerno makabuhat sang programa kag mga policiya "policies" nga makabulig sa pagpahapos sa pagkuha sang "death benefits" (benepisyo), "insurance", palanubli-on" kag programa para ma kumpleto ang pagrehistro sang mga patay sa LCRO.
D1	May ara bala nga miyembro sini nga panimalay nga nagtaliwan (napatay) sa sulod sang nagligad nga duha ka tuig halin Hulyo 2013 hasta Hulyo 2015? 2 years? not August 2013 to July 2015?
D2	Pila ka miyembro sang panimalay ang napatay halin Hulyo 2013 hasta Hulyo 2015?
D3	I LISTA ANG MGA NGALAN SANG MGA NAPATAY HALIN SANG HULYO 2013 HASTA HULYO 2015?
D4	Si _____ lalaki o babaye?
D5	Pila edad ni _____ sang sya napatay?
D6	Na rehistro ang pagkamatay ni _____ sa LCRO?
D7	Nakakuha o may ara kamo kopya sang iya death certificate?

Region VII – Cebuano/Bisaya

Item	Translation
P1	Kinsa ang pangulo niining inyong panimalay? Kinsa ang kasagarang nagpuyo niining inyong panimalay niadtong Agosto 1, 2015?
P2	Ig-unsa si _____ sa pangulo niining panimalay?
P3	Si _____ lalaki o babaye?
P4	Unsang bulana ug tuiga si _____ natawo?
P5	Pila ang edad ni _____ sa iyang kina-ulahiang adlaw nga natawhan?
P6	Narehistro ba ang pagkatawo ni _____ sa opisina o buhatan sa Local Civil Registrar (LCR)?
P7	Si _____ aduna bay kopya sa iyang birth certificate?
P8	Si _____ ba ulitawo/dalaga, minyo, bulag sa bana/asawa, biyudo/biyuda o nagpuyo-puyo?
P9	Unsa ang tinuhuan/relihiyon ni _____ ?
P10	Si _____ nag-eskwela ba karon?
P11	Makahibalo ba si _____ mobasa o mosulat og simpleng mensahe sa bisan unsang klaseng pinulongan o sinultihan?
P12	Unsa ang kinatas-ang grado ang nahuman ni _____ ?
P13	Si _____ ba nakahuman sa teknikal/bokasyonal nga kurso?
P14	Unsa nga teknikal/bokasyonal nga kurso ang nahuman ni _____ ?
P15	Si _____ ba nagtrabaho sa gawas sa nasud?
P16	Unsa ang kasagarang trabaho o pangita ni _____ sa miaging dose ka bulan?
	Karon, aduna koy mga pangutana kabahin sa suplay sa sugang dagitabnon / koryente ug sa tubig, ug ang estado sa pagpanag-iya sa balay nga gipuy-an/yuta.
H1	Unsa ang gigamit nga panuga o suplay sa suga sa inyong panimalay?
H2	Unsa ang kasagarang tinugdan sa suplay sa tubig para pag-inom?
H3	Unsa ang kasagarang tinugdan sa suplay sa tubig para pagluto?
H4	Unsa ang estado sa pagpanag-iya sa balay nga gipuy-an og yuta?
	Karon, aduna akoy gustong ipangutana kanimo kabahin sa mga namatay sa inyong pamilya sa niaging duha ka tuig og kung kining ilang kamatayon na rehistro ba sa opisina sa Local Civil Registrar (LCR). Ako nakasabot nga dili sayon maghisgot kabahin sa mga kamatayon sa inyong pamilya pero kinahanglan nato kining isulti/hisgutan para nga ang gobyerno makahimo og mga programa og polisiya nga makatabang pagpahigayon sa mga dawatonon para sa mga benepisyo, life insurance, erehinsiya, og mga programa nga makapasiugda sa pagparehistro sa mga patay.
D1	Aduna bay kanhi miyembro sa inyong panimalay nga namatay sa niaging duha ka tuig, gikan Hulyo 2013 hangtod Hulyo 2015?
D2	Pila man ka buok nga kanhi myembro sa inyong panimalay nga namatay na sa niaging duha ka tuig, gikan Hulyo 2013 hangtod Hulyo 2015?
D3	Ilista ang ngalan sa mga myembro sa inyong panimalay nga namatay, gikan Hulyo 2013 hangtod Hulyo 2015.
D4	Si _____ ba lalaki o babaye?
D5	Pilay edad ni _____ sa iyang pagkamatay?
D6	Ang kamatayon ba ni _____ na rehistro sa opisina sa Local Civil Registrar (LCR)?
D7	Ikaw ba o si bisan kinsa nga miyembro sa inyong panimalay nakabaton ba og kopya sa iyang death certificate?

Region VIII – Waray

Item	Translation
P1	Hin-o an pangulo hine nga panimalay? Hira hin-o an mga tawo nga kasagaran naukoy dinhi dida han Agosto 1, 2015?
P2	Ano an kan _____ relasyon ngadto han pangulo han panimalay?
P3	Hi _____ ba lalake o babaye?
P4	Ano nga bulan ngan tuig hi _____ natawo?
P5	Pira an kan _____ edad han iya urhi nga birthday/kaadlawan?
P6	An kan _____ natawhan narehistro ba ha Opisina han Local Civil Registrar?
P7	Hi _____ ba nagkamay-ada hin kopya han iya birth certificate?
P8	Hi _____ ba daraga/ulitawo, may-asawa, balo, separada/bulag ha asawa o may ginkakalungon/ka live-in?
P9	Ano an kan _____ relehiyon?
P10	Hi _____ na-eskwela ba yana?
P11	Hi_____ ba nakakasurat ngan nakakabasa hin yano nga mensahe ha bisan ano nga linguahe/yinaknan?
P12	Ano an pinaka-hitaas nga grado an nahuman ni _____?
P13	Hi _____ ba nakatapos/nakahuman hin technical/vocational nga kurso?
P14	Ano nga technical/vocational nga kurso an natapos/nahuman ni _____?
P15	Hi _____ ba overseas worker?
P16	Han naglabay nga 12 ka bulan, ano an kan _____ kasagaran trabaho/buruhaton?
	Yana, gusto ko magpaki-ana bahin han pag-suga ngan guin titikangan han tubig nga iyo ginagamit, ngan estado han panag-iyahan han iyo balay ngan tuna.
H1	Ano nga klase hin pagsuga an ginagamit hine nga panimalay ?
H2	Ano an surok han tubig an kadak-an niyo ginagamit pag-inom?
H3	Ano an surok han tubig an kadak-an niyo ginagamit pag-luto?
H4	Ano an estado han panag-iyahan hine nga tuna ngan panimalay nga iyo guin-uukyan?
	Yana, gusto ko magpaki-ana bahin han mga nagkamatay ha iyo pamilya han naglabay nga duha ka-tuig ngan kun narehistro ba adto ha opisina han Local Civil Registrar. Naiintindihan ko nga makuri pag-hisgutan an mga nagkamatay na ha iyo pamilya pero importante kaupay nga mag-estorya ka para an aton gobyerno in makahimo hin mga programa ngan polisiya nga makakabulig pagpadagmit han mga claims han death benefits, life insurance, ngan mga surundanon ngan programa para mapauswag an kompleto na pagrehistro ha opisina han Local Civil Registrar han mga nagkamatay.
D1	Mayda ba bisan hin-o nga dati miyembro hini nga panimalay nga namatay han naglabay nga duha ka-tuig, tikang July 2013 kutob July 2015?
D2	Pira an dati miyembro hini nga panimalay an namatay han naglabay nga duha ka-tuig, tikang July 2013 kutob July 2015?
D3	ILISTA AN MGA NGARAN HAN DATI MIYEMBRO HAN PANIMALAY NGA NAMATAY HA BISAN ANO NGA TAKNA TIKANG JULY 2013 KUTOB JULY 2015.
D4	Hi _____ ba lalake o babaye?
D5	Pira an edad ni _____ han iya kamatay?
D6	An pagkamatay ba ni _____ narehistro ha opisina han Local Civil Registrar?
D7	Ikaw ba o bisan hin-o nga miyembro hini nga panimalay in naka-kuha hin kopya han iya death certificate?

Region VIII – Cebuano/Bisaya

Item	Translation
P1	Kinsa ang pangulo niining maong panimalay? Kinsa ang nagpuyo isip miyembro niining panimalay niadtong August 1, 2015?
P2	Unsa man and relasyon ni _____ sa pangulo niining maong panimalay?
P3	Si _____ lalaki o babaye?
P4	Unsang bulana ug tuiga si_____natawo?
P5	Pila and edad ni _____ diha sa pinakaulahi niyang pagsaulog sa iyang adlawng natawhan?
P6	Narehistro ba ang pagkatawo ni _____ sa opisina o buhatan sa Local Civil Registrar (LCR)?
P7	Nakabatun o nakakuha ba sukad si _____ sa iyang birth certificate?
P8	Si _____ ba ulitawo/dalaga, minyo, bulag sa bana/asawa, biyudo/biyuda o nagpuyo-puyo?
P9	Unsa ang tinuhuan/relihiyon ni _____ ?
P10	Si _____ ba kasamtangan nag-eskwela?
P11	Makahibalo ba si _____ nga mobasa ug mosulat ug usa ka simpleng mensahe sa bisan unsang klase sa sinultian o pinulungan?
P12	Unsa ang kinatas-ang grado ang nahuman ni _____ ?
P13	Gradwado ba si _____ sa usa ka vocational o technical nga kurso?
P14	Usa man nga matang sa vocational o technical nga kurso ang nahuman ni _____?
P15	Si _____ ba nagtrabaho sa gawas sa nasud?
P16	Sa milabayng 12 ka bulan, unsa man ang sagad nga trabaho o negosyo ni _____?
	Karon, ako kang pangutan-on kabahin sa suga ug tinubdan ninyo sa tubig, apil ang estado sa inyuhang pagpanag-iya sa inyung balay ug yuta.
H1	Unsa ang gigamit sa panimalay nga pang-suga?
H2	Unsa ang nag-unang tinubdan sa tubig pang-inom sa inyung panimalay?
H3	Unsa ang nag-unang tinubdan sa tubig pang-luto sa inyung panimalay?
H4	Unsa ang estado sa pagpanag-iya sa inyung balay ug ang yuta nga gitukuran niini?
	Karon, ako ka pangutan-on kalabot sa mga nangamatay sa inyung pamilya sa milabayang duha (2) ka tuig ug kini narehistro ba sa buhatan sa Local Civil Registry Office. Nakasabot ko nga dili sayun nga istoryahun nato ang kalabot sa mga nangamatay sa inyung pamilya pero importante nga imo ako sultian bahin nila aron ang atung gobiyerno makaumol ug mga polisiya ug programa nga makatabang sa pag-claim sa death benefits, insurance, inheritance, ug mga program nga makatabang sa hingpit nga pagrehistro sa patay diha sa LCRO
D1	Diha bay kanhi miyembro sa inyung panimalay nga namatay sa milabayng duha ka tuig, gikan sa Hulyo 2013 ngadto sa Hulyo 2015?
D2	Pila man ka kanhi miyembro sa inyung panimalay nga namatay sa milabayng duha ka tuig, gikan sa Hulyo 2013 ngadto sa Hulyo 2015?
D3	Palihug ug sulat sa mga pangalan sa mga kanhi miyembro sa inyung panimalay nga namatay sulod sa panahon gikan sa Hulyo 2013 ngadto sa Hulyo 2015?
D4	Si _____ ba lalake o babaye?
D5	Pila and edad ni _____ dihang siya namatay?
D6	Ang pagkamatay ba ni _____ narehistro sa buhatan sa Local Civil Registry Office?
D7	Nakakuha ka ba o si bisan kinsang miyembro sa inyung banay ug kopya sa iyang death certificate?

Region IX – Chavacano

Item	Translation
P1	Quien el padre de familia ? Quien el mga persona usual ta queda aqui desde Agosto 01,2015?
P2	Cosa el ___amistad cunel padre de familia?
P3	Si ___hombre o mujer?
P4	Y cosa mes Y año si___ya nace?
P5	Cosa el edad di___na di su cumpliaño ya pasa?
P6	Si___el nacimiento registrao na Local Civil Registry Office?
P7	Si___Tiene ba copia de certifico de nacimiento?
P8	Si___Soltero/Soltera,Casao,Biyudo/Biyuda,Divorcio/Separao O tan hunto A unuy otro nuay vendicion de matrimonio?
P9	Cosa di___Religion?
P10	Si___presentamente ta entra escuela?
P11	Ta puede ba si___Le O iscribi simple mensaje masquin cosa lenguaje o dialecto?
P12	Cosa grado/año tu ya llega/acava/
P13	Si___graduao de tecnical/vocational curso?
P14	Cosa el tecnical/vocational curso ya obtene si___?
P15	Si___un overseas worker?
P16	Durante el 12 meses ya pasa, cosa di___actividad/ocupacion?
	Ahora,quire yo prigunta cuantos prigunta costion de luz Y onde estaba el dalida de agua, Y el estatura del di tuyu casa/lote.
H1	cosa ta usa para sindi en este casa?
H2	Cosa Y onde estaba el dalida del agua vivir en este familia?
H3	Cosa y onde estaba el agua ta usa en este familia para cusina?
H4	Cosa el estatura del casa Y lote ta ocupa en este familia?
	Ahora, quire yo prigunta cuantos priguntas porcasa de muerte na tuyu familia aquel dos año ya pasa, si este muerte ya registra na Local Civil Registry Office(LCRO).ta entede yo cay hende pasil para man cuento porcausa na muerte na familia, pero mas emportante si abla ustedez porcasa de ansina, para el goviero puede ase un programa Y policia Y para puede ayuda facilita ricivi el beneficio de muerte, life insurance,inheritance Y tambien programa para ayuda compli el registracion de muerte na LCRO.
D1	Tiene ba miembro de este familia ya muri aquel dos años ya pasa prinsipia julio 2013 asta julio 2015?
D2	Antes pa cuanto bilog miembro en este familia ya muri aquel dos años ya pasa prinsipia Julio 2013 asta Julio 2015?
D3	Lista el mga nombre de antes mienbro en este familia, ya muri masquin cosa tiempo prinsipia Julio 2013 asta Julio 2015?
D4	Si____hombre o mujer?
D5	Cuantos años si____cuando ele ya muri?
D6	El muerte di___registrao na Local Civil Registry Office?
D7	Tiene ba tu O algun miembro en este familia ya obtene el copia disu certifico de muerte?

Region X – Cebuano/Bisaya

Item	Translation
P1	Kinsa ang pangulo niining maong panimalay? Kinsa ang nagpuyo isip miyembro niining panimalay niadtong August 1, 2015?
P2	Ig-unsa man si _____ sa pangulo niining maong panimalay?
P3	Si _____ lalaki o babaye?
P4	Unsang bulana ug tuiga si _____ natawo?
P5	Pila ang edad ni _____ sa iyang kina-ulahiang adlaw nga natawhan?
P6	Narehistro ba ang pagkatawo ni _____ sa opisina/buhatan sa Local Civil Registry Office?
P7	Si _____ aduna ba o nakakuha ba sukad sa kopya sa iyang birth certificate?
P8	Si _____ ba ulitawo/dalaga, minyo, biyudo/a, bulag sa bana/asawa o nag puyo-puyo?
P9	Unsa ang tinuhuan/relihiyon ni _____?
P10	Si _____ nagskwela ba karon?
P11	Si_____ makabalo ba mobasa ug mosulat sa maski unsa nga pinulongan?
P12	Unsay kinatas-ang grado ang natapos ni _____?
P13	Si _____ nakahuman ba ug kurso nga teknikal/bokasyonal?
P14	Unsa nga kurso nga teknikal/bokasyonal ang nahuman ni _____?
P15	Si _____ nagtrabaho ba sa gawas sa nasud?
P16	Unsa ang kasagarang trabaho o pangita ni _____ sa miaging dose ka bulan?
	Karon, mangutana ko bahin sa pangsuga ug gigikanan sa tubig ug estado niining inyong gipuy-an/lote?
H1	Unsa ang gigamit sa panimalay nga pangsuga?
H2	Asa mo kasagaran gakuha ug tubig ilimnon?
H3	Asa mo kasagaran gakuha ug tubig pangluto?
H4	Gipanag-iya ba ninyo o gidata-datahan kining inyong gipuy-an, o nag-abang ba, o libre ang inyong pagpuyo nga adunay pagtugot sa tag-iya o wala bay abang pero walay pagtugot sa tag-iya?
	Karon, mangutana ko kung aduna bay namatay sa inyong pamilya sa miaging duha ka tuig ug kung kini narehistro ba sa Local Civil Registry Office (LCRO). Nakasabot ko nga dili sayon pagahisgotan ang kamatayon sa pamilya pero importante nga imong isulti para makahimo ang gobyerno ug mga programa ug palisiya alang sa pagkuha sa mga benepisyo, insurance, kabilin ug lain pang programa para makompleto ang pagrehistro sa tanang namatay ngadto sa LCRO.
D1	Aduna bay miyembro niining panimalay nga namatay sa miaging duha ka tuig, gikan sa July 2013 hangtod July 2015?
D2	Pila kabuok ang miyembro niining panimalay nga namatay sa miaging duha ka tuig, gikan sa July 2013 hangtod July 2015?
D3	
D4	Si _____ lalaki o babaye?
D5	Pila ang edad ni _____ pagkamatay?
D6	Ang pagkamatay ba ni _____ narehistro sa Local Civil Registry Office?
D7	Nakakuha ka ba o laing miyembro niining panimalay ug kopya sa iyang death certificate?

Region XI – Cebuano/Bisaya

Item	Translation
P1	Kinsa ang pangulo niining maong panimalay? Kinsa ang mga nagpuyo isip miyembro niining panimalay niadtong August 1, 2015?
P2	Ig-unsa man si _____ sa pangulo niining maong panimalay?
P3	Si _____ lalaki or babae?
P4	Unsang bulana ug tuiga si _____ natawo?
P5	Pila ang edad ni _____ sa iyang kina-ulahiang adlaw nga natawhan?
P6	Narehistro ba ang pagkatawo ni _____ sa opisina/buhatan sa LCR?
P7	Si _____ nakakuha ba sukad ug kopya sa iyang birth certificate?
P8	Unsay estado ni _____ ? (ulitawo/dalaga, minyo, biyudo/biyuda, bulag sa asawa/bana, o nagpuyo-puyo)
P9	Unsa ang tinuhuan/relihiyon ni _____?
P10	Si _____ naga-eskwela ba karon?
P11	Makahibalo ba si _____ mobasa o mosulat og mensahe sa bisan unsang klaseng pinulongan o sinultihan?
P12	Unsay kinatas-ang grado ang nahuman ni _____?
P13	Si _____ nakahuman ba ug kurso sa teknikal/vocational?
P14	Unsa nga kurso sa teknical/vocational ang nahuman ni _____?
P15	Si _____ overseas worker/ tua sa gawas sa nasod nagtrabaho?
P16	Unsa ang kasagarang trabaho o pangita ni _____ sa miaging dose ka bulan?
	Karon, gusto ko mangutana kabahin sa inyong suga og gigikanan sa inyong tubig nga gigamit sa panimaly , apil usab ang estado sa inyong balay ug lote nga gitukuran niini.
H1	Unsa ang gigamit sa panimalay nga pangsuga?
H2	Unsa ang gigikanan sa tubig nga gigamit sa panimalay para sa pag-inom?
H3	Unsa ang gigikanan sa tubig nga gigamit sa panimalay para sa pagluto?
H4	Gipanag-iyahan ba ninyo o gidata-datahan kining inyong gipuy-an, o nag-abang ba, o libre ang inyong pagpuyo nga adunay pagtugot sa tag-iya o walay abang apan wala puy pagtugot sa tag-iya?
	Karun, gusto ko mangutana kabahin sa mga miyembro sa inyong pamilya nga namatay sa milabay nga duha ka tuig, narehistro man o wala sa opisina/buhatan sa LCR. Ako nakasabot nga dili sayon estoryahan ang mahitungod sa kamatayon sa miyembro sa pamilya apan kini importante nga inyong isulti para ang gobyerno makahimo og mga programa ug polisiya nga makatabang sa pagpadali sa pagkuha sa mga benepisyo, life insurance, kabahinan sa katigayonan ug mapausbaw ang kompletong pagparehistro sa mga nangamatay sa opisina/buhatan sa LCR.
D1	Naa bay kanhing miyembro niining panimalay nga namatay niadtong milabay nga duha ka tuig, gikan sa Hulyo 2013 hangtod Hulyo 2015?
D2	Pila ka buok nga kanhing miyembro niining panimalay ang namatay niadtong milabay nga duha ka tuig, gikan sa Hulyo 2013 hangtud sa Hulyo 2015?
D3	ILISTA ANG PANGALAN SA MGA KANHING MIYEMBRO SA PANIMALAY NGA NAMATAY SULOD SA HULYO 2013 HANGTUD SA HULYO 2015.
D4	Si _____ lalaki o babaye?
D5	Pila ang edad ni _____ sa iyang pagkamatay?
D6	Ang pagkamatay ni _____ narehistro ba sa opisina/buhatan sa Local Civil Registrar?
D7	Ikaw o si bisan kinsa nga miyembro niining panimalay nakakuha ba sukad ug kopya sa iyang death certificate?

Region XII – Cebuano/Bisaya

Item	Translation
P1	Kinsa ang ulo niini nga panimalay? Kinsa ang mga tawo nga kasagarang gapuyo niini nga panimalay sa pagkakaron, Agosto 1, 2015?
P2	Unsay relasyon ni _____ngadto sa ulo niini nga panimalay?
P3	Si _____ ba lalaki o babaye?
P4	Sa unsang bulan ug tuig si ____ gipakatawo?
P5	Unsay pangidaron ni _____ sa iyang kinaulahiang adlaw nga natawhan?
P6	Ang pagkatawo ba ni _____ narehistro sa Local Civil Registry Office?
P7	Si _____ ba adunay kopya sa iyang birth certificate?
P8	Si _____ ba ulitawo/dalaga, minyo,diborsyado/bulag o adunay puyo-puyo?
P9	Unsay tinohoan/relihiyon ni ____?
P10	Si ____ nagatungha/nagaeskwela ba sa pagkakaron?
P11	Si ____ ba makasulat ug makabasa ug yano nga mensahe sa bisag unsa nga pinulongan?
P12	Unsay kinataasan nga grado/tuig ang natapos ni _____?
P13	Si ____ ba nakatapos ug technical/vocational nga kurso?
P14	Unsa nga technical/vocational nga kurso ang natapos ni _____?
P15	Si _____ ba gatrabaho sa ubang nasod?
P16	Sa milabay nga 12 ka bulan, unsa ang kasagarang gibuhat/trabaho ni _____?
	Sa karon, gusto ko nga mangutana kanimo mahitungod sa suga ug gigikanan sa tubig, maingon man usab sa kahimtang sa inyong balay ug lote.
H1	Unsang klase nga sugnod ang gigamit sa inyong panimalay alang sa suga?
H2	Unsa ang gigikanan sa ilimnong tubig sa imong panimalay?
H3	Unsa ang gigikanan sa tubig alang sa pagluto sa imong panimalay?
H4	Unsa ang kahimtang sa balay ug lote nga gipuy-an sa inyong panimalay?
	Sa karon, gusto ko nga mangutana kanimo mahitungod sa mganangamatay sa imong pamilya/banay sa milabay nga duha ka tuig ug kon kadto ba nga mga kamatayon narehistro sa LCRO. Nakasabot ako nga dili sayon ang pagpakigsulti mahitungod sa kamatayon, apan importante nga sultian mo kami bahin kanila, aron sa ingon niana, ang gobyerno makabuhat ug mga programa ug mga polisiya nga makatabang sa paglihok ....
D1	Aduna bay kanhing meyembro niini nga panimalay ang namatay sa milabay nga duha ka tuig, gikan Hulyo 2013 ngadto sa Hulyo 2015?
D2	Pila ang kanhing meyembro niini nga panimalay ang namatay sa milabay nga duha ka tuig, gikan Hulyo 2013 ngadto sa Hulyo 2015?
D3	ILISTA ANG MGA PANGALAN SA KANHING MEYEMBRO NIINI NGA PANIMALAY NGA NAMATAY SA BISAN UNSANG PANAHON GIKAN HULYO 2013 NGADTO SA HULYO 2015.
D4	Si _____ ba lalaki o babaye?
D5	Pila ang panuigon ni _____ sa dihang siya namatay?
D6	Ang kamatayon ba ni _____ narehistro sa LCRO?
D7	Ikaw ba o si bisan kinsa nga meyembro niini nga panimalay ang nakaangkon/nakakuha ug kopya sa iyang death certificate?

Region XII – Hiligaynon

Item	Translation
P1	Sin-o ang pangulo sa sini nga panimalay? Sin-o ang pirmi/masami nga naga-estar subong nga Agosto 1, 2015?
P2	Ano ang relasyon ni _____ sa pangulo sang panimalay?
P3	Si _____ lalaki o babaye?
P4	Ano nga bulan kag tuig si ___ natawo?
P5	Pila ang edad ni ___ sang nagligad niya nga kaadlawan?
P6	Sang matawo si ____ narehistro siya sa LCR?
P7	Si_ may kopya sang iya birth certificate?
P8	Si__ soltero/dalaga , may asawa, balo,diborsiyada o nagapuyo nga wala nakasal?
P9	Ano ang relihiyon ni __?
P10	Si___ nagaeskwela subong?
P11	Si __ makahibalo bala magbasa kag magsulat sang simple nga mensahe sa bisan ano nga pulong/hinambalan?
P12	Ano ang pinakamataas nga grado/anyo otuig ang natapusan ni __?
P13	Si___ nakatapos bala sang technical /vocational course?
P14	Ano nga technical/vocational kurso ang nahuman niya __?
P15	Si__ abroad o nagatrabaho sa iban pungsod/nasyon?
P16	Sang nagligad nga 12 ka bulan, ano ang pirmi nga trabaho ni __?
	Karon, pamangkoton ko ikaw parti sa suga, ginakuhaan niyo sang tubig kag ang pag-estar niyo sa ini nga balay o lote.
H1	Ano nga klase sang gatong ang ginagamit niyo sa sa suga?
H2	Sa diin kamo nagakuha sang tubig sang tubig para inomon?
H3	Sa diin kamo nagakuha sang tubig para pagluto?
H4	Ang balay nga inyo gina-estaran inyo ukon nag-arkila lang, libre nga gina estaran nga may pahanugot sa tag-iya ukon libre nga wala sang pahanugot sa tag-iya?
	Karon, mamangkot naman ako parti sa mga napatay sa inyo pamilya sa nagligad nga 2 ka tuig kag kon narehistro ba sa LCR. Naintindihan ko nga mabudlay estoryahan ang mga napatay sa inyo pamilya pero kinahanglan nga mahibaloan ko para mapaayo pa gid sang gobyernoang mga programa kag patakaran nga makabulig sa pagpadasig sang mga benepisyo , life insurance, paranoblion kag programa para magtaguyod sa kumpleto nga rehistro sang mga patay sa LCRO.
D1	May karaang miyembro sang pamilya sa sini nga panimalay nga napatay sang nagligad nga 2 ka tuig Hulyo 2013 hasta July 2015?
D2	Pila nga karaang miyembro sa sini nga panimalay nga napatay sang nagligad nga halin Hulyo 2013 hasta Hulyo 2015?
D3	Listahan sa mga pangalan sa karaang miyembro sa sini nga panimalay nga napatay bisan ano oras halin sang Hulyo 2013 hasta Hulyo 2015.
D4	Si ____ lalaki o babaye?
D5	Pila ang edad ni ____ sang siya napatay?
D6	Sang napatay si ____ narehistro ba ini sa LCRO?
D7	May ara ka ba o bisan sin-o nga miyembro sang sini panimalay nga nagkuha sang kopya sang iya death certificate?

Caraga – Surigaonon

Item	Translation
P1	Sin-o may nanguyo sa ini na panimayay? Sin-o man na mga tawo ang kasagaran na naghuya dinhi sukad adton August 1, 2015?
P2	Uno may relasyon ni___ sa nanguyo dinhi na panimayay?
P3	Ini si ___ ba layake o babaje?
P4	Uno man na buyan sanan tuig si _____ natawo?
P5	Pila na may edad ni ___ jadton ija katapusang adlaw na natawhan?
P6	Narehistro ba ang pagkatawo ni ___ sa opisina sa Lokal Sibil Registrar?
P7	Aduna bay kopya sukad si ___ sa ija birth certificate?
P8	Uno na may estado kuman ni __? Ini si _____ ulitawo/dayaga, minyo, biyudo/biyuda, buyag sa bana/asawa, o tibo-tibo?
P9	Uno may relihiyon ni ___?
P10	Inin si ___ nag-eskuyla kuman?
P11	Makabasa sanan makasuyat ba si ____sa simpli na mensahe sa bisan unsa na sinultihan o linggwahi?
P12	Uno may kinatas-an na grado/kurso ang nahuman ni __?
P13	Inin si ___ nakahuman ba sa technical/vocational na kurso?
P14	Uno na kurso sa technical/ vocational nahuman ni ___?
P15	Ini si ___ ba overseas worker/jadto sa gawas sa nasud nagtrabaho?
P16	Adton nilabay na dose ka buyan, uno may kasagari trabaho o pangita ni _____?
	Karon, jaoy ako pipila ka pangutana mahitungod sa kuryente/suga, suplay sa tubig sanan istado sa injong bayay/taghuya-an sa panimayay.
H1	Uno na klase na fuel gigamit sa ijo panimayay para pang-suga?
H2	Uno na kasagari gigamit sa panimayay para pang-inom?
H3	Uno na kasagari gigamit sa panimayay para pang-luto?
H4	Uno may istado sa ijo bayay/taghuy-an sa panimayay?
	Karon, jaoy ako pipila ka pangutana mahitungod sa nangamatay or mipanaw na sa lain na kalibotan sa ijo pamilya duha na ka tuig nga milabay diin narehistro sa buhatan sa lokal sibil registrar. Ako naka sabot nga dili sayon maghisgot sa kamatayon sa myembro sa ijo pamilya pero kini importante nga mo sulti ka mahitungod niini para an ato gobyerno makahimo ug programa sanan palisiya nga diin makatabang sa pag facilitate sa mga claims for death benepisyo, life insurance, inheritance sanan programa nga maka promote sa completo na pagrehistro sa pagkamatay sa lokal sibil registrar.
D1	Aduna bay myembro sa ini na panimayay nga namatay jadton milabay na duha ka tuig gikan sa July 2013 to July 2015?
D2	Pila ini na myembro sa ijo panimayay namatay jadton milabay na duha ka tuig gikan sa July 2013 to July 2015?
D3	Ilista palihug anga pangayan sa mga myembro sa panimayay nangamatay gikan sa Hulyo 2013 hangtod sa Hulyo 2015
D4	Ini si ___ ba layake o babaje?
D5	Pila na may edad ni ___ jadton ija pagkamatay?
D6	Narehistro ba ang pagkamatay ni ___ sa opisina sa Lokal Sibil Registrar?
D7	Aduna bay kopya sukad si ___ sa ija death certificate?

Caraga – Kamayo

Item	Translation
P1	Sino ngani ang pangulo sa pamilya? Sino ang mga otaw na kasagaran yaghuya ngadi sukad sidtong Agosto 1, 2015?
P2	Onan ang relasyon ni _____ sa pangulo sa pamilya?
P3	Si ___ usog o bobay?
P4	Onan na buwan og tuig ya otaw si ___?
P5	Pila day edad ni ___ sukad sidtong kanaan yaagi na birthday?
P6	Ya rehistro ba ang pagka otaw ni ___ sa LCRO?
P7	Aron da bay kopya ni ___ sa kanaan Birth Certificate?
P8	Si ___ ba daraga/ulitawo, minyo, bawo, yadiborso/ yag buwag o yakig live-in?
P9	Uno ang relihiyon ni ___?
P10	Yag skoyla pa ba doon si ___?
P11	Makabasa og makasuwat ba si _____ ng simpol na minsahe biskan uno na tiniyaban?
P12	Uno ang pinakataas na grado na yahuman ni ___ ?
P13	Yakahuman ba si ___ nang technical/ vocational na kurso?
P14	Uno na technical/vocational na kurso ang yahuman ni __?
P15	Yagtrabaho ba sa gawas nasod si ___?
P16	Idtong ya agi na dose ka buwan, onan kasagaran ang trabaho ni ___?
	Mangotana ako nang pipila ka pangotana mahitongod sa kamayo kuryente, gikuhaan nang tubig ug sa stados ng kamayo bay/lupa.
H1	Uno na klasi ng suga ang igamit mayo sa kamayo bay?
H2	Hain kamo gakuha ng tubig para imnun mayo?
H3	Hain kamo gakuha ng tubig para pang luto?
H4	Onan ang stados ng kamayo bay og lupa na kamayo ihuy-an doon?
	Doon, mangutana ako kanmo bahin sa yamatay na membro sa kamayo pamilya sidtong miaging duha ka tuig og ang pagkamatay naan yarehistro ba sa LCRO. Yasayod ako na dili ini sayon hisgotan bahin sa yamatay na mimbro sa kamayo pamilya pero importante ini na hisgotan ta para ang gobyerno makahimo nang programa o palisiya na makatabang na mapadali ang pagkuha nang death benefits, life insurance, inheritance ug programa para mapalambo ang completo na death registration sa LCRO.
D1	Aron bay membro kaniadto sa pamilya na yamatay sidtong ya age na duha ka tuig gikan hulyo 2013 hangtod hulyo 2015?
D2	Pila ini na myembro sa ijo panimayay namatay jadton milabay na duha ka tuig gikan sa July 2013 to July 2015?
D3	Ilista palihug anga pangayan sa mga myembro sa panimayay nangamatay gikan sa Hulyo 2013 hangtod sa Hulyo 2015
D4	Si ___ usog o bobay?
D5	Pilay edad ni ___ pagkamatay naan?
D6	Ang pagkamatay ba ni ___ ya rehistro sa LCRO?
D7	Ikaw ba o bisan kinsa na membro sini na pamilya yaka kuha da nang kopya nang kanaan death certificate?

ARMM – Maguindanao

Item	Translation
P1	Entayn i uluan kanu niya a tiwalayan? Entayn i manga taw a tatap a pegkaleben siya gemanat kanu August 1, 2015?
P2	Nin i kabpagali ni _____ kanu uluan nu niya a tiwalayan?
P3	Nintu si ____ na babae ataw'a ka mama?
P4	Ngin a ulan ulan endu lagun i kinambata kani _____?
P5	Nin i umul ni _____ kanu nauli a kinambirthday nin?
P6	Nintu si _____ na nakaregister e kimambata lun sa Opisina na *Local Civil Registry* sa Munisipyo?
P7	Nakakua bun si _____ sa kopya na *Birth Certificate* nin?
P8	Nintu si _____ na da kaluma nin, kaluman, balu, nakamblag/bituanan, atawa ka pedtitiwalaya?
P9	Nin i agama a pbagunutan ni _____?
P10	Nintu si _____ na pbangagi pon?
P11	Makabatia bun endu makasulat si _____ sa apya ngin den a basa?
P12	Nin i pinaka mapulo a napasad mangagi ni _____?
P13	Si ____ na nakapasad sa *technical/vocational* a korso?
P14	Ngin i ba intu a technical/vocational a korso?
P15	Nintu si ____ na nag-abroad?
P16	Nin i galbekan ni ____ kanu naypus a nya nkasapulo endu dua ulan (*12 months*)?
	Saguna na pbagidaza ko atag sa kapebpalitan endu gkabpunan na ig, metu bun su kambebetad nu pegkalebenan/lote nu?
H1	Nin i ipedtenggung nu sa kapebpalitan?
H2	Nin i gkabpunan na ig a bpaginumen nu?
H3	Nin i gkabpunan na ig a ibpangiluto nu?
H4	Nintu lekanu den i walay endu lote a nya?
	Na, pbagidza ku bu, nintu kanu naypus a nya a nkadua lagun, aden minatay sa pamilya nu endu nintu nkaregister den sa *Local Civil Registry Office (LCRO)*. Gkatuntayan ku i masakit a pembitialan i minatay den, ugayd na kagina nasisita ged i kapasabutan nu sa lakami endu makapangaden su gobyerno sa kagkangagan nu kakwa sa manga benipisyo, *life insurance*, kawalisan, endu atulan a maaden su kompleto a registration nu manga minatay sa LCRO
D1	Kanu nakaipus a nya dua lagun, aden kanu pamilya nu i minatay gemanat kanu July 2013 taman sa July 2015?
D2	Pila kataw i minatay kanu niya a pamilya gemanat kanu July 2013 taman sa July 2015?
D3	ILISTA SU MANGA NGALA NA NAMAMATAY KANU NIYA A PAMILYA GEMANAT KANU JULY 2013 TAMAN KANU JULY 2015.
D4	Nintu si ____ mama ataw'a babae?
D5	Nin i umul ni ____ sa kinapatay nin?
D6	Nintu su kinapatay ni _____ na naka rehistro sa *Local Civil Registry Office*?
D7	Aden sa lekanu i nakakua sa *copy* nu *death certificate*?

ARMM – Maranao

Item	Translation
P1	Antawaa i tomanor iyo a isakawalay? Antawaa siran a manga tao a thotomangked a mababaling sii taman imanto a August 1, 2015?
P2	Antonaa i khipapantagen i _____ ko tomanor iyo a isakawalay?
P3	Ba si _____ na mama o babai?
P4	Antonaa a olanolan ago ragon a kinimbawataan ki _____?
P5	Antonaa i idad i _____ ko mori- pori a gawii a kinimbawata a non?
P6	Ba si _____ na mini daptar so kinimbawata anon sa opisina a Local Civil Registry?
P7	Ba si _____ na aden a kopya niyan ko birth certificate iyan?
P8	Ba si _____ na single, ana karoma niyan, balo, bitoanen odi na thatapi a da siran makawing?
P9	Antonaa i agama a kaapedan i _____?
P10	Ba si _____ na kapapantagan a gi magiskowila?
P11	Ba si _____ na phakabatiya ago makaphesorat sa malbod a katharo sii ko apiya antonaa basa?
P12	Antonaa i piphaporoan a grado odi na ragon a miyapasad i _____?
P13	Ba si _____ na miyakapasad sa tiknikal odi na bokisional a korso?
P14	Antonaa i tiknikal odi na bokisional a korso a miyapasad i _____?
P15	Ba si _____ na gomagalbek sa liyo a Pililipinas?
P16	Sii ko miyakalpas a sapolo ago dowa olanolan, antonaa i galbek odi na pesowaan i _____?
	Imanto, na khabayaan aken a pakaizaan ko seka sa maito bo makapantag ko solo ago pekhapoonan o phagosaren a ig taman ko khipapantagen niyo ko walay ago lopa a babalingan iyo.
H1	Antonaa i waraan niyo a isakawalay ko kaphagosar iyo sa solo?
H2	Antonaa i mala a pekhapoonan o phaginomen niyo a ig a isakawalay?
H3	Antonaa i mala a pekhapoonan o iphaninindaan niyo a ig a isakawalay?
H4	Antonaa i kapakambebetad o walay ago lopa a babalingan niyo a isakawalay?
	Imanto, na khabayaan aken a pakaizaan ko seka sa maito bo makapantag ko miyangawa-wapat ko pamilya niyo sii ko miyaipos a dowa ragon melagid o minirigistir ago da mirigistir sa opisina a Local Civil Registry. Sasaboteng ko a maregen so kaphagaloya ko miyawapat sii ko pamilya ogaid na importanti na maaloy ta siran, ka aden makambaal so gobirno sa manga programa ago pangitaban ka an malbod so kaphekhowa ko manga death bebefits, life insurance, mana, ago programa ko kapakamoayan sa komplito a kipendapteren ko miyangawawapat sii sa opisina a Local Civil Registry.
D1	Ba aden a andang a ped iyo a isakawalay a miya wapat sii ko miyaipos a dowa ragon, iphoon ko July 2013 taman ko July 2015?
D2	Pira i kadakel o andang a ped iyo a isakawalay a miya wapat sii ko miyaipos a dowa ragon, iphoon ko July 2013 taman ko July 2015?
D3	Listaan ka so ngaran o andang a ped iyo a isakawalay a miya wapat apiya antonaa oras/gawii iphoon ko July 2013 taman ko July 2015?
D4	Ba si _____ na mama o babai?
D5	Pira i idad i _____ sii ko kiyawapat iyan?
D6	Ba so kiyawapat i _____ na mini-rigistir sa opisina a Local Civil Registry?
D7	Ba seka odi na aden a ped iyo a isakawalay a makatatangan sa kopya a death certificate angkoto a miyawapat?

ARMM – Tausug

Item	Translation
P1	Hisyu in tag-uhanan sin bay ini? Hisyu naman in naghuhula dih daing ha August 1, 2015
P2	Uno in relationship nila pa Tag-uhanan sin bay ini?
P3	Is_____usog atawa babae
P4	Uno bulan iban tahun ____piyaganak?
P5	What is ____'s age as of his/her last birthday?
P6	In pag-anak kaniya kiya register da ha Local Civil Registrar?
P7	Own____sya copy sin birth certificate?
P8	Hi _____ way paghula, taga-paghula, balo, bituanan?
P9	Uno in_____ agama nya?
P10	Byaun_____nag iiskul pa sya?
P11	Hi_____makabasa iban makasulat sya simple message misan uno language iban dialect?
P12	Uno in natalos nya?
P13	Hi_____naka tapos sya technical/vocational course?
P14	Uno technical/vocational course natalos hi_____?
P15	HI_____naghihinag ha dugaiong hula/abroad?
P16	Sin limabay hangpuh tag duaw bulan yaun, uno in kamawmuhan hinang nya?
	Byaun. Mabaya ako mangasubo pasal sin pag-ilaw iban pag tubig iban da isab kahalan sinpanghula-hula ta dih, bay iban lupa.
H1	Uno klase sin gas pagusalun nyu para ha pag ilaw?
H2	Uno in pinaka puunan sin tubig nya para inomon?
H3	Uno in pinaka puunan sin tubig nya para hipag luto?
H4	Uno in kahalan sin panghula nyu ini bay iban lupa?
	Byaun, mabaya ako mangasubo bang awn nawapat ha duwa tahun limabay iban bang in mga nawapat ini kiya register dah ha Local Civil Registrar. Kiyaingatan namu bukon maluhay magbisara ha kahalan sin mga nawapat ha pamilya sah kagunahan toud kabaitaan nyu kmi pasalan sin sila para in parintah maka hinang programs iban policies para makadihili tabang ha pagsalassay sin mga death benefits, life insurance, inheritance iban program para makadihil jukop registration sin mga nawapat ha LCRO.
D1	Awn bakas pamilya nyu nawapat sin limabay duwa tahun, daing ha July 2013 pa July 2015?
D2	Pila in taud sin nawapat sin limabay duwa tahun, daing ha July 2013 pa July 2015?
D3	Listaha nyu in mga bakas talbilang sin pamilya nawapat kahnu-kahnu na daing ha July 2013 pa July 2015.
D4	Is_____usog ataw babae?
D5	Pila in ummul nya sin kawapat kaniya?
D6	In pagkawapar kan_____kiya register ha LCRO?
D7	Awn baha talbilang sin pamilya nakakawa copy sin death certitifcate nya?

Translation Guide for CP Form 4

NCR – Tagalog

Item	Translation
P1	Sinu-sino ang mga taong nakatira sa institusyong ito mula ng Agosto 1, 2015 ?
P2	Ano ang posisyon o estado ni (banggitin ang pangalan) sa institusyong eto?
P3	Si (banggitin ang pangalan) ba ay lalaki o babae?
P5	Ilang taon na si (banggitin ang pangalan) nuong huling kaarawan niya?
P6	Ang kapanganakan ba ni (banggitin ang pangalan) ay nakareshistro sa Lokal ng Pangtalaan Sibil?
P7	Si (banggitin ang pangalan) ay nagkaroon na ba ng kopya ng kanyang birth certificate o yung dokumento ng kanyang kapanganakan?
P8	Si (banggitin ang pangalan) ba ay may asawa, walang asawa, balo, separada o diborsyado, o napawalang bisa ng korte ang kanyang kasal, o nagsasama ng di kasal?
P9	Ano ang relihiyon ni (banggitin ang pangalan)?
P12	Ano ang pinakamataas na antas ng pag-aaral ang natapos ni (banggitin ang pangalan)?

Region I – Ilocano

Item	Translation
P1	Sinno dagiti agnanaed ditoy nga institusyon agingga idi August 1, 2015?
P2	Ania ti takem wenno posisyon ni ____ iti daytoty nga institusyon?
P3	Ni kadi ____ ket lalaki wenno babai?
P5	Mano ti tawen ni ____ idi naudi a panagkasangay na?
P6	Nairehistro kadi ti pannakayanak ni ____ iti opisina ti Local Civil Registrar?
P7	Adda kadi kopya ti Birth Certificate ni _____?
P8	Ni kadi _____ ket awan asawa na (baro/balasang), adda asawa na, balo, nakisina wenno adda iti kabkabbalay na?
P9	Ania ti religion ni ____?
P12	Ania ti kangatuan nga adal ti nalpas ni _____?

Region I – Pangasinan

Item	Translation
P1	Siopa iray totoon mana ayam ed sayan institution (ILQ) nen Agosto 1, 2015?
P2	Anto so posisyon odino estado na pana ayam nen ____ ed sayan ILQ?
P3	Si ___ laki o bii?
P5	Pigaray taon nen ____ ed samay sampot ya inkiaanak to?
P6	Aka registro kasi so inkiaanak nen ____ diad opisina na Local Civil Registry?
P7	Si _____, walay kopya na birth certificate to?
P8	Si ___ balolaki/marikit, walay asawa, balo, sian, o walay Kaamong to?
P9	Anto so relihyon ya kawalaan nen ____?
P12	Anto so sankatgeyan sa grado/taon so asumpal nen ___?

Region II – Ilocano

Item	Translation
P1	Siasino dagiti miembro daytoy a pagtaengan ti nagtalinaed ti daytoy nga aldaw, Agusto 1, 2015?
P2	Aniya ti posisyon wenno estado ni _____ ti daytoy a pagnaedan?
P3	Ket ni _____ lalaki wennu babae?
P5	Aniya ti _____edad na idi napalabas a pinakay anak na?
P6	Ti _____ pinkay anak ket nairehistro diyay Opisina ti Local Civil Registry?
P7	Adda _____kopiya ti birth certificate na?
P8	Ni _____ baro/balasang, naasawaan, balo, diborsyado/a/naysina wennu lib-in?
P9	Aniay ti _____ relihiyon na?
P12	Aniya ti kangatuwan a grado ti nakompleto gapu ti _____?

Region III – Kapampangan

Item	Translation
P1	Ninu ninu la deng tau a macatucnang caniting institusyon (institutional living quarter) menibat anyang petsang agosto 1, 2015 pababa?
P2	Nanu ing posisyun o estadu ning pamanucnang nang _____ queti quing institusyon?
P3	I _____, lalaki ya o babai?
P5	Nanu ya edad i _____, anyang tauli ng aldo ning queiang quebaitan?
P6	Mipalista ya ba queng opisina ning local civil registrar quing munisipyo ing quebaitan nang _____?
P7	Mecaniqua ne bang copya i _____, queng cayang birth certificate?
P8	I _____, single ya, talasawa ya, mebalu ya, kawani ya o atiu quing common-law/live-in a pamiyabe?
P9	Nanu ing reliyon nang _____?
P12	Nanu ing pecamatas nang pegaralan _____, a ayari na?

Region III – Tagalog

Item	Translation
P1	Sino ang mg taong naninirahan sa institutional living quarter (ILQ) mula noong August 1, 2015?
P2	Ano ang posisyon ____ o katayuan ng paninirahan sa ILQ?
P3	Si _____ ba ay lalaki o babae?
P5	Ilang taon si _____ noong huli nyang kaarawan?
P6	Ang Kapanganakan ba ni _____ ay nakarehistro sa LCR?
P7	Si ____ba ay may kopya ng kanyang sertipiko ng kapanganakan?
P8	Si _____ ba ay walang asawa, may asawa, balo, separada o nagsasama ng di kasal?
P9	Ano ang relihiyon ni _____?
P12	Ano ang pinakamataas na grado/taon ang natapos ni ____?

Region IVA – Tagalog

Item	Translation
P1	Sinu-sino ang mga taong nakatira sa institusyonal na tirahang ito (as of August 1, 2015)?
P2	Ano ang posisyon o estado ng pagtira dito ni _____?
P3	Si _____ ay lalaki o babae?
P5	Ano ang edad ni _____ noong huli niyang kaarawan?
P6	Ang kapanganakan ba ni _____ ay nakarehistro sa Lokal na Tagatalang Sibil o LCR?
P7	Si ____ ba ay nagkaroon na ng kopya ng sertipiko ng kanyang kapanganakan o birth certificate?
P8	Si _____ ba ay walang asawa, may-asawa, balo, diborsyado (diborsyada)/hiwalay sa asawa, o may kinakasama/nagsasama ng di kasal?
P9	Ano ang relihiyon ni _____?
P12	Ano ang pinakamataas na antas ng pag-aaral ang natapos ni ___?

Region IVB – Tagalog

Item	Translation
P1	Sino sino ang mga nakatira sa institusyong na ito noong Agosto 1, 2015?
P2	Ano ang posisyon o estado ng pagtitira ni _____ sa institusyong ito?
P3	Si _____ ba ay lalaki o babae?
P5	Ano na ang edad ni_____ noong huli niyang kaarawan?
P6	Ang kapanganakan ba ni _____ ay nakarehistro sa tanggapang lokal ng tagapagtalang sibil?
P7	Si ___ ba kahit kailan man ay mayroong kopya ng sertipiko ng kanyang kapanganakan o birth certificate?
P8	Si _____ ba ay walang asawa, kasal, balo, diborsyado/hiwalay, o may kinakasama ng hindi kasal?
P9	Anong relihiyon kasapi si _____?
P12	Ano ang pinakamataas na antas ng pag-aaral ang natapos ni _____?

Region IVB – Cuyonon

Item	Translation
P1	P1.Sino ang mga tao na aga iristrar sa institional living quarter datong Agosto 1, 2015?
P2	P2.Si_____ano ang katengdanan o *residence status* digi sa ILQ?
P3	Si_____lalaki o Babai?
P5	Ano ang edad ni_____sa anang nakalebas nga birthdey?
P6	Ang birthdey ni_____NAKAREGISTRO SA OPISINA Y ANG Local Civil Registrar?
P7	Si_____ba agka copya anang birth certificate?
P8	Si_____ba ara asawa?/mi asawa/Biyuda,belag o may kaembeng nga beken kasal>
P9	Ano ang relihiyon ni_____?
P12	Ano ang pinakamatas nga grado ang nacompleto ni_____?

Region IVB – Rombloanon

Item	Translation
P1	Sin-o nga mga tinawo ang naga-istar diri sa Institutional Living Quarter (ILQ) nga ini kutob Agosto 1, 2015?
P2	Ano ang iya posisyon o estado ning pag-istar diri sa ILQ nga ini?
P3	Ini ba sya hay layaki o babaye?
P5	Ano ang edad ni _____ ng pinakaulihi nya na pagselebrar ng iya pagkatawo?
P6	Ang kay _____ ba pagkatawo hay narehistro sa Local Civil Registry Office?
P7	Si _____ ba hay nagkaigwa kopya ng iya birth certificate?
P8	Si _____ ba hay binata/dalaga, may asawa, balo, dibursyado o buyag sa asawa, o naga live-in?
P9	Ano ini ang relihiyon ni _____?
P12	Ano ang pinakamataas na grado ang natapos sa pag eskwela ni _____?

Region V – Bikol/Bicol

Item	Translation
P1	Siirisay po ang mga naka istar digdi sa institusyong ini (ILQ) kan Agosto 1, 2015?
P2	Ano po ang katungdan o estado kan pag istar ni _____ sa institusyon na ini?
P3	Lalake o babae si _____,?
P5	Pira na ang edad ni _____ kan huri niyang kompleanyo?
P6	Nairehistro daw an pagkamundag ni _____ sa Local Civil Registry Office?
P7	Nagka igwa lamang si _____ nin kopya kan saiyang birth certificate?
P8	Ano si _____ mayong agom, may agom, balo, separado, divorsiyado o nagli live-in?
P9	P9. Ano an relihiyon ni _____ ?
P12	Anong pinaka halangkaw na grado an natapos ni _____ ?

Region V – Masbateño

Item	Translation
P1	Sara sin-o an nagaistar didi sani na institutional living quarter(ILQ) hasta san Agosto 1, 2015?
P2	Nano an posisyon o estado san pag-istar ni _____ didi sani na ILQ?
P3	Si _____ lalak1 o babae?
P5	Nano an edad ni ____san urhi niya na pagbertdey?
P6	Narehistro na ba an pagkabuhay ni _____s a opisina san Local Civil Registrar?
P7	Igwa na ba si ___ san kopya san iya birth certificate?
P8	Si ____ba solo, may asawa , balo, separada/bolag sa asawa o may kaupod-upod/kalive-in?
P9	Nano an relihiyonni ____?
P12	Nano an natapusan na grado o tuig san pag eskwela ni ____?

Region VI – Hiligaynon

Item	Translation
P1	Sin-o ang mga naga puyo/estar diri sa "institutional living quarter (ILQ)" sang Agosto 1, 2015.
P2	Ano si _____ (position, sari sang pag-estar) diri sa ILQ?
P3	Si _____ lalaki o babae?
P5	Pila ang edad ni _____ sang nagligad niya nga kaadlawan/birthday?
P6	Ang pagkatawo/pagbun-ag ni _____ na rehistro sa "Local Civil Registrar (LCR)?"
P7	Si _____ nakakuha/may ara kopya sang iya "birth certificate"
P8	Si _____ dalaga/soltero, may bana/asawa, diborsyado/separado, may ka live-in o may ginapuyo nga wala napakasalan?
P9	Ano ang relihiyon ni _____?
P12	Ano ang pinakamataas nga grado/anyo ang natapos (completed) ni _____?

Region VII – Cebuano/Bisaya

Item	Translation
P1	Kinsa ang mga nagpuyo niining maong institusyon niadtong Agosto 1, 2015?
P2	Unsa ang katungdanan o estado ni _____ sa pagpuyo niining institusyon?
P3	Si _____ lalaki o babaye?
P5	Pila ang edad ni _____ sa iyang kina-ulahiang adlaw nga natawhan?
P6	Narehistro ba ang pagkatawo ni _____ sa opisina o buhatan sa Local Civil Registrar (LCR)?
P7	Si _____ aduna bay kopya sa iyang birth certificate?
P8	Si _____ ba ulitawo/dalaga, minyo, bulag sa bana/asawa, biyudo/biyuda o nagpuyo-puyo?
P9	Unsa ang tinuhuan/relihiyon ni _____ ?
P12	Unsa ang kinatas-ang grado ang nahuman ni _____ ?

Region VIII – Waray

Item	Translation
P1	Hira hin-o an mga tawo nga naukoy hini dinhe nga Instutional Living Quarter (ILQ) dida han August 1, 2015?
P2	Ano an kan _____ posisyon o katungdanan dinhi hini nga ILQ/institusyon?
P3	Hi _____ ba lalake o babaye?
P5	Pira an kan _____ edad han iya urhi nga birthday/kaadlawan?
P6	An kan _____ natawhan narehistro ba ha Opisina han Local Civil Registrar?
P7	Hi _____ ba nagkamay-ada hin kopya han iya birth certificate?
P8	Hi _____ ba daraga/ulitawo, may-asawa, balo, separada/bulag ha asawa o may ginkakalungon/ka live-in?
P9	Ano an kan _____ relehiyon?
P12	Ano an pinaka-hitaas nga grado an nahuman ni _____?

Region VIII – Cebuano/Bisaya

Item	Translation
P1	Kinsa man ang mga tawo nga nagpuyo dinhi sa institutional living quarters sukad sa Agosto 1, 2015?
P2	Unsa man ang posisyon o estado sa pamuyo dinhi sa institutional living quarter?
P3	Si _____ lalaki o babaye?
P5	Pila and edad ni _____ diha sa pinakaulahi niyang pagsaulog sa iyang adlawng natawhan?
P6	Narehistro ba ang pagkatawo ni _____ sa opisina o buhatan sa Local Civil Registrar (LCR)?
P7	Nakabatun o nakakuha ba sukad si _____ sa iyang birth certificate?
P8	Si _____ ba ulitawo/dalaga, minyo, bulag sa bana/asawa, biyudo/biyuda o nagpuyo-puyo?
P9	Unsa ang tinuhuan/relihiyon ni _____ ?
P12	Unsa ang kinatas-ang grado ang nahuman ni _____ ?

Region IX – Chavacano

Item	Translation
P1	P1 Quien el mga persona ta queda aqui na institutional living quarter(ILQ) desde Agosto 01, 2015?
P2	P2 cosa di___posicion O estatura de residencia aqui na ILQ?
P3	Si ___hombre o mujer?
P5	Cosa el edad di___na di su cumpliaño ya pasa?
P6	Si___el nacimiento registrao na Local Civil Registry Office?
P7	Si___Tiene ba copia de certifico de nacimiento?
P8	Si___Soltero/Soltera,Casao,Biyudo/Biyuda,Divorcio/Separao O tan hunto A unuy otro nuay vendicion de matrimonio?
P9	Cosa di___Religion?
P12	Cosa grado/año tu ya llega/acava/

Region X – Cebuano/Bisaya

Item	Translation
P1	Kinsa man ang mga nagpuyo niining "institutional living quarter" niadtong August 1, 2015?
P2	Unsa man si _____ dinhi nga institusyon?
P3	Si _____ lalaki o babaye?
P5	Pila ang edad ni _____ sa iyang kina-ulahiang adlaw nga natawhan?
P6	Narehistro ba ang pagkatawo ni _____ sa opisina/buhatan sa Local Civil Registry Office?
P7	Si _____ aduna ba o nakakuha ba sukad sa kopya sa iyang birth certificate?
P8	Si _____ ba ulitawo/dalaga, minyo, biyudo/a, bulag sa bana/asawa o nag puyo-puyo?
P9	Unsa ang tinuhuan/relihiyon ni _____?
P12	Unsay kinatas-ang grado ang natapos ni _____?

Region XI – Cebuano/Bisaya

Item	Translation
P1	Kinsa ang mga tao nga nagpuyo niining institusyonal na puloy-anan niadtong August 1, 2015?
P2	Unsa ang posisyon o estado sa pagpuyo ni _____ dinhi sa institusyonal nga puloy-anan?
P3	Si _____ lalaki or babae?
P5	Pila ang edad ni _____ sa iyang kina-ulahiang adlaw nga natawhan?
P6	Narehistro ba ang pagkatawo ni _____ sa opisina/buhatan sa LCR?
P7	Si _____ nakakuha ba sukad ug kopya sa iyang birth certificate?
P8	Unsay estado ni _____ ? (ulitawo/dalaga, minyo, biyudo/biyuda, bulag sa asawa/bana, o nagpuyo-puyo)
P9	Unsa ang tinuhuan/relihiyon ni _____?
P12	Unsay kinatas-ang grado ang nahuman ni ____?

Region XII – Cebuano/Bisaya

Item	Translation
P1	Kinsa ang mga tawo nga nagapuyo niini nga Institutional Living Quarter sa pagkakaron, Agosto 1, 2015?
P2	Unsa ang posisyon ni _____ niini nga ILQ?
P3	Si ____ ba lalaki o babaye?
P5	Unsay pangidaron ni ____ sa iyang kinaulahiang adlaw nga natawhan?
P6	Ang pagkatawo ba ni ____ narehistro sa Local Civil Registry Office?
P7	Si ____ ba adunay kopya sa iyang birth certificate?
P8	Si ____ ba ulitawo/dalaga, minyo,diborsyado/bulag o adunay puyo-puyo?
P9	Unsay tinohoan/relihiyon ni ___?
P12	Unsay kinataasan nga grado/tuig ang natapos ni ____?

Region XII – Hiligaynon

Item	Translation
P1	Sin-o nga mga tawo ang nag- estar sa sini nga ILO subong nga Agosto 1, 2015?
P2	Ano ang ____plastada o pag-estar sa sini nga ILO?
P3	Si _____ lalaki o babaye?
P5	Pila ang edad ni ___sang nagligad niya nga kaadlawan?
P6	Sang matawo si ____narehistro siya sa LCR?
P7	Si_ may kopya sang iya birth certificate?
P8	Si__ soltero/dalaga , may asawa, balo,diborsiyada o nagapuyo nga wala nakasal?
P9	Ano ang relihiyon ni __?
P12	Ano ang pinakamataas nga grado/anyo otuig ang natapusan ni __?

Caraga – Surigaonon

Item	Translation
P1	Sin-o man na mga tawo ang naghuya dinhi sa institutional living quarter sukad adton August 1, 2015?
P2	Uno na position or istado sa ini na institutional living quarters?
P3	Ini si ___ ba layake o babaje?
P5	Pila na may edad ni ___ jadton ija katapusang adlaw na natawhan?
P6	Narehistro ba ang pagkatawo ni ___ sa opisina sa Lokal Sibil Registrar?
P7	Aduna bay kopya sukad si ___ sa ija birth certificate?
P8	Uno na may estado kuman ni __? Ini si _____ ulitawo/dayaga, minyo, biyudo/biyuda, buyag sa bana/asawa, o tibo-tibo?
P9	Uno may relihiyon ni ___?
P12	Uno may kinatas-an na grado/kurso ang nahuman ni __?

Caraga – Kamayo

Item	Translation
P1	Sino na mga otaw ang yag huya sini na Institutional Living Quarter sugod sidtong August 1, 2015?
P2	Onan ang position o stados sa paghuya ni _____, ngani sa Institutional Living Quarter?
P3	Si ___ usog o bobay?
P5	Pila day edad ni ___ sukad sidtong kanaan yaagi na birthday?
P6	Ya rehistro ba ang pagka otaw ni ___ sa LCRO?
P7	Aron da bay kopya ni ___ sa kanaan Birth Certificate?
P8	Si ___ ba daraga/ulitawo, minyo, bawo, yadiborso/ yag buwag o yakig live-in?
P9	Uno ang relihiyon ni ___?
P12	Uno ang pinakataas na grado na yahuman ni ___ ?

ARMM – Maguindanao

Item	Translation
P1	Entayn i manga taw a pegkaleben sa niya a *institutional living quarter* gemanat sa *August 1, 2015*?
P2	Nin i rangku ni _____ sa kanu niya a pegkalebenan a *ILQ*?
P3	Nintu si ____ na babae ataw'a ka mama?
P5	Nin i umul ni _____ kanu nauli a kinambirthday nin?
P6	Nintu si _____ na nakaregister e kimambata lun sa Opisina na *Local Civil Registry* sa Munisipyo?
P7	Nakakua bun si _____ sa kopya na *Birth Certificate* nin?
P8	Nintu si _____ na da kaluma nin, kaluman, balu, nakamblag/bituanan, atawa ka pedtitiwalaya?
P9	Nin i agama a pbagunutan ni _____?
P12	Nin i pinaka mapulo a napasad mangagi ni _____?

ARMM – Maranao

Item	Translation
P1	Antawaa manga tao i khibabaling sangkaya Institutional Living Quarter (ILQ) sii ko August 1, 2015?
P2	Antonaa i khipapantagen i _____ san ko ILQ?
P3	Ba si _____ na mama o babai?
P5	Antonaa i idad i _____ ko mori- pori a gawii a kinimbawata a non?
P6	Ba si _____ na mini daptar so kinimbawata anon sa opisina a Local Civil Registry?
P7	Ba si _____ na aden a kopya niyan ko birth certificate iyan?
P8	Ba si _____ na single, ana karoma niyan, balo, bitoanen odi na thatapi a da siran makawing?
P9	Antonaa i agama a kaapedan i _____?
P12	Antonaa i piphaporoan a grado odi na ragon a miyapasad i _____?

ARMM – Tausug

Item	Translation
P1	Hisyu in naghuhula dih ha Institutional living quarter (ILQ) daing ha August 1, 2015?
P2	Uni in_____position atawa status sin paghula nya dih ha IQL?
P3	Is_____usog atawa babae
P5	What is ____'s age as of his/her last birthday?
P6	In pag-anak kaniya kiya register da ha Local Civil Registrar?
P7	Own____sya copy sin birth certificate?
P8	Hi _____ way paghula, taga-paghula, balo, bituanan?
P9	Uno in_____ agama nya?
P12	Uno in natalos nya?

TABLE 1. AGE AS OF LAST BIRTHDAY CONVERSION

Years 1972 to 2015			Years 1928 to 1971			Years 1885 to 1927		
Year of Birth	Age if birthday occurs		Year of Birth	Age if birthday occurs		Year of Birth	Age if birthday occurs	
	Before August 1	On or after August 1		Before August 1	On or after August 1		Before August 1	On or after August 1
2015	000	...	1971	044	043	1927	088	087
2014	001	000	1970	045	044	1926	089	088
2013	002	001	1969	046	045	1925	090	089
2012	003	002	1968	047	046	1924	091	090
2011	004	003	1967	048	047	1923	092	091
2010	005	004	1966	049	048	1922	093	092
2009	006	005	1965	050	049	1921	094	093
2008	007	006	1964	051	050	1920	095	094
2007	008	007	1963	052	051	1919	096	095
2006	009	008	1962	053	052	1918	097	096
2005	010	009	1961	054	053	1917	098	097
2004	011	010	1960	055	054	1916	099	098
2003	012	011	1959	056	055	1915	100	099
2002	013	012	1958	057	056	1914	101	100
2001	014	013	1957	058	057	1913	102	101
2000	015	014	1956	059	058	1912	103	102
1999	016	015	1955	060	059	1911	104	103
1998	017	016	1954	061	060	1910	105	104
1997	018	017	1953	062	061	1909	106	105
1996	019	018	1952	063	062	1908	107	106
1995	020	019	1951	064	063	1907	108	107
1994	021	020	1950	065	064	1906	109	108
1993	022	021	1949	066	065	1905	110	109
1992	023	022	1948	067	066	1904	111	110
1991	024	023	1947	068	067	1903	112	111
1990	025	024	1946	069	068	1902	113	112
1989	026	025	1945	070	069	1901	114	113
1988	027	026	1944	071	070	1900	115	114
1987	028	027	1943	072	071	1899	116	115
1986	029	028	1942	073	072	1898	117	116
1985	030	029	1941	074	073	1897	118	117
1984	031	030	1940	075	074	1896	119	118
1983	032	031	1939	076	075	1895	120	119
1982	033	032	1938	077	076	1894	121	120
1981	034	033	1937	078	077	1893	122	121
1980	035	034	1936	079	078	1892	123	122
1979	036	035	1935	080	079	1891	124	123
1978	037	036	1934	081	080	1890	125	124
1977	038	037	1933	082	081	1889	126	125
1976	039	038	1932	083	082	1888	127	126
1975	040	039	1931	084	083	1887	128	127
1974	041	040	1930	085	084	1886	129	128
1973	042	041	1929	086	085	1885	130	129
1972	043	042	1928	087	086			