

---

POPCEN 2015



# Field Operations Manual

---

# FOREWORD

The Philippine Statistics Authority (PSA) will conduct the 2015 Census of Population (POPCEN 2015) in August 2015. This mid-decade census is a nationwide undertaking that aims to take an inventory of the country's population. Moreover, it will collect data on the demographic and socio-economic characteristics of this population. It will also collect selected data on housing units in the country.

The Field Operations Manual (FOM) for POPCEN 2015 serves as guide to all PSA personnel involved in this census in the implementation of the procedures prescribed for this census operation. This nationwide undertaking involves a variety of tasks to be implemented in various phases of the census operation, starting from planning up to processing of census results. This manual also defines the tasks of the personnel involved in each phase of the census operation. As a reference material, this manual shall be used together with the Enumerator's Manual, the Supervisor's Manual, and the manuals for data processing.

Everyone involved in this census undertaking are enjoined to perform their respective functions with utmost commitment to ensure the success of POPCEN 2015.

**LISA GRACE S. BERSALES, Ph.D.**  
National Statistician

Manila, Philippines  
May 2015

# Table of Contents

<b>Foreword</b>	iii
<b>Chapter 1</b>	<b>1</b>
<b>Introduction</b>	
1.1 Objectives of POPCEN 2015	2
1.2 Authority for the Conduct of POPCEN 2015	2
1.3 Confidentiality of Information	3
1.4 Obligation of the Respondents to Give Truthful and Complete Information	3
1.5 Coverage	4
1.6 Reference Period	5
1.7 Enumeration Period	5
1.8 Organizational Set-up for the POPCEN 2015	5
1.9 Flow of Communication	10
1.10 General Timetable of Major Activities	10
1.11 Description of the POPCEN 2015 Census Questionnaires/Forms	11
1.12 Description of the POPCEN 2015 Manuals	15
1.13 Management Information System	16
1.14 Rundown of the POPCEN 2015 General Operational Procedures	18
<b>Chapter 2</b>	<b>22</b>
<b>Coordination and Publicity</b>	
2.1 Coordination Activities for the POPCEN 2015	22
2.2 The National Census Coordinating Board	23
2.3 The Local Census Coordinating Boards	23
2.4 Coordination Activities with Other Agencies	33
2.5 Special Coordination Activities of the Field Officers	33
2.6 Publicity and IEC Strategies for the POPCEN 2015	35
2.7 Monitoring and Reporting of Publicity and IEC Activities	39
2.8 Budget for Coordination, Publicity, and IEC Activities	39
2.9 The POPCEN 2015 Logo	41

---

Chapter 3 42

**Workload, Mandays, and Manpower**

- 3.1 Estimation of Workload, Mandays, and Manpower by Enumeration Area or Barangay **42**
- 3.2 Identification of Barangays with Special Areas **44**
- 3.3 Field Office Evaluation of Workload, Mandays, and Manpower by Enumeration Area or Barangay **44**

---

Chapter 4 48

**Printing, Procurement, Allocation, and Shipment of Census Forms, Materials, and Supplies**

- 4.1 Printing of Forms and Manuals **48**
- 4.2 Procurement of Supplies, Materials, and Equipment **50**
- 4.3 Transport of Census Forms and Materials from the Central Office to Field Offices **52**
- 4.4 Allocation of Census Materials for Training, Enumeration, Processing, and Administrative Process **54**
- 4.5 Problems on Procurement of Census Supplies and Materials **60**

---

Chapter 5 61

**Recruitment and Hiring of Census Personnel**

- 5.1 Personnel to be Hired for POPCEN 2015 **61**
- 5.2 Procedures for the Recruitment and Hiring of Census Personnel **62**
- 5.3 Selection Process for Hiring Census Personnel **63**
- 5.4 Qualifications of Census Personnel to be Hired/Designated **64**
- 5.5 Prohibition of Hiring Relatives **68**
- 5.6 Execution of a Contract of Service **72**

---

Chapter 6 73

**Duties and Responsibilities of Census Personnel**

- 6.1 Duties and Responsibilities of Hired Personnel **73**
- 6.2 Personnel Reference File **92**

---

Chapter 7 95

**Mapping and Other Pre-enumeration Activities**

- 7.1 Map Preparation **95**



7.2	Enumeration Area Delineation	<b>97</b>
7.3	Enumeration Area Reference File	<b>97</b>
7.4	Establishment of POPCEN 2015 Training Centers and Census Headquarters	<b>98</b>
7.5	Area Assignment and Familiarization	<b>98</b>
7.6	Identification of Areas Needing Special Strategies for Enumeration	<b>100</b>

---

Chapter 8	105
-----------	-----

---

**Training**

8.1	Training Programs	<b>105</b>
8.2	Training on Field Enumeration	<b>106</b>
8.3	Training on Manual Processing and TRACS	<b>112</b>
8.4	Training on Machine Processing	<b>113</b>
8.5	Training Evaluation	<b>114</b>
8.6	Training Report	<b>115</b>

---

Chapter 9	119
-----------	-----

---

**Field Enumeration and Supervision**

9.1	Instructions on Travel and Quality Assurance Activities	<b>119</b>
9.2	Role of Field Officers in Field Supervision	<b>121</b>
9.3	Role of Central Office Supervisors in Field Supervision	<b>122</b>
9.4	Use of Global Positioning System during Field Supervision	<b>123</b>
9.5	Field Editing Using CAFES	<b>124</b>
9.6	How to Deal with Enumeration Problems	<b>125</b>
9.7	Other Concerns for Field Enumeration	<b>130</b>
9.8	Scrutiny of Questionnaires when Validating Questionable Counts	<b>131</b>
9.9	Enumeration and Field Supervision Report	<b>132</b>

---

Chapter 10	134
------------	-----

---

**Progress Monitoring**

10.1	Overview of the PMS	<b>134</b>
10.2	Objectives of the PMS	<b>135</b>
10.3	Components of the PMS	<b>135</b>
10.4	PMS Process	<b>136</b>
10.5	Reports Generated by the Progress Monitoring System	<b>137</b>
10.6	Registering the Mobile Phone	<b>140</b>
10.7	Safeguards to the PM Reports	<b>140</b>
10.8	Accountability of PSA Field Personnel	<b>141</b>
10.9	Other Technical Concerns/Problems	<b>141</b>

Chapter 11	142
<b>Submission of Census Forms and Materials</b>	
11.1 Transmittal of Census Forms and Materials by the TS to the CAS	<b>142</b>
11.2 Transmittal of Census Forms and Materials by the CAS to the PO	<b>143</b>
11.3 Issuance of CP Form 17- Certificate of Work Completed	<b>145</b>
Chapter 12	146
<b>Data Processing</b>	
12.1 Overview of Data Processing	<b>146</b>
12.2 Stages of Data Processing	<b>147</b>
12.3 Provincial Processing	<b>148</b>
12.4 Scanning and Interpretation at SS 2015/DPC 2015	<b>157</b>
12.5 Further Processing at CO	<b>161</b>
12.6 Manual and Machine Processing Reports	<b>161</b>
Chapter 13	165
<b>Financial Policies and Procedures</b>	
13.1 Release of Funds	<b>165</b>
13.2 Withdrawal of Funds	<b>166</b>
13.3 Payment of Training Expenses During Training	<b>166</b>
13.4 Payment of Expenses for Enumeration/Supervision	<b>166</b>
13.5 Payment of Services of Hired Census Personnel	<b>167</b>
13.6 Mode of Payment	<b>168</b>
13.7 Recommended Payment of Claims and Required Supporting Documents	<b>168</b>
13.8 Reporting Requirements	<b>170</b>
13.9 Other Provisions	<b>172</b>
Appendices	<b>173</b>
Appendix 1 Executive Order No. 352	<b>175</b>
Appendix 2 PSA Board Resolution No. 02 - Approving the Data Items for the POPCEN 2015	<b>177</b>
Appendix 3 PSA Board Resolution No. 07 – Designation of PSA Board as the NCCB	<b>180</b>
Appendix 4 PSA Board Resolution No. 08 – Composition and Terms of Reference of R/P/C/MCCB	<b>190</b>
Appendix 5 PSA Board Resolution No. 09 – August 2015 as National Census Month	<b>195</b>
Appendix 6 Contract of Service	<b>197</b>
Appendix 7 Timetable	<b>202</b>
Appendix 8 Training Schedule	<b>204</b>
Appendix 9 Scan Stations and Data Processing Centers	<b>206</b>
Appendix 10 Certificate of Work Completed	<b>209</b>

---

Appendix 11	Certification of Punong Barangay	<b>210</b>
Appendix 12	Daily Accomplishment Report of Enumerator	<b>211</b>
Appendix 13	Accomplishment Report of Team Supervisor	<b>212</b>
Appendix 14	Accomplishment Report of Census Area Supervisor	<b>213</b>
Appendix 15	Spotcheck, Reinterview, and Observation Record	<b>214</b>
Appendix 16	Summary Report of Census Area Supervisor	<b>216</b>
Appendix 17	Check Disbursement Record	<b>218</b>
Appendix 18	Cash Disbursement Record	<b>219</b>
Appendix 19	Office Memorandum 2015-37	<b>220</b>

# List of Tables

## Chapter 2

---

### Coordination and Publicity

- |     |  |    |
|-----|--|----|
| 2.1 | Status Report on Convening                                   | 27 |
| 2.2 | Publicity and Information, Education, and Communication Plan | 39 |

## Chapter 3

---

### Workload, Mandays, and Manpower Analysis

- |     |   |    |
|-----|---|----|
| 3.1 | 2015 Estimated Number of Households by EA/Barangay            | 43 |
| 3.2 | 2015 Estimated Workload, Mandays, and Manpower by EA/Barangay | 47 |

## Chapter 6

---

### Duties and Responsibilities of Hired Census Personnel

- |     |   |    |
|-----|---|----|
| 6.1 | Personnel Reference File of Hired Personnel | 94 |
|-----|---|----|

## Chapter 8

---

### Training

- |     |  |     |
|-----|--|-----|
| 8.1 | Levels and Schedule of Training for Enumeration            | 107 |
| 8.2 | Training Plan for the Second Level Training on Enumeration | 110 |
| 8.3 | Training Plan for the Third Level Training on Enumeration  | 111 |
| 8.4 | Training Plan for the Fourth Level Training on Enumeration | 111 |
| 8.5 | Levels and Schedule of Training on Manual Processing       | 112 |
| 8.6 | Levels and Schedule of Training on Machine Processing      | 113 |

## Chapter 10

---

### Progress Monitoring

- |      |  |     |
|------|--|-----|
| 10.1 | PM Report 1 – Progress of Enumeration by Enumeration Area  | 138 |
| 10.2 | PM Report 2 - Progress of Enumeration by Enumeration Area with the Total Number of Households and Total Population | 139 |
| 10.3 | PM Report 3 – Number of Enumeration Areas with Reported GPS Coordinates  | 140 |

---

Chapter 12

---

**Data Processing**

- |      |                     |            |
|------|---------------------|------------|
| 12.1 | Quick Count Table 1 | <b>157</b> |
| 12.2 | Quick Count Table 2 | <b>157</b> |

---

Chapter 13

---

**Financial Policies and Procedures**

- |      |                             |            |
|------|-----------------------------|------------|
| 13.1 | Financial Monitoring Report | <b>172</b> |
|------|-----------------------------|------------|

# List of Figures

## Chapter 1

---

### Introduction

- 1.1 The Organization Set-up for the POPCEN 2015 **9**

## Chapter 5

---

### Recruitment and Hiring of Census Personnel

- 5.1 The Family Tree **69**

## Chapter 10

---

### Progress Monitoring

- 10.1 Progress Monitoring Framework **135**

## Chapter 12

---

### Data Processing

- 12.1 Structure of the Data Processing Center 2015 **149**  
12.2 Organizational Set-up of the Scan Station 2015 at RSSO/PO **158**

# List of Illustrations

## Chapter 2

---

### Coordination and Publicity

- |     |   |    |
|-----|---|----|
| 2.1 | Proforma of Letter for Convening and Meeting of CCBs  | 28 |
| 2.2 | Assistance Provided by RCCB-Member Agencies   | 29 |
| 2.3 | Assistance Provided by PCCB-Member Agencies   | 30 |
| 2.4 | Assistance Provided by C/MCCB-Member Agencies   | 31 |
| 2.5 | Outline of Meeting Report on Convening and Meeting of R/P/C/MCCBs   | 32 |
| 2.6 | Filled Out Report on Implementation of Publicity and Information, Education, and Communication Activities | 40 |

## Chapter 5

---

### Recruitment and Hiring of Census Personnel

- |     |  |    |
|-----|--|----|
| 5.1 | Degree of Consanguinity/Affinity   | 70 |
| 5.2 | Relationship within the 4 <sup>th</sup> Degree of Consanguinity/Affinity | 71 |

## Chapter 11

---

### Submission

- |      |                                   |     |
|------|-----------------------------------|-----|
| 11.1 | Sample of a Filled Out CP Form 13 | 145 |
|------|-----------------------------------|-----|

# List of Abbreviations and Acronyms

## A

---

ABC	Association of Barangay Captains
AHS	Average Household Size
ANS	Assistant National Statistician
ASA	Advice of Sub-Allotment

## B

---

BD	Budget Division
BRGY	Barangay
BSN	Building Serial Number

## C

---

CAF	Census of Agriculture and Fisheries
CAS	Census Area Supervisor
CB	Callback
CO	Central Office
COA	Commission on Audit
CP	Census of Population
CPS 2015	POPCEN 2015 Census Project Staff
CPH	Census of Population and Housing
CSC	Census Steering Committee
CSS	Central Support Service
CRCISO	Civil Registration and Central Support Office
CRS	Civil Registration System
CTCO	Censuses and Technical Coordination Office
C/MCCB	City/Municipal Census Coordinating Board

## D

---

DILG	Department of the Interior and Local Government
DNS	Deputy National Statistician
DPC 2015	POPCEN 2015 Data Processing Center
DPM	Data Processing Manual
DO	District Office
DSO	District Statistics Officer
DSWD	Department of Social Welfare and Development
DTR	Daily Time Record
DV	Disbursement Voucher



## E

---

EA	Enumeration Area
EN	Enumerator
EARF	Enumeration Area Reference File
EO	Executive Officer
E-Questionnaire	Electronic Questionnaire

## F

---

FO	Field Office
FOM	Field Operations Manual

## G

---

Geo-ID	Geographic Identification
GIS	Geographic Information System
GSD	General Services Division
GSIMD	Geo-Spatial Information Management Division

## H

---

HH	Household
HSN	Household Serial Number
HUSN	Housing Unit Serial Number

## I

---

IEC	Information, Education, and Communications
ILQ	Institutional Living Quarter
ISN	Institutional Serial Number
ITDS	Information Technology and Dissemination Services

## K

---

KCS	Kodak Capture Software
KFI	Key-From-Image

## L

---

LGU	Local Government Unit
LRT	Light Rail Transit

## M

---

MCPU	Management and Corporate Planning Unit
MDF	Micro Data File
MDRRMC	Municipal Disaster Risk Reduction and Management Center
MRT	Metro Rail Transit

## N

---

NCA	Notice of Cash Allocation
NCR	National Capital Region
NCS	National Censuses Services

---

NCCB	National Census Coordinating Board
NGO	Nongovernment Organization
NEDA	National Economic and Development Authority
NS	National Statistician
NSO	National Statistics Office

## O

---

OMR	Optical Mark Reader
-----	---------------------

## P

---

PGR	Population Growth Rate
PIA	Philippine Information Agency
PCPS	Provincial Census Project Staff
PCCB	Provincial Census Coordinating Board
PHCD	Population and Housing Census Division
PMR	Project Monitoring Report
PMS	Progress Monitoring System
PNP	Philippine National Police
PO	Provincial Statistical Office
POPCEN 2015	2015 Census of Population
PRF	Personnel Reference File
PSA	Philippine Statistics Authority
PSCED	Philippine Standard Classification of Education
PSGC	Philippine Standard Geographic Codes
PSO	Provincial Statistics Officer
PSOC	Philippine Standard Occupational Classification
P/C/MDRRMC	Provincial/City/Municipal Disaster Risk Reduction and Management Center

## R

---

RA No. 10625	Republic Act No. 10625
RCC	Receipt and Control Clerk
RCCB	Regional Census Coordinating Board
RCPS	Regional Census Project Staff
RGP	Recognized Government Printer
RD	Regional Director
RSSO	Regional Statistical Services Office

## S

---

SAQ	Self-Administered Questionnaire
SCIPS	Survey/Census Integrated Processing System
SCO	Statistical Coordination Officer
SDD	Systems Development Division
SM	Supervisor's Manual
SMS	Short Message Service
SO	Special Order

---

SS 2015	POPCEN 2015 Scan Station
---------	--------------------------

---

T

TA	Transportation Allowance
TE	Travelling Expenses
TESDA	Technical Education and Skills Development Authority
TOR	Terms of Reference
TRACS	Tracking, Receipt and Control System
TS	Team Supervisor

---

V

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

---

Y

YR	Year
----	------

---

# Introduction

The Philippine Statistics Authority (PSA) will conduct the 2015 Census of Population (POPCEN 2015) in August 2015. The POPCEN 2015, which is a complete enumeration of households in the country, is designed to take an inventory of the entire population of the Philippines and collect basic information on its demographic and socio-economic characteristics. It will be the 14<sup>th</sup> census of population to be undertaken in the country since the first census in 1903. Moreover, the POPCEN 2015 will be the 3<sup>rd</sup> population census to be conducted in between two decennial censuses. Previous to POPCEN 2015, mid-decade censuses were carried out in 1995 and 2007.

Due to the complexity of the nationwide census undertaking, a large number of census personnel, forms, supplies, materials, and equipment will be utilized by the PSA. The planning for the field enumeration and designing of technical materials are the primary responsibilities of the PSA Central Office (CO). The efficient implementation of the diverse census activities in the field, on the other hand, lies with the Field Offices (FOs). The Regional Directors (RDs) and Provincial Statistics Officers (PSOs) are primarily responsible for recruiting, hiring, designating, appointing, training, and supervising all personnel who will be involved in the census. Moreover, the FOs are required to conduct massive census publicity and information campaign and coordination activities with local government units (LGUs) and other agencies/organizations in their respective areas of jurisdiction during the entire census operation.

About 90 thousand enumerators (ENs), 23 thousand team supervisors (TSs), and five thousand census area supervisors (CASs) will be hired to augment and support the PSA permanent personnel during the census enumeration. Further, manual processors and machine processors will be hired for the data processing.

This Field Operations Manual (FOM) is prepared to guide the RDs, PSOs, regional/provincial statisticians, and administrative and other staff for the smooth and efficient implementation of the plans and activities for the POPCEN 2015 in the areas under their jurisdiction. It also provides census supervisors with a clear understanding of the various census operational plans and strategies and defines their places and unique roles during the implementation of these activities.

## **1.1 OBJECTIVES OF THE POPCEN 2015**

### **General Objective**

The POPCEN 2015 aims to provide government planners, policy and decision makers 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:

1. size, and geographic distribution of the population;
2. population composition (sex, age, and marital status);
3. registration of birth and death;
4. religious affiliation;
5. school attendance, literacy, highest grade/year completed, technical/vocational course obtained;
6. usual activity/occupation; and whether overseas worker for members 15 years old and above;
7. household-level characteristics such as fuel used for lighting and 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;
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 .

## **1.2 AUTHORITY FOR THE CONDUCT OF POPCEN 2015**

Republic Act (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* which was enacted on July 1, 1996 designates the conduct of a mid-decade census primarily to update the population count in all barangays nationwide. (Refer to Appendix 1.)

Moreover, the budget for the conduct of the POPCEN 2015 is provided in RA No. 10651 or the *2015 General Appropriations Act*, which was enacted on December 23, 2014.

### **1.3 CONFIDENTIALITY OF INFORMATION**

All personnel involved in the POPCEN 2015 are required to keep in STRICT CONFIDENCE any information obtained during the census that pertains to a particular household or individual person.

Section 26 of RA No. 10625 stipulates that “individual data furnished by a respondent to statistical inquiries, surveys, and censuses conducted by 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 the respondents are confidential, hence, cannot be used as evidence in any proceeding before a court of law, tribunal or administrative body. This section also specifies that “the PSA release 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 months but not to exceed one year, subject to the degree of breach of information”.

### **1.4 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 of RA 10625 further states that “any individual who fails to give truthful and complete answers to statistical inquiries shall be imposed a penalty of one year imprisonment and a fine of one hundred thousand pesos (P100,000.00)”.

## 1.5 COVERAGE

### Enumeration Units

The enumeration units for the POPCEN 2015 are households and institutional living quarters (ILOs). All households and institutional living quarters (ILOs) in all barangays throughout the country will be listed and 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 information on 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. Birth registration and copy of birth certificate
- g. Marital status
- h. Religious affiliation
- i. Highest grade/year completed
- j. School attendance
- k. Literacy
- l. Technical/vocational course obtained
- m. Overseas worker
- n. Usual activity/occupation
- o. Type of building
- p. Construction materials of the roof of the building 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. Name of household members who died in the last two years
- u. Sex of the deceased household member
- v. Age at death of deceased household member
- w. Death registration and copy of death certificate

#### CP Form 4

- a. Name of person living in the ILO
- b. Residence status
- c. Sex
- d. Age

- e. Birth registration and copy of birth certificate
- f. Marital status
- g. Religious affiliation
- h. Highest grade/year completed

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

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

The above data items were recommended by the Technical Committee on Population and Housing Statistics (TCPHS) to the PSA Board for approval. Consequently these data items were approved by the PSA Board for inclusion in the POPCEN 2015 by way of PSA Board Resolution No. 02, Series 2015. (Refer to Appendix 2.)

## 1.6 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 ILQ will be as of 12:01 a.m., August 1, 2015.

Reference Time and  
Date

**As of 12:01 a.m.  
August 1, 2015**

## 1.7 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).

## 1.8 ORGANIZATIONAL SET-UP FOR THE POPCEN 2015

For purposes of the POPCEN 2015 operations, an organizational structure is set up primarily to cater to the concerns of the POPCEN 2015.

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 is the Chairperson of the Census Steering Committee (CSC) for the POPCEN 2015. The CSC will be responsible for the overall guidance of the conduct of the census. The NS will be assisted by the Deputy National Statistician (DNS) of the Censuses and Technical Coordination Office (CTCO).



Specific instructions and orders shall be delegated to the field supervisors through a chain of command shown in Figure 1.1.

For the entire duration of the census, the DNS of the CTCO, together with the Assistant National Statistician (ANS) of the CTCO-National Censuses Service (NCS) will supervise the entire operation of the census. Under the supervision of the ANS of NCS is the Population and Housing Census Division (PHCD), which will be responsible for the planning, implementation, and technical supervision of the census operations. The ANS of the CTCO-Information Technology and Dissemination Service (ITDS), on the other hand, shall supervise the Systems Development Division (SDD), the unit responsible for the development of the entire machine processing system of the census in the FOs and CO; as well as the Geo-Spatial Information Management Division (GSIMD), which will spearhead all census mapping activities. The ANS of the Central Support Service (CSS), under the Civil Registration and Central Support Office (CRCSO), meanwhile, will be responsible for transferring funds to the FOs and procurement and other logistics requirements at the national level. Both the ITDS and CSS will closely coordinate with the NCS on all POPCEN 2015 concerns to ensure smooth flow of operation. 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 CO and FOs will be sent to the CPS 2015.

At the national level, a National Census Coordinating Board (NCCB), composed primarily of the member-agencies of the PSA Board is created for the POPCEN 2015. The NS acts as the Executive Officer (EO) of the NCCB, with the Secretary for Socio-Economic Planning and Director General of the National Economic and Development Authority (NEDA) as Chairperson. PSA Board Resolution No. 07, Series of 2014 - *Designating the PSA Board as the NCCB for the POPCEN 2015, and Approving its Terms of Reference (TOR) and Assistance to be Rendered to the PSA* (as shown in Appendix 3) also enjoins all agencies and instrumentalities of the national government, particularly the member-agencies of the NCCB to provide assistance to the PSA in connection with the POPCEN 2015.

As part of the PSA Board's function of establishing mechanisms for statistical coordination at the regional and local government unit (LGU) levels, the PSA Board has approved PSA Board Resolution No. 09, Series of 2014 - *Approving the Composition and TOR of the Regional, Provincial, City, and Municipal Census Coordinating Boards for the POPCEN 2015*. (Refer to Appendix 4.)

At the regional level, the Regional Statistical Services Office (RSSO) will be responsible for the entire census operation in the region. Specifically, it shall be responsible for the coordination, monitoring, and supervision of the conduct of enumeration in the areas under its jurisdiction. As stipulated in the PSA Board Resolution No. 09, Series of 2014, the PSA RD will act as the EO in the Regional Census Coordinating Board (RCCB), with the NEDA RD as Chairperson. In the case of the Autonomous Region in Muslim Mindanao (ARMM), the RD will also coordinate with the ARMM regional government regarding the conduct of the POPCEN 2015, including the

organization and convening of the R/P/C/MCCBs in the region, with TORs and membership in accordance with PSA Board Resolution No. 09, whenever appropriate and practicable. In the case of the NCR where there is no NEDA regional office, it is recommended that the DILG or PSA will chair the RCCB.

Further, the RSSO will oversee the POPCEN 2015 Data Processing Center 2015 (DPC 2015) in the provinces under its jurisdiction, as well as the POPCEN 2015 Scan Station in the RSSO, if any. The DPC 2015 will be responsible for the manual and machine processing of the census forms and maps. The Scan Station 2015, on the other hand, will take charge of the scanning/interpretation and archiving of the Census of Population (CP) forms and maps. Selected DPC 2015 will also have their own Scan Station 2015.

A Regional Census Project Staff (RCPS) will be formed in the RSSO. It will be headed by the Chief of the Statistical Operations and Coordination Division (SOCD) in the RSSO and will include concerned statistical and other permanent staff, and hired census staff. The RCPS will take charge of all the 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. The PSO of the PSA will act as the EO in the Provincial Census Coordinating Board (PCCB), with the Provincial Governor as Chairperson. In the case of NCR, there are no PCCBs in the region.

The PO will also supervise the operations in the DPC 2015. Further, if the province is designated to host the entire machine processing, it will have direct supervision over the scanning/interpretation and archiving of the CP forms and maps in the DPC 2015.

A Provincial Census Project Staff (PCPS) will be established in the PO. It will be headed by a permanent statistician of the PO. The PCPS will take charge of all the aspects of the census in the province, including data processing and evaluation.

At the city/municipality level, the PO statistician/permanent staff of the PO will act as the EO of the City/Municipal Census Coordinating Board (C/MCCB), with the City/Municipal Mayor as Chairperson.

The Head CAS who is a statistician/permanent staff of the PO will be responsible for the coordination, supervision, and monitoring of the conduct of enumeration in the cities/municipalities of his/her jurisdiction on a fulltime basis. He/She will supervise all hired CAS assigned to these areas. The number of hired CASs to be supervised by a Head CAS will depend on the number of PO statistician/staff available and the number of CASs to be hired in the PO.

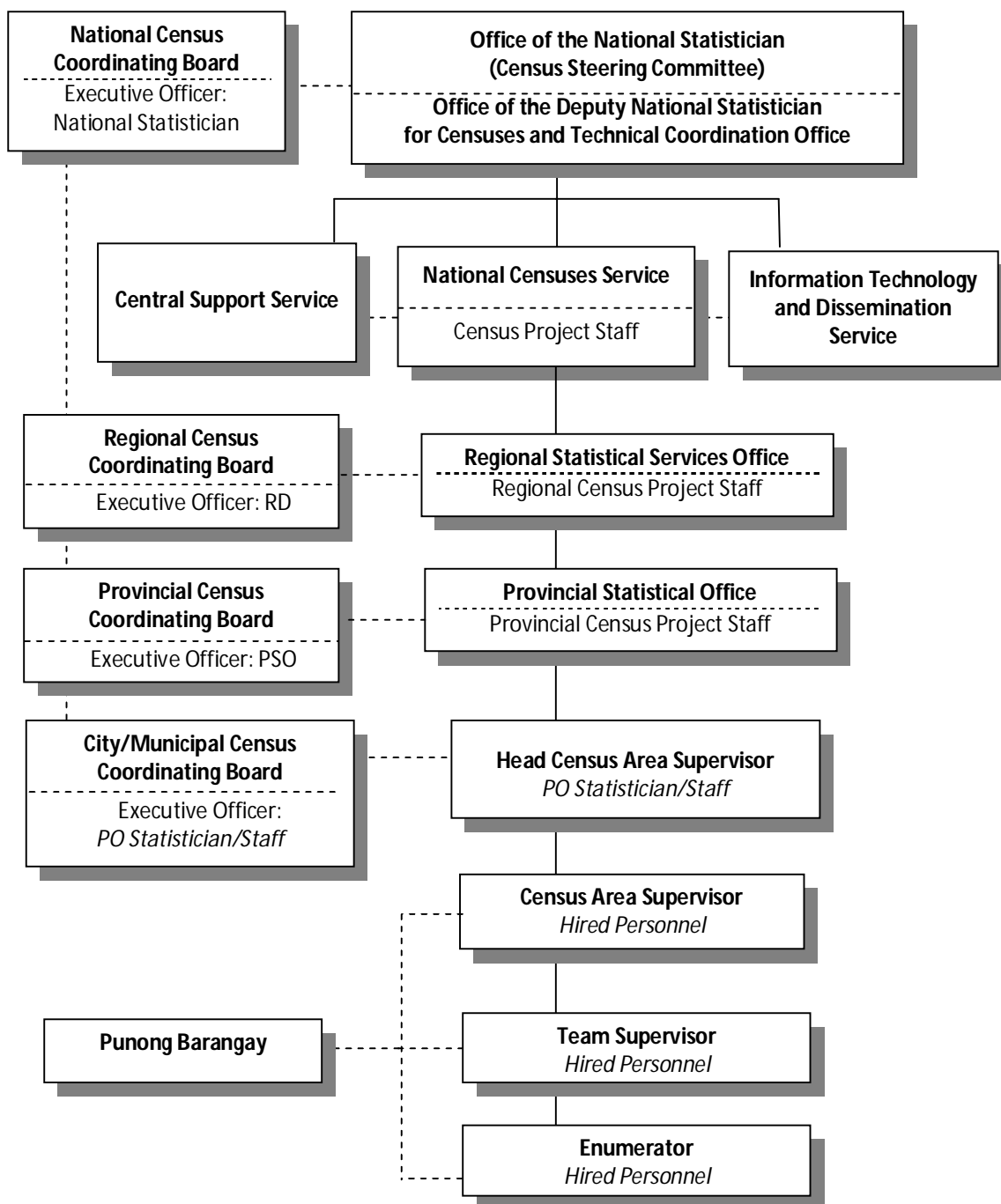
The hired CAS will be responsible for a group of five teams, with each team consisting of one team supervisor (TS) and four enumerators (ENs). Generally, his/her teams will cover a city/municipality. However, in big cities or municipalities, two or more CASs will be assigned.

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 and/or CAS 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.

Figure 1.1 illustrates the PSA organizational set-up for the POPCEN 2015.

**Figure 1.1 The Organizational Set-up for the POPCEN 2015**

## 1.9 FLOW OF COMMUNICATION

All communications to the FOs that pertain to POPCEN 2015 will emanate from the NS through channels. Conversely, communications from the FOs to the PSA CO about the census will be addressed to the NS (Attention: CPS 2015). For the purpose of the census, all communications, emanating from the CO or from the FOs, are required to be coursed through this e-mail address: [POPCEN2015@psa.gov.ph](mailto:POPCEN2015@psa.gov.ph) (Attention: CPS 2015).

The usual channels of communication will also be observed by the FOs, with respect to the routing of communications through different levels of supervision.

## 1.10 GENERAL TIMETABLE OF MAJOR ACTIVITIES

The conduct of a census involves several and distinct but interrelated activities. Some of these activities cannot be undertaken unless prior related activities are accomplished. Moreover, all these activities are to be simultaneously undertaken throughout the country. They must be coordinated and synchronized so that the goals of the POPCEN 2015 will be achieved. For this reason, it is imperative upon each personnel involved in the census taking to be knowledgeable and to adhere strictly to the timetable of major census FO activities, as follows:

Activity	Date
Publicity and IEC	March-August 2015
Printing/Reproduction of barangay/EA maps and other administrative forms	March-July 2015
Coordination including convening/meeting of local census coordinating boards	March-August 2015
Purchase and delivery of census supplies, materials, and equipment	March-July 2015
Establishment of census headquarters and training centers	May-July 2015
Recruitment and hiring of personnel for enumeration	April-July 2015
Training for enumeration (four levels)	
Task Force Training	June 29-July 3, 2015/July 6 - 10, 2015
Second Level Training	July 13-17, 2015
Third Level Training	July 20-25/July 27-August 1, 2015
Fourth Level Training	July 27-August 1, 2015/ August 3-8, 2015
Enumeration/Supervision	August 10-September 6, 2015
Quick Count processing and reporting	October 2015
Evaluation and submission to CO of Quick Count Reports	October 19-November 6, 2015
Training for manual processing (three levels)	August 31-September 18, 2015
Manual processing	September-December 2015

Activity	Date
Training for machine processing (three levels)	January 2016
Machine processing	January-March 2016
Evaluation of tables	March 2016
Submission of data files to the CO	April 2016

### 1.11 DESCRIPTION OF THE POPCEN 2015 CENSUS QUESTIONNAIRES/FORMS

The following is a brief rundown of the questionnaires/forms to be used during the POPCEN 2015 enumeration and data processing:

Census Form	Description
<b>A. Enumeration</b>	
CP Form 1 - Listing Booklet	This form is a booklet used to list the buildings, housing units, households, and ILQs within the EA or barangay. It is also used to record the population count and other information pertaining to the households and ILQs.
CP Form 2 - Household Questionnaire	This is a four-page questionnaire used to record information on the basic demographic and socio-economic characteristics of the household population and on selected housing characteristics.
CP Form 4 - Institutional Population Questionnaire	This is a four-page questionnaire used to record information about the basic demographic characteristics of the institutional population, that is, those residing in the ILQs.
CP Form 5 - Barangay Schedule	This is a four-page questionnaire used to record information on selected physical characteristics of the barangay; presence of service facilities and establishments, informal settlers, relocation areas, and in-movers in the barangay due to natural and man-made disasters.

**Note:** There is no Form 3 in the above list of major forms. Form 3, which is a sample household questionnaire that asks additional demographic and socio-economic and housing characteristics, is used during decennial censuses (in census years ending in “zero”).

Census Form	Description
CP Form 6 - Notice of Listing/Enumeration	This is a sticker to be posted on a conspicuous part of the building/house to indicate that the building, housing unit, household or ILQ had already been listed and enumerated. This sticker is used for control and monitoring purposes.

Census Form	Description
CP Form 7 - Self-Administered Questionnaire Instructions for CP Form 2 (Household Questionnaire)	<p>This is a two-page instruction that will guide the household respondent in filling out CP Form 2. CP Form 7 will be provided together with CP Form 2, that is, both forms are distributed to a household who cannot be personally interviewed by an EN or to a household wherein two callbacks or three visits have already been made by the EN.</p> <p>For households in areas identified to accomplish E-Questionnaires using the PSA website, a Reference Number will be written in CP Form 7. The TS will be responsible in providing the said Reference Numbers corresponding to areas identified to accomplish E-Questionnaire.</p>
CP Form 8 - Self-Administered Questionnaire Instructions for CP Form 4 (Institutional Population Questionnaire)	This is a two-page instruction which will be used as guide by the respondent in filling out the CP Form 4 for an ILQ. CP Form 8, together with CP Form 4, will be given to the manager or administrator of the ILQ who agrees to accomplish the CP Form 4 by himself/herself.
CP Form 9 - Appointment Slip to the Household/ Institution/Barangay Official	This form is used to set an appointment with the household head or any responsible member of the household, or manager/administrator of an ILQ, in case an EN has failed to personally interview any respondent in the household or ILQ during the first and succeeding visits. This form is also used to set an appointment for an interview with a barangay official using CP Form 5.
CP Form 10 – Daily Accomplishment Report of Enumerator	This form is used to record the number of households and total population that have been enumerated by the EN on a daily basis. It also contains information on the number of callbacks per day and the number of buildings with special Household Serial Numbers (HSNs).
CP Form 11A – Accomplishment Report of Team Supervisor	This form is used to record the supervisory activities of the TS in various areas assigned to him/her. Specifically, this form is used to record the number of completed interviews, number of callbacks, vacant housing units (VHUs), interviews observed, CP forms edited, and others.

Census Form	Description
CP Form 11B - Accomplishment Report of Census Area Supervisor	This form is used to record the supervisory activities made by the CAS in various areas assigned to him/her. Specifically, this form is used to record the number of household interviews observed, number of coordinates measured, number of CP Form 2 that were encoded using Computer-Aided Field Editing System (CAFES), number of CP forms edited, and date when the CP forms were submitted to the PO.
CP Form 12 – Spotcheck, Reinterview, and Observation Record	This form is used by the supervisors to record information that they have gathered during their spotchecking, reinterviewing, and observation activities.
CP Form 13 - Transmittal/ Receipt Form	This form is used when transmitting or receiving census forms, supplies, and materials.
CP Form 16 - Certification of Punong Barangay	This form is a certification to be signed by the Punong Barangay after completion of the enumeration in the barangay. It indicates the duration of the conduct of enumeration and the completeness of 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 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 census personnel had been CLEARED of all his/her duties and responsibilities in connection with the conduct of the POPCEN 2015.
CP Form 18 – Summary Report of Census Area Supervisor	This form is used by the CAS to record common errors and specific errors that he/she has observed and encountered while scrutinizing the questionnaires in a barangay/EA during his/her supervision. It also serves as a reference for the preparation of his/her narrative reports.
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 by the ENs/TSs as guide in covering their area. It may also be used for plotting the buildings with HSNs of household/s occupying them.



Census Form	Description
Blank Standard Mapping Form	This is a blank mapping form to be used by the EN in preparing block maps for congested areas in an EA or barangay. It is also used for plotting the buildings and indicating the HSNs.
<b>B. Manual Processing</b>	
CP Form 14 - Bundle Cover	This form is used as cover of a bundle of accomplished CP forms by form type for every EA/barangay. This form is also used as cover of a bundle of maps by city/municipality.
CP Form 15 - Folio Cover	This form is used as cover of a folio of CP Forms 10, 11A, 11B, 12, and 13 and other administrative forms. One folio cover will be used for each type of aforementioned CP forms in each city/municipality.
CP Form 19 - Provincial Processing Receipt and Control Form	This is a computer-generated form which is used to monitor the flow of forms and maps being manually processed. It is also used to keep track of the progress of manual processing by activity. This form serves as a hardcopy file of the contents of the Tracking, Receipt, and Control System (TRACS) database.
CP Form 20 - Verification Slip for CP Form 1, 2, 4, 5, and Maps	This form is used by the processors during the verification of CP forms. The verification is done to check if the processing instructions for CP Forms 1, 2, 4, 5, and maps are correctly followed by the processors.
CP Form 21 - Problems Encountered/Referral Form	This form is used during manual processing to record the problems encountered by the processors. Such problems are usually referred to the supervisors.
CP Form 22 - Accomplishment Report of Manual Processor	This form is used during manual processing to record and monitor the output of processors on a daily basis. It is also used by the PO supervisors in checking the daily accomplishments of the processors.
<b>C. Administrative and Financial</b>	
POPCEN 2015 Identification Card	This card basically contains the name and position of the personnel deputized for the POPCEN 2015 operation. The census personnel will always wear this identification card while performing their duty.
Daily Time Record (CSC Form 48)	This form contains the daily time-in and time-out records of all hired personnel for the POPCEN 2015. It is used as a supporting document for their financial claims.
Itinerary of Travel	This form contains information about the dates and places visited by a census personnel. It contains the specific date, time of departure/arrival from/to a specific place, mode of transportation, allowable expenses incurred, and total expenses incurred.

<b>Census Form</b>	<b>Description</b>
Certificate of Travel Completed	This form serves as a proof that the travel, as indicated in the itinerary of travel, has been actually undertaken. This form also contains information about the evidences of travel completed.
Certificate of Appearance	This form is used as a proof that the personnel had personally been in an office/area as of specific date/s. This serves as an attachment for financial claims.
General Form 2 (Reimbursement Expense Receipt)	This form is used for payments made for expenses amounting to more than P80.00. This is also used as a supporting document for financial claims.
Disbursement Voucher	This form is used to request for cash advance or reimbursement of actual expenses incurred in connection with the official travel made by the personnel. This is also used as a supporting document for financial claims.
General Payroll	This form contains the names of personnel, salary or wages, date of services rendered, and the amount of financial benefits/claims that the personnel will be receiving.

## 1.12 DESCRIPTION OF THE POPCEN 2015 MANUALS

<b>Manual</b>	<b>Description</b>
1. Enumerator's Manual	This manual serves as the basic training reference material of census field workers. It defines the census terms and concepts used, identifies the persons to be enumerated, and explains the procedures for filling out the different CP forms.
2. Supervisor's Manual	This manual explains the supervisory duties and responsibilities of the TS, CAS, and other census supervisors.
3. Field Operations Manual	This manual describes the various operational plans, procedures, and strategies for the POPCEN 2015, from pre-enumeration to data dissemination activities.
4. Training Guide	This guide is used as reference of trainers in the discussion of the Enumerator's Manual. It aims to ensure that uniform training is given to all personnel involved in the census taking. It also provides information and instructions that will help the supervisors become more effective trainers.

Manual	Description
5. Training Workbook	This workbook contains exercises to be administered to trainees during the training for the CASs, TSs, and ENs. It aims to gauge the participants' performance during the training, that is, if they have understood the terms, concepts, and definitions taught and the instructions in filling out the various census questionnaires and forms.
6. Data Processing Manual (Volume 1)	This manual defines the scope of each phase of manual processing. It provides information and instructions on the manual processing that will be strictly followed by the processors.
7. Data Processing User's Manual (Volume 2) (SOFT COPY)	This manual defines the step-by-step instructions and information on the softwares to be installed and used during the machine processing. Included in this manual are the steps in installing the Survey/Census Integrated Processing System (SCIPS).
8. Progress Monitoring System (PMS) User's Manual (SOFT COPY)	This manual contains instructions on how to operate the PMS. The PMS is designed to generate reports, which will be used to monitor the progress of enumeration and evaluation of counts.
9. Tracking, Receipt and Control System (TRACS) User's Manual (SOFT COPY)	This manual contains instructions on how to operate the TRACS program. This computer system is designed to monitor the forms transmitted and received during the enumeration and data processing.
10. Management Information System (MIS) User's Manual	This manual serves as guide for PSA managers in using the MIS, an online system specifically designed and developed for the POPCEN 2015. This system intends to update the PSA management with the latest information on the census operation in the field. Basic information about the different phases of the census operation, from coordination activities up to data processing are supplied by the FOs and can be accessed on the internet.

### 1.13 MANAGEMENT INFORMATION SYSTEM

For the conduct of the POPCEN 2015, the Management Information System (MIS), a web-based application system, is developed to monitor the entire operation of the census undertaking. The MIS has four main modules, each is designed to address issues and concerns pertaining to human resources, budget/financial matters, logistics, and the field operations of POPCEN 2015. Basically, the database for the MIS contains important data on personnel, particularly the hired workers; budget/financial matters; training and operational concerns; and delivery and receipt of forms, supplies, and materials.

The main objective of the MIS is focused generally on the accessibility of the management of the PSA to use the system as an effective tool for information gathering, planning, and decision-making for the conduct of POPCEN 2015 operations. Management in the Central and Field Offices can be informed of the latest updates of the census operation in the field. The specific objectives of the MIS are categorized accordingly based on each module:

a. Logistics

- Tracks the shipment/delivery of questionnaires, manuals, training materials, bags, and other census materials; and
- Provides information on allocation of forms and questionnaires to hired workers.

b. Operations of POPCEN 2015

- Provides information on CCBs by geographic area;
- Provides information of pledges made by members of CCBs;
- Provides information on training, such as venue, number of trainers, and participants, among others;
- Serves as an online verification system for hired personnel;
- Provides report on incidents encountered by hired personnel; and
- Serves as avenue for requests of Field Offices related to the conduct of the census operation, such as, request for additional funds and request for authority to procure.

c. Human Resources

- Provides specific characteristics of hired personnel such as name, contact information, area of assignment, highest educational attainment, among others;
- Provides aggregate information on the number of hired personnel by activity; and
- Provides information on the status of employment of hired personnel, that is, active, back-out, or end of contract.

d. Budget/Financial Matters

- Provides updated information on fund transfer and utilization from CO to RSSOs and from RSSOs to POs, by type of activity and by item of expenditure.

The Census Project Staff at the CO, RSSO, and PO will be responsible in providing data requirements for the MIS.

## 1.14 RUNDOWN OF THE POPCEN 2015 GENERAL OPERATIONAL PROCEDURES

*Pre-enumeration activities consist of:*

- a. Mapping and EA delineation;
- b. Updating of EARF;
- c. Workload analysis (mandays allocation, manpower requirement and training plan preparation);
- d. Publicity and IEC campaign;
- e. Coordination with local government units and other agencies for logistic support, including convening of local census coordinating boards;
- f. Procurement of services (printing, training venues), supplies, materials, and equipment;
- g. Recruitment and hiring of CASS, TSs, ENs, and other POPCEN personnel;
- h. Allocation and shipment of questionnaires, forms, supplies, materials, equipment;
- i. Reproduction of administrative forms for enumeration;
- j. Reproduction of maps;
- k. Identification and setting up of training centers and census headquarters in each district/city/municipality;
- l. Attendance to and conduct of trainings, including mock interview and field practice;
- m. Assignment of EAs and mandays, and distribution of questionnaires, forms, supplies, and materials;
- n. Courtesy call to the Punong Barangay and other incumbent barangay officials; and
- o. Ocular inspection of the assigned EA or barangay one day prior to the conduct of the listing and enumeration to develop an efficient and systematic route of travel through the EA or barangay;

*Data collection basically consists of:*

- a. Listing of buildings, housing units, households, and ILQs using CP Form 1;
- b. Personal interview of the household head or any responsible member of the household and recording the characteristics of the household members using CP Form 2 or through SAQ;
- c. Personal interview of the manager or administrator of the ILQ and recording the characteristics of each member of the ILQ using CP Form 4 or through SAQ;
- d. Posting of the sticker (CP Form 6) at the door or part of the building/housing unit or ILQ where it can be easily seen or noticed;
- e. Plotting of building symbols and prominent physical features and landmarks on the map, and writing the HSNs corresponding to building symbols;
- f. Sending of Short Message Service (SMS) or text messages for progress monitoring by the TS upon completion of enumeration in the EA; and
- g. Monitoring the progress of enumeration using the PMS by the PO, RSSO, and CO;
- h. Personal interview of the Punong Barangay or any incumbent barangay official who has thorough knowledge of the barangay using CP Form 5.

*Special procedures in data collection will also be implemented as follows:*

- a. Households in areas that have been pre-identified as having potentially high rate of refusals or callbacks such as those in exclusive villages/subdivisions and condominiums will be provided with three options in accomplishing the CP Form 2:
  1. Personal interview by the EN on a set date and time;
  2. Self-accomplishment of CP Form 2 with CP Form 7 with a set date and time of pick up/collection of accomplished questionnaires by the EN/TS; and
  3. Accomplishment of an electronic version of CP Form 2 (E-Questionnaire) online or offline using a downloadable form from the PSA website and submission of the accomplished E-Questionnaire through email/online;
- b. Households that cannot be interviewed because all members are away or there is no one in the household who is eligible to be a respondent will be administered with CP Form 2 after making three visits to such households

- accomplish CP Form 2 with the aid of CP Form 7. In this case, the EN will inquire first from the neighbors about the number of members in that particular household to determine the number of CP form 2 booklets to be given to the household or entrusted to the neighbor. Further, the EN will leave accomplished CP Form 9 and record the date of pick-up/collection of the accomplished CP Forms 2 and 7 in the remarks portion of CP Form 1; and
- c. Managers or administrators of ILQs who cannot or refuse to accomplish the CP Form 4 with the aid of CP Form 8 will be requested to allow an EN/TS to do a personal interview of each member of the ILQ.

*The data processing and evaluation phase consists of the following major activities:*

- a. Setting up of the manual data processing center;
- b. Training of manual processors;
- c. Manual processing of CP Forms 1, 2, 4, and 5 as well as EA/barangay and block maps at the DPC 2015;
- d. Data encoding of CP Form 1 for Quick Count at the DPC 2015;
- e. Evaluation of census counts of households and population by barangay, by PO, RSSO and CO;
- f. Setting up of the machine data processing center;
- g. Training of machine operators;
- h. Scanning/interpretation of CP Forms 2, 4, and 5 maps at the SS 2015;
- i. Scanning of CP Form 1 and maps at the SS 2015 for archiving;
- j. Data encoding of CP Forms 2, 4, and 5 at the DPC 2015; and
- k. Tabulation and evaluation of frequency (marginals) and consistency tables at the DPC 2015;
- l. Evaluation of quality of responses on characteristics using consistency tables by PO and RSSO;

*Dissemination of POPCEN 2015 results involves:*

- a. Presentation of census results through various fora at the national, regional, and provincial levels;

- b. Posting of various press releases, statistical tables, and other materials in the PSA website, bulletin boards, and other places;
- c. Publication of census reports on population counts; demographic and socio-economic characteristics of the population; population density; institutional population, and urban barangays; and
- d. Release of results through licensed micro data files.



## Coordination and Publicity

The 2015 Census of Population (POPCEN 2015) requires extensive coordination activities at the national and local levels to ensure that the logistic and other requirements for the POPCEN 2015 are in place before the enumeration starts. Similarly, a wide-ranging and comprehensive publicity and information, education, and communications (IEC) campaign is needed to drum up awareness of the general public about the census. The involvement of various government agencies and other census stakeholders in the POPCEN 2015, therefore, is indispensable in ensuring the completion of this nationwide census taking within the prescribed period.

This chapter discusses the various coordination activities and publicity and IEC strategies that shall be implemented at the national level and cascaded down to the regional, provincial, city, municipality, and barangay levels.

### 2.1 COORDINATION ACTIVITIES FOR THE POPCEN 2015

Section 9 of Republic Act (RA) No. 10625, otherwise known as the *Philippine Statistical Act of 2013*, states that one of the functions of the Philippine Statistics Authority (PSA) Board is to prescribe appropriate frameworks for the improvement of statistical coordination and establish mechanisms for statistical coordination at the regional and local government unit (LGU) levels. With this mandated function and being the highest policy making body on statistical matters, the PSA Board shall be designated as the National Census Coordinating Board (NCCB) for the POPCEN 2015.

As part of NCCB's support to the coordination and publicity campaign of the PSA for the POPCEN 2015, the NCCB has issued a resolution enjoining all agencies and instrumentalities of the national government agencies, particularly the member-agencies of the NCCB to provide assistance to the PSA in connection with the POPCEN 2015. Refer to Appendix 3 for the PSA Board Resolution No. 07, Series of 2014 - *Designating the PSA Board as the NCCB for the POPCEN 2015, and Approving Its Terms of Reference (TOR) and Assistance to be Rendered to the PSA*.

As mentioned in Chapter 1, Section 1.8, regional, provincial, and city/municipal census coordinating boards (CCBs) will be created based on PSA Board Resolution No. 09, Series of 2014 which provides the composition and TOR of these boards. (See Appendix 4 for PSA Board Resolution No. 09, Series of 2014.)

## 2.2 THE NATIONAL CENSUS COORDINATING BOARD

With the designation of the PSA Board as the NCCB for the POPCEN 2015, the NCCB should address the needs of the PSA in terms of coordination; publicity and IEC campaign; training; transportation and communication; security and health services; and other logistics.

The NCCB will be chaired by the PSA Board Chairperson, who is the Secretary for Socioeconomic Planning and Director General of the National Economic and Development Authority (NEDA). The Secretary of the Department of Budget and Management or his/her duly authorized Undersecretary will serve as the NCCB Vice-Chairperson. The members of the Board will include the National Statistician (NS) of the PSA, who will also serve as the Executive Officer (EO) of the NCCB; Executive Director of the Philippine Statistical Research and Training Institute; one (1) representative each from the government departments; Bangko Sentral ng Pilipinas; Commission on Higher Education; Technical Education and Skills Development Authority; Governance Commission for Government Owned and Controlled Corporations; Philippine Statistical Association, Incorporated; Union of Local Authorities of the Philippines; and the private sector. Moreover, the NCCB will have its own TOR, which encompasses the types of assistance requested from each member-agencies and other stakeholders.

The NCCB member-agencies should issue communications, directives, instructions, and/or memorandum circulars enjoining their respective bureaus, attached agencies, and instrumentalities, including the LGUs to cooperate, mobilize, and provide support/assistance to the POPCEN 2015 in areas covering but not limited to the conduct/provision of the following:

- a. publicity and information campaign for the census;
- b. facilities for training, transportation, and communication before, during, and after the census operations;
- c. safe and secure room/space to serve as local headquarter for census personnel and storage area for census forms and materials, whenever necessary;
- d. lodging of census personnel assigned in areas outside their official station;
- e. security to census personnel and materials; and
- f. health services to census personnel.

The NCCB should also resolve issues and concerns raised by the RCCB, facilitate the approval and timely release of funds or appropriations for the census, among others.

Other agency-specific assistance requested from NCCB member-agencies are as follows:

- a. Department of Budget and Management
  - timely release of funds/appropriations for the census
- b. Department of Foreign Affairs
  - enumeration of Filipinos residing in Philippine embassies, consulates, and missions abroad
  - enumeration of foreign nationals who have stayed or are expected to stay in the country for at least a year
- c. Department of Health
  - enumeration of population confined in institutions, specifically in hospitals, drug rehabilitation centers, and other health care facilities
  - use of health facilities for the treatment, if any, of animal bites, accidents, and other emergency health cases of census personnel
  - provision of first aid medicines in the said health care facilities, whenever needed, by census personnel
  - issuance of pro-bono medical certificate to persons applying as hired enumerators and supervisors
- d. Department of the Interior and Local Government
  - enjoin the full support and cooperation of the local government chief executives for the census operation in their respective areas of jurisdiction
  - facilitate the creation/convening of the P/C/MCCBs through the respective local government chief executives, who shall be designated as Chairperson of these local CCBs
  - enumeration of population in all barangays, including areas with boundary disputes
  - enumeration of population confined or residing in city/municipal jails, police/fire stations, and police facilities/institutions
  - use of health facilities for the treatment, if any, of animal bites, accidents, and other emergency health cases of census personnel
  - provision of first aid medicines in the said health care facilities, whenever needed, by census personnel
  - issuance of pro-bono medical certificate to persons applying as hired enumerators and supervisors
  - provision of police escorts for census enumerators and supervisors, whenever necessary
- e. Department of Justice
  - enumeration of persons confined in correctional/penal institutions
  - provision of legal assistance to census enumerators and supervisors in the enforcement of laws pertaining to the census
  - provision of pro-bono notarization of contract of service of hired census personnel

- f. Department of National Defense
  - enumeration of population confined or residing in military hospitals, camps, and installations/facilities, including military schools such as the Philippine Military Academy
  - provision of security escorts for census enumerators and supervisors, whenever necessary
  - give advice on peace and order conditions
- g. Department of Social Welfare and Development
  - enumeration of population in calamity-/disaster-affected areas and resettlement/evacuation centers
  - enumeration of population confined or residing in Homes for the Aged, orphanages, youth rehabilitation centers, and other welfare institutions
  - enumeration of homeless population
- h. Department of Tourism
  - enumeration of population residing in hotels, resorts, and other tourism facilities
- i. Commission on Higher Education
  - enumeration of population residing in educational institutions, including dormitories and housing facilities for faculty and staff inside school/university campuses

## 2.3 THE LOCAL CENSUS COORDINATING BOARDS

### I. Organization of the Regional/Provincial/City/Municipal Census Coordinating Boards

The PSA Regional Director (RD) should be responsible for organizing the RCCB. He/She should oversee the creation of the PCCB by the Provincial Statistics Officer (PSO) in all the provinces under his/her jurisdiction. The PSO, on the other hand should oversee the creation of the C/MCCB by the PO statistician/staff in all the cities/municipalities under his/her jurisdiction. In provincial capitals where there are no designated PO statistician/staff, the PSO should be responsible for the formation of the C/MCCB.

In the case of the Autonomous Region of Muslim Mindanao (ARMM), the PSA RD should coordinate with the ARMM regional government regarding the conduct of the POPCEN 2015, including the organization and convening of the R/P/C/MCCBs, with TORs and membership in accordance with PSA Board Resolution No. 09, whenever appropriate and practicable.

In the absence of a NEDA regional office in the National Capital Region (NCR), the RD of the Department of the Interior and Local Government (DILG) should be requested to act as the Chairperson of the RCCB-NCR. A Director from the NEDA will serve as member of the RCCB-NCR. Moreover, there will be no PCCB in the NCR.


## **II. Specific Guidelines for Convening the R/P/C/MCCB**

- a. The R/P/C/MCCBs should be convened not later than April 2015. Convening the local census coordinating boards (CCBs) early enough will allow ample time for coordination work.
- b. The RD, PSO, and PO statistician, as Executive Officer (EO) of the RCCB, PCCB, and C/MCCB, respectively, should initiate the convening of their respective CCBs.
- c. The EO should inform the respective Chairperson of the R/P/C/MCCB the need to convene. He/she should set a date for the initial meeting and inform the members through a letter prepared by the EO and signed by the Chairperson. See Illustration 2.1 for the template of the letter for convening/meeting of the CCBs.
- d. The EO should distribute all relevant materials at least one week before the scheduled convening (first meeting) of the CCB. The materials should include PSA Board Resolution No. 09, Series of 2014 and POPCEN 2015 Timetable of Major Activities.
- e. Pursuant to PSA Board Resolution No. 09, the composition of the R/P/C/MCCB should also include representative/s from the private sector: three representatives for the PCCB and one representative each for the R/C/MCCB. The Board should determine the representative/s from the private sector (preferably from the business sector and other key census stakeholders) during its initial meeting, upon the recommendation of the EO.
- f. The CCB may also issue a Board Resolution to include as members in the CCB representatives from other government or private agencies not stated as CCB member in PSA Board Resolution No. 09. For instance, the Philippine Information Agency (PIA) may be included as member of the RCCB, the DILG and other agencies as members of the P/C/MCCB.
- g. The EO should schedule succeeding Board meetings as often as may be necessary until the completion of the Board's tasks.
- h. The EO should accomplish the matrix on the assistance to be provided by the CCB-member agencies. (Refer to Illustrations 2.2 to 2.4.) Apart from the kind of assistance to be solicited from the agencies and organizations, the matrix should include the target date when the CCB will be convened.
- i. Issues that cannot be resolved by the local census boards should be elevated to the next higher board through its EO for appropriate action as stated in TOR No. 10 of the CCBs in PSA Board Resolution No. 09. Issues and resolutions or recommended actions should be part of documentation of the meeting.

- j. The EO should document the highlights of each meeting. Copies of this document should be distributed to the Board members during the succeeding meetings. Refer to Illustration 2.5 for the recommended format of the meeting report on convening/meeting of CCBs.
- k. The EO of the PCCB should furnish the RD with the highlights of each meeting of the PCCB. The EO of the C/MCCB, meanwhile, should furnish the PSO with the highlights of each meeting of the C/MCCB.
- l. The RD should submit status report on convening not later than May 15, 2015 and the succeeding CCB meeting/s not later than July 30, 2015 and September 30, 2015 following the format in Table 2.1 below:

<b>Local Census Coordinating Board</b>	<b>Target Date of Convening</b>	<b>Date Convened</b>	<b>Issues/ Actions Taken</b>
Regional CCB			
Provincial CCB			
City/Municipal CCB City/Municipality A City/Municipality B City/Municipality C			

### Illustration 2.1 Proforma of Letter for Convening/Meeting of CCBs



REPUBLIC OF THE PHILIPPINES

---

**PHILIPPINE STATISTICS AUTHORITY**

PSA-\_\_\_\_\_  
Reference No. \_\_\_\_\_

Date: \_\_\_\_\_

**HON. (NAME OF LGU OFFICIAL)**  
**Position**  
**Agency**  
**Address**

Subject: Request (to Convene/for Meeting of) the (Regional/Provincial/City/Municipal) Census Coordinating Board for the 2015 Census of Population

Dear Hon. \_\_\_\_\_:

In August 2015, the Philippine Statistical Authority (PSA) will conduct the 2015 Census of Population (POPCEN 2015) all over the country. The POPCEN 2015 aims to generate statistics on the socio-economic and demographic characteristics of the population and important housing characteristics. Such data shall be used as bases in the formulation of development plans and programs and in the allocation of resources at various geographic levels.

Republic Act No. 10625, otherwise known as the *Philippine Statistical Act of 2013*, states that one of the functions of the Philippine Statistics Authority (PSA) Board is to prescribe appropriate frameworks for the improvement of statistical coordination and establish mechanisms for statistical coordination at the regional and local government unit (LGU) levels. Pursuant to this Act, the PSA Board, through Resolution No. 09, Series of 2014, dated November 21, 2014 approved the Composition and Terms of Reference of the Regional, Provincial, City, and Municipal Census Coordinating Boards (R/P/C/M CCBs) for the POPCEN 2015.

In view of the above, we respectfully request your office (to convene/for meeting of) the (Regional/Provincial/City/Municipal) Census Coordinating Board for the (Region/Province/City/Municipality) of (Area Name) on (Date of Convening/Meeting) at (Venue). (Name of Executive Officer) of the PSA, who shall act as the Executive Officer of the (R/P/C/M)CCB shall coordinate with you on the details of the **convening/meeting**.

Attached herewith are the PSA Board Resolution No. 09 and POPCEN 2015 Primer for your reference.

We look forward to your active involvement for the successful conduct of the POPCEN 2015.


Thank you.

Very truly yours,

**(NAME OF PSA OFFICIAL)**  
**Position**

(PSA Address)

### Illustration 2.2 Assistance to be Provided by RCCB-Member Agencies



**PHILIPPINE STATISTICS AUTHORITY**  
2015 Census of Population

**ASSISTANCE TO BE PROVIDED BY REGIONAL CENSUS COORDINATION BOARD (RCCB) – MEMBER AGENCIES**

Region: \_\_\_\_\_


Agency	RCCB Convening/ Meeting		Assistance to be Provided by RCCB-Member Agencies and Other Organizations (Please write details.)								Remarks
	Target Date		Census Headquarter	Training Venue	Information, Education, Communication Campaign	Transpor- tation Facility	Communi- cation Facility	Security	Medical	Others, Please Specify	
(1)	(2)		(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)
<i>Example:</i> Department of Agriculture- Regional Office	April 17, 2015 (convening)		Small space for storage of forms	Conference Hall for 2 <sup>nd</sup> Level Training	Hanging of streamer; display of poster	For census forms and materials				Two rooms for lodging of 10 census personnel during 3 <sup>rd</sup> Level Training	Provide streamer design for the streamer to be provided by DA (free of charge); provide poster

Prepared by : \_\_\_\_\_  
 Designation : \_\_\_\_\_  
 Date : \_\_\_\_\_

Noted by : \_\_\_\_\_  
 Designation : \_\_\_\_\_  
 Date : \_\_\_\_\_



### Illustration 2.3 Assistance to be Provided by PCCB-Member Agencies



**PHILIPPINE STATISTICS AUTHORITY**  
2015 Census of Population

**ASSISTANCE TO BE PROVIDED BY PROVINCIAL CENSUS COORDINATION BOARD (PCCB) – MEMBER AGENCIES**


Region: \_\_\_\_\_  
Province: \_\_\_\_\_

Agency	PCCB Convening/ Meeting	Assistance to be Provided by PCCB-Member Agencies and Other Organizations <i>(Please write details.)</i>							Remarks	
	Target Date	Census Headquarter	Training Venue	Information, Education Communi- cation Campaign	Transpor- tation Facility	Communi- cation Facility	Security	Medical		Others, Please Specify
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(13)
Example: Provincial Capitol	April 22, 2015 (Convening)	Storage area for census forms	Legislative Hall for 4 <sup>th</sup> Level Training	Hanging of streamer, display of posters	For census materials and supplies				Dormitory- type room for lodging of 12 census personnel during 4 <sup>th</sup> Level Training	Provide streamer design for the streamer to be provided by the Provincial Government (free of charge); provide poster

Prepared by : \_\_\_\_\_  
 Designation : \_\_\_\_\_  
 Date : \_\_\_\_\_

Noted by : \_\_\_\_\_  
 Designation : \_\_\_\_\_  
 Date : \_\_\_\_\_

**Illustration 2.4 Assistance to be Provided by C/MCCB-Member Agencies**



**PHILIPPINE STATISTICS AUTHORITY**  
2015 Census of Population

**ASSISTANCE TO BE PROVIDED BY CITY/MUNICIPAL CENSUS COORDINATION BOARD (C/MCCB) – MEMBER AGENCIES**

Region: \_\_\_\_\_  
Province: \_\_\_\_\_

City/ Municipality	Agency	C/MCCB Convening/ Meeting	Assistance to be Provided by C/MCCB-Member Agencies and Other Organizations <i>(Please write details.)</i>								Remarks
			Census Headquarter	Training Venue	Information, Education Communi- cation Campaign	Transpor- tation Facility	Communi- cation Facility	Security	Medical	Others Please Specify	
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)
CITY A											
CITY B											
MUN. A											
MUN. B											
<i>Example:</i> CITY A	City Hall	April 24, 2015 (Convening)	Storage area for census forms	Legislative Hall for 4 <sup>th</sup> Level Training	Hanging of streamer, display of posters	For census materials and supplies					Provide streamer design for the streamer to be provided by the City Government (free of charge); provide poster

Prepared by : \_\_\_\_\_  
 Designation : \_\_\_\_\_  
 Date : \_\_\_\_\_

Noted by : \_\_\_\_\_  
 Designation : \_\_\_\_\_  
 Date : \_\_\_\_\_

**Illustration 2.5 Outline of Meeting Report on Convening/Meeting of R/P/C/MCCBs**

**2015 CENSUS OF POPULATION (POPCEN 2015)**

**CONVENING/MEETING OF THE REGIONAL/PROVINCIAL/CITY/  
MUNICIPAL CENSUS COORDINATING BOARDS**

**MEETING REPORT**

**A. Geographic Information**  
 Region: \_\_\_\_\_  
 Province: \_\_\_\_\_  
 City/Municipality: \_\_\_\_\_

**B. Convening/Meeting Information**  
 Date: \_\_\_\_\_  
 Venue: \_\_\_\_\_  
 PSA Executive Officer: \_\_\_\_\_  
 Chairperson: \_\_\_\_\_  
 Participants: \_\_\_\_\_

Name	Position/Designation	Agency

**C. Highlights:**  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**D. Issues and Problems Raised:**

Topic/Activity	Issue/Problem	Recommendation/Action Taken

Prepared by:

_____ Signature Over Printed Name	_____ Position/Designation	_____ Date
--------------------------------------	-------------------------------	---------------

Noted by:

_____ Signature Over Printed Name of Executive Officer	_____ Position/Designation	_____ Date
--	-------------------------------	---------------

Attested by:

_____ Signature Over Printed Name of Chairman of the Board	_____ Position/Designation	_____ Date
--	-------------------------------	---------------

## 2.4 COORDINATION ACTIVITIES WITH OTHER AGENCIES

As part of the preparatory activities for the census, letters were sent to all NCCB-member agencies, other government and non-government agencies, NGOs, and religious and civic organizations to solicit support for the census. The NS, through the POPCEN 2015 Census Project Staff (CPS 2015), will provide the Field Offices (FOs) with copies of all communications, directives, instructions, and memorandum circulars issued by the national government agencies, in connection with the assistance that they will provide for the POPCEN 2015.

Aside from the general and agency-specific assistance requested from the NCCB member-agencies, the PSA will likewise coordinate with other government agencies, NGOs, and religious and civic organizations (both at the national and local levels) for other forms of assistance, such as the following:

- a. Philippine Information Agency
  - enjoin local stations to support/facilitate airing of census plugs
  - facilitate radio/television guesting by PSA officials
  - release media advisory for PSA events
- b. National Commission on Muslim Filipinos
  - enumeration in Muslim communities
- c. National Commission on Indigenous Peoples
  - enumeration in areas primarily inhabited by indigenous cultural communities (ICCs)/indigenous peoples (IPs)
  - provision of guides or escorts for enumerators and supervisors in ICC/IP areas, whenever necessary
- d. National Commission on Disability Affairs
  - enumeration in institutions for persons with disabilities
- e. Nongovernment Organizations
  - enumeration in institutions run/managed by NGOs
- f. Religious groups/organizations
  - enumeration in convents, seminaries, religious schools, and other institutions run/managed by religious groups
  - enumeration in areas exclusively/primarily inhabited by members of certain religious groups
- g. Homeowners, village associations, building administrators
  - enumeration in exclusive villages/subdivisions and condominiums

## 2.5 SPECIAL COORDINATION ACTIVITIES OF THE FIELD OFFICERS

Prior to the enumeration, the Field Officers should identify areas or groups in which they foresee difficulties in the conduct of enumeration. In particular, the PSOs and PO statisticians/staff, should coordinate closely with the entities and organizations which may be difficult to approach during the enumeration, such as exclusive work camps, military camps/installations, and rebel camps/groups due to secrecy of the

nature of their operations and for other reasons. Other special areas include exclusive villages/subdivisions, condominiums, and areas predominantly inhabited by foreign nationals. For instance, residents in Chinese/Korean communities may be difficult to approach or interview for security reasons, non-availability for interview, language barrier, and others. In these cases, it is advised that proper coordination with the manager or administrator of homeowners association in these areas should be made prior to the enumeration. The LGU can be called upon for assistance in getting the cooperation of these sensitive entities.

### ***Predicaments that May Occur During the Coordination***

The Field Officers, particularly the PSOs and the PO statisticians/staff, play a crucial role in the convening/meetings of the local CCBs. The outcome of the entire conduct of enumeration is highly dependent on the quality of their efforts for the coordination activities done during the pre-enumeration period.

However, during their meeting with the local government officials, the Field Officers can sometimes be put in a situation which compromises some aspects of the census taking. When this predicament occurs, the Field Officers concerned should handle the situation as diplomatically as possible and with high degree of tactfulness and prudence so as not to antagonize the local officials. The common predicaments that may arise are as follows:

- a. Pressure from local officials to recruit and hire their protégés/relatives

This scenario can be addressed by informing the local officials about the selection process for census personnel that is being implemented by the PSA, in which only qualified personnel are hired for the census undertaking. The selection process, qualifications of personnel to be hired, and prohibition of hiring relatives during the census are discussed in Chapter 5 of this manual.

- b. Pressure from local officials to get hold of the population count of the barangay before they sign the barangay certifications

This can be resolved by informing the local officials that the data gathered by the census enumerators (ENs) are confidential. Also these will still be subjected for review to ensure that the entries are complete and the totals are correct.

- c. Influence from local officials to increase the population count of their area.

Inform the local officials that the census of population in the country adopts the "*de jure*" concept of enumeration, wherein households and persons are enumerated in the area where they usually reside as of the reference date. The said concept is adopted so that each person is counted only once. Also, explain to them that there are census concepts, for instance, on household membership that are being strictly followed in the census.

## 2.6 PUBLICITY AND IEC STRATEGIES FOR THE POPCEN 2015

The efficient implementation of extensive publicity and IEC strategies for the POPCEN 2015 is necessary to gain full support and cooperation from all census stakeholders, including the respondents to achieve complete coverage and high quality of data. All publicity and IEC activities, therefore, should be geared towards reaching as many target audiences as possible with reasonable use of resources.

In general, the census publicity campaign should aim to generate public awareness and understanding on the uses and importance of the census data; inculcate among the general public that answering questions in the census is everyone's obligation; seek cooperation and enjoin the active participation of the various sectors of the society; and minimize nonresponse during the census. Moreover, the publicity campaign should be designed in such a way that the prevailing social economic conditions at the national and local levels, the means of communication channels and facilities available, among other factors are taken into consideration. For instance, the type of media, timing, duration, and frequency of campaign, as well as the messages should be specified for each type of target audience.

The following are some of the strategies that may be adopted in publicity and IEC dissemination campaign about the POPCEN 2015 at the national and local levels.

### A. National Level IEC strategies:

1. Issuance of Presidential Proclamation declaring August 2015 as the "*National Census Month*", which was endorsed by the PSA Board through PSA Board Resolution No. 08, Series of 2014 (Refer to Appendix 6.);
2. Organizing a data user's forum, and press launch for the POPCEN 2015;
3. Seeking endorsement of key national figures, including prominent athletes and/or showbiz personalities to encourage active participation of the general public and all sectors of the society;
4. Interviewing some prominent politicians and other key personalities and figures as first respondents of the census;
5. Partnering with the Philippine Information Agency (PIA) for the production of radio and television/cinema plugs, audio-visual presentations, and/or infomercials;
6. Running audio-visual presentations/infomercials/plugs regarding the census in leading network television (TV) stations and movie houses;
7. Coordinating with radio stations, TV stations, and cable/community antenna TV providers for free airing of radio and TV plugs, census jingles, and census announcements;

8. Guesting in radio programs and/or TV talk shows or public affairs/news programs to discuss the census;
9. Placing newspaper advertisements in broadsheets/tabloids of national circulation before, during, and after the conduct of the census;
10. Utilizing the social media such as Facebook, Twitter, Instagram, and other news/blog sites (such as /ABS-CBN, GMA 7, Rappler) to promote the census;
11. Launching a web page for the POPCEN 2015 in the PSA official website ([www.psa.gov.ph](http://www.psa.gov.ph)). Other government agencies and offices should be asked to link their web pages to the POPCEN 2015 web page;
12. Facilitating an e-mail brigade in collaboration with the National Telecommunications Commission (NTC) and Internet Service Providers and text brigade or text blasts with the support of top telecommunication companies;
13. Hanging of streamers or posters in strategic government owned facilities or areas such as *Pahayagang Bayan* of Metro Manila Development Authority (MMDA), Light Rail Transit/Metro Rail Transit (LRT/MRT) stations, MMDA Ferry Stations, and other transport terminals;
14. Running census advisories/announcements in electronic billboards or light emitting diode (LED) boards owned by government agencies and private establishments;
15. Distribution of flyers, primers, and other IEC materials in government and privately owned offices or areas where public usually converge; and
16. Visiting popular television shows such as Eat Bulaga, ASAP, and It's Showtime to plug/promote the census.

#### **B. Local Level IEC strategies:**

Using the publicity and IEC strategies at the national level as guides, the Regional Statistical Services Offices (RSSOs) and Provincial Statistical Offices (POs) should come up with their respective regional/provincial publicity and IEC plans with adaptation to local conditions, as needed.

Publicity and IEC materials produced for the national campaign will be made available to the Field Offices (FOs) for adaptation, reproduction as well as references for the local publicity and IEC program. Specific activities to be employed by the FOs will include, but not limited, to the following:

1. Asking support from local officials in informing their constituents about the POPCEN 2015, its objectives, uses and importance, and the rationale for conducting the census in their area.

2. Schedule interviews of the governors and mayors by POPCEN enumerators as the first respondents of the census.
3. Tap nongovernment organizations, local government units, local civil registrars, professional, and private firms and seek out assistance that they may be able to extend for POPCEN such as: sponsorship of streamers and other publicity materials and hanging of streamers and placement of posters in conspicuous areas.
4. Distributing POPCEN 2015 primers/flyers in all Civil Registration System (CRS) Serbilis Outlets.
5. Hanging of streamers and/or posting of billboards in strategic places, such as markets, municipal halls, plazas, and busy intersections.
6. Playing of the census jingle in all regional and provincial offices, CRS and BREQS outlets, and local radio stations.
7. Announcement of the conduct of POPCEN 2015 during flag ceremonies of schools, local government offices, barangay assemblies, church and other community gatherings, and other entities/events.
8. Arrange for free airing of the POPCEN 2015 plug in all local radio stations.
9. Feeding of POPCEN 2015 press releases for use of local newspapers and radio stations which could be translated to local dialects.
10. Seek endorsement of key figures in civic, social and religious organizations (including Muslim and Chinese communities, homeowners' associations, among others) to encourage active participation among their constituents.
11. Briefing of tribal groups about the census operation.
12. Conducting meetings with the leaders/members of local associations/organizations, such as Homeowners Associations, senior citizens, and others.
13. Making representations in meetings of the Association of Barangay Captains (ABCs), civil registrars, building officials, and other LGU associations.

In coming up with and using publicity and IEC materials for the POPCEN 2015, the FOs must adhere to the following guidelines:

1. Publicity and IEC materials must not be used for electioneering. Materials donated by local officials or other politicians should not in any way be used for election-related announcements promoting any candidacy.



2. The standard design for streamer and print of shirts should be adopted at the minimum. The designs of these IEC materials will be made available and downloadable at the PSA website.
3. The radio plug to be distributed may be translated by the FOs to the language or dialect prevailing in the area. It is recommended that the FOs coordinate with the local stations for the airing of the plug and the official POPCEN jingle.
4. Procurement of publicity and IEC materials should be in accordance with Republic Act No. 9184 and other regulations.
5. All RSSOs and POs are encouraged to exhaust all possible means to avail of publicity and IEC activities/services that are free of charge or has minimal cost. Pledges for these activities should be solicited from various agencies and other census stakeholders during meetings of the local census coordination boards.
6. Other national level IEC strategies not mentioned in the list of IEC strategies at the local level may also be adopted locally.
7. All provincial publicity and IEC plans should be consolidated by the RSSOs and submitted to the Assistant National Statistician of the National Censuses Service (POPCEN2015@psa.gov.ph) on or before June 30, 2015. The format of the publicity and IEC plan is shown in Table 2.2 on the next page.

Table 2.2 Publicity and Information, Education, and Communications Plan



**PHILIPPINE STATISTICS AUTHORITY**  
2015 Census of Population

**PUBLICITY AND INFORMATION, EDUCATION, AND COMMUNICATIONS PLAN**

Region/Province: \_\_\_\_\_

Activity	Target		Indicative Budget	Remarks
	Date	Place		
(1)	(2)	(4)	(6)	(7)

Prepared by: \_\_\_\_\_

Designation: \_\_\_\_\_

Date: \_\_\_\_\_

Noted by: \_\_\_\_\_

Designation: \_\_\_\_\_

Date: \_\_\_\_\_

## 2.7 MONITORING AND REPORTING OF PUBLICITY AND IEC ACTIVITIES


All FOs should actively monitor and document the publicity activities in their respective areas of jurisdiction. Illustration 2.6 shows a summary report on the implementation of publicity and IEC activities. This report should be incorporated in the narrative report to be submitted to the CPS 2015.

## 2.8 BUDGET FOR COORDINATION, PUBLICITY, AND IEC ACTIVITIES

The budget for coordination activities should cover the expenses for snacks during the convening and succeeding meetings (if necessary) of the local CCBs, transportation expense/travelling expense of the PSA officials, supplies, and other necessary incidental expenses.

The budget for publicity will cover the amount for streamers and other local IEC materials.

### Illustration 2.6 Filled Out Report on Implementation of Publicity and Information, Education, and Communications Activities



PHILIPPINE STATISTICS AUTHORITY  
2015 Census of Population

**REPORT ON IMPLEMENTATION OF PUBLICITY AND INFORMATION, EDUCATION, AND COMMUNICATIONS ACTIVITIES**

Region/Province: REGION IVA - Batangas

Activity (1)	Date of Implementation		Place of Implementation		Indicative Budget	Remarks
	Target (2)	Actual (3)	Target (4)	Actual (5)		
Local radio station interview	1st wk of July 2015	July 26, 2015 & August 1, 2015 - DWEY	Batangas City	Batangas City	-	(6)
Hanging of streamers	June 1, 2015	July 2, 2015 - DWYG	34 city/municipality	34 city/municipality	-	
		July 14, 2015		2 schools (Ibaan & Lemery) 2 public markets in Mun. of San Jose and San Pascual	4 streamers @ P500.00 = P2,000.00	
Distribute primers	1st wk of July 2015	July 10, 2015	2 government offices	2 government offices GSIS, DAR	-	
				2 private offices	-	
Announcement of POPCEN 2015 in school program		July 28, 2015		2 schools (University of Batangas and Batangas State University)	-	

Prepared by: ROSENDA BAGAY

Designation: Statistician II

Date: September 14, 2015

Noted by: CHARITO ARMONIA

Designation: PSO

Date: September 15, 2015

## 2.9 THE POPCEN 2015 LOGO

The logo used in the 2010 Census of Population and Housing was adopted for use in the POPCEN 2015 IEC campaign. The POPCEN 2015 logo should appear in all POPCEN 2015-related materials including forms, manuals, and IEC materials. Below is the POPCEN 2015 logo with its corresponding interpretations:



**Magpabilang. Magpa-Census!**

- **5-Person Figure** – represents the estimated average household size of five persons per household based on the 2010 Census of Population and Housing
- **Line Sloping Upward** – portrays the population figures, in graphical form starting with the 1903 census up to the 2010 census.
- **House** – symbolizes the basic unit of enumeration, which is the household
- **Lines of the Roof** – depicts the 17 regions of the country
- **3-Line Spire Capping the Roof** – represents the three main island groups of Luzon, Visayas, and Mindanao
- **Magpabilang. Magpa-Census!** – the tagline adopted for POPCEN 2015 which encourages every person to be counted and involved in census undertaking.

## Workload, Mandays, and Manpower

The enumeration phase of the 2015 Census of Population (POPCEN 2015) is a critical aspect of the census operation that requires proper allocation of resources. The allocation of required resources depends on the number of census personnel to be deployed, which is also dependent on the estimated workload. Workload assignment to each personnel should be carefully planned to avoid wastage of time and resources.

This chapter discusses the determination of workload and mandays, and the allocation of census personnel who will be involved in the conduct of the enumeration.

### 3.1 ESTIMATION OF WORKLOAD, MANDAYS, AND MANPOWER BY ENUMERATION AREA OR BARANGAY

The Population and Housing Census Division (PHCD) under the Censuses and Technical Coordination Office (CTCO) - National Censuses Service (NCS) has prepared a worksheet for estimating the workload, mandays, and manpower. The inputs needed in estimating the workload are the number of households, number of institutional living quarters (ILQs), and number of non-occupied housing units (vacant, vacation/rest houses, housing units occupied by non-usual residents, and housing units occupied by households not eligible for enumeration).

A. To estimate the number of households, the following methodology is adopted:

- *Estimated population.* Population counts from the 2000 and 2010 Censuses of Population and Housing (CPH) are used to compute the average annual population growth rate (PGR) for the period 2000 to 2010 of the province and its cities/municipalities and barangays. Using these PGRs, population estimates are calculated for the province, city/municipality, and barangay for the year 2015. Adjustments in the independently derived city/municipal estimates are made using the provincial estimate as control count. Similar adjustments are made at the barangay level with the adjusted city/municipal estimate used as control count and the observed trend of PGR in 1990–2000 and 2000-2010.

- *Estimated number of households.* To estimate the number of the households for 2015, the estimated population is divided by the 2010 average household size (AHS). This procedure is applied at the barangay level. The estimated number of households at the city/municipality level is derived by adding the estimated number of households at the barangay level. Likewise, the estimated number of households at the provincial level is derived by summing up the estimated number of households at the city/municipality level.
- B. To estimate the workload, mandays, and manpower, the following computations are used:
- *Workload.* The workload is computed by adding the number of households, ILQs, and non-occupied housing units. The number of households is the 2015 estimated number of households. The number of ILQs and non-occupied housing units, meanwhile, are based on the 2010 CPH.
  - *Mandays.* The number of mandays per enumeration area (EA) is computed by dividing the estimated workload by an average daily output in urban and rural areas.
  - *Enumeration period.* Enumeration for the POPCEN 2015 is expected to last for about 25 days (including Saturdays and may include Sundays and holidays). This excludes one day for area familiarization/ocular inspection and one day for winding up activities.
  - *Manpower.* The manpower required are the enumerators (ENs), team supervisors (TSs), and census area supervisors (CASs). The number of ENs is derived using the computed mandays, divided by 25 days, which is the expected number of days of enumeration. The number of TSs is computed by applying the ratio of 1 TS:4 ENs while the number of CASs is derived by using the ratio of 1 CAS:5 TSs.
- C. The number of households estimated by the PHCD was based on the PGR method alone and did not take into consideration other factors such as:
- Displacement of households due to calamities/disasters;
  - Occurrence of numerous deaths due to major disasters; and
  - Movement of households to other places for employment, education or marriage.

### **3.2 IDENTIFICATION OF BARANGAYS WITH SPECIAL AREAS**

The Provincial Statistical Office (PO) will include in the last column of the worksheet for workload analysis the description of the barangay that made it a special area. The categorization of the special areas are as follows:

- a. Upland village
- b. High income/exclusive village
- c. Rugged terrain
- d. Remote area
- e. Congested area with informal settlers
- f. Boundary disputed area
- g. Calamity-affected area
- h. Area with peace and order problem
- i. Temporary evacuation/relocation area
- j. Others, specify

### **3.3 FIELD OFFICE EVALUATION OF WORKLOAD, MANDAYS, AND MANPOWER BY ENUMERATION AREA OR BARANGAY**

The POs will be provided with worksheet that contains the estimates on the workload, mandays, and manpower computed by the PHCD. These estimates will be evaluated by the POs. Adjustments in the estimates may be made by the POs based on the following information:

#### **A. Estimated Workload**

- The estimated number of households, ILQs, and non-occupied housing units must be evaluated based on the aforementioned factors, such as displacement of households due to calamities, disasters, occurrence of numerous deaths due to major disasters, movement of households to or from other places for employment, education, marriage, and other reasons.
- The PO should also consider if there are areas where subdivisions, condominiums, and high rise residential buildings are currently being developed and constructed.
- Specifically, adjustments on the estimated number of households at the barangay may be done by the PO based on the information gathered from local government agencies, such as the local government units (LGUs), Provincial/City/Municipal Disaster Risk Reduction and Management Council (P/C/MDRRMC), Department of Social Welfare and Development (DSWD), officials of villages and subdivisions, and barangay officials.

- The PO should indicate the adjusted number of households, ILQs, and number of non-occupied housing units by EA/barangay. If no adjustment is made, the PO should confirm the number of households estimated by the PHCD.

#### B. Mandays and Average Output Per Day

- The computation of mandays is affected by the average daily output since it is computed by dividing the workload with the average output per day. On the other hand, the average output per day, that is, the average number of households enumerated per day, can vary depending on the characteristics of the EA/barangay in terms of terrain, accessibility, urbanity, dispersion of households, weather, available transportation facilities, and prevailing socio-economic and political conditions in the area.
- Area-specific adjustments on average daily output may be made to account for these variations. As such, some adjustments may lead to higher output per day while in others, a lower daily output.
- The PO should indicate the adjusted average daily output set for EAs/barangays. If not, the average daily output computed by the PHCD should be used to compute the mandays.

#### C. Estimated Manpower

The terrain, availability of transportation facilities, peace and order situation, and other socio-economic characteristics are some of the factors that should be taken into account in determining the number of ENs to be assigned in each area.

##### 1. Enumerator

- The number of ENs is determined by dividing the computed mandays with the duration of enumeration for the census.
- In the estimated manpower, each EN will be assigned to cover one EA/barangay with corresponding number of days the EA/barangay is expected to be fully covered. The duration of enumeration per EA/barangay may be less than the 25 enumeration days depending on the number of households and the daily output per day in the EA/barangay.
- For EAs/barangays with shorter duration of enumeration days, an EN may be assigned to cover more than one EA/barangay as long as



these EAs/barangays can be completed within the prescribed duration of the census.

- The PO should identify ENs which will cover two or more assigned EAs/barangays.

## 2. Team Supervisor

The general rule is that one TS will handle and supervise four ENs. However, the number of ENs may be reduced depending on the following situations:

- a. The EAs where the ENs are assigned are not proximate or are far apart;
- b. The geographic area is sparsely populated; and
- c. The physical area is very wide.

## 3. Census Area Supervisor

In general, one CAS will handle and supervise five TSs.

- D. The estimated workload will be used to estimate the census forms, namely, CP Form 1, CP Form 2, CP Form 4, and CP Form 6 needed for the enumeration. The POs will evaluate and confirm the allocation of these census forms.
- E. In the worksheet, the 2015 Enumeration Area Reference File, which is the basis of geographic identification of each EA, is an input in the estimation of workload, mandays, and allocation of census forms. The POs will also confirm the 2015 EAs used in the worksheet.

Detailed guidelines on the evaluation of workload, manpower, and allocation of census forms will be issued by the Central Office (CO). The CO should provide the worksheets for evaluation by the POs.

The PO should submit the evaluated worksheets to the Regional Statistical Services Office (RSSO) for review. It should be the responsibility of the Regional Director (RD) to review the workload analysis submitted by the Provincial Statistics Officers (PSOs). Any change/problem that may arise due to erroneous estimates should be acted on within the region. The evaluated workload, manpower, and allocation of questionnaires/forms should be submitted to the Assistant National Statistician (ANS) of the NCS (Attention: PHCD) on or before January 15, 2015.

For the actual census, enumeration in some areas may be extended beyond the enumeration period as a result of bad weather, peace and order problems or other justifiable reasons. In such cases, the CAS concerned should inform the PSO about the extension of the enumeration in the areas assigned to the ENs and TSs. Adjustments on

the number of mandays may be done for these areas. The PSO should make a request to the RD for additional mandays.

Below is the format of the worksheet to be provided to the Field Offices for information and evaluation of workload, mandays, and manpower and identification of special areas for enumeration.

**Table 3.1 2015 Estimated Number of Households by EA/Barangay**

Province, City/ Municipality, and Barangay	Total Population		Number of Households		Average Household Size		PGR 2000- 2010	CO Estimates		PO Estimates	Special Areas	Remarks
	2000	2010	2000	2010	2000	2010		2015 Estimated Population	2015 Estimated Number of Households	2015 Estimated Number of Households		
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)

**Table 3.2 2015 Estimated Workload, Mandays, and Manpower by EA/Barangay**

Province, City/ Municipality, and Barangay	2015 Estimated Workload				Mandays (Workload/ Duration)	Estimated Number of ENs	Ene- me- ra- tion Days per EN	Number of TS	Number of CAS	SCO Assigned to Supervise CASS, TSs, and ENs
	Number of House- holds	Number of ILQs	Number of Special HSNs	Total Work- load						
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)

# Printing, Procurement, Allocation, and Shipment of Census Forms, Supplies, Materials, and Equipments

The efficient allocation of resources during the conduct of the 2015 Census of Population (POPCEN 2015) can spell a big difference in making the success of the entire census operation. Any delay in the distribution of census materials has a big impact on the succeeding phases of the operation. To achieve efficiency, the Central Office (CO) has devised plans and strategies for the allocation of census materials. Included in the strategies is the early shipment of census materials to the Field Offices (FOs) so that allocation at the city/municipal, barangay or enumeration area (EA) level can also be done earlier.

This chapter explains the allocation scheme for the census forms, supplies, materials, and equipments to be printed and procured. The general allocation plan that is presented in this chapter should be used as basis in drawing up the allocation, distribution, and transport plans of the FOs.

## 4.1 PRINTING OF FORMS AND MANUALS

The CO is primarily responsible for the printing of the major forms, manuals, and other materials for the POPCEN 2015. As in the past censuses, the Philippine Statistics Authority (PSA) awards to a Recognized Government Printer (RGP) through competitive bidding among RGPs the task of printing and shipment of these census materials to the FOs based on the allocation scheme prepared by the CO.

### A. Printing of Census Forms and Manuals at the Central Office

The following tables show the list of all census forms and manuals to be printed by the RGP:

#### 1. Manuals and Other Materials for Training, Enumeration/Supervision

Enumerator's (EN's) Manual
Supervisor's Manual (SM)
Field Operations Manual (FOM)

Training Guide
Training Workbook
Blown-up Census of Population (CP) Forms 1, 2, 4, and 5
Poster

## 2. Questionnaires and Administrative Forms

Form Type	Title/Description
<b>a. Enumeration</b>	
CP Form 1	Listing Booklet
CP Form 2	Household Questionnaire
CP Form 4	Institutional Population Questionnaire
CP Form 5	Barangay Schedule
CP Form 5A	Kinds of Establishments
CP Form 6	Notice of Listing/Enumeration
CP Form 7	Self-Administered Questionnaire Instructions for CP Form 2 (Household Questionnaire)
CP Form 8	Self-Administered Questionnaire Instructions for CP Form 4 (Institutional Population Questionnaire)
Mapping Form	Blank Standard Mapping Form
<b>b. Administrative Forms</b>	
CP Form 10	Daily Accomplishment Report of Enumerator (EN)
CP Form 11A	Accomplishment Report of Team Supervisor (TS)
CP Form 11B	Accomplishment Report of Census Area Supervisor (CAS)
CP Form 12	Spotcheck, Reinterview, and Observation Record
CP Form 13	Transmittal/Receipt Form
CP Form 14	Bundle Cover
POPCEN 2015 ID Card	Identification card for authorized census personnel

## B. Manuals for Processing to be Provided by the CO

2012 Philippine Standard Occupational Classification (PSOC)
2008 Philippine Standard Classification of Education (PSCED)
Data Processing Manual (DPM) - Volume 1
Data Processing Manual (DPM) - Volume 2
Progress Monitoring System (PMS) User's Manual
Tracking, Receipt, and Control System (TRACS) User's Manual
Management Information System (MIS) User's Manual
Global Positioning System (GPS) User's Manual
Computer-Aided Field Editing System (CAFES) User's Manual

### C. Printing and Reproduction of Forms by Field Offices

Other census forms not printed by the RGP will be printed/reproduced by the FOs. The soft copy of each form will be provided to the Regional Statistical Services Office (RSSO) for reproduction for use during enumeration, supervision, processing and financial claims. The forms to be printed/reproduced in the FOs are as follows:

Form Type	Title/Description
<b>1. Enumeration</b>	
CP Form 9	Appointment Slip to Household/Institution/Barangay Official
CP Form 15	Folio Cover
CP Form 16	Certification of Punong Barangay
Map	Barangay and EA Maps
	Scaled City/Municipal Maps
	Certificate of Appearance
CP Form 18	Summary Report of Census Area Supervisor (CAS)
CP Form 23	PSA Personnel Supervision Form
<b>2. Manual Processing Forms</b>	
CP Form 19	Provincial Processing Receipt and Control Form
CP Form 20	Verification Slip for CP Forms 1, 2, 4, 5, and Maps
CP Form 21	Problems Encountered/Referral Form
CP Form 22	Accomplishment Report of Manual Processors
CP Form 24	Map Evaluation Form
<b>3. Administrative and Financial Forms</b>	
CP Form 17	Certificate of Work Completed
	Itinerary of Travel
	Certificate of Travel Completed
CSC Form 48	Daily Time Record
General Form 2	Reimbursement Expenses Receipt
	Disbursement Voucher
	General Payroll

## 4.2 PROCUREMENT OF SUPPLIES, MATERIALS, AND EQUIPMENT

The following census supplies, materials, and equipment will be procured by the CO and the FOs.

- A. To be procured by the CO (for use during the enumeration):
  1. Bag (with POPCEN 2015 logo and tagline)
  2. Umbrella (with POPCEN 2015 logo and tagline)
  3. Raincoat (with POPCEN 2015 logo and tagline)
  4. Scanners, computers, and HUB for data processing to augment existing units in FOs
  5. Tablets for Head CAS

B. To be procured by the FO:

1. Supplies for Enumeration
  - a. Clipboard (with POPCEN 2015 logo and tagline)
  - b. Envelope for Self-Administered Questionnaire Instructions
  - c. ID lace (with POPCEN 2015 logo and tagline) and ID jacket
  - d. Pencil, Lead No. 2
  - e. Eraser
  - f. Sharpener
  - g. Permanent marker (black)
  - h. Cap (with POPCEN 2015 logo and tagline)
  - i. T-shirts (with POPCEN 2015 logo and tagline) for hired and permanent staff
  - j. Tumbler (with POPCEN 2015 logo and tagline)
2. Supplies/Equipment for Training
  - a. Ballpen (black)
  - b. Notebook (for writing notes)
  - c. White board marker (black/blue)
  - d. Chalk (colored)
  - e. Masking tape or packaging tape
  - f. Projector
3. Supplies for Use in FO Printing/Reproduction\*
  - a. Bond paper (short, long, A4, and A3)
  - b. Ink/Toner for printer
  - c. Duplo ink
  - d. Duplo master roll

\*Printing services may be procured instead of supplies for printing/reproduction
4. Supplies for Bundling/Packaging of Forms
  - a. Plastic sheet
  - b. Plastic twine
  - c. Packaging tape
  - d. Corrugated box
  - e. Wrapping paper
5. Supplies for Manual Processing
  - a. Ballpen (black, blue, red)
  - b. Bond paper
  - c. Ink/Toner for printer

### **4.3 TRANSPORT OF CENSUS FORMS AND MATERIALS FROM THE CENTRAL OFFICE TO FIELD OFFICES**

The transport of POPCEN 2015 materials for training, enumeration and processing will involve the RGP, CO, and FOs. The questionnaires, forms, manuals, and other materials for training, enumeration, and processing that are printed by the RGP will be delivered by the RGP to the POs and selected special areas/municipalities. Similarly, the census supplies and materials procured by the CO will be delivered by the supplier to the RSSOs, POs, and/or selected cities/municipalities.

#### **Central Office to Field Office**

The following are the guidelines for the shipment of census forms, supplies, and materials to the FOs:

1. Delivery to the FOs of the census materials printed by the RGP and census supplies and materials procured from the suppliers will start in May 2015.
2. The RGP/supplier is responsible for sorting all printed census materials in accordance with the allocation given to the printer and for packaging these before shipment to the FOs.
3. The RGP/supplier will ensure that the census materials are delivered promptly and directly to the regions, provinces, and selected cities/municipalities during business/office hours.
4. Prior to the shipment, the Management and Corporate Planning Unit (MCPU) under the Office of the National Statistician (NS), together with a representative from the Commission on Audit (COA) will be responsible for inspecting the quality and quantity of the census forms, supplies, and materials printed/procured.
5. The shipment of census materials will be under the supervision of the General Services Division (GSD) under the Civil Registration and Central Support Office-Central Support Service (CRCSO-CSS). The GSD will be responsible in monitoring the strict implementation of the allocation procedures set by the Population and Housing Census Division (PHCD) under the Censuses and Technical Coordination Office-National Censuses Service (CTCO-NCS).
6. The POPCEN 2015 Census Project Staff (CPS 2015) under the CTCO-NCS will be responsible for coordinating with the RGP/supplier about the shipment/transport of census materials, and for monitoring the status of shipments.
7. The GSD will ensure and check that the names of the receiver and his/her alternate and their contact numbers are printed in each box to be delivered to the FOs, that is, Name of Receiver/Name of Alternate Receiver/Contact

Number. It will see to it that the census materials are actually shipped/delivered on time.

8. The number of boxes in each shipment will be indicated, such as 1 of 3 boxes, 2 of 3 boxes, and 3 of 3 boxes. If more than one box/package will be shipped to the FO, the printer will ensure that the boxes/packages are shipped at the same time.
9. Each shipment will contain five copies of Delivery Receipt from RGP, which will indicate the type and quantity of census materials transmitted.
10. All shipments received by the PO will be immediately acknowledged by the Provincial Statistics Officer (PSO) by informing the Assistant National Statistician (ANS) of the NCS through POPCEN2015@psa.gov.ph (Attention: CPS 2015) or through telephone.
11. The PO staff will check the contents of the boxes received. For major census forms, the quantities received by the PO for each form type will be recorded in the Tracking, Receipt and Control System (TRACS). In case of discrepancy in quantities, the PO will inform the ANS of NCS through POPCEN2015@psa.gov.ph (Attention: CPS 2015).
12. In case of any problem or delay in the shipment of census materials, the PO concerned will also inform immediately the ANS of NCS through POPCEN2015@psa.gov.ph (Attention: CPS 2015) or through fastest mean.



#### 4.4 ALLOCATION OF CENSUS MATERIALS FOR TRAINING, ENUMERATION, PROCESSING AND ADMINISTRATIVE PROCESS

##### 1. General Allocation Scheme for POPCEN 2015 Materials

##### A. Training Materials

Material/ Activity	Description/Content	Allocation
Trainer's Kit – Training for Enumeration	CP Forms 1 and 4	One copy per trainer
	CP Form 2	Three copies per trainer
	CP Forms 5 to 16 Standard Blank Mapping Form (A3) Enumerator's Manual Supervisor's Manual Field Operations Manual ( <i>for PSA personnel only</i> ) Training Guide Training Workbook Pencil, Lead No. 2 Ballpen (black) Eraser Sharpener Notebook (for writing notes) Bag Identification card ID jacket and lace ( <i>for hired personnel only</i> )	One per trainer except for pencil (two pieces per trainer)
	Powerpoint presentations Two (2) sets of blown-up CP Form 1 and CP Form 2 One (1) set of blown-up CP Form 4 and CP Form 5 One (1) Poster Two (2) white board markers (black/blue) One (1) box colored chalk Two (2) masking tape	Per training class, see description for quantity
Trainee's Kit – Training for Enumeration	CP Forms 1 and 4	One copy per trainee
	CP Form 2	Three copies per trainee
	CP Forms 5, 5A, and 6 Standard Blank Mapping Form Enumerator's Manual Training Workbook Supervisor's Manual (if selected as TS or CAS)	One per trainee except for pencil (two pieces per trainee)

Material/ Activity	Description/Content	Allocation
	Pencil, Lead No. 2 Ballpen (black) Eraser Sharpener Notebook (for writing notes) Bag	
Training for Manual Processing	Data Processing Manual Volume 1 CP Forms 19 to 22 Ballpen (black)	One per trainee
	2012 PSOC 2008 PSCED	Proportionate to the number of manual processors
	Powerpoint presentations EA Reference File (soft copy)	One per Data Processing Center (DPC)
Training for Machine Processing	Data Processing Manual Volume 2 Powerpoint presentations User's Manual for Data Processing System	One per Scan Station (SS)
DPC 2015	TRACS User's Manual PMS User's Manual MIS User's Manual	One per DPC

## B. Supplies and Forms for Enumeration

### 1. Supplies

Kit	Description/Content	Allocation
EN's Kit	Three (3) pencils, Lead No. 2 One (1) eraser One (1) sharpener Two (2) permanent markers (black) One (1) clipboard One (1) cap One (1) umbrella One (1) raincoat Two (2) t-shirts One (1) tumbler Identification card ID jacket and lace ( <i>for hired personnel only</i> )	Per EN, see description for quantity

Kit	Description/Content	Allocation
CAS's/TS's Kit	Two (2) pencils, Lead No. 2 One (1) eraser One (1) sharpener One (1) clipboard One (1) cap One (1) umbrella One (1) raincoat Two (2) t-shirts One (1) tumbler ID jacket and lace ( <i>for hired personnel only</i> )	Per CAS/TS, see description for quantity

## 2. Enumeration Forms

Form Type	Description/Content	Allocation
CP Form 1	Listing Booklet	Estimated Total workload (HHs+ILQs+HUs with special HSNs)/55 lines
CP Form 2	Household Questionnaire	Estimated Total workload (HHs+ILQs+HUs with special HSNs)
CP Form 4	Institutional Population Questionnaire	Estimated number of ILQs
CP Form 5	Barangay Schedule	Number of barangays
CP Form 5A	Kinds of Establishments	Number of TS
CP Form 6	Notice of Listing/Enumeration	Estimated number of HHs+ILQs+HUs with special HSNs
CP Form 7	Self-Administered Questionnaire Instructions for CP Form 2 (Household Questionnaire)	Estimated number of HHs*0.01
CP Form 8	Self- Administered Questionnaire Instructions for CP Form 4 (Institutional Population Questionnaire)	Estimated number of ILQs
CP Form 9	Appointment Slip to Household/ Institution/Barangay Official	(Estimated number of HHs+ Estimated number of barangays)*0.01
CP Form 10	Daily Accomplishment Report of EN	Number of EAs*2 copies*4 weeks
CP Form 11A	Accomplishment Report of TS	(Number of TSs)*2 copies*4
CP Form 11B	Accomplishment Report of CAS	(Number of CASs)*2 copies*(No. of EAs/20 lines)

Form Type	Description/Content	Allocation
CP Form 12	Spotcheck, Reinterview, and Observation Record	TS: Number of ENs*5 CAS: Number of ENs Head CAS: Number of mandays*2
CP Form 13	Transmittal/Receipt Form	(Number of CAS, TSs, ENs)*2*4 weeks
CP Form 14	Bundle Cover	Number of EAs*4 (for CP Forms 1, 2, 4, 5, and Mapping Form)
CP Form 15	Folio Cover	Number of CP Forms 10, 11A, 11B, 12, 16, 17, 23/number of Head CAS
CP Form 16	Certification of Punong Barangay	Number of barangays
CP Form 18	Summary Report of CAS	Number of CAS*2 copies
	Blank Standard Mapping Form	Number of EAs*2

### 3. Manual Processing Forms

Form Type	Description/Content	Allocation
CP Form 19	Provincial Processing Receipt and Control Form	Number of Receipt and Control Clerks (RCCs)*2
CP Form 20	Verification Slip for CP Forms 1, 2, 4, 5, and maps	Number of EAs
CP Form 21	Problems Encountered/Referral Form	Number of EAs
CP Form 22	Accomplishment Report of Manual Processors	Number of processors*4 weeks

### 4. Administrative and Financial Forms

Form Type	Description/Content	Allocation
CP Form 17	Certificate of Work Completed	Number of ENs, TSs, CASs, and Supervisors
	Certificate of Appearance	(Number of ENs, TSs, and CASs)*1
	Itinerary of Travel	(Number of ENs, TSs, and CASs)*2
POPCEN 2015 ID Card	Identification card for authorized census personnel	Number of hired personnel: ENs, TSs, CASs, processors, and clerks
CSC Form 48	Daily Time Record	(Number of hired personnel*2)
	Disbursement Voucher	(Number of ENs, TSs, CASs)*2 copies*4 weeks

Notations:

HHs	=	Households
ILQs	=	Institutional Living Quarters
HUs	=	Housing Units

## 2. Allocation Procedures for Forms to be Used During the Enumeration

The following are the guidelines for the allocation of materials to be used for the training and enumeration:

- a. The general allocation scheme is based on the estimated workload per province/city/municipality. As discussed in Chapter 3, the estimated workload is derived based on the estimated number of households, institutional living quarters (ILQs), and non-occupied housing units (vacant, vacation/rest houses, housing units occupied by non-usual residents, and housing units occupied by households not eligible for enumeration).
- b. Reserves of forms to be allocated to the CO and FOs for use during enumeration are computed as follows:

CP Form 2

Area	Reserve
CO	1 percent of the national estimated households and vacant housing units (VHUs)
RSSO	5 of the total regional estimated households and VHUs
PO	10 percent of the provincial estimated households and VHUs
City/ Municipal	12.5 percent of the city/municipal estimated households and VHUs

CP Forms 1, 4, and 6

Area	Reserve
CO	1 percent of the national estimated households and vacant housing units (VHUs)
RSSO	5 of the total regional estimated households and VHUs
PO	10 percent of the provincial estimated households and VHUs
City/ Municipal	5 percent of the city/municipal estimated households and VHUs

The reserve forms, which will be given by the PSO to the PO statistician/staff will be kept in the PO or district offices and will be made available to the ENs through the TSs/CASs when the ENs run out of forms, especially CP Forms 1, 2, and 4.

- c. The allocation worksheet will be reviewed and evaluated by the POs for submission to the PHCD on or before January 15, 2015. The evaluated worksheet on the allocation for CP Forms 2, 4, and 6 needs to be submitted together with the evaluated workload and manpower following the submission protocol discussed in Chapter 3 of this manual.
- d. The CAS, under the guidance of the PSO or PO statistician/staff will be responsible for the review of allocation of census materials at the barangay level. The sum of the barangay level allocations must not exceed the total allocation for the city/municipality.
- e. If the allocation for the PO is not sufficient, the PSO may request for additional materials from the RSSO. The RD will assess the additional requirements of each province in the region to see if the reserve is enough for the needs of the entire region. If not, he/she will notify the ANS of NCS (Attention: CPS 2015) for additional materials.

### **3. Distribution of Census Materials for Enumeration**

After the allocation of census materials by city/municipality has been completed, the PSO will perform the following:

- a. Plan for the most practical and fastest means of distributing the materials to the cities/municipalities so that the census materials would reach the census personnel concerned in the designated drop off points and delivery sites in due time as per timetable.
- b. Make arrangements with other cooperating agencies for the transport of the materials to the official station of the PO statistician/staff, if necessary.
- c. Provide a copy of the list of allocation for cities/municipalities to the CASs during their training or prior to the training of ENs.
- d. Make sure that all census forms and materials that will be distributed are properly sorted, packed, and labeled to facilitate distribution by CAS/TS to the ENs. The name of the city/municipality and “Box \_\_ of \_\_ Boxes” will be indicated in the labels of the boxes. The list of the contents will be printed outside the boxes.
- e. Two copies of CP Form 13, which contain the type and quantity of census material transmitted to the CASs will be prepared, the duplicate of which will be returned to the PO as soon as the CAS/TS had already checked the materials received. Likewise, two copies of CP Form 13 will also be prepared in transmitting census materials from the TS to the ENs. The personnel who transmits the census materials will always retain the duplicate copy which was signed by the recipient.

#### **4.5 PROBLEMS ON PROCUREMENT OF CENSUS SUPPLIES AND MATERIALS**

If some census supplies, materials, and equipment to be procured in the regions are not available, the RSSO will inform immediately the ANS of NCS (Attention: CPS 2015) so that the materials can be procured in the CO or in the nearest region.

Any issues/concerns regarding procurement will be addressed immediately to ensure timely procurement.

# Recruitment and Hiring of Census Personnel

The 2015 Census of Population (POPCEN 2015) requires personnel who will carry out the jobs in the different phases of this activity. During the field enumeration, some of these personnel will act as enumerators (ENs), team supervisors (TSs), and census area supervisors (CAs). Other personnel will serve as manual and machine processors during the data processing phase. In addition, assistant statisticians, clerks, and utility workers will also be hired in the Regional Statistical Services Office (RSSO) and/or Provincial Statistical Office (PO) to assist in the technical and administrative aspects of the operation. Hired clerks will also be detailed in the District Office (DO) headquarters to assist the PO statistician/staff.

This chapter presents the procedures for recruitment and hiring, criteria for selection, and other concerns relative to the census personnel to be hired during the POPCEN 2015.

## 5.1 PERSONNEL TO BE HIRED FOR POPCEN 2015

The personnel to be hired will be considered as service contractors. They will be covered by a Contract of Service, which provides that the official term of the hired personnel with the Philippine Statistics Authority (PSA) ends immediately upon the termination of the census activity. The contract will also state the absence of an employee-employer relationship between the PSA and the hired personnel.

The following tables present the duration of service of the hired census personnel:

### a. For Field Enumeration

Personnel	Duration of Service	
	Not earlier than	Not later than
Enumerator	July 20, 2015	September 15, 2015
Team Supervisor	July 20, 2015	September 15, 2015
Census Area Supervisor	July 13, 2015	September 15, 2015



## b. For RSSOs and POs

Personnel	Duration of Service	
	Not earlier than	Not later than
<b><i>Paid on a monthly basis</i></b>		
Assistant Statistician	May 1, 2015	December 29, 2015
<b><i>Paid on a daily basis</i></b>		
RSSO Clerk	May 1, 2015	December 29, 2015
PO Clerk	May 1, 2015	December 29, 2015
Receipt and Control Clerk	May 1, 2015	December 29, 2015
Utility Worker	May 1, 2015	December 29, 2015
District Office Clerk (PO only)	June 1, 2015	September 9, 2015
Shift Supervisor (PO only)	September 14, 2015 <sup>c/</sup>	December 29, 2015 <sup>c/</sup>
Editor (PO only)	September 14, 2015 <sup>c/</sup>	December 29, 2015 <sup>c/</sup>
Scan/Interpret Operator <sup>a/</sup>	January 11, 2016 <sup>c/</sup>	February 15, 2016 <sup>c/</sup>
Data Encoder/Key Verifier/ Coder <sup>b/</sup>	January 11, 2016 <sup>c/</sup>	March 31, 2016 <sup>c/</sup>

<sup>a/</sup> For RSSOs/POs with POPCEN 2015 Scan Station

<sup>b/</sup> For RSSOs/POs with POPCEN 2015 Data Processing Center (Encoding Station)

<sup>c/</sup> Tentative dates

*Note:* If there are days without work after the training or prior to the start of enumeration/processing, the hired personnel are not to be paid. The principle of “No work no pay” policy will apply.

## 5.2 PROCEDURES FOR THE RECRUITMENT AND HIRING OF CENSUS PERSONNEL

- a. The Regional Directors (RDs) and Provincial Statistics Officers (PSOs) will make an announcement through posters, television/radio plugs, and word of mouth regarding the need of the PSA to hire service contractors for the POPCEN 2015. The announcement will include the number of personnel to be hired by position needed, job description, and minimum qualifications.
- b. Interested applicants will submit a letter of application and bio-data to the RD, PSO or PO statistician/staff.
- c. The RD, PSO or PO statistician/staff will inform the applicants about the schedule of the written examination. The schedule will be included in the announcement for recruitment to be posted in a conspicuous place in the RSSO/PO.
- d. Applicants who have passed the written examination will be scheduled for an interview to assess their capability to withstand the rigors of the job, test their skills, and assess their overall personality.

- e. The RD, PSO or PO statistician/staff will immediately inform the successful applicants. The applicants will then be asked to confirm their acceptance.
- f. Applicants who have accepted the position will be informed of the schedule of the training and the documents that they will submit before the start of the training.

The documents to be submitted are the following:

Requirement	Number of copy/ies
a. Duly accomplished CS Form 212 (Personal Data Sheet) with picture (1 ½" x 1 ½"). The form will be provided by the PSA.	3 copies
b. Police Clearance or NBI Clearance issued within the past six months prior to hiring	1 photocopy (original copy to be shown)
c. Picture (1 ½" x 1 ½") for ID card, recommended to be taken by the PO	1 copy
d. 2015 Community Tax Certificate with Tax Identification Number	1 photocopy (original copy to be shown)
e. Medical Certificate (x-ray result and <i>Certification of Fit to Work</i> from a government hospital)	photocopy (original copy to be shown)
f. Transcript of Records/Diploma/ Certification of Highest Grade/Year Completed	1 photocopy (original copy to be shown)

The RD or the PSO can exercise discretion/best judgment on the documents to be required for submission.

- g. All hired personnel will execute a Contract of Service (Appendix 6).

### 5.3 SELECTION PROCESS FOR HIRING OF CENSUS PERSONNEL

- a. **Evaluation of application form.** Consider all relevant information pertaining to the applicant, that is, his/her educational background, skills/training, and experiences for the post.
- b. **Examination.** All applicants for field enumeration and/or processing are required to take a standard written examination. An examination to test the speed of applicants in data encoding may also be administered.
- c. **Interview.** The application form and the results of the examination/s will be used as bases whether or not an applicant will be invited for a personal interview. The interview will cover topics about the job requirements; the

applicant's personal and academic background, previous work experiences, and personal interests; and others.

The standard written examination and the guidelines for the personal interview will be provided by the Central Office (CO) to the RSSOs/POs.

#### **5.4 QUALIFICATIONS OF CENSUS PERSONNEL TO BE HIRED/DESIGNATED**

To ensure that the PSA can employ the most qualified applicants for the POPCEN 2015, and that the hired census personnel can properly perform the duties and responsibilities that will be assigned to them, the following are the minimum qualifications that they will satisfy:

##### ***For Enumeration***

##### **1. Enumerator**

- a. preferably a college graduate, or has completed at least second year college in the absence of applicants who are college graduates;
- b. preferably not more than 50 years old;
- c. with legible handwriting (preferably in printed capital letters);
- d. able to speak the local dialect;
- e. physically fit for field work (if female, must not be pregnant);
- f. with good moral character;
- g. with pleasing personality and ability to deal with the public tactfully;
- h. preferably a resident of the barangay/enumeration area (EA) or city/municipality;
- i. willing to be assigned in any barangay;
- j. willing to work on Saturdays, Sundays, holidays and beyond 5:00 p.m., if necessary;
- k. preferably with mobile cellular phone;
- l. preferably with experience in statistical surveys/censuses conducted by the PSA or other statistical institutions/agencies; and
- m. with no existing work contract with other offices/agencies.

##### **2. Team Supervisor**

The selection of TSs from among the ENs will be done by the trainers and the PSO at the end of the Fourth Level Training.

The selection of TSs will be based on the following criteria:

Criteria	Rating
Total Rating	100%
1. Scores in Exercises	$[(\text{Raw Score}/\text{Total Score}) * 100] * 50\%$
2. Classroom Participation	
▪ Always participate in classroom discussion	15%
▪ Sometimes participate in classroom discussion	10%
▪ Never participate in classroom discussion	5%
3. Educational Qualification	
▪ Bachelor's degree graduate	15%
▪ 3 <sup>rd</sup> to 4 <sup>th</sup> year college undergraduate	12%
▪ 1 <sup>st</sup> to 2 <sup>nd</sup> year college undergraduate	10%
4. Experience	
▪ Statistical researcher/EN in any previous PSA population census/es	10%
▪ Statistical researcher/EN in any previous PSA survey/s	8%
▪ With previous experience in any survey of other statistical institutions/agencies	6%
▪ With previous work experience but not related to surveys/censuses	4%
5. Peer Evaluation	
▪ Highly recommended by co-trainers or PSA staff	10%
▪ Observed to be a good field worker during the field practice	8%

### 3. Census Area Supervisor

- a. must be a college graduate;
- b. preferably not more than 50 years old;
- c. with legible handwriting (preferably in printed capital letters);
- d. able to speak the local dialect;
- e. physically fit for field work (if female, must not be pregnant);
- f. with good moral character;
- g. with pleasing personality and ability to deal with the public tactfully;
- h. preferably a resident of the assigned city/municipality;
- i. willing to be assigned in any barangay;
- j. willing to work on Saturdays, Sundays, holidays and beyond 5:00 p.m., if necessary;
- k. preferably with mobile cellular phone;
- l. preferably with experience in statistical surveys/censuses conducted by the PSA or other statistical institutions/agencies;
- m. preferably with supervisory background in census, survey or similar operations; and
- n. with no existing work contract with other offices/agencies.

**4. District Office (DO) Clerk**

- a. must be a college graduate;
- b. with experience in office and field work;
- c. computer literate, with knowledge in word processor and spreadsheet software;
- d. physically fit and able (if female, must not be pregnant);
- e. with good moral character;
- f. with pleasing personality; and
- g. willing to render overtime service, if necessary.

***For Personnel in the RSSO/PO*****1. Assistant Statistician**

- a. must be a college graduate, preferably a graduate of Statistics, Mathematics, Economics, Engineering, Computer Science, or other related courses;
- b. preferably with experience and training in census/survey undertaking;
- c. computer literate, with knowledge in word processor and spreadsheet software;
- d. physically fit and able (if female, must not be pregnant);
- e. with good moral character;
- f. with pleasing personality; and
- g. willing to render overtime service, if necessary.

**2. RSSO Clerk/PO Clerk**

- a. must be a college graduate;
- b. must have basic knowledge in accounting;
- c. with experience in office work;
- d. computer literate, with knowledge in word processor and spreadsheet software;
- e. physically fit and able (if female, must not be pregnant)
- f. with good moral character;
- g. with pleasing personality; and
- h. willing to render overtime service, if necessary.

**3. Receipt and Control Clerk (RCC)**

- a. must be a college graduate;
- b. computer literate, with knowledge in word processor and spreadsheet software;
- c. physically fit and able (if female, must not be pregnant);
- d. with good moral character;
- e. with pleasing personality; and
- f. willing to render overtime service, if necessary.

**4. Utility Worker (UW)**

- a. at least a high school graduate;
- b. physically fit and able (if female, must not be pregnant);
- c. with good moral character;
- d. with pleasing personality; and
- e. willing to render overtime service, if necessary.

***For Manual Processing at the DPC 2015*****1. Shift Supervisor (PO)**

- a. must be a college graduate, preferably a graduate of computer-related course;
- b. preferably with supervisory background;
- c. computer literate, with knowledge in word processor and spreadsheet software;
- d. physically fit and able (if female, must not be pregnant);
- e. willing to work in shifts;
- f. with good moral character;
- g. with pleasing personality; and
- h. willing to render overtime service, if necessary.

**2. Editor (PO)**

- a. previously hired as EN, TS or CAS;
- b. must be a college graduate;
- c. computer literate, with knowledge in word processor and spreadsheet software;
- d. physically fit and able (if female, must not be pregnant);
- e. with good moral character;
- f. with pleasing personality; and
- g. willing to render overtime service, if necessary.

***For Machine Processing at the RSSO and PO*****1. Receipt and Control Clerk (RSSO with Scan Station/PO)**

- a. must be a college graduate;
- b. computer literate, with knowledge in word processor and spreadsheet software;
- c. physically fit and able (if female, must not be pregnant);
- d. with good moral character;
- e. with pleasing personality; and
- f. willing to render overtime service, if necessary.

**2. Scan/Interpret Operator (RSSO/PO with Scan Station)**

- a. previously hired as EN, TS or CAS;
- b. must be a college graduate;
- c. with experience in using microcomputer;
- d. physically fit and able (if female, must not be pregnant);

- e. with good moral character;
- f. with pleasing personality; and
- g. willing to render overtime service, if necessary

**3. Data Encoder/Key Verifier/Coder/Shift Supervisor (RSSO/PO with Encoding Station)**

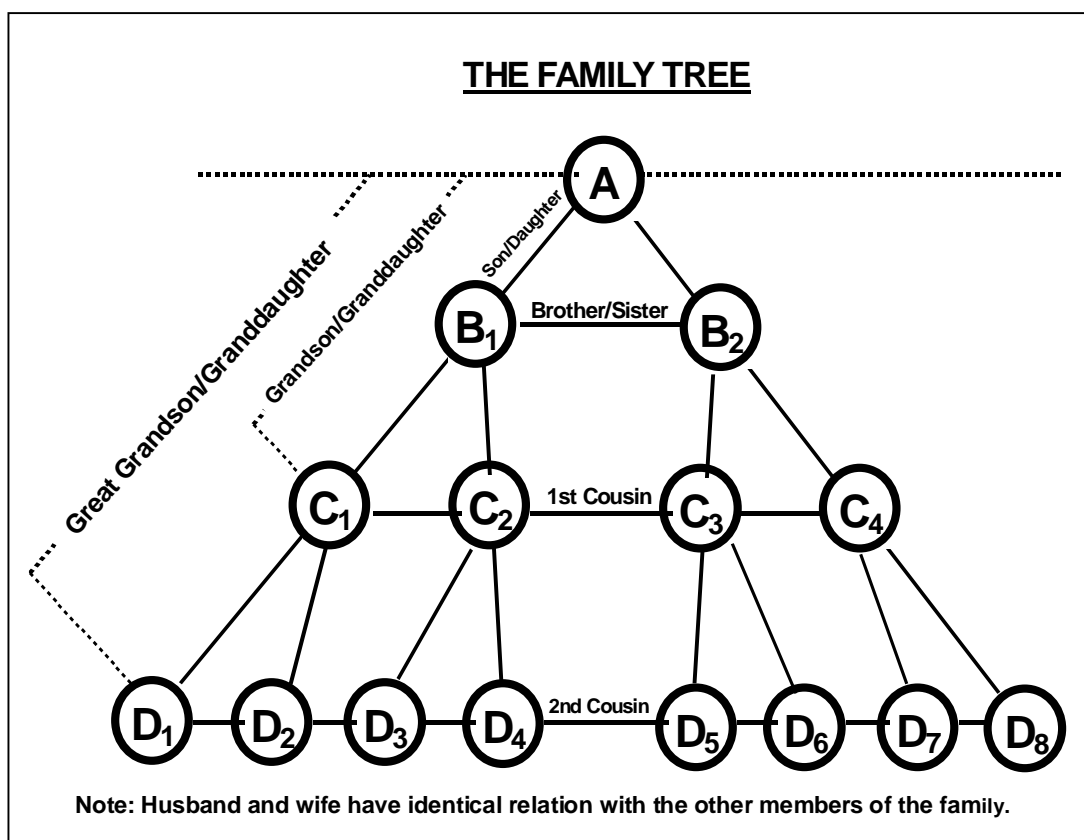
- a. previously hired as EN, TS or CAS;
- b. must be a college graduate;
- c. computer literate, with knowledge in word processor and spreadsheet software;
- d. physically fit and able (if female, must not be pregnant);
- e. with good moral character;
- f. with pleasing personality; and
- g. willing to render overtime service, if necessary

## **5.5 PROHIBITION OF HIRING RELATIVES**

Strict compliance is required in the prohibition of hiring relatives up to the fourth degree of consanguinity or affinity of the appointing officer (contracting, hiring, head of the PSA RSSO/PO, head of the office) or direct supervisor. This measure is adopted to prevent the abuse in the exercise of discretion on the part of the appointing officer (contracting, hiring, head of the PSA RSSO/PO, head of the office) or direct supervisor in selecting the personnel to be hired. This rule will also ensure that only qualified personnel are hired for the census undertaking. Any appointing officer or direct supervisor found guilty of violating this prohibition will be dealt with appropriate sanctions.

To serve as reference, Figure 5.1 shows how to trace the connection of an appointing officer/direct supervisor to an applicant in terms of the degree of consanguinity or affinity.

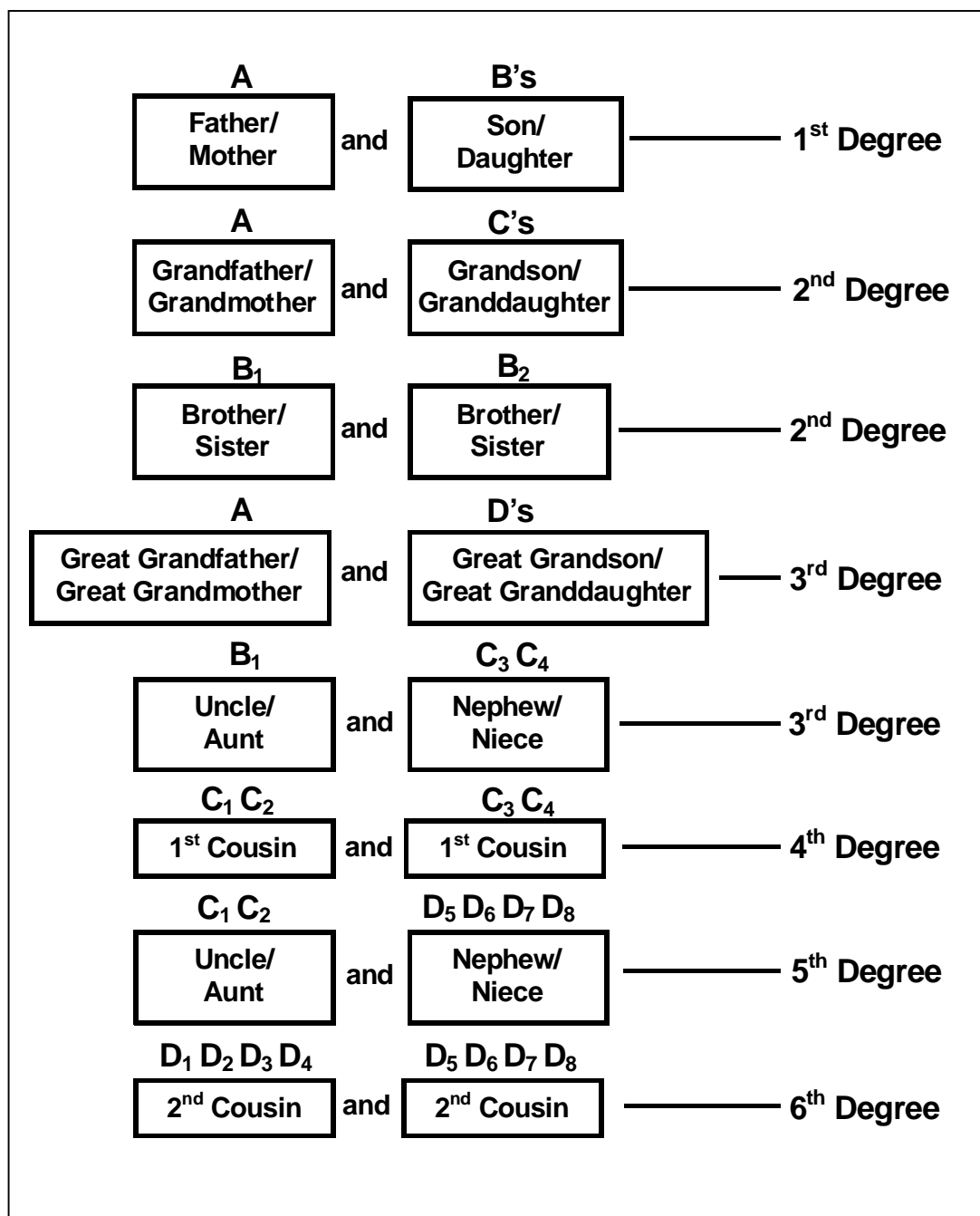
Figure 5.1 The Family Tree

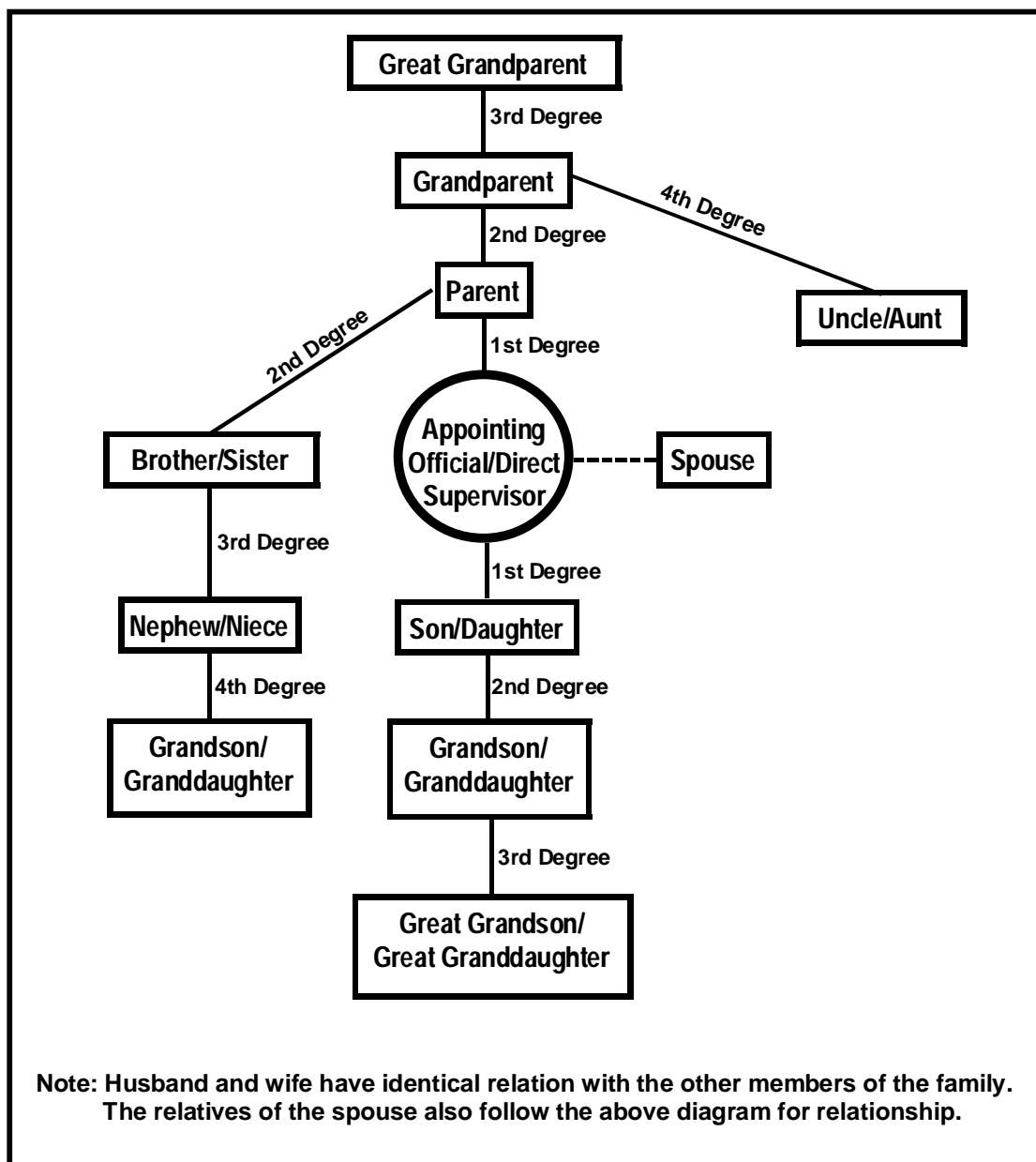


Moreover, the foregoing illustrations show how to interpret the relationships between and among the members of the family tree.



Illustration 5.1 Degree of Consanguinity/Affinity



**Illustration 5.2 Relationship within the 4<sup>th</sup> Degree of Consanguinity/Affinity**

## 5.6 EXECUTION OF A CONTRACT OF SERVICE

The Contract of Service to be executed by and between the PSA and all personnel hired for the POPCEN 2015 differs from the contractual and plantilla appointment of contractual and casual employees in the sense that it is not covered by Civil Service Commission (CSC) Rules and Regulations.

The Contract of Service refers to an employment described as follows:

1. The contract covers lump sum work or output based services.
2. Since the contract is not covered by the Civil Service Law, Rules and Regulations, no employer-employee relationship will be stipulated therein. Moreover, the contract is not submitted to the CSC; it is kept at the RSSO or PO for record purposes only. The contract is, however, covered by the Rules of the Commission on Audit (COA).
3. The contract may be amended or supplemented through the execution of a contract of variation and will be effective on the date and for the period stated.

Each personnel hired under a Contract of Service will be briefed on the conditions of the contract as described above and as contained in the contract he/she will sign.

A soft copy of the proforma of the service contract will be sent to the Field Offices by the POPCEN 2015 Census Project Staff (CPS 2015). For POPCEN 2015 purposes, the RD will sign for the PSA the service contracts of the hired personnel in the region and the PSO, in the province.

The RD/PSO will submit the Personnel Reference File (PRF) which contains the list of personnel hired for the POPCEN 2015 with their corresponding position through the Management Information System facility. The PRF will be discussed in detail in Chapter 6 of this manual.

# Duties and Responsibilities of Hired Census Personnel

Each census personnel plays a vital role in every census undertaking. As such, their duties and responsibilities during the field enumeration and manual and machine processing should be laid out to ensure the smooth flow of operation and overall success of the 2015 Census of Population (POPCEN 2015).

This chapter discusses the specific duties and responsibilities of the hired census personnel.

## 6.1 DUTIES AND RESPONSIBILITIES OF HIRED CENSUS PERSONNEL

All personnel involved in the POPCEN 2015 have their respective duties and responsibilities necessary for the smooth implementation of each aspect of the census operations.

### 1. Enumerator

All Enumerators (ENs) for the POPCEN 2015 are hired on the basis of their qualifications. One EN, in general, will be assigned to one enumeration area (EA). However, an EN may be assigned an additional EA if the first EA assigned to him/her turned out to have few households such that he/she completed enumerating it in one week or less. Each EN will be directly supervised by a team supervisor (TS).

The specific duties and responsibilities of an EN are as follows:

- a. Attend the training for ENs to equip him/her with all the knowledge necessary for him/her to understand the concepts and instructions in the EN's Manual;
- b. Using the EN's Manual as reference and guide in performing his/her job;
- c. Together with his/her TS, pay courtesy call to the Punong Barangay or any barangay official and conduct an ocular inspection of the boundaries of the EA before enumeration. Update the boundaries on the EA map, if necessary;

- d. Visit each building and determine if it is qualified to be listed following the criteria on what buildings are to be listed;
- e. Determine how many housing units are there in each building and how many households are residing in each housing unit;
- f. List each building, housing unit, and household using CP Form 1 (Listing Booklet) following strictly the rules on listing of building, housing units, and households;
- g. Interview the head of the household or his/her spouse or an adult household member who is most knowledgeable to answer the census questions using CP Form 2 (Household Questionnaire);
- h. Plot a residential building, whether vacant or occupied, using a proper building symbol. Write the appropriate household serial number (HSN) below the building symbol;
- i. List each institutional living quarter (ILO). For ILOs, with 20 or less members, interview each resident using CP Form 4 (Institutional Population Questionnaire). For an ILO with more than 20 members, request its manager or administrator to accomplish CP Form 4;
- j. Conduct mapping simultaneously with listing and enumeration of households and ILOs in the assigned EA, that is, by plotting the proper building symbols, writing the household serial numbers (HSNs) below the building symbols, and updating the landmarks in the EA;
- k. Meet with his/her TS every Wednesday and show his/her daily accomplishment report (CP Form 10). In this meeting, submit to the TS all accomplished questionnaires for his/her review. The TS will discuss the inconsistencies in the questionnaires and solutions to unresolved problems encountered by the EN.
- l. When performing his/her duties as an EN, adhere strictly to the instructions in the EN's Manual specifically when listing buildings, housing units, households, and ILOs; conducting an interview; filling out CP Forms 2 and 4, mapping; reviewing the completed questionnaires for legibility, completeness, correctness and consistency of entries; and submission of census forms and materials to the TS;
- m. Keep all information collected strictly confidential by not showing the accomplished questionnaires to persons other than his/her supervisors and authorized personnel of the Philippine Statistics Authority (PSA); and

- n. Perform such other census-related duties that may be assigned from time to time by the TS.

## **2. Team Supervisor**

The TS is the link between the census area supervisor (CAS) and the ENs in all matters pertaining to the census undertaking. The TS is responsible for a group of four ENs. He/She will directly and closely supervise the ENs in his/her team during the listing, mapping, and enumeration. He/she will monitor the progress of the enumeration in the EAs assigned to his/her team and ensure that enumeration in these EAs is completed on time.

Specifically, the duties and responsibilities of the TS are as follows:

### **A. Pre-enumeration and Training**

- a. Attend the POPCEN 2015 training to equip him/her with all the knowledge necessary for him/her to understand the concepts and instructions in the EN's Manual and Supervisor's Manual;
- b. Assist the hired CAS in providing the EA assignments of the ENs;
- c. Assist the hired CAS in the allocation and distribution of the questionnaires/forms and other census supplies and materials needed for listing, mapping, and enumeration;
- d. Coordinate with the Punong Barangay and other barangay officials regarding the conduct of the census in the barangay;
- e. Accompany the EN to pay courtesy call to the Punong Barangay or other barangay officials regarding the conduct of the census and to make an ocular inspection of the boundaries of the EA; and
- f. Perform such other census-related duties that may be assigned from time to time by the hired CAS.

### **B. Enumeration**

- a. Accompany the EN especially during the first week of enumeration period to determine if the census concepts and operational procedures are being strictly followed. Observe the interview conducted by the EN and record the observation in CP Form 12 (Spotcheck, Reinterview, and Observation Record). Discuss with the EN the observations after the conduct of the interview;
- b. Conduct field edit and scrutinize questionnaires accomplished by the EN to check for completeness, legibility, and correctness of entries;

- c. Ensure complete listing and enumeration of households in the area of assignment;
- d. Reinterview households already interviewed by the EN. This is conducted only when at his/her first visit to the EA he/she found out that the census enumeration in the EA has been completed;
- e. Match the content of the Reinterview Record (CP Form 12) he/she has accomplished with the accomplished CP Form 2 accomplished by the EN and discuss with the EN all inconsistencies found;
- f. Meet the ENs of his/her team every Wednesday to review their accomplished questionnaires, discuss inconsistencies in these questionnaires and the corresponding corrections, and check their accomplishment reports (CP Form 10);
- g. Collect accomplished questionnaires needing a more thorough review during his/her visit to the EAs or during his/her weekly meeting with the ENs;
- h. Scrutinize as many accomplished questionnaires as he/she can to check for the completeness, legibility, correctness, and consistency of responses. Match the entries in CP Form 1 (Listing Booklet) with those in CP Forms 2 and 4;
- i. Check the consistency of the number of male and female household members listed in CP Form 2, based on the entries in Items P1 (Name), P2 (Relationship to the Household Head), and P3 (Sex) of this form, with the number of male and female household members written on the cover page of this form, and then check the consistency of these numbers with those written in CP Form 1;
- j. Check the consistency of the number of male and female household members listed in CP Form 4, based on the entries in Items P1 (Name), P2 (Residence Status), and P3 (Sex) of this form, with the number of male and female ILQ members written on the cover page of this form, and then check the consistency of these numbers with those written in CP Form 1;
- k. Send through Short Messaging System (SMS) the counts for the total population and households from CP Form 1 for EAs that have been completely enumerated;
- l. Help solve the problems encountered by the ENs, such as refusals, uncooperative households, and hard-to-reach/enumerate areas;

- m. Meet with the hired CAS every Friday to discuss the progress of enumeration in his/her EAs using CP Form 11A (Accomplishment Report of the TS) as reference, and to report problems that were not settled;
- n. Transmit to the hired CAS every Friday all accomplished CP Forms 2 and 4 for completed EAs, together with CP Form 7 (Self-Administered Questionnaire Instructions for CP Form 2) or CP Form 8 (Self-Administered Questionnaire Instructions for CP Form 4) if any, and CP Form 13 (Transmittal/Receipt Form);
- o. Interview using CP Form 5 (Barangay Schedule) the Punong Barangay or any barangay official who is knowledgeable about the characteristics of the barangay. For barangays with two or more TSs, the TS covering the EA where the Barangay Hall is located should do the interview;
- p. Recommend to the hired CAS the replacement of ENs who are unable to perform their work satisfactorily;
- q. Report to the hired CAS immediately any urgent problem; and
- r. Perform such other census-related duties that may be assigned from time to time by the hired CAS;

**C. *Post-enumeration***

- a. Request the Punong Barangay to certify in CP Form 16 (Certification of Punong Barangay) that the barangay had already been completely covered by the EN. For barangays with two or more TSs, the TS assigned in the EA where the Barangay Hall is located should request for the certification;
- b. Transmit to the hired CAS using CP Form 13 within the prescribed period all remaining accomplished CP Forms 1, 2, 4, 5, 10, and 11A, together with CP Forms 7 and 8 (if any), as well as the updated maps;
- c. Assist the hired CAS in bundling, packaging, and transmittal of the accomplished questionnaires, forms, and maps;
- d. Instruct the ENs to return all unused questionnaires and other census forms, ID cards, manuals, census supplies and materials; and
- e. Perform such other census-related duties that may be assigned from time to time by the hired CAS;



### 3. Census Area Supervisor

The PO statisticians and staffs who are assigned as fulltime CASs by the Provincial Statistics Officer (PSO) will be designated as Head CAS. The Head CAS will supervise on a fulltime basis his/her assigned enumeration areas. He will be responsible for a team of hired CASs.

Each hired CAS is responsible for a group of five TSs. He/she will be assigned at least one city or municipality. However, in big cities or municipalities, two or more CASs will be assigned.

Below are the specific duties and responsibilities of the Head CAS and the hired CAS during each phase of the census undertaking:

Head CAS	Hired CAS
<p><b>A. Pre-enumeration and Training</b></p> <ul style="list-style-type: none"> <li>a. Coordinate with the local government agencies and local chief executives for the efficient conduct of the census in his/her areas of assignment;</li> <li>b. Look for possible training centers and recommend the ones most suitable;</li> <li>c. Look for census headquarters that will be used as office for the duration of census operation and for keeping census forms and materials;</li> <li>d. Assist in the recruitment of ENs, TSs, and hired CAS;</li> <li>e. Attend the POPCEN 2015 second level training;</li> <li>f. Act as trainer during the conduct of training for TSs and ENs;</li> <li>g. Recommend the TSs to be selected from among the trained ENs on the basis of</li> </ul>	<p><b>A. Pre-enumeration and Training</b></p> <ul style="list-style-type: none"> <li>a. Attend the POPCEN 2015 third level training;</li> <li>b. Act as trainer during the conduct of training for TSs/ENs;</li> <li>c. Recommend the TSs to be selected from among the trained ENs on the basis of</li> </ul>

<p>their performance during the training;</p> <ul style="list-style-type: none"> <li>h. Conduct a meeting with his/her hired CAS on the area/s of assignment of each TS and EN and their itinerary;</li> <li>i. Allocate and distribute all the census questionnaires/forms, supplies, and materials needed for the enumeration in areas assigned to him/her;</li> <li>j. Perform other census-related duties that may be assigned from time to time by the PSO.</li> </ul> <p><b>B. Enumeration</b></p> <ul style="list-style-type: none"> <li>a. Assist the TSs and/or ENs during the first day of field operation in making courtesy calls to Punong Barangay and in carrying out ocular inspection of EA boundaries;</li> <li>b. Observe interviews conducted by ENs and record observations in CP Form 12. Discuss with the ENs the observations written in CP Form 12;</li> <li>c. Using Global Positioning System (GPS) receiver, collect the coordinates of the housing units of households for which an interview was observed;</li> <li>d. Conduct field editing using Computer-Aided Field Editing System (CAFES). Encode Items</li> </ul>	<p>their performance during the training;</p> <ul style="list-style-type: none"> <li>d. Conduct a meeting with his/her TSs and ENs on the area/s of assignment of each TS and EN and their itinerary;</li> <li>e. Allocate and distribute all the census questionnaires/forms, supplies, and materials needed for the enumeration in areas assigned to his/her TSs and ENs;</li> <li>f. Perform other census-related duties that may be assigned from time to time by the PSO and Head CAS.</li> </ul> <p><b>B. Enumeration</b></p> <ul style="list-style-type: none"> <li>a. Assist the TSs and/or ENs during the first day of field operation in making courtesy calls to Punong Barangay and in carrying out ocular inspection of EA boundaries;</li> <li>b. Observe interviews of the ENs supervised by the TSs in his/her team and record the observations in CP Form 12. Discuss with the ENs the observations written in CP Form 12;</li> <li>c. Using Global Positioning System (GPS) receiver, collect the coordinates of the housing units of households for which an interview was observed;</li> <li>d. Field edit/scrutinize all the accomplished CP Forms 2 and 4 for the day. Make the</li> </ul>
---	--

<p>P1 to P12 of all accomplished CP Form 2 for the day using CAFES;</p> <p>e. Discuss with the CAS, TS or EN the inconsistencies generated by CAFES and correct the relevant entries in the questionnaire accordingly;</p> <p>f. If in a questionnaire, two or more inconsistencies occurred in any of the data items for at least half of the household members, then, scrutinize the entire questionnaire. Make the appropriate corrections in the questionnaire or necessary actions (e.g., ask the EN to revisit the household);</p> <p>g. Supervise, guide, and assist his/her team in the resolution of problems encountered during the course of enumeration and supervision;</p> <p>h. Reinterview households already interviewed by the EN. Record observations in CP Form 12. Perform reinterviews especially for EAs he/she has not visited prior to the completion of census enumeration in the EA. Prioritize problematic/special areas, those suspected for padding and under-enumeration during a previous census.</p> <p>i. Match the content of CP Form 12 with the corresponding CP Form 2 and discuss with the EN any inconsistencies found;</p>	<p>appropriate corrections in the questionnaire or necessary actions (e.g., ask the EN to revisit the household);</p> <p>e. Discuss with the TS or EN the inconsistencies observed in the questionnaires;</p> <p>f. Supervise, guide, and assist the TSs in the resolution of problems encountered during the course of enumeration and supervision;</p> <p>g. Reinterview households already interviewed by the EN. Record observations in CP Form 12. Perform reinterviews especially for EAs he/she has not visited prior to the completion of census enumeration in the EA. Prioritize problematic/special areas, those suspected for padding and under-enumeration during a previous census.</p> <p>h. Match the content of CP Form 12 with to the corresponding CP Form 2 and discuss with the EN any inconsistencies</p>
---	---

<ul style="list-style-type: none"> <li>j. Meet the hired CASs under his/her supervision every Monday to discuss the progress of enumeration in their areas of assignment. Unresolved problems met by ENs, TSs or hired CAS during the week and actions to take will also be discussed during the meeting;</li> <li>k. During the Monday meeting, ask the hired CAS to encode Items P1 to P12 of selected accomplished CP Form 2 using CAFES and discuss with the hired CAS the inconsistencies generated by CAFES. Hired CAS will make the appropriate corrections or necessary actions (e.g., ask the TS or EN to revisit the household);</li> <li>l. Copy into the tablet the coordinates collected by the hired CASs using GPS;</li> <li>m. Submit to CO the coordinates collected including those copied from the hired CAS;</li> <li>n. Endorse/recommend to the PSO the replacement of TSs who are unable to perform their work satisfactorily;</li> <li>o. For ENs recommended by the hired CAS for dismissal, evaluate their performance and endorse their dismissal after confirming their poor performance;</li> </ul>	<ul style="list-style-type: none"> <li>found;</li> <li>i. Meet with the Head CAS every Monday to show the CP Form 11B (Accomplishment Report of the CAS) to discuss the progress of enumeration in the areas of assignment;</li> <li>j. During the Monday meeting, encode Items P1 to P12 of selected accomplished CP Form 2 using CAFES and discuss with the head CAS the inconsistencies generated by CAFES. Hired CAS will make the appropriate corrections or necessary actions (e.g., ask the TS or EN to revisit the household);</li> <li>k. Provide to the Head CAS a copy of the coordinates he/she has collected;</li> <li>l. Endorse/recommend to the PSO in consultation with the Head CAS, the replacement of ENs/TSs who are unable to perform their work satisfactorily;</li> <li>m. For ENs recommended by the TS for dismissal, evaluate their performance and endorse their dismissal after confirming their poor performance;</li> </ul>
--	--

<p>p. Help resolve the problems encountered by the hired CAS, TSs, and ENs, such as refusals, uncooperative households, and hard-to-reach enumeration areas;</p> <p>q. Report to the PSO the status of enumeration and other</p>	<p>n. Meet with the TSs every Friday and discuss the progress of enumeration in their areas of assignment using as reference the accomplished CP Form 11A. In this meeting, unsettled problems encountered during the week are discussed;</p> <p>o. In the Friday meeting with TSs, discuss the inconsistencies in CP Forms 2 and 4 that the TSs detected during field editing;</p> <p>p. In the Friday meeting, collect from TSs all accomplished questionnaires for completed EAs, including maps, for submission to the PO;</p> <p>q. Review/edit the accomplished questionnaires for completed EAs submitted by the TSs in the team during the Friday meeting, before submission to the PO;</p> <p>r. Submit to the PO all accomplished questionnaires for completed EAs, after he/she has thoroughly reviewed them. There is no need to complete the enumeration in the whole city/municipality before submitting the questionnaires;</p> <p>s. Report to the Head CAS the status of enumeration and</p>
--	---

<p>census concerns in the areas of assignment ;</p> <p>r. Perform other census-related duties that may be assigned from time to time by the PSO.</p> <p><b>C. Post-enumeration</b></p> <p>a. Collect GPS receivers from the hired CAS after all of his/her areas have been completely enumerated;</p> <p>b. Certify the correctness of financial claims made by the hired CAS, TSs, and ENs;</p> <p>c. Sign the CP Form 17 (Certificate of Work Completed) of hired CASs, TSs,</p>	<p>other census concerns in the areas of assignment; and</p> <p>t. Perform other census-related duties that may be assigned from time to time by the PSO.</p> <p><b>C. Post-enumeration</b></p> <p>a. Return the GPS receivers to the Head CAS if all areas of assignment are completely enumerated;</p> <p>b. Ensure that all accomplished questionnaires submitted by the TSs are bundled and packed properly;</p> <p>c. Collect from the TSs the CP Form 16 (Certification of Punong Barangay) and submit these to your PO;</p> <p>d. Collect from the TSs all remaining accomplished questionnaires/ forms and maps. Collect also all unused forms and other census materials;</p> <p>e. Transmit to the PO within the prescribed period all accomplished questionnaires/ forms, and maps, and unused questionnaires/forms and other census materials;</p> <p>f. Certify the correctness of financial claims made by the TSs and ENs and recommend the payments thereof;</p> <p>g. Write your initial in the CP Form 17 of TSs and ENs after the completion of the work</p>
--	---

and ENs after the completion of the work assigned to them;	assigned to them;
d. Fill up CP Form 18 (Summary Report of CAS) to summarize the problems encountered and actions taken and submit this to the PSO; and	f. Fill up CP Form 18 (Summary Report of CAS) to summarize the problems encountered and actions taken. The CP Form 18 accomplished by the hired CAS is one of the requirements for his/her claim for final payment;
e. Perform other census-related duties that may be assigned from time to time by the PSO.	g. Perform other census-related duties that may be assigned from time to time by the PSO.

#### 4. District Office Clerk

One District Office Clerk will be assigned to assist the Head CASs in a district. The following are the duties of the District Office Clerk:

- a. Assist the Head CAS in the distribution of questionnaires, forms, supplies, and materials to his/her team of hired CASs, TSs, ENs;
- b. Report to the Head CAS the needed questionnaires, forms, supplies, and materials that were requested by his/her CASs;
- c. Assist the Head CAS in requesting the needed questionnaires, forms, supplies, and materials to the PO;
- d. Assist the Head CAS in encoding using CAFES all accomplished questionnaires brought by hired CAS during their weekly meeting;
- e. Assist the Head CAS in documenting the problems encountered reported by the hired CAS using CP Form 18 during the weekly meetings;
- f. Perform other census-related activities assigned by the Head CAS.

#### **For Personnel in the POs**

##### 1. Assistant Statistician

- a. Attend the Third Level Training and assist the PO in the training of enumerators during the 4<sup>th</sup> Level Training;

- b. Assist in the allocation and distribution of questionnaires, supplies, and materials for use in enumeration of all CASs/TSs/ENs;
- c. Act as Assistant of the Head of the Provincial Census Project Staff (PCPS) of the POPCEN 2015 (in case the POs has no other permanent staff to assist the Head of PCPS);
- d. Act as Assistant Supervisor during the data processing (manual and machine) at the POPCEN 2015 Data Processing Center (DPC 2015);
- e. Oversee the generation of Tracking, Receipt and Control System (TRACS) weekly status reports by the Receipt and Control Clerk (RCC);
- f. Assist in the monitoring of progress of enumeration and data processing
- g. Encode immediately using Quick Count System (QCS) the page totals of CP Form 1 that have been passed the general screening;
- h. Perform or assist in the general screening of questionnaires to be subjected to the QCS to be encoding;
- i. Report to the Supervisor or Head of PCPS-DPC the EAs for which encoding using QCS have been completed and ready for report generation and evaluation;
- j. Check that all barangays in the Enumeration Area Reference File (EARF) have corresponding CP Form 5 and edit all entries therein for completeness, consistency, and legibility;
- k. Recommend to the overall supervisor of the PCPS-DPC the bundles of manually processed questionnaires that are ready for transmittal to the POPCEN 2015 Scan Station (SS 2015);
- l. Perform other duties of Assistant Supervisor in the PCPS-DPC as provided in the Data Processing Manuals;
- m. Encode or assist in the encoding of inputs necessary for the Management Information System (MIS); and
- n. Perform other POPCEN-related activities that may be assigned by the supervisors.

## 2. PO Clerk

- a. Assist in the checking of supporting documents for financial claims/transactions related to POPCEN 2015;



- b. Prepare the following documents in connection with the financial claiming/transactions:
  - Disbursements Vouchers (DVs) and payrolls for various money claims
  - Payrolls for hired personnel
  - Pay envelopes
- c. Assist the Disbursing Officer in the release of payments to hired personnel;
- d. Assist in encoding inputs for funds status using MIS;
- e. Assist in the preparation of financial reports such as:
  - Liquidation reports for cash advances issued to the Disbursing Officer
- f. Keep files of paid DVs, payrolls, and supporting documents; and
- g. Perform other POPCEN-related activities that may be assigned by the supervisors.

### **For Personnel in the DPC 2015**

#### **1. Receipt and Control Clerk (RCC)**

- a. Assist in the allocation and distribution of census forms, supplies, and materials;
- b. Attend the training on manual processing;
- c. Receive and check for completeness using the EARF as reference the questionnaires, EA/barangay maps, and other census forms submitted by the CASS;
- d. Keep track of the flow of documents during the manual processing (general screening and manual editing) using TRACS;
- e. Check regularly the questionnaires and maps in their designated racks and put those which are misplaced in their designated racks;
- f. Place in a box the EA packs of manually processed CP Forms 1, 2, 4, and 5, and maps for transmittal to SS 2015/DPC 2015;
- g. Use more than one box, if necessary and label each box properly;

- h. Record in the TRACS the content of the box to be transmitted to the S 2015/DPC 2015, indicating the number of CP Forms 1, 2, 4, and 5, and maps per EA;
- i. Put on top of the box a filled out CP Form 13; if more than one box is used to transmit the EA packs for a city/municipality, put the filled out CP Form 13 in the first box; and
- j. Perform other POPCEN-related activities that may be assigned from time to time by the supervisors.

## 2. Utility Worker

- a. Assist the RCC in retrieving and returning the questionnaires and maps from/to their designated racks;
- b. Perform general service tasks, including maintenance of the orderliness and cleanliness in the office;
- c. Prepare packages for delivery;
- d. Reproduce various forms needed;
- e. Perform liaison/messenger works within/outside the office; and
- f. Perform other activities that may be assigned by the supervisors.

## 3. Data Processors

Processors assigned as **Editors**:

- a. Attend the training on manual processing;
- b. Check for the completeness of questionnaires and maps;
- c. Check if CP Forms 1, 2, 4, and 5 and maps are properly bundled;
- d. Verify the geographic identification (Geo-ID) of CP Forms 1, 2, 4, and 5, as well as the maps;
- e. Match the entries which should be the same between CP Forms 2/4 and CP Form 1;
- f. Check for the legibility of entries and acceptability/readiness of the questionnaires/maps for scanning and/or interpretation;

- g. Ensure that all applicable items in CP forms have entries;
- h. Check for the consistency of entries in the questionnaires (CP Forms 1, 2, and 4);
- i. Check for the consistency of write-in entries and codes supplied by the ENs;
- j. Inform the supervisors of the problems encountered during the general screening and editing;
- k. Assist in the preparation of manually processed questionnaires and maps for scanning/interpretation;
- l. Assist in the evaluation of maps; and
- m. Perform other POPCEN-related activities that may be assigned by the supervisors.

#### **4. Data Encoder/Key verifiers**

- a. Attend the training on machine processing;
- b. Encode the write-in entries of CP Forms 2 and 4 using Key-From-Image (KFI) program;
- c. Perform key verification of encoded entries in the scanned images; and
- d. Perform other POPCEN-related activities that may be assigned by the supervisors.

#### **5. Specialized Coders**

- a. Code the following items in CP Forms 2 and/or 4:
  - Religious affiliation
  - College or postsecondary course for highest grade/year/course completed
  - Technical/Vocational Course
  - Usual activity/occupation
- b. Perform other POPCEN-related activities that may be assigned by the supervisors.

#### **6. Machine Editor:**

- a. Attend the training on machine processing;

- b. Run the Geo-ID validation, data consistency check, and completeness check programs to generate error lists until the batch file is “clean” or free from errors;
- c. Edit the list of error generated using the data consistency check program;
- d. Inform the supervisors of the problems encountered during the editing and record these problems;
- e. Perform other POPCEN-related activities that may be assigned by the supervisors.

### **For Personnel in the RSSOs**

#### **1. Assistant Statistician**

- a. Encode/Assist in the encoding of inputs for the MIS;
- b. Assist in the secretarial functions during procurement of census supplies and materials;
- c. Assist in the generation of PMS reports for all provinces in the region;
- d. Attend the training and assist the RSSO staff in the training for enumeration;
- e. Assist the Regional Director (RD) and RSSO supervisor of the Regional Census Project Staff (RCPS) in the POPCEN 2015 operations including the daily operations of scanning/interpretation in the SS 2015, if any;
- f. Ensure that the assignments of the scan/interpret operators (S/I Os) are accomplished on time;
- g. Facilitate the transmittal of the data/image files of scanned/interpreted questionnaires and maps to the DPC 2015 and/or CO;
- h. Assist in the running of certification passes of all machine and systems for data files submitted by POs;
- i. Assist in the generation and evaluation of consistency tabulation of all data files submitted by POs; and
- j. Perform other POPCEN-related activities that may be assigned by the RSSO supervisors.

## **2. RSSO Clerk**

- a. Assist in the checking of supporting documents for financial claims/transactions related to POPCEN 2015;
- b. Prepare the following documents in connection with the financial claiming/transactions:
  - Disbursements Vouchers (DVs) and payrolls for various money claims
  - Payrolls for hired personnel
  - Pay envelopes
- c. Assist the Disbursing Officer in the release of payments to hired personnel;
- d. Assist in encoding inputs for funds status using MIS;
- e. Assist in the preparation of financial reports such as:
  - Liquidation reports for cash advances issued to the Disbursing Officer
- f. Keep files of paid DVs, payrolls, and supporting documents; and
- g. Perform other POPCEN-related activities that may be assigned by the supervisors.
- h. Assist in the secretariat functions during procurement of census supplies and materials;
- i. Assist in the tracking of the flow of census questionnaires, forms, supplies, and materials within the RSSO;
- j. Assist in the encoding of inputs for the MIS;
- k. Compile circulars, memoranda, orders, guidelines, rules and regulations, training materials, and other papers/documents for reference;
- l. Sort, index, and file correspondences and other documents; and
- m. Perform other POPCEN-related activities that may be assigned by the supervisors.

### **For Personnel in the Scan Station 2015**

#### **1. Shift Supervisor**

- a. Attend the 3<sup>rd</sup> level Training on machine processing;

- b. Assist the overall Supervisor of the DPC-SS 2015 in supervising the machine processing;
- c. Assign CP forms to S/I Os;
- d. Monitor and record the status of scanning/interpretation of EA/barangay packs for the shift;
- e. Perform other POPCEN-related activities that may be assigned by the supervisors.

## **2. Receipt and Control Clerk (RCC)**

- a. Receive and account for the completeness of the questionnaires, barangay/EA maps, and other census forms submitted by the DPC 2015;
- b. Encode in the Survey and Census Integrated Processing System (SCIPS) the quantities and the date when the questionnaires and maps were received from the DPC 2015;
- c. Keep track of the flow of documents during the scanning/interpretation;
- d. See to it that the questionnaires and maps are properly bundled and arranged in their designated racks during the scanning/interpretation;
- e. Prepare the image files for transmittal to the DPC 2015;
- f. Generate and submit weekly to the Supervisor the status report of the scanned/interpreted questionnaires and maps; and
- g. Perform other POPCEN-related activities that may be required by the supervisors.

## **3. Scan/Interpret Operator**

- a. Attend the training on machine processing;
- b. Prepare the EA bundles for scanning by arranging (grooming) them in the bundle in such as way that the edges of the forms are aligned before feeding them to the scanner;
- c. Scan the questionnaires in the EA bundles assigned by the supervisor;
- d. Ensure that all questionnaires and maps are scanned and the output scan image files area readable;

- e. Run and monitor the interpret program to convert data into texts producing data file;
- f. Help other scan operators in the preparation of forms for scanning;
- g. Resolve errors that may occur in independent workstations;
- h. Assist other scan operators in cleaning the scanner; and
- i. Perform other POPCEN-related activities that may be required by the supervisors.

#### 4. Utility Worker

- a. Assist in the allocation and distribution of census forms, supplies, and materials for reproduced and procured by the RSSO for use of CAS/TS/ENS;
- b. Assist the RCC in retrieving and returning the questionnaires and maps from/to designated storage racks;
- c. Perform general service tasks, including maintenance of orderliness and cleanliness in SS 2015 work area;
- d. Prepare packages for delivery;
- e. Reproduce various forms needed;
- f. Perform liaison/messengerial works within/outside the office; and
- g. Perform other POPCEN-related activities that may be assigned by the supervisors.

## 6.2 PERSONNEL REFERENCE FILE (PRF)

Prior to the conduct of the census, the Field Office (FO) should prepare a Personnel Reference File (PRF) of all the hired personnel for the POPCEN 2015 operations, and their respective areas of assignment. Basically, the PRF contains the following:

Column Number	Title of the Column	Description of the Column
Column 1	ID number	a unique identification number assigned for each hired personnel
Column 2	Last Name	the last name or the surname of the hired personnel
Column 3	First Name	the first name of the hired personnel
Column 4	Middle Name	the middle name of the hired personnel

Column Number	Title of the Column	Description of the Column
Column 5	Suffix Name	the extension name of the hired personnel, example Jr., Sr., I, II, III, and others
Column 6	Birthdate	birthdate of the hired personnel in MMDDYYYY format
Column 7	Civil Status	the personal status of each individual with reference to the marriage laws or custom of the country. The civil status may be single, married, widowed, divorced/separated, or in a common-law/live-in arrangement
Column 8	Sex	the sex of the hired personnel, that is, male or female
Column 9	Taxpayers Identification Number	the taxpayer's identification number
Column 10	Mobile Number	the active mobile number being used by the hired personnel which will be used in contacting him/her
Column 11	Designation	the designation of the hired personnel, example, Enumerator, Team Supervisor, Census Area Supervisor, DO Clerk, PO Clerk, RSSO Clerk, Utility Worker, Assistant Statistician, and others
Column 12	Status	the status of the hired personnel, that is, whether the personnel is still active, has backed out or already the end of his/her contract. At the beginning of enumeration all hired personnel's status is ACTIVE
	Area of Assignment 1	First Area of Assignment
Column 13	Municipality	the two-digit code for the city/municipality
Column 14	Barangay	the three-digit code for the barangay
Column 15	EA Number	the six-digit code for the EA number
Column 16	Team Number	a unique team number in the province. The team refers to the group of hired CASs and all the TSs and ENs under him/her (example : If there are 5 hired CAS, the province will have teams 1 to 5, each will the CAS, TSs, and ENs)
	Area of Assignment 2	Second Area of Assignment (if any)
Column 17	Municipality	the two-digit code for the city/municipality
Column 18	Barangay	the three-digit code for the barangay
Column 19	EA Number	the six-digit code for the EA number
Column 20	Team Number	a unique team number in the province. The team refers to the group of hired CASs and all the TSs and ENs under him/her (example : If there are 5 hired CAS, the province will have teams 1 to 5, each will the CAS, TSs, and ENs)



**Table 6.1 Personnel Reference File for Hired Personnel**

[illegible][illegible]

# Mapping and Other Pre-enumeration Activities

The pre-enumeration activities for 2015 Census of Population (POPCEN 2015) include mapping, enumeration area (EA) delineation, workload analysis, establishment of training centers and census headquarters, identification of areas needing special enumeration strategies, among others.

This chapter provides the guidelines and procedures in conducting the aforementioned pre-enumeration activities, except for workload analysis which is discussed in Chapter 3.

## 7.1 MAP PREPARATION

The completeness of census coverage depends highly on the accuracy and reliability of the maps that will be used during the census. The accuracy of the boundaries reflected in each barangay and census EA maps; correctness of map orientation; and correctness of the relative location of landmarks and other physical features on the maps affect the coverage of the census. These important aspects should be carefully ensured because maps are used not just in field operations but also in information dissemination, spatial analysis, and development and maintenance of the Master Sample Frame.

### 1. Types of Census Maps for the POPCEN 2015

For the POPCEN 2015, two types of maps will be generated. The first type is the *precensus map*. Precensus maps are maps needed for the listing and enumeration. The Geo-Spatial and Information Management Division (GSIMD) under the Censuses and Technical Coordination Office (CTCO)-Information Technology and Dissemination Service (ITDS), together with the FOs will prepare the precensus maps required for the POPCEN 2015, ensuring the availability of these maps for enumeration.

The second type of maps is the *postcensus map*. These maps are produced after the census enumeration. These maps contain the updated features or landmarks of the EAs covered during the conduct of the POPCEN 2015.

## 2. Sources of Precensus Maps for Enumeration

A precensus map is produced from previous censuses and/or mapping activities. For the POPCEN 2015 the following are the sources of precensus maps:

a. GIS-based maps or digitized maps

The Geographic Information System (GIS)-based maps or digitized maps were the results of the mapping activities done in 2014. The GPS mapping was done to come up with updated maps of EAs, barangays, cities, municipalities, provinces, and regions throughout the country. These maps have been updated in terms of boundaries, street names, and prominent physical features/landmarks.

After the mapping activities in 2014, the following types of maps will have already been prepared:

- Digitized city/municipal maps with barangay boundaries;
  - Digitized barangay maps, including EA boundaries for barangays with more than one EA; and
  - Digitized EA maps
- b. Sketch maps from previous censuses can also be used in the absence of digitized maps and/or as references during the conduct of the enumeration.

## 3. Map Reproduction for the POPCEN 2015 Enumeration

The Provincial Statistical Office (PO) will be responsible for the reproduction of EA, barangay, and city/municipal maps to be used during the enumeration.

- a. Use of bond paper (size A3) for reproduction of maps to be used during the enumeration is advised to produce much bigger maps.

All enumerators (ENs) and team supervisors (TSs) should have a copy of the maps of the EAs/barangays assigned to them. Similarly, the census area supervisors (CASs) should have the maps of all the EAs, barangays, city/municipality assigned to them.

- b. Standard blank mapping form should also be made available for the ENs/TSs for use in block mapping during the enumeration.
- c. Use of black ink in printing/reproduction of maps is also advised for purposes of archiving.

#### 4. Preparation of Postcensus Maps

After the conduct of the POPCEN 2015, the maps should have been updated and should contain plotted building symbols and household serial numbers (HSNs). These maps will be processed at the PO in preparation for scanning. Instructions on how to process these maps as inputs to the rolling program for mapping will be provided separately.

### 7.2 ENUMERATION AREA DELINEATION

For purposes of the POPCEN 2015, an EA is one that consists of about 100 to 400 households, accessible, and adheres to the standard geographic boundaries. In 2014, an EA delineation activity was conducted for barangays or EAs which need to be further delineated or divided to come up with a manageable EA size of 100 to 400 households deemed to be completely covered by an EA within the prescribed enumeration period.

The Enumeration Area Reference File (EARF) is prepared after the delineation activity done by the POs.

### 7.3 ENUMERATION AREA REFERENCE FILE (EARF)

An EARF is a reference file consisting of all the EAs (including newly created EAs identified in the 2014 EA delineation activity), barangays, and cities/municipalities in a province. It contains the geographic identification (Geo-ID) codes and names, sizes in terms of the number of households based on the 2010 Census of Population and Housing (2010 CPH), 2012 Census of Agriculture and Fisheries (2012 CAF) revalidation, and 2015 estimates. This EARF is subjected for confirmation by the FOs prior to the census.

Because of the number of EAs that have been created in the past censuses, the EA naming convention used to identify its number increased from four to six digits. Using the six-digit EA code, the first three digits refer to the unique number assigned to each EA on a sequential order within the barangay, while the last three digits refer to the first three-digit code of the mother EA (or first two-digit code of the mother EA using the previous four-digit naming convention, plus a digit of "0" at the start).

Illustration 1:

EA Number	Old Name	New Name
First	0100	001000
Second	0200	002000

For a barangay that is divided into two EAs, the EAs are sequentially numbered, that is, “**001000**” for the first EA, and “**002000**” for the second EA.

If the first EA, “**001000**” is delineated or divided, the newly created EA will have a first three-digit number of “**003**” following the last EA number in that barangay. Then the second three-digit code would be “**001**”, to mean that it came from the mother EA “**001000**”. Therefore, the code for the newly created EA for that barangay would be “**003001**”.

Illustration 2:

EA Number	Old Name	New Name
First	0100	001000
Second	0200	002000
Third (newly created EA from EA 0100 or 001000)	0301	003001

#### 7.4 ESTABLISHMENT OF POPCEN 2015 TRAINING CENTERS AND CENSUS HEADQUARTERS

The Provincial Statistics Officer (PSO) and PO statistician/staff will emphasize the need for training centers and census headquarters during their coordination meetings with the local government units (LGUs) and other agencies due to the enormity of the census undertaking. They will:

1. Scout for a training center/venue where the third and/or fourth levels of training can be held. IT is encouraged that these training venues be used free of charge or at a very minimal cost. A training venue is one that is suitable for a training class size of about 40 participants. A discussion on the characteristics of a training venue is described in Chapter 8 of this manual.
2. Scout for a secure place to be used as census headquarters during the enumeration, free of charge. The census headquarters will be appropriate for the conduct of weekly meetings of Teams and for the safe storage of census questionnaires/forms, supplies, and materials. The PO statistician/staff will keep with him/her the census questionnaires/forms, supplies, and materials until they are ready for distribution to the ENs.

#### 7.5 AREA ASSIGNMENT AND FAMILIARIZATION

##### A. Area Assignment

The PO will be responsible for providing the areas of assignment of the CASSs, TSs, and ENs. This should be aligned with the workload analysis evaluated by the PO wherein the number of ENs, TSs, and CASSs were derived based on the workload,

mandays, and duration of the enumeration. As much as possible, the PO will see to it that the distribution of work is equitable among all ENs as the census enumeration is expected to be completed in more or less 25 days starting August 10, 2015.

### **1. Guidelines in the Assignment of Area**

The following guidelines will be observed in preparing the areas of assignments:

#### **a. Census Area Supervisor**

A CAS is expected to supervise at least five TSs. However, every city/municipality will have at least one CAS who will supervise the enumeration in the entire city/municipality. The PO will define the areas of assignment of the CAS. He/She will prepare the list of areas of assignment and submit a copy of the list to the PSO.

#### **b. Team Supervisor**

The TS will supervise about four ENs. It is, therefore, important that the areas of assignment of the TS will consist of EAs or barangays that are contiguous or accessible to one another to shorten the travel time and maximize the time for supervision of the ENs by the TS.

The TS will be selected from among the most qualified ENs during the last day of the fourth level training. The PSO, with the assistance of the head CAS will prepare the areas of assignment of the TSs, and these assignments will be given to the TSs prior to the discussion of the Supervisor's Manual.

#### **c. Enumerator**

The EN will be assigned to at least one EA/barangay depending on the workload and the expected duration to cover the EA/barangay. Ideally, the EN will be assigned in the EA/barangay where he/she resides. If this strategy is not possible, the distance that the EN has to travel to the EA/barangay assigned to him/her will be a major factor to consider. Every effort will be exerted to keep an EN as close as possible to his/her home so that the travel time to and from his/her area of assignment could be minimized.

In planning the area of assignment of the ENs, the PSO will consider the population of the area, dispersion of houses, terrain, mode of transportation, and other related factors.

After giving the areas of assignment to the CASs and TSs, the PO will provide the CASs and TSs with the following:

- Digitized city/municipality maps with barangay/EA boundaries for the CAS and barangay maps with EA boundaries for the TSs and ENs;
- Printed copy of the EARF of the city/municipality. The EARF contains the names and codes of the region (two digits), province (two digits), city/municipality (two digits), and barangay (three digits), EA number (six digits), and the estimated number of households.

## 2. List of CASs, TSs, and ENs

The PO will prepare a Personnel Reference File (PRF) of all the CASs, TSs, and ENs. This PRF will be submitted to the Central Office (CO) immediately before enumeration using the POPCEN 2015 MIS facility. (See Chapter 6 for the format of PRF in Table 6.1.)

The POPCEN 2015 Management Information System (MIS) will generate the Identification Numbers (ID Nos.) of each hired personnel. Any updates in the PRF which may include back-outs, additional area assignment, and others come using the POPCEN 2015 MIS.

## B. Familiarization of Area of Assignment

Prior to enumeration, a one day ocular inspection of the area of assignment will be carried out by the CAS, TS, and EN. They will pay a courtesy call to the Punong Barangay to inform that they are the POPCEN 2015 census personnel assigned to cover the barangay. During this visit, familiarization with the areas will be done by going around the barangay/EA to determine boundaries on the ground, among others. Any update such as new landmarks, and other physical features of the area will be reflected on the barangay/EA map.

## 7.6 IDENTIFICATION OF AREAS NEEDING SPECIAL STRATEGIES FOR ENUMERATION

Based on the experiences from previous censuses, some places in the country have been identified as special areas prior to census enumeration. These areas will be identified by the field offices in the Workload Analysis Worksheet column on special areas. For these areas, appropriate strategies have been recommended for adoption in the field during census operations. Listed below are the special areas/problems identified and the corresponding possible solutions/strategies to be applied.

1. **Refusals** – As much as possible, all efforts will be exerted to minimize nonresponse due to refusal. In case of reported refusals by all households in an EA, the TS/CAS will seek the help of the Punong Barangay. If the Punong Barangay cannot solve the problem and/or provide the necessary assistance, the PO statistician/staff will seek the help of the Mayor. If the respondents could not still be convinced to respond or if the negative attitude of the

residents is due to political pressure, then the assistance of the Chief of the local Philippine National Police will be sought. If this approach still does not work, the PO statistician/staff, with the help of the Mayor, will obtain any available records of the barangay residents from the Punong Barangay. In such cases, a report will be sent to the PSO, who in turn will inform the RD and the National Statistician (NS) Attention: Census Project Staff (CPS 2015) about the problem and strategy/action adopted, if any.

2. **Areas to be Administered with Self-Administered Questionnaire (SAQ) –**

The use of SAQ Instructions is an approach to data collection in which the respondents themselves fill out CP Form 2. Such areas will be identified as part of the preparatory activities for the POPCEN 2015. The use of SAQ Instructions for these areas will be based on the following cases:

- a. The residence is located in an urban area.
- b. Most residents are perceived to have an above average educational attainment.
- c. The residents in the area are generally reluctant to be interviewed by the census enumerators.
- d. The area has an identifiable boundary.
- e. Exclusive villages, condominiums, and townhouses which cannot be penetrated, unless with the approval of the president of the homeowner's association or administrator.

Similarly, institutional population which could not be interviewed will be provided with CP Form 4 (Institutional Population Questionnaire) along with CP Form 8 (Self-Administered Questionnaire Instructions for CP Form 4).

Further, for pre-identified areas such as exclusive subdivisions/villages and tightly-guarded condominiums, where most households refuse to be interviewed for whatever reason, another option could be persuaded to use the E-Questionnaire. Households which opt to accomplish the E-Questionnaire instead of CP Form 2 will still be provided with CP Forms 2 and 7, which contains the instructions that could be used in accomplishing the E-Questionnaire.

This strategy could be adopted in the following cases:

- a. The residence is located in an urban area.
- b. Most residents are perceived to have an above average educational attainment.
- c. The residents in the area are generally reluctant to be interviewed by the census enumerators.



- d. The area boundary of the EA is clearly identified.
- e. The exclusive village, condominium or townhouse could not be penetrated, unless there is prior approval by the administrator or president of the homeowner's association.

To ensure that the use of CP Form 2 with CP Form 7 has been properly implemented in special areas, the PSO/PO statistician and staff will:

- a. Coordinate with the Punong Barangay, president of the homeowner's association of the village or administrator of the apartment, townhouse, or condominium about the distribution of SAQs.
- b. Conduct an extensive information campaign in these special areas. If possible, each SAQ area will be provided with streamers and information materials, such as leaflets, primers, and other information, education, and communication (IEC) materials, for distribution to all residents.

A Reference Number for households using E-Questionnaire will be indicated in CP Form 7. This Reference Number will be used in accessing the PSA website so that the E-Questionnaire could be accomplished. After accomplishing and sending the E-questionnaire through the PSA website, a Census Receipt Confirmation Number (CRCN) will be generated. The **CRCN** is a computer-generated number that will be provided to the household once the E-Questionnaire has been successfully accomplished. The EN will be informed through SMS (text) that the household with such Reference Number and CRCN has submitted its E-Questionnaire.

If all possible solutions have already been exhausted and yet the households still refuse to be interviewed, the last strategy to be adopted is to obtain an estimate of the number of households and the population count. The Punong Barangay, "purok" officials, *encargados* of hacienda, and other knowledgeable persons can be asked to help provide the estimate. The PSA personnel concerned will inform the PO statistician/staff and the PSO about this case, who in turn, will relay the information to the RSSO and the CO.

3. **Foreign National Communities** – Enumeration problem due to security concerns may arise among the residents in these areas. For instance, some Chinese/Korean nationals may express apprehension that the information they will provide in the census may be used by some bad elements against them, hence, refuse to cooperate with the census interviewers. In a situation like this, the PSO may adopt the strategy of hiring ENs who can speak Chinese (Fookien or Mandarin)/Korean. Another strategy is for the PSO to hire Chinese/Korean interpreters, with prior approval of the RD. Further, such areas could be pre-identified so that they can be asked to answer the E-Questionnaire.

4. **Informal Settler Areas or Congested Areas** – Prior coordination with the Punong Barangay and other incumbent barangay officials such as councilors, *tanods*, and *purok* leaders will be made to solicit the support of informal settlers or residents in congested areas. For these areas, the TS may accompany the EN during the enumeration. Team approach may also be adopted in covering these areas so that the enumeration could be finished within the prescribed period.
5. **Military Operations** – For a military-restricted area where civilians are prohibited from entering due to an ongoing operation, permission to penetrate the area will be obtained first from the military official who has jurisdiction on the area. Assistance of local government officials may also be sought. In a situation like this, leave sufficient number of CP Forms 2 and 7 for self-accomplishment of the household questionnaires in these areas. Likewise, sufficient number of CP Forms 4 and 8 may also be provided to the officer-in-charge of the military camp to enumerate the institutional population. Prior coordination with the Commanding Officer with regard to the distribution and collection of these census forms will be made promptly.

Another strategy is to request a military personnel to attend the training for enumeration. The military personnel can act as an EN to interview institutional population as well as households living inside the premises of the military camp.

6. **Upland Villages** – Coordination with the tribal *datu*/leaders of the area and the recruitment and hiring of educated members of the tribe as ENs (at least high school graduate) are the best strategies to adopt in these areas.
7. **Areas with Rugged Terrain and Remote Areas** – One strategy that could be adopted in enumerating rugged and far-flung areas is to request the residents to converge in the *poblacion* (or any convenient location) during market day (or any specified day) so that interview could be done. This strategy will be coordinated first with the Mayor, Punong Barangay, as well as the local residents. For this strategy, some ENs assigned in other EAs may be asked to assist the EN assigned in the area in conducting the interview. The PO statistician/staff who will be present to oversee this activity will consider the workload distribution of the POPCEN 2015 personnel assigned in these areas.
8. **Boundary Disputes** – There are provinces, cities/municipalities, and barangays with this kind of problem. The Local Government Code Rule III, Article 18 - *Maintenance of Status Quo* specifically states that pending final resolution of the dispute, the status of the affected area prior to the dispute will be maintained and continued for all purposes.

Problems on boundary disputes will be coordinated with the concerned local government officials. If there are two barangays with boundary conflict within the same city/municipality, the officials of the city/municipality and of the disputing barangays will be consulted to avoid double counting of households. Likewise, for boundary conflicts involving two cities or municipalities, the officials

of the province will be consulted. If the conflict involves two cities or municipalities in different provinces, the provincial governor of the concerned provinces will be consulted. These actions should be jointly undertaken by the concerned PSA officers with jurisdiction in the areas affected by boundary disputes.

9. **Critical Areas** – Use of team approach or saturation drive in enumerating critical but penetrable barangays is allowed as the need arises. Hiring of guides may be allowed only under extreme or extraordinary situations, and with prior approval by the RD.

# Training

Training of personnel who will be involved in every phase of the 2015 Census of Population (POPCEN 2015) is a very important aspect of the census. The training provides each census personnel with the necessary knowledge and concepts of the census, and the capability to implement a specific task. A good training fully prepares each census personnel to perform his/her duties and tasks with diligence and commitment. It also prepares him/her for any eventuality that he/she may encounter either in the field or in the office. Hence, each conduct of training will be as systematic as possible to produce highly qualified census workers who can effectively deliver the required outputs.

This chapter discusses the nature of trainings to be conducted for the POPCEN 2015, the timetable, training plans, and the requirements of the training programs to be implemented.

## 8.1 TRAINING PROGRAMS

Training programs are to be conducted for POPCEN 2015 covering the areas of field enumeration and data processing. These trainings are the following:

1. Training on enumeration, which includes a topic on Progress Monitoring System (PMS), Tracking, Receipt and Control System (TRACS), and Management Information System (MIS). This training involves personnel from the Central Office (CO), Regional Statistical Services Office (RSSO), and Provincial Statistical Office (PO), census area supervisors (CASs), team supervisors (TSs), and enumerators (ENs);
2. Training on manual processing, which includes training on TRACS and Quick count System (QCS). This training involves the Regional/Provincial Statisticians, other PO statisticians and staff, previously hired RSSO/PO staff, manual processors, and Receipt and Control Clerk (RCC); and
3. Training on machine processing: on scanning/interpretation and archiving at the POPCEN 2015 Scan Station (SS 2015)/Data Processing Center (DPC 2015) and on data encoding and machine editing in the DPC 2015 at the POs. This training involves the Regional/Provincial Statisticians, RSSO/PO previously hired staff, Scan/Interpret Operators, Data Encoders, Key Verifiers, Specialized Coders, and RCCs.

## **8.2 TRAINING ON FIELD ENUMERATION**

### **1. Levels and Schedule**

There will be four levels of training on enumeration for personnel who will be involved in the POPCEN 2015 field operation. The First Level Training, also called the Task Force Training is done in Metro Manila. Participants in the first level training will act as trainers in the second level training. Generally, the participants in higher level trainings are tapped as trainers and/or resource persons in the succeeding levels of training.

Each training level will strictly follow the training schedule to avoid any unnecessary delay. The trainers will discuss thoroughly the contents of the Enumerator's Manual, giving emphasis on the objectives of the census, as well as the census concepts and definitions, field enumeration procedures, and procedures in accomplishing the questionnaires and administrative forms.

Mock interview will be done in all levels of training. By conducting mock interview, the participants can get insights on how to apply the knowledge they gained during the training and can develop their own interview styles and techniques that in the actual conduct of enumeration. After the conduct of each interview, the participants are encouraged to share their observations and give comments and/or suggestions, especially on the manner the mock interview was conducted. During the discussion, all efforts will be exerted to avoid offending the role players. In addition, field practice (hands-on interview) must be done to expose participants to actual enumeration in the field. Also, exercises provided in the Training Workbook must be promptly administered. The Training Guide will also be used as guide of the trainers.

Moreover, the participants in the first three levels of training are required to familiarize themselves with the Supervisor's Manual since they will also act as trainers in the succeeding levels of training for supervisors. During the last day of the fourth level training, the Supervisor's Manual will also be discussed with the participants who were selected to become the TSs.

Presented in Table 8.1 are the levels and schedules of training for enumeration.

**Table 8.1 Levels and Schedule of Training for Enumeration**

Training Level	Number of Classes	Participants	Trainer	Date	Venue
First Level					
Batch 1	4	Selected CO personnel, Regional Directors (RDs), Provincial Statistics Officers (PSOs) (including PSO of Basilan), Caretakers/Chief of RSSO-Statistical Operations and Coordination Division (SOCD), Selected Caretakers/Chief of the RSSO-Civil Registration and Administrative Support Services Division (CRASSD), and Regional Statisticians [except the Autonomous Region in Muslim Mindanao (ARMM)]	Selected Trainers among the participants	June 29 to July 3, 2015	CO
Batch 2	1	RD, PSOs (except PSO of Basilan), Caretaker/Chief of RSSO- SOCD, Regional Statistician, Provincial Statisticians, and selected PO statisticians [former District Statistics Officers/Statistical Coordination Officers (DSOs/SCOs)] [for ARMM only]	Task Force Trainers	July 6 to 10, 2015	CO
	2	Selected CO personnel	Task Force Trainers	July 6 to 10, 2015	
Second Level (Regional)					
Batch 1	1	Provincial Statisticians, selected PO statisticians (former DSOs/SCOs) and staff, and selected RSSO staff (except ARMM) including PO statisticians of Basilan	Task Force Participants	July 13 to 17, 2015	RSSO
	1	For RSSO-ARMM and PO Maguindanao: Selected RSSO staff and rest of PO statisticians and staff			
Third Level (Provincial)					
Batch 1	n	Rest of PO statisticians and staff, and hired CASS [except ARMM]	Second Level Participants	July 20 to 25, 2015	PO
Batch 2	n	Rest of PO statisticians and staff (except Maguindanao), and selected hired CASS [All Provinces in ARMM]		July 27 to August 1, 2015	
Fourth Level (City/Municipal)					
Batch 1	n	Remaining hired CASS, TSS, ENs, and reserve ENs	Third Level Participants	July 27 to August 1, 2015	City/ Municipal Training Center
Batch 2	n			August 3 to 8, 2015	

**Note:** Should there be changes in the training schedule or deviation from the training plan in the number of participants in the second to fourth level training, the RSSO/PO concerned will request for clearance/approval from the CO.

## 2. Training Venue

The venue for the field enumeration training must meet the following basic requirements:

- Large enough to comfortably accommodate about 40 participants;
- Quiet and free from distractions;
- With good lighting;
- Well-ventilated;
- With white/black board;
- With comfortable armchairs or tables with chairs;
- With a table in front where the trainer can put his/her manuals and other training materials;
- Preferably with sound system; and
- A venue that would allow extended hours of training

The RD and PSO will make arrangements in advance regarding the establishment of training venues for all levels of training. During coordination, the RD and PSO shall exert effort to get commitment of other agencies for availment of free use of training venues during the conduct of any level of training. Regional/Provincial offices of national agencies and local government units can be requested for assistance in providing/finding rent-free training venues.

Training venues such as open gymnasiums or basketball courts and similar open areas should be avoided since these are not conducive to training, hence, resulting to poor understanding and comprehension of all topics during the training.

## 3. Training Class Size

To ensure the quality of training, these guidelines in determining the number of participants in every training program and level will be followed:

- a. The total number of participants by level will be determined based on the workload of the province;
- b. For the first level training participants, the number will be sufficient to meet the required number of trainers for the second level training;
- c. For the second level training, the participants will be evenly distributed for each class, considering the location of area assignment of the ENs and TSs;
- d. Participants will be limited to a maximum of 40 per class; and
- e. Two trainers, at least one of whom is a permanent personnel of the Philippine Statistics Authority (PSA), will be assigned for each class. Identification of two

trainers for each class is important in determining the sufficiency of number of trainers per class in every training center.

#### 4. Training Coverage and Materials

Since the trainings for the POPCEN 2015 are decentralized, consistency in the interpretation and discussion of the concepts and the manner in which all personnel are trained and instructed are a prime consideration in the lower level trainings. For this purpose, the following standardized materials will be prepared for each level of training:

- Enumerator's Manual
- Supervisor's Manual
- Sample of questionnaires and maps
- Other CP forms
- Training Workbook
- Training Guide
- Blown-up questionnaires and forms
- Powerpoint presentations

Whenever possible, the use of LCD projectors is important in conducting the training, so that the standard powerpoint materials can be used.

Refer to Appendix 8 for the training schedule in different levels of Training on Enumeration.

#### 5. Other Training Concerns

##### ***Absences and Tardiness***

Participants in all levels of training for the field operations are required to attend all daily sessions so that they would fully understand all census concepts and procedures and instructions. If a participant has missed the lecture on some topics due to absences or tardiness, he/she should exert extra effort to catch up with the lectures. The trainers are responsible for reminding the participants not to be absent during the course of the training. Tardiness should also be avoided; both the trainer and participants should start each day's session promptly as scheduled to avoid unnecessary delay.

##### ***Calamity During Training***

In case the training area is affected by a calamity, disaster, or peace and order problem, the trainers should immediately inform the PO so that remedial measures could be done.



## 6. Training Plan

Each RSSO will prepare its Second Level Training Plan and consolidate the Third and Fourth Level Training Plans prepared by its respective POs. These plans will be submitted to the Assistant National Statistician (ANS) of the National Censuses Service (NCS) not later than March 31, 2015.

The Consolidated Training Plan will follow this filenaming convention:

**nTRNGPLANRrr.xls**

where:

**n** stands for the level of training

**TRNGPLAN** refers to the keyword for “training plan”

**R** stands for the word “region” and

**rr** is the two-digit region code based on the Philippine Standard Geographic Code

**xls** the document to be submitted should be in MS excel format

**Table 8.2 Training Plan for the Second Level Training on Enumeration**



PHILIPPINE STATISTICS AUTHORITY  
2015 Census of Population

### TRAINING PLAN FOR THE SECOND LEVEL TRAINING ON ENUMERATION

Region: \_\_\_\_\_

Class Number	Number of Participants (by designation)	Date	Venue (Write only the name of the city/municipality if the name of the hotel or building is not yet known.)	Trainer				Remarks
				Number Needed	Number Available	Name	Position	
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)

Prepared by: \_\_\_\_\_

Noted by: \_\_\_\_\_

Position: \_\_\_\_\_

Position: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

**Table 8.3 Training Plan for the Third Level Training on Enumeration**

PHILIPPINE STATISTICS AUTHORITY  
2015 Census of Population

TRAINING PLAN FOR THE THIRD LEVEL TRAINING ON ENUMERATION

Region: \_\_\_\_\_

Province: \_\_\_\_\_

Class Number	Number of Participants (by designation)	Date	Venue (Write only the name of the city/municipality if the name of the hotel or building is not yet known.)	Trainer				For Regular Staff: To be Designated as Full-time Census Area Supervisor? 1 – Yes 2 – No	Remarks
				Number Needed	Number Available	Name	Position		
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)

Prepared by: \_\_\_\_\_

Noted by: \_\_\_\_\_

Position: \_\_\_\_\_

Position: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

**Table 8.4 Training Plan for the Fourth Level Training on Enumeration**

PHILIPPINE STATISTICS AUTHORITY  
2015 Census of Population

TRAINING PLAN FOR THE FOURTH LEVEL TRAINING ON ENUMERATION

Region: \_\_\_\_\_

Province: \_\_\_\_\_

City/ Municipality	Class Number	Number of Participants (by designation)	Date	Venue (Write only the name of the city/municipality if the name of the hotel or building is not yet known.)	Trainer				Remarks
					Number Needed	Number Available	Name	Position	
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)

Prepared by: \_\_\_\_\_

Noted by: \_\_\_\_\_

Position: \_\_\_\_\_

Position: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

### 8.3 TRAINING ON MANUAL PROCESSING AND TRACS

#### 1. Levels and Schedule

The processors and supervisors who will be trained on the manual processing of census questionnaires and maps will compose the manual processing group of the PO. The training levels and schedules are shown in Table 8.5:

**Table 8.5 Levels and Schedule of Training on Manual Processing**

Level of Training	Participants	Trainer	Date	Venue
First Level	Selected CO personnel, Regional Statisticians*, and selected PO Statisticians	Task force trainers	September 7-11, 2015	CO
Second Level	PSO, other PO Statisticians, concerned RSSO staff, and hired RSSO Assistant Statistician/other staff	Task force participants	September 14-18, 2015	RSSO
Third Level	Concerned PO staff, hired PO Assistant Statistician, RCC, Shift Supervisors, PO Clerk, Editors, and Coders	Second level participants	September 21-25, 2015	PO

\* Includes the Regional Statistician and Chief of the RSSO-SOCD.

#### 2. Training Coverage

Coverage of the training on manual processing includes the following:

- a. Overview of manual processing
- b. General screening and completeness check
- c. QCS and PMS
- d. Consistency check and Editing
- e. Use of 2008 Philippine Standard Classification of Education (PSCED) and 2012 Philippine Standard Occupational Classification (PSOC)
- f. Use of TRACS

#### 3. Training Materials and Equipment

The training materials and equipment needed are:

- a. Data Processing Manual (Volume 1)
- b. 2012 PSOC
- c. 2008 PSCED
- d. TRACS User's Manual (PO version)
- e. Sample of questionnaires and maps
- f. Other CP forms
- g. LCD projector
- h. Sound system

Specific procedures for manual processing are provided in the manual prepared for this particular activity. It also features a hands-on training on TRACS, QCS, and PMS updating.

## 8.4 TRAINING ON MACHINE PROCESSING

### 1. Levels and Schedule

The machine processing personnel to be trained are the staff of the SS 2015 and the data encoders/key verifiers at the DPC 2015. For map archiving, the Regional Statistician and selected RSSO/PO staff will be trained. The training levels and schedules are shown in Table 8.6:

**Table 8.6 Levels and Schedule of Training on Machine Processing**

Level of Training	Participants	Trainer	Date	Venue
First Level (Task Force)	Selected CO personnel and Regional Statisticians*	Task Force Trainers	January 5-8, 2016	CO
Second Level	Selected RSSO, all PO statisticians/ staff, hired RSSO Assistant Statistician, and Scan/Interpret Operators (for January 11-12) of RSSO/PO of DPCs located in training venue	First Level participants	January 11-15, 2016	RSSO or PO within the region (To be announced)
Third Level (For POs with SS 2015)	PSO, other PO staff, hired PO Assistant Supervisor, Data Encoders, Key Verifiers, RCC, and Scan/Interpret Operators	Second Level participants	January 18-22, 2016	PO
Third Level (For POs without SS 2015)	PSO, other PO staff, hired PO Assistant Supervisor, Data Encoders, Key Verifiers, and RCC		January 18-20, 2016	PO

\* Includes the Regional Statistician and Chief of the RSSO-SOCD

### 2. Training Coverage

For the first and second level training, the following topics will be covered:

- Overview of forms used in POPCEN 2015
- Data Processing Flow
- Use of the scanner and its required preventive and regular maintenance
- Survey/Census Integrated Processing System (SCIPS)
- Use of scanning machine
- Running and trouble-shooting of the Interpret Program
- Data encoding
- Key verification
- Machine editing
- TRACS User's Manual (PO version)

For POs with SS 2015, the Third Level Training shall cover the same topics as the First and Second Level Training. For POs without SS 2015, only the following topics will be covered:

- Data Processing Flow
- SCIPS
- Data Encoding
- Key Verification
- Machine Editing
- TRACS

A hands-on exercise will be conducted so that the participants can experience the actual scanning, encoding, and machine editing of documents. Thus, the RSSO/PO will ensure that there are accomplished questionnaires submitted for use during the hands-on exercise.

### **3. Training Materials and Equipment**

The training materials and equipments needed are:

- TRACS User's Manual (RSSO/PO version)
- System Operations Manual
- Accomplished questionnaires
- System installer
- Scanners
- Microcomputers
- LCD projector
- Data Processing Manual (Volume 2)
- Enumeration Area Reference File (EARF)
- 2012 PSOC
- 2008 PSCED
- SCIPS

## **8.5 TRAINING EVALUATION**

After the conduct of the training, the participants will evaluate the training session. The evaluation activity is aimed to improve similar trainings that the office will conduct in the future. Among the important points to be assessed are:

- Trainers
- Training venue
- Training facilities (lighting, sound system, ventilation, and others)
- Meals/Food

## 8.6 TRAINING REPORT

### 1. Narrative Report on Training on Enumeration

#### a. Second Level Training on Enumeration

The RSSO will submit the narrative report on the Second Level Training on enumeration following the outline given below.

#### Outline for the Second Level Training on Enumeration

##### I. PROFILE OF THE TRAINING (Specify information needed per class and batch.)

Date of Training	Place of Training	Number of Participants	Number of Trainers	Name of Trainer from CO, if any

##### II. HIGHLIGHTS OF THE TRAINING

- Topics Discussed by the Trainers: (Specify all the topics discussed by each trainer for each class and batch.)

Name of Trainer (including Trainer from CO, if any)	Topic/s Discussed

- Issues and Actions Taken: (Enumerate the issues raised during the training and the corresponding action/s taken or response given by the trainers.)

Issues Raised	Action Taken

##### III. STRATEGIES AND INNOVATIONS IMPLEMENTED DURING THE TRAINING

Specify the strategies implemented and innovations adopted to improve the training.

##### IV. ARRANGEMENT FOR THE VENUE AND MEALS

Specify the arrangement made for the venue and meals, e.g., if NEDA-RO provided free use of venue, and others.

Rate the Venue: **0** for Poor **1** for Adequate/Good

Lighting	Ventilation	Sound System	Writing Board	Meals

## V. REPORT ON EXPENSES BY ITEM OF EXPENDITURES

--

## VI. RECOMMENDATIONS

--

## b. Third Level Training on Enumeration

All POs will submit their narrative report on the Third Level Training on enumeration to the RSSO for consolidation. The RSSO will consolidate the provincial narrative reports and submit the regional consolidated report to CO.

**Outline for the Regional Consolidated Report on Third Level Training on Enumeration**

## I. PROFILE OF THE TRAINING (Specify information needed per class and batch.)

Province	Date of Training	Place of Training	Number of Participants	Number of Trainers	Name of Trainer from CO, if any
Province 1					
Province 2					

## II. HIGHLIGHTS OF THE TRAINING

- Topics Discussed by the Trainers: (Specify all the topics discussed by each trainer for each class and batch.)

Province/Training Batch and Class	Name of Trainer (including Trainer from CO, if any)	Topic/s Discussed
Province 1 Batch 1, Class n		
Province 1 Batch 2, Class n		
Province 2 Batch 1, Class n		
Province 2 Batch 2, Class n		

- **Issues and Actions Taken:** (Enumerate the issues raised during the training and the corresponding action/s taken or response given by the trainers. If one or more provinces reported the same issue, specify the provinces in the third column.)

Issues Raised	Action Taken	Province/s that Reported the Issues

### III. STRATEGIES AND INNOVATIONS IMPLEMENTED DURING THE TRAINING

Specify the strategies implemented and innovations adopted to improve the training.

### IV. ARRANGEMENT FOR THE VENUE AND MEALS

Specify the arrangement made for the venue and meals, e.g., if LGUs provided free use of venue, and others.

Rate the Venue: **0** for Poor **1** for Adequate/Good

Province/Training Batch and Class	Lighting	Ventilation	Sound System	Writing Board	Meals
Province 1					
Batch 1, Class n					

### V. REPORT ON EXPENSES BY ITEM OF EXPENDITURES

--

### VI. RECOMMENDATIONS

--

#### c. Fourth Level Training on Enumeration

The POs will consolidate all reports on Fourth Level Training on enumeration. The outline for the report is the same as that for the Third Level Training on enumeration. The provincial consolidated report should be submitted to the CO through the RSSO.



## 2. Narrative Report on Training on Manual Processing and Quick Count System

The outline for the report on Second and Third Level Training on Manual Processing and Quick Count System is the same as that for the Second and Third Level Training on Enumeration, respectively.

## 3. Narrative Report on Training on Machine Processing

The outline for the report on Second and Third Level Training on Machine Processing is the same as that for the Second and Third Level Training on Enumeration, respectively.

## 4. Submission of Narrative Reports

All narrative reports should have the following filename conventions and should be submitted by regional offices to [POPCEN2015@psa.gov.ph](mailto:POPCEN2015@psa.gov.ph) (Attention: CPS 2015) before the deadline stated below.

Level and Type of Training	Responsible Office	Deadline	Filename Convention
Field Enumeration:			
Second Level	Region	One month after the conduct	2TRNGENUMRrr.doc
Third Level	Region	One month after the conduct	3TRNGENUMRrr.doc
Fourth Level	Region	Two months after the conduct	4TRNGENUMRrrPpp.doc
Manual Processing:			
Second Level	Region	One month after the conduct	2TRNGMANPROCRrr.doc
Third Level	Region	One month after the conduct	3TRNGMANPROCRrr.doc
Machine Processing:			
Second Level	Region	One month after the conduct	2TRNGMACPROCRrr.doc
Third Level	Region	One month after the conduct	3TRNGMACPROCRrr.doc

where:

**2, 3, or 4** stands for the level of training,  
**TRNGENUM** is the keyword for the training on enumeration,  
**TRNGMANPROC** refers to the training on manual processing,  
**TRNGMACHPROC** refers to the training on machine processing,  
**R** stands for the word “region”,  
**rr** is the two-digit region code based on the PSGC,  
**P** stands for the word “province”, and  
**pp** is the two-digit province code based on the PSGC.

## Field Enumeration and Supervision

Right after the conduct of the training for enumerators (ENs), team supervisors (TSs), census area supervisors (CASs), and other personnel, the field enumeration for the 2015 Census of Population (POPCEN 2015) will commence. All census personnel are expected to be in their areas of assignment on the first day of enumeration. Throughout the enumeration period, all Field Officers of the Philippine Statistics Authority (PSA) should closely supervise the ENs, TSs, and CASs.

To effectively carry out their duties, all supervisors should be knowledgeable of the standard concepts, procedures, and instructions to be followed during enumeration which are provided in the Enumerator's Manual. Also, they should be familiar with the contents of the Supervisor's Manual, which contains a detailed discussion of the levels of supervision and the flow of reports and communications during the field operations.

This chapter provides instructions on additional aspects of supervision, quality control activities in the field, and resolution of problems encountered during the enumeration period.

### 9.1 INSTRUCTIONS ON TRAVEL AND QUALITY ASSURANCE ACTIVITIES

The Regional Directors (RDs), regional statisticians/staff, Provincial Statistics Officers (PSOs), and provincial statisticians/staff are required to travel within their respective areas of supervision during the enumeration period. Their authority to travel should be prescribed in a Special Order (SO) to be issued by the RD for the PSOs and the regional statisticians/staff, and by the PSO for the provincial statisticians/staff. The RDs should prepare and sign the SO for their own travel, a copy of which should be submitted to the Central Office (CO), through the Assistant National Statistician (ANS) of the National Censuses Service (NCS), Attention: Census Project Staff 2015 (CPS 2015).

All field supervisors should prepare a plan of travel to ensure a systematic, effective, and well-coordinated supervision of the field enumeration. In preparing the plan of travel, every field supervisor should be guided by the following procedures:

- a. The travel of the RDs and Regional Statistical Services Office (RSSO) statisticians/staff should be undertaken primarily to address the problems that may arise in the provinces needing their assistance. It should be focused on the supervision of pre-identified problem and special areas. The RD and

- RSSO staff should ensure that the ENs/Ts/CASs are doing the census procedures correctly, in order to uphold the quality of data collected.
- .
- b. The travel of the PSOs, and Provincial Statistical Office (PO) statisticians/Head CAS should be undertaken primarily to address the problems that may arise in the cities/municipalities needing their assistance. They shall perform supervisory tasks expected of them, especially in known problem/special areas, ensure that the census headquarters are manned properly and have sufficient questionnaires, forms, and supplies. The PSO and PO statistician/Head CAS should spotcheck the hired CASs, Ts, and ENs. Similarly, they should ensure that the ENs/Ts/CAS are doing the census procedures correctly.
  - c. The plan of travel should show synchronized field visits of the RDs and PSOs and their respective statisticians. In no case will both the RD and the statisticians of the RSSO, or both the PSO and statisticians of the PO be in the same area of field supervision at the same time. There should always be a statistician/staff left in the RSSO and PO to man the office and entertain queries, complaints, and problems.
  - d. The Head CAS should supervise the field operations in all the cities/municipalities assigned to him/her on a full-time basis for the duration of the census-taking. The travel plan of the Head CAS should include the supervision of all hired CASs, Ts, and ENs under him/her. The Head CAS should also spotcheck the ENs/Ts/CAS, observe household interviews, field edit/review accomplished questionnaire and reinterview households already interviewed.
  - e. A copy of the Itinerary of Travel of the official or staff on field supervision should be left in the office so that his/her whereabouts can readily be known, especially by the CO personnel who may also visit the area.
  - f. Supervisors should immediately be informed of any change in the Itinerary of Travel for their guidance.
  - g. The RDs, regional statisticians/staff, PSOs and Provincial Statisticians/staff are allowed to supervise for a maximum of 15 days each depending on their assigned area of coverage. The Head CAS are given the maximum number of days allocated to any of the CAS under them.

## **9.2 ROLE OF FIELD OFFICERS IN FIELD SUPERVISION**

### **1. Regional Director and Regional Statisticians/Staff**

The RD and Regional Statisticians/staff are required to accomplish important tasks during their field visits in the provinces. During these visits, they should call the attention of census personnel in areas with reported irregularities in the conduct of enumeration.

Moreover, they should also help provide solutions to problems that may crop up during their visits in the provinces. Specifically, the RD or the Regional Statistician/staff will:

- a. Evaluate the quality of the data collected by checking/editing the contents of randomly-selected accomplished questionnaires;
- b. Review barangay/enumeration area (EA) maps as to orientation, boundaries and the proper plotting of buildings and placement of household serial numbers (HSNs);
- c. Determine the material and supply requirements of the PO and make sure that enough reserve is stored at the RSSO for distribution to the provinces in need of additional materials and supplies;
- d. Evaluate the progress of enumeration and quality of reported counts of each province through the Progress Monitoring System (PMS) reports; and
- e. Attend to all problems that may arise during the enumeration and attend to all administrative matters that need immediate attention. Problems that cannot be resolved within this level should be elevated to the National Statistician (NS) through the ANS of NCS (Attention: CPS 2015).

### **2. Provincial Statistics Officer and Provincial Statistician**

The PSO and Provincial Statistician will make sure that each city/municipality is visited at least once during the entire enumeration period. For each city/municipality visited, the PSO and PO statistician/staff should visit or meet with as many field personnel as possible during the days when they will supervise.

The PSO and PO Statistician should perform the following activities during the enumeration/supervision period:

- a. Visit the Head CAS in his/her office headquarter during the first week of the enumeration period to discuss problems encountered and possible solutions;
- b. Spotcheck CASs and TSs especially in problem/special areas to check on the progress of enumeration, determine if correct operational procedures are

- followed, address problems encountered, and check CP Form 11A (Accomplishment Report of TS) and/or CP Form 11B (Accomplishment Report of CAS);
- c. Reinterview households using CP Form 12 (Spotcheck, Reinterview, and Observation Record);
  - d. Check the barangay/EA maps as to orientation and boundaries and the proper plotting of buildings and placement of HSNs;
  - e. Evaluate the quality of the data collected by checking randomly the contents of randomly-selected accomplished questionnaires;
  - f. Evaluate the progress of enumeration by checking CP Form 10 (Daily Accomplishment Report of Enumerator), and CP Form 11A;
  - g. Make sure that supplies and materials are ready and sufficient enough for distribution whenever the need for additional supplies and materials arises during supervision;
  - h. Initiate thorough investigation of reported irregularities in relation to the conduct of the enumeration; and
  - i. Give prompt actions to all problems that may arise during enumeration and attend to all administrative matters that need immediate attention. Problems that cannot be resolved within this level will be elevated to the RD.

### **3. Head CAS**

In coordination with the PSO, the Head CAS will formulate and recommend specific strategies for the efficient implementation of POPCEN 2015 plans within his/her jurisdiction.

The Head CAS will supervise all the Hired census personnel under him/her. He/She must ensure that the enumeration is carried out properly and efficiently in all his/her areas of assignment. During supervision he/she will perform all his/her duties specified in Chapter 6. He/She will use the Global Positioning System (GPS) receivers and Tablet during supervision.

## **9.3 ROLE OF CENTRAL OFFICE SUPERVISORS IN FIELD SUPERVISION**

The CO supervisors are required to visit as many field personnel as possible during supervision. Specifically, the CO supervisors will:

- a. Spotcheck the field personnel especially in known problem/special areas to determine whether they are really doing the tasks assigned to;

- b. Evaluate the quality of the data collected by conducting re-interviews of households already interviewed using CP Form 12 and matching re-interview responses with CP Form 2, editing filled out questionnaires, and observing household interviews of ENs.
- c. Report to the RD/PSO any irregularity observed relating to the conduct of the listing and enumeration and recommend for the investigation of such irregularities; and
- d. Give prompt actions to all problems that may arise during the listing and enumeration and attend to all administrative matters that need immediate attention. Problems that cannot be resolved within his/her level will be elevated to proper authority.

#### **9.4 USE OF GLOBAL POSITIONING SYSTEM (GPS) DURING FIELD SUPERVISION**

During enumeration, each Head CAS and hired CAS is required to conduct observation of household interviews done by the EN. During this observation, the CAS will obtain coordinates of the housing unit of the household being interviewed using the Garmin eTrex30 Global Positioning System (GPS) receiver. The coordinates obtained will be sent to the CO.

The CAS will be trained during the Second or Third Level Training on the use of GPS receivers to measure coordinates. Hence, all CASs will be provided with GPS receivers.

##### **1. *Use of GPS During Enumeration***

- a. The CAS will observe the interviews conducted by the ENs in his/her team. Using the GPS receiver, the CAS will obtain the coordinates of the housing units for households interviews he/she has observed.
- b. The CAS will record in CP Form 12 the GPS coordinates he/she measured for each household interview he/she has observed. He/She will also record the observations made during the interview in CP Form 12.
- c. During the weekly meeting (every Monday) of the Head CAS with his/her team of hired CAS, the Head CAS uploads to the tablet the GPS coordinates from his/her GPS receiver and from those of his/her CASs. These coordinates will be sent to the CO server using Computer Aided Data Collection System (CADaCS) installed in the tablet.
- d. At the end of the enumeration, the Head CAS and the hired CAS submit to PO all accomplished CP Form 12 which also contains the recorded GPS coordinates for areas assigned to him/her.

## 2. *At the Central Office*

- a. Using CADaCs, the Central Office (CO) server automatically receives the data files of coordinates from the CASs every Monday.
- b. Using an online reporting system, the CO checks for the completeness of submission of data files of coordinates. Completeness of submission means that each CAS has at least one coordinate of each of his/her assigned EAs by the end of enumeration.
- c. All coordinates sent to CO via CADaCs will be processed.

## 9.5 FIELD EDITING USING COMPUTER-AIDED FIELD EDITING SYSTEM (CAFES)

The head CAS will be provided with the tablet installed with CAFES. Using this tablet, he/she should perform field edit by encoding items P1 to P12 of accomplished CP Form 2 using CAFES. The head CAS should generate error list and discuss with the EN inconsistencies generated and make the necessary corrections in the questionnaires. Revisit to households will be made for inconsistencies which cannot be corrected based on the entries of related data items in CP Form 2. Editing of accomplished CP Form 2 using CAFES will be performed by the head CAS for each EA visited and while he/she is in the EA with the EN. The operational procedures in using the CAFES during enumeration will be discussed during the training. The Head CAS, during his/her meeting with the hired CAS, will also allow the hired CAS to encode CP Form 2 accomplished by the ENs.

### 1. *Using CAFES During Enumeration*

- a. After observing the interview conducted by the EN, the Head CAS will collect the accomplished CP Form 2 for this household for encoding in CAFES. Editing of accomplished CP Form 2 using CAFES will be performed by the Head CAS for each EA visited and while he/she is in the EA with the EN.
- b. Using the tablet installed with CAFES, he/she will encode the entries for the following items of the accomplished CP Form 2:

- P1 – Name of household members
- P2 – Relationship to household head
- P3 – Sex
- P4 – Date of birth
- P5 – Age
- P6 – Birth registration
- P7 – Copy of birth certificate
- P8 – Marital status
- P9 – Religious affiliation
- P10 – School attendance
- P11 – Literacy

P12 – Highest grade/year completed

- c. The Head CAS will generate the consistency errors based on the encoded data items.
- d. If in a questionnaire, two or more inconsistencies are detected by CAFES in any of the data items for at least half of the household members, then, the Head CAS will scrutinize the entire questionnaire. He/She will make the appropriate corrections in the questionnaire based on the entries of related data items in CP Form 2 or take appropriate actions (for instance, ask the EN to revisit the household to clarify inconsistent responses).
- e. The Head CAS will discuss with the ENs the inconsistencies generated by CAFES and will correct the relevant entries on the questionnaire accordingly.
- f. Aside from discussing the progress of enumeration and the problems that may be encountered during the Monday meeting of the Head CAS with his/her hired CAS, he/she will allow the encoding of Items P1 to P12 of randomly-selected CP Form 2 that will be brought to the meeting by his/her hired CAS.
- g. The Head CAS will discuss with the hired CASs the inconsistencies detected by CAFES. The hired CASs will make the appropriate corrections on the questionnaire based on the entries of related data items in CP Form 2 or take further appropriate actions (for instance, ask the TS/EN to revisit the household) to resolve inconsistencies.
- h. The Head CAS will upload to the CO server the data file of the encoded CP Form 2 via internet.

2. *At the Central Office*

- a. Using CADaCs, the CO server automatically receives the uploaded data files of encoded CP Forms 2 from CAS every Monday meeting.
- b. At the CO, using an online reporting system, the geographic identification (Geo-ID) of the encoded CP Forms 2 will be verified against the Enumeration Area Reference File (EARF) as reference. The completeness of submission of data file will also be checked. Completeness of submission means that each CAS has at least one record of encoded CP Form 2 of his/her assigned EA by the end of enumeration.

## 9.6 HOW TO DEAL WITH ENUMERATION PROBLEMS

Listed below are some unforeseen problems that may occur during the census enumeration, the possible solutions/strategies to such problems, and the role of the agencies/personnel concerned:



- a. **Peace and Order** – Some EAs/barangays may not be penetrated because of peace and order conditions at the time of enumeration. Such situations should be reported to the RD who will report the matter to the CO (Attention: CPS 2015) as early as possible.

Include in the report the estimated number of households and population of areas affected. One suggested strategy is to gather information on the actual situation and assess if it would be safe to deploy an EN. Classified under this category are the following: “*rido*” or feuding between families and clans, which is common in Muslim areas, tribal war, military operations, and areas tagged as enemy camps. The PSO should coordinate with the Provincial Director of the Philippine National Police (PNP), request for the list of critical areas in the province, and seek assistance on how to enumerate these areas.

- b. **Calamity-Affected Areas** – For calamity-affected areas, the PSO may need to delay the enumeration within the prescribed period up to a maximum of one month depending on the situation, upon approval by the RD. The PSO will coordinate with the officials of the Philippine National Red Cross, Department of Social Welfare and Development, or other civic organizations for the best method of enumerating the affected areas. The PSO should immediately report the case to the RD who will report the same to the CO.
- c. **Temporary Evacuation Centers/Areas** – Temporary evacuation centers existing at the time of the census should be listed using a separate CP Form 1. The EN should assign a BSN and a housing unit serial number (HUSN) of 5555 for each household listed in temporary evacuation centers. However, a unique and sequential four-digit HSN should be assigned to each household. Information on the households found in temporary evacuation centers will also be gathered using CP Form 2.

Head CAS, hired CAS, and TS should discuss with the concerned EN on how to best enumerate households in temporary evacuation centers. They need to 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
- d. **Political Intervention** – Political interventions during the census operations have been observed in the past censuses. These may again occur during the conduct of the POPCEN 2015. These political acts come in various forms such as preventing the conduct of interviews by the Mayor, obtaining copies of population estimates and counts from the ENs, and other similar acts.

Problems regarding political interventions can be avoided by explaining in detail the objectives and the standard concepts and procedures adopted in the census. If these

types of problems cannot be resolved at the level of the EN, the supervisors concerned should inform the PSO, who should in turn elevate the matter to the local government unit concerned.

- e. **Accidents or Injuries of Enumeration Personnel** – Information on cases of accident, injury or disability of hired census personnel that occurred while performing the census work should be sent through fax, e-mail, or text messaging within 72 hours to the RD who will report to the CO (Attention: CPS 2015). These untoward incidents include dog or snakebites, maltreatment resulting to injury, gunshot wounds, and others. The PSO and RD should discuss appropriate actions to take. They may raise the concern in a meeting of their local census coordination board.

For purposes of providing financial assistance, Office Memorandum No 2015-37 is issued for guidance. See Appendix 19.

- f. **Lost or Damaged Census Documents or Materials** – Lost or damaged census documents or materials should be reported immediately to the RD who should report to the CO (Attention: CPS 2015) to determine the appropriate action to be taken.

- g. **Personnel Negligence**

The following are considered as negligence of one's duties and responsibilities:

**CAS/TS**

- If the CAS has failed to supervise his/her TSs and ENs, or if the TS has failed to supervise his/her ENs.
- If they have failed to comply with the instructions indicated in the Supervisor's Manual and Enumerator's Manual, especially the procedures in listing, enumeration, and mapping
- If they have failed to report administrative/financial/enumeration problems to the PO statistician/staff and/or PSO.
- If they have been found guilty of collaborating with other government officials in increasing the population from the actual population enumerated.

**EN**

- If he/she has failed to cover and enumerate the households in the EA/barangay assigned to him/her.
- If he/she has failed to comply with the instructions indicated in the Enumerator's Manual, especially the procedures in listing, enumeration, and mapping.
- If he/she has failed to re-interview households whose accomplished questionnaires/forms were lost or damaged.
- If he/she has failed to comply with the deadline as indicated in the timetable.
- If he/she has found guilty of collaborating with the other government officials in increasing the population from the actual population enumerated.

The CASs, TSs, and/or ENs are required to explain immediately for any negligence committed. If they are found guilty, the office has the right to terminate their contract.

h. **Replacement of CAS/TS/EN** – If a CAS/TS/EN will be replaced during the training/enumeration due to illness, disability, unacceptable work performance or other valid reasons, the PSO should:

1. Designate a provincial staff who had attended the training to act as the CAS/TS. If no provincial staff is available, the PSO can get a replacement from among the TSs/ENs.
2. Ask the PO statistician/staff to designate a CAS/TS from among the best TSs/ENs.
3. The PSO, together with the PO statistician/staff, should evaluate the workload of each EN to find out who among them is expected to complete the enumeration ahead of time, hence, can replace “weak” ENs or those who backed out, who are ill or disabled. Replacement ENs should be taken from among the other ENs who were also trained for field enumeration and who have completed their areas of assignment. As a last resort, the PSO can hire and train a replacement EN.

Aside from the above reasons, an EN may be relieved of his/her duties if his/her work performance is unacceptable or if he/she has committed dishonesty. The TS should recommend in writing to the CAS the ENs who need to be replaced. The CAS, in turn, should endorse this matter through the PO statistician/staff to the PSO for approval. The following are the grounds in replacing an EN:

- He/she is not working during the designated time and place;
  - He/she asks someone else to do the work in his/her behalf;
  - He/she fabricates information;
  - He/she intentionally omits to interview qualified respondents;
  - He/she violates confidentiality of information (Section 26 and 27 of Republic Act No 10625);
  - He/she behaves unethically (e.g. drunk while conducting an interview); and/or
  - He/she does not correct his/her errors;
  - He/she does not exert enough effort in convincing “refusal households” to cooperate and agree to be interviewed;
  - He/she does not exert efforts to improve his/her performance, despite repeated reminders about his/her shortcomings.
- i. **Gross Overcount** – Some barangay officials may have planned to bloat their population. Upon receipt of report on gross overcount of population, the PSO should immediately investigate the field personnel assigned to the affected areas to find out whether they participated personally in such activity. If proven guilty, a notice of

dismissal from the service should be served immediately if the person is a contractual employee. Erring permanent PSA employees should face administrative charges. The PSO should keep close surveillance of the area. A report should then be sent to the RD and the NS through the ANS of NCS (Attention: CPS 2015) not later than 30 days after the conduct of the investigation by the PSO.

Signs of gross overcount include:

- The household size of most households in the area is more than the known average for the area;
- The total number of households in the area is much higher than the projected number of households without any plausible explanation;
- The listing booklets and the questionnaires of a single EN bear different handwritings;
- The questionnaire contains numerous names of movie stars, fictitious names, unrealistic birth interval of children and age gap between the mother and her children, or there are gross omissions (no entries), or unacceptable entries for many of the items; and
- All lines in every questionnaire are filled out.

If gross population overcount is suspected, the PO statistician/staff and the PSO should examine the forms submitted and conduct re-interviews. The PO statistician/staff or the PSO should carry out an ocular inspection of the place to verify if the number of households in the area is consistent with the reported number of households. Controlling the distribution of questionnaires/forms and close supervision are among the strategies to be implemented to discourage gross overcount.

If gross overcount is confirmed, the PO statistician/staff and PSO should correct all entries in CP Form 1, CP Form 2, and CP Form 4 (Institutional Population Questionnaire), and make a report to the RD and the NS through the ANS of NCS (Attention: CPS 2015). Proper documentation should be done and this should be included in the report.

In all matters pertaining to the occurrence of unforeseen events during the conduct of enumeration, the field personnel involved should be able to devise and implement effective contingency plans to remedy the problems. All appropriate actions and solutions to the unexpected problems should be reported to the RD and the ANS of NCS (Attention: CPS 2015).

## **9.7 OTHER CONCERNS FOR FIELD ENUMERATION**

### **Refusals**

The supervisor should exhaust all means to persuade the respondent to cooperate and be interviewed. He/she may ask for the assistance of the officials of the barangay or homeowner's association, if necessary. He/She can use the SAQ method by providing the households with CP Form 2 with CP Form 7. If the household is willing to respond via E-Questionnaire, provide CP Form 2 and CP Form 7 with a reference number to access the E-Questionnaire System

If the number of refusals in an area indicates a "planned refusal" campaign or resistance of some sectors in the area to the census activities, the TS may ask for the assistance of the officials of the barangay or homeowner's association. If the TS still fails to obtain an interview even with the assistance of the officials of the barangay or homeowner's association, the TS should notify his/her CAS of the situation.. The hired CAS will discuss with the head CAS further appropriate actions to take.

### ***No Delineation***

During the actual conduct of enumeration in an EA/barangay, it is possible that the number of households in the area may exceed 400, which subjects the area for delineation. If this situation occurs, the Field Officers concerned are not authorized to delineate the EA/barangay. Instead, the enumeration activity has to continue until the area has been completely covered. The PO statistician/staff, with the assistance of the CAS/TS, can assign another EN to assist in enumerating the area to ensure the completion of enumeration within the prescribed period. This matter will be reported immediately to the CO through the ANS of NCS (Attention: CPS 2015).

### ***Saturation Drive***

In some instances, the conduct of enumeration may be extended for reasons such as bad weather, unexpected large number of households in an EA, and others. In highly urbanized areas, such as Metro Manila and Metro Cebu, saturation drives will be undertaken to ensure complete enumeration.

Areas that have been identified as inaccessible or with high rate of household refusal or callbacks such as exclusive subdivisions and condominiums should be scheduled for a saturation drive. Cases of households which cannot be interviewed after three visits should be referred to the supervisors.

If the PSO sees the need to conduct saturation drive in some areas in the province, he/she should inform the ANS of NCS (Attention: CPS 2015) about the details of the saturation drive to be conducted. Details pertaining to the expected number of days for the saturation drive, personnel involved, and others should be included in the report.

## Unexpected Population Growth Areas

The Head CAS should compare the number of households based on the 2010 Census of Population and Housing (2010 CPH) with the number of households enumerated in each barangay as listed in CP Form 1. The concerned CAS should inform the PSO if there is a big difference between 2010 CPH counts of households and population and the number of households/population counts from the current census. The reasons and justifications for such unexpected increase in the population/number of households should be determined.

### 9.8 SCRUTINY OF QUESTIONNAIRES WHEN VALIDATING QUESTIONABLE COUNTS

To expedite the investigation of possible “gross overcount” or “under-enumeration” in some areas, the PSO and staff should:

1. Review all questionnaires of each ‘suspect’ barangay. Watch out for fictitious households and household members. Specifically, go over the questionnaires for repeated names, names of showbiz personalities, politicians, public officials, athletes, and names of other popular persons, including colloquial and local words or terms used as names.
2. Check if the average household size (AHS) of the barangay is unreasonably high or low. Look for questionnaires/bundles where households tend to be larger or smaller in size than the normal size.
3. Watch out for gross overcount such as unreasonably large number of children, high prevalence of other relatives (sisters, brothers, parents, uncles, aunts, grandchildren, in-laws, and nonrelatives) in a household. Conduct reinterviews or require the TS to reinterview the suspected households, whenever necessary.

Check the age of children against their highest grade/year completed. Errors in including as household members students/workers who do not go home to their respective homes/families at least once a week may be common in areas where the members are studying or working somewhere else.

4. Check for questionnaires where the names of siblings and other members of the households are not written in the specified order of enumeration. Require the EN concerned to explain this case.
5. Verify for questionnaires where there is a high incidence of mothers giving birth at a very young age, that is, below 18 years (difference between the age of the mother and her eldest child is less than 15 years) and after age 40 (age difference between the mother and her youngest child is greater than 40 years).
6. Verify for questionnaires where there is a high incidence of mothers giving birth every year or even as short as nine months.

7. Verify for questionnaires where there is an abnormal existence of household helpers and nonrelatives in most of the households.
8. Verify for questionnaires where all lines in the questionnaire are completely filled out.
9. Document and rescrutinize the questionnaires where obvious acts of gross overcounts have been committed. Alert the RSSO for any problem of this nature. Re-enumerating an EA, a group of EAs, or a portion of it may be necessary. Provide the following information on questionnaires where gross overcount was committed.
  - Province
  - City/Municipality
  - Barangay
  - EA
  - BSN
  - HUSN for housing units
  - HSN for households
  - ISN for ILQs

The RD should notify the ANS of NCS (Attention: CPS 2015) of his/her decision and action taken regarding this problem.

## 9.9 ENUMERATION AND FIELD SUPERVISION REPORT

The RDs, PSO, and PO statisticians/staff, should prepare their respective Narrative Report on various phases of the field operations (enumeration and field supervision) for POPCEN 2015. The PSO should consolidate the reports of the TSs, CASSs, and PO statisticians/staff. The regional and provincial reports on enumeration should be consolidated and submitted by the RSSO to the ANS of NCS (Attention: CPS 2015) at [POPCEN2015@psa.gov.ph](mailto:POPCEN2015@psa.gov.ph) not later than two months after conduct of enumeration.

In submitting the enumeration report, the foregoing filename convention in MS Word format:

**ENUMREPORT***rr* for regional report, and  
**ENUMREPORT***Ppp* for the provincial report

where:

**ENUMREPORT** is the keyword for "enumeration report",  
**R** stands for the word "region"  
*rr* is the two-digit code of the region based on PSGC,  
**P** stands for the word "province"  
*pp* is the two-digit code of the province based on PSGC.

The RSSO will submit the Narrative Report on the Enumeration and Supervision following the outline given below.

### Outline of Narrative Report on Field Enumeration and Supervision

#### I. SUMMARY OF SUPERVISION

Name of RD/ Regional Staff	Designation	Date/s of Supervision	Province/City/ Municipality/ Barangay/EA	Name of Enumerators Observed	Name of Enumerators/Team Supervisors/Census Area Supervisors Spotchecked	Number of Questionnaires Reviewed/ Edited

#### II. COMMON ERRORS AND ACTIONS TAKEN: (Enumerate the common errors observed and actions taken on questionnaires reviewed/edited.)

Common Errors Observed in Questionnaire Edited	Actions Taken	RD/Regional Statistician/Staff Who Reported

#### III. ISSUES/PROBLEMS AND ACTIONS TAKEN: (Enumerate the issues/problems and actions taken during the supervision.)

Issues Raised	Action Taken

#### IV. SUMMARY OF ACCIDENTS: (Enumerate the census personnel who met any accident, injury, illness or died in line of duty.)

Province	Name	Designation	Area of Assignment	Check if applicable					Remarks
				Dog bite	Motor vehicle Accident/ Injury	Illness	Other accidents/ injuries	Death	

#### V. LIST OF BARANGAYS WITH PROBLEMS DURING ENUMERATION BY PROVINCE

- With temporary evacuation center
- Affected by calamity (specify if enumeration was delayed or not)
- With peace and order problem
- With possible gross over/under count
- Others, specify

#### I. RECOMMENDATIONS

Specify the recommendations for future censuses
---

The Provincial Narrative Report on Enumeration and Supervision will follow the same outline as that of the regional narrative report. The PSO should refer to the narrative reports and CP Form 18 (Summary Report of CAS) accomplished by all CAS.



# Progress Monitoring

The enumeration phase of the 2015 Census of Population (POPCEN 2015) is expected to last for about 25 days. During this period, the management of the Philippine Statistics Authority (PSA) will be informed regularly of the progress of field operations in various parts of the country through the Progress Monitoring System (PMS).

This chapter provides an overview of PMS, as well as its objectives and basic processes.

## 10.1 OVERVIEW OF THE PMS

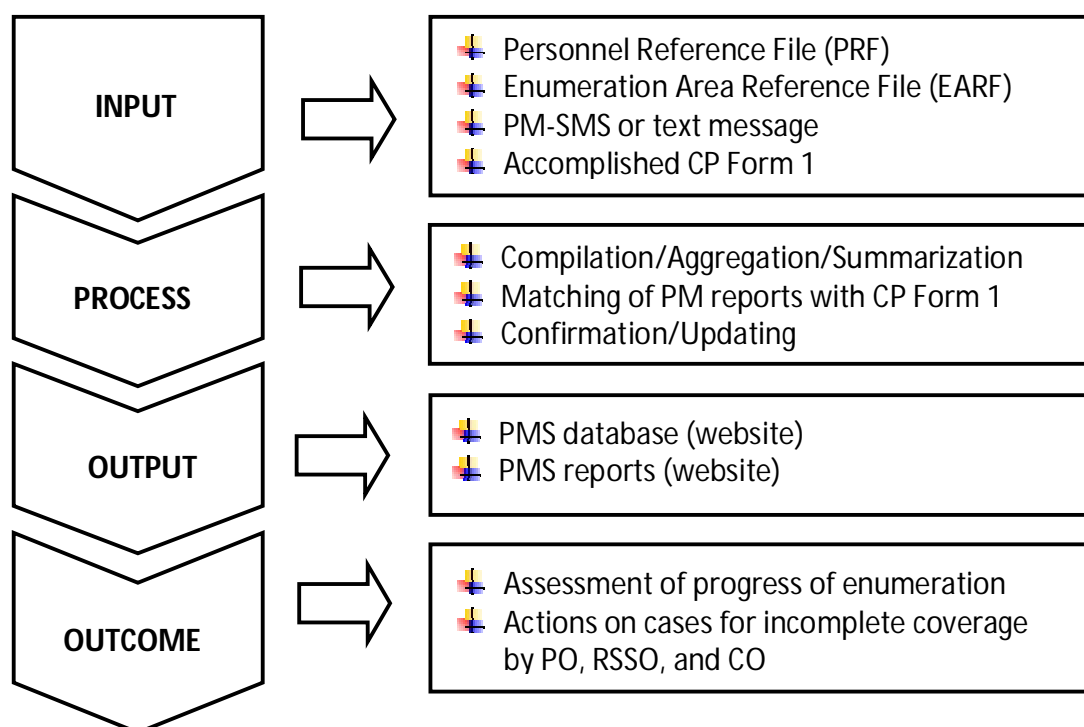
The PMS refers to a set of application programs for compiling data taken from CP Form 1 (Listing Booklet). The TS sends to CO through short messaging service (SMS) or text messaging the data based on CP Form 1 for every EA that is completely enumerated.

The PMS receives and acknowledges text messages from the TS for compilation of progress monitoring (PM) counts. The PMS data from the text messages will be compiled by CO and stored in the main PMS database.

The PMS adopts a web-based application and thus, reports generated from PMS can be viewed by the CO, RSSO, and PO in real time. However, only the PO can edit/update their respective PMS datafile. The PO can view detailed records of text message to match and confirm the information in PM message sent in the database with those in CP Form 1 submitted by the CAS. The correct information should be confirmed, while discrepancies/errors should be investigated and corrected before confirmation.

Through the PMS, the PSA management will be provided with information for monitoring the progress of enumeration. The information can be used to assess, as early as possible, the enumeration areas that are completed.

The framework that will be used to monitor the progress of enumeration is described in Figure 10.1.

**Figure 10.1 Progress Monitoring Framework**

## 10.2 OBJECTIVES OF THE PMS

During enumeration, the PMS will be implemented to monitor the progress of field operations at the national, city/municipal, barangay and EA level. The PMS will assess the overall situation of the enumeration in terms of percentage of coverage.

## 10.3 COMPONENTS OF THE PMS

The PMS for the POPCEN 2015 has two components. These are:

### 1. PMS Central Office Version

The main functions of the CO version are as follows:

- a. **Receives PM text messages.** The PM text messages are automatically checked if the geographic area codes are in the EARF, and if the sender's phone number is consistent with the EAs assigned within the city/municipality. The system also verifies if the text message has already been received and accepted. If errors are found, the system automatically returns the text message informing the sender about the problem.

- b. **Acknowledges validity of PM text messages received.** If the received PM text message is valid, the system automatically sends an acknowledgement text message. Valid PM text messages are included in the PMS database.
- c. **Reports.** The PM Reports can be viewed in the PSA website. These reports are described in Section 10.5 of this chapter.

## **2. Web-based PMS**

This system is a restricted PSA web-based system that allows the management and at the Field Offices (FOs) to monitor the progress of enumeration. Field enumeration status is automatically generated directly from the database when the PMS report is accessed from the PSA website.

Detailed discussion of PMS is presented in the PMS User's Manual.

## **10.4 PMS PROCESS**

The step-by-step procedures of the PMS operation that enable capturing of the data needed for monitoring the progress of field operations are discussed below:

### **1. Use of the Enumeration Area Reference File (EARF) and Personnel Reference File (PRF) in the PMS**

Each EA, barangay, city/municipality, and province in the country is assigned a unique geographic identification and compiled in the EARF. Further, each EA is assigned to an EN with corresponding TS and CAS. The names of the EN, TS, and CAS are compiled in the PRF, along with their respective mobile phone number.

The PMS will use the EARF and the PRF to validate the source of text messages and the generation of progress report.

### **2. Accomplished CP Form 1**

During enumeration, the TS will do completeness checking, matching of entries in CP Forms 1 with CP Forms 2 and 4, and editing of questionnaires. He/she will obtain the total number of households and total population for the entire EA from all accomplished CP Form 1 for the completely enumerated EA.

### **3. Sending PM Counts to the CO**

The TS is responsible in sending text messages for completely enumerated EAs to the CO. He/She will send through SMS or texting the total number of households and total population of the completed EAs.

The detailed text messaging procedures are discussed in detail in Chapter 7 of the Supervisor's Manual.

#### **4. Confirmation/Updating**

Using the PMS, the PO can view details of text messages. Designated supervisor at the PO should match and confirm the information in PMS with corresponding information in the CP Form 1. If there are inconsistencies, these should be investigated. To correct the inconsistencies between the PMS data and the information in CP Forms 1, updating of PMS datafile can be made.

#### **5. PM Reports in the PSA Website**

Authorized CO, RSSO, and PO personnel can view the PM reports in the PSA website with up-to-date information on EAs which have been completely enumerated.

The RSSO/PO can check for unusually high or low progress of enumeration at the EA, barangay, city, municipality or provincial level. The RSSO can require their respective POs to submit explanations/justifications for unusually high or low progress of enumeration or seemingly unacceptable counts. The PO should submit an investigation or justification report to the RSSO as soon as possible. The PO should update the PM count depending on the result of the investigation/justification in the area.

### **10.5 REPORTS GENERATED BY THE PROGRESS MONITORING SYSTEM**

Population data derived from accomplished CP Form 1 which have undergone general screening are evaluated vis-a-vis the PM reports. Any modifications that need to be done in the PMS will be done using the PMS. The PM reports are used to identify, as early as possible, the barangays that are behind the target date of completion of enumeration, and hence, needing an investigation on the cause of the delay.

The TS are required to text the data from the CP Form 1 once enumeration of the EAs have been completed. It is expected one week after the start of enumeration, EAs with 100 households or fewer would have been completely enumerated. The top officials of the PSA can already be provided with the progress of enumeration within the second week of enumeration. The Regional Director (RD), PSO, and the Provincial Statistician should be responsible for the monitoring of the progress of enumeration in all barangays in the province based on the PMS reports.

The PM reports that are available in the PSA website for viewing and their uses are the following:

## 1. PM Report 1 – Progress of Enumeration by Enumeration Area

This report (as shown in Table 10.1) shows the names and codes of the province, city/municipality, barangay, percentage of completed EAs, and status of enumeration in the province, city, municipality, or barangay, as well as the corresponding remarks for each barangay. This report provides information on the percentage of EAs wherein the enumeration is completed relative to the total EAs and determines the status of enumeration of an EA, that is, whether enumeration is completed or still ongoing.

**Table 10.1 PM Report 1 – Progress of Enumeration by Enumeration Area**



PHILIPPINE STATISTICS AUTHORITY  
2015 Census of Population

PMS REPORT 1 – PROGRESS OF ENUMERATION BY ENUMERATION AREA  
FOR PSA USE AND MONITORING PURPOSES ONLY  
As of \_\_\_\_\_

Region/Province/City/Municipality/Barangay		Percent of Completely Enumerated EAs	Status of Enumeration	Remarks
Geographic Code	Geographic Name			
(1)	(2)	(3)	(4)	(5)

Verified by: \_\_\_\_\_

Page \_\_\_ of \_\_\_ Pages

PM Report 1 can be used to identify barangays that are completely covered and barangays with ongoing enumeration. Check if the status of enumeration of an EA is correct. If incorrect, update the enumeration status in the SMS-PM data file. EAs that do not appear in the report must be identified. Check if enumeration in these EAs has not yet started and determine the reasons for the delay in the enumeration.

## 2. PM Report 2 – Progress of Enumeration by Enumeration Area With Total Number of Households and Total Population

This report (as shown in Table 10.2) shows the names and codes of the province, city/municipality, barangay, and EA. It also shows the total number of EAs, total number of households, total population, percentage of completed EAs, and status of enumeration.

**Table 10.2 PM Report 2 – Progress of Enumeration by Enumeration Area With Total Number of Households and Total Population**

PHILIPPINE STATISTICS AUTHORITY  
2015 Census of Population

PMS REPORT 2 – PROGRESS OF ENUMERATION BY ENUMERATION AREA  
WITH TOTAL NUMBER OF HOUSEHOLDS AND TOTAL POPULATION  
FOR PSA USE AND MONITORING PURPOSES ONLY  
As of \_\_\_\_\_

Region/Province/City/Municipality/ Barangay/EA		Total Number of EAs	Total Number of Households	Total Population	Percent of Completely Enumerated EAs	Status of Enumeration
Geographic Code	Geographic Name					
(1)	(2)	(3)	(4)	(5)	(6)	(7)

Verified by: \_\_\_\_\_

Page \_\_\_\_ of \_\_\_\_ Pages

PM Report No. 2 will show the EAs which are completely enumerated as of the date the report is generated. It also shows the percentage of EAs in a barangay, city/municipality or province that has completed the census taking. For these completely enumerated EAs, the number of households and population count will be compared with the corresponding 2010 CPH counts and the counts estimated for each barangay in the province for August 2015, which the CO provided to the Field Offices for their workload analysis. Any significant deviations in the counts based on current census, from the 21010 CPH counts or estimates for August 2015 should be investigated.

Determine the reasonableness of the EN's output based on PM Report 2 on the number of households he/she has enumerated for the EA. It must be noted that the EN's output may vary depending on the dispersion of households in the area, terrain, weather condition during the enumeration period, means of transportation/accessibility of the EA/barangay, and other factors. Any unreasonably very high or very low output must be explained or justified. The daily accomplishment of the ENs who have unreasonably high or low output rates must be carefully studied/investigated.

### 3. PM Report 3 – Number of Enumeration Areas with Reported GPS Coordinates

This report (as shown in Table 10.3) shows the names and codes of the province, city/municipality, and barangay. It also shows the total number of EAs, percentage of EAs with reported GPS Coordinates, and number of housing units with GPS Coordinates.

**Table 10.3 PM Report 3 – Number of Enumeration Areas with Reported GPS Coordinates**



PHILIPPINE STATISTICS AUTHORITY  
2015 Census of Population

PMS REPORT 3 – ENUMERATION AREAS WITH REPORTED GPS COORDINATES  
FOR PSA USE AND MONITORING PURPOSES ONLY  
As of \_\_\_\_\_

Region/Province/City/Municipality/Barangay		Total Number of EAs	Percentage of EAs with Reported GPS Coordinates	Number of Housing Units with GPS Coordinates
Geographic Code	Geographic Name			
(1)	(2)	(3)	(4)	(5)

Verified by: \_\_\_\_\_

Page \_\_\_\_ of \_\_\_\_ Pages

PM Report No. 3 will show the percentage of EAs with reported GPS coordinates and number of housing units with GPS Coordinates. This report will provide information as to the number of EAs visited by CAS where he/she has observed household interviews done by ENs and GPS coordinates obtained for the housing units occupied by the household where the interview has been observed.

## 10.6 REGISTERING THE MOBILE PHONE

The TS should register the mobile phone number that he/she will use in sending the number of households and total population of completely enumerated EAs using CP Form 1. This registration process enables the PMS to accept messages only from registered mobile phones. The PMS verifies the message of the sender (TS) by matching the name of the TS, his/her area of assignment, and the mobile phone number in the PRF provided by the PO. Registration of the mobile phone also enables the PMS to detect or filter prank text messages. The mobile phone number reported in the PRF should be the same as the number that will be registered for use in texting PM counts for completely enumerated EAs.

Detailed instructions on how to register mobile phone are discussed in Chapter 7 of the Supervisor's Manual.

## 10.7 SAFEGUARDS TO THE PM REPORTS

To safeguard the integrity of the PM reports, the following procedures will be instituted to prevent unofficial release and possible misuse of census data and information:

1. The PMS personnel in the FO should adhere to the strict compliance of the existing rule on confidentiality in releasing census information (Section 27 of Republic Act No. 10625).
2. Access to the PMS reports generated should be limited to at most two authorized PSA personnel.
3. The PSO should issue a directive to these personnel involved in PMS against unofficial and unauthorized release of census results.
4. Access to the PMS using username and password system creates a mechanism to pinpoint or identify the person who generated the PM reports.
5. The PM data files cannot be copied or extracted.
6. The PM reports cannot be printed but can be viewed only by authorized PSA personnel.

## **10.8 ACCOUNTABILITY OF PSA FIELD PERSONNEL**

The RD, PSO, and the RSSO/PO statisticians/staff are jointly accountable for the untimely and unofficial dissemination of census data on counts of households and population, whether coming from the PMS or from the accomplished census forms and questionnaires. Hence, all preventive measures should be undertaken by all concerned PSA personnel to avoid the unofficial release or leakage of these information. All census enumeration personnel are also accountable for the census forms issued to them.

## **10.9 OTHER TECHNICAL CONCERNS/PROBLEMS**

During the conduct of the census operation, some technical problems may crop up unexpectedly. Such problems should be reported immediately to the CO so that corresponding actions and solutions can be undertaken. Some of these problems are:

- a. Breakdown of machines
- b. Technical problems with the PMS
- c. Procedures and instructions on the generation of reports that are vague or unclear
- d. Duplication of text messages
- e. Text messages that are not reflected in the generated reports

When technical problems arise, the RD should be responsible for the issuance of clear and specific instructions to remedy the situations.



# Submission of Census Forms and Materials

This chapter presents the procedures for bundling, packaging, and transmittal of the accomplished forms and other census materials, and return of unused questionnaires, forms, and other materials. After the enumeration period for the 2015 Census of Population (POPCEN 2015), the accomplished questionnaires and forms, maps, identification (ID) cards, manuals, unused questionnaires, and supplies, and GPS units (used by the CAS) should be returned to the Provincial Statistical Office (PO). The census area supervisors (CASs) should be responsible for bundling, packaging, and transmitting the census forms and materials to the PO.

## 11.1 TRANSMITTAL OF CENSUS FORMS AND MATERIALS BY THE TS TO THE CAS

After verifying and editing the entries in the questionnaires for enumeration areas (EAs) that were completely enumerated, the team supervisor (TS) should transmit to the CAS the following accomplished questionnaires:

- CP Form 1 (Listing Booklet)
- CP Form 2 (Household Questionnaire)
- CP Form 4 (Institutional Population Questionnaire)
- CP Form 5 (Barangay Schedule)
- CP Form 7 (Self-Administered Questionnaire Instructions for CP Form 2)
- CP Form 8 (Self-Administered Questionnaire Instructions for CP Form 4)
- EA/Barangay/Block maps
- CP Form 10 (Daily Accomplishment Report of Enumerator)
- CP Form 11A (Accomplishment Report of Team Supervisor)
- CP Form 12 (Spotcheck, Reinterview, and Observation Record)
- CP Form 16 (Certification of Punong Barangay)
- CP Form 17 (Certificate of Work Completed)
- Identification Card of ENs and TSs
- Unused forms
- Manuals

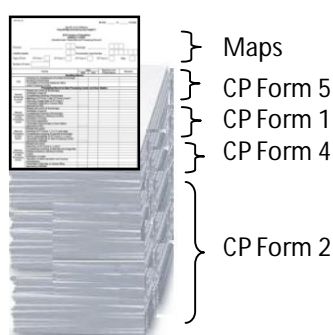
The two-day wrap-up period is deemed sufficient for the TS to review the accomplished questionnaires and transmit these and all other census forms and materials to the CAS.

## 11.2 TRANSMITTAL OF CENSUS FORMS AND MATERIALS BY THE CAS TO THE PO

After reviewing the entries in the questionnaires for EAs that were completely enumerated and submitted to him/her by the TS, the CAS should transmit immediately to the PO the EA pack/s containing accomplished CP Form 1, CP Form 2, CP Form 4, CP Form 5, and Maps for the same EA. Submission of EA pack/s to the PO will be on a staggered basis, that is, there is no need to complete the enumeration of the entire city/municipality before submitting the questionnaires.

To facilitate the proper handling and accounting of the census forms and maps at the PO, the CAS will ensure the following before submission of EA pack/s to PO:

1. The packaging should be done in such a way that CP Forms 1, 2, 4, and 5 and census maps are bundled separately by EA;
2. All CP Form 2 of a particular EA are sorted by building serial number (BSN), housing unit serial number (HUSN), and household serial number (HSN), and booklet number, while CP Form 4 are sorted by building serial number (BSN) and institutional serial number (ISN), and booklet number.
3. CP Form 14 (Bundle Cover) are placed on top of the bundle containing
4. Each bundle has a CP Form 14 (Bundle Cover), with the necessary information written on it.
5. Each EA pack contains all the accomplished forms that have been bundled per form type. The CAS will ensure that the accomplished CP Forms 1, 2, 4, and 5 and census maps for the EA are contained in the same EA pack.
6. The accomplished CP Form 1, CP Form 2, CP Form 4, CP Form 5, and Maps for the same EA are in one EA pack. These forms and census maps should be arranged in the following order:



7. The EA pack are covered by a plastic sheet and secured with packaging tape.

8. The CAS will fill out CP Form 13 (Transmittal/Receipt Form) in duplicate copies. He/she will write on it the number of forms by type and the barangay/EA/block maps. One copy of the filled out CP Forms 13 will be placed on top of the EA pack. EA pack/s will be submitted to the PO as soon as the EA has been completely enumerated and the accomplished questionnaires have been checked for completeness and consistency. Refer to Illustration 11.1 for a sample of a filled out CP Form 13.

In addition, the CAS will ensure that all administrative forms, remaining unused census forms and supplies, ID cards, and GPS units are transmitted to the PO upon completion of enumeration in his/her area of assignment, as follows:

1. The CAS will folio the accomplished CP Forms 11A, 11B, 12, 16, and 17 for all EAs by form type in his/her area of assignment.
2. The IDs of ENs and TSs and all unused forms, manuals, remaining unused supplies and GPS units issued to CAS will be placed in the box together with the folios of administrative forms.
3. If more than 1 box will be used, each box should be labeled properly by indicating its point of origin, "Box \_\_\_\_ of \_\_\_\_ Boxes", contents, name of the PSO, and place of destination.
4. It is recommended that the CAS will coordinate with the PO or other agencies for the provision of transport assistance and security escort, if needed, to facilitate submission of forms and other materials to the PO.
5. Transmit the packages/boxes of census materials to the PO.

### Illustration 11.1 Sample of a Filled Out CP Form 13

CP Form 13  
(Prepare in duplicate.)

Sheet 1 of 1 sheets

Republic of the Philippines  
PHILIPPINE STATISTICS AUTHORITY

#### 2015 Census of Population TRANSMITTAL/RECEIPT FORM

Region II

0	2
---	---

 Transmitting Personnel MARICAR SANTOS

Province CAGAYAN

1	5
---	---

 Designation CAS

AREA/DESCRIPTION OF MATERIALS City, Municipality, Barangay, Enumeration Area Number Questionnaires, Forms, Manuals, and Supplies	UNIT	TRANSMITTED		RECEIVED		
		Quantity	Date	Quantity	Date	Name/Signature
(1)	(2)	(3)	(4)	(5)	(6)	(7)
Santa Ana/Casagan/EA 000000						
CP Form 1	booklet	3	8/1/15			
CP Form 2	booklet	160	8/1/15			
CP Form 3	booklet	5	8/1/15			
CP Form 4	booklet	1	8/1/15			
CP Form 5	booklet	1	8/1/15			
CP Form 6	pc	160	8/1/15			
Barangay/EA maps	sheet	3	8/1/15			
Santa Ana/Casagan/EA 000000						
CP Form 1	booklet	4	8/1/15			
CP Form 2	booklet	170	8/1/15			
CP Form 3	booklet	5	8/1/15			
CP Form 4	booklet	170	8/1/15			
CP Form 5	booklet	1	8/1/15			
CP Form 6	pc	170	8/1/15			
Barangay/EA maps	sheet	3	8/1/15			
REMARKS:						
<div style="border: 1px solid black; padding: 5px; width: fit-content; margin-left: auto;"> To be filled out upon receipt of the CP forms and maps </div>						

### 11.3 ISSUANCE OF CP FORM 17 (CERTIFICATE OF WORK COMPLETED)

The PO statistician/staff will sign and issue CP Form 17 to certify that the ENs, TSs, or CASs under his/her supervision have been cleared of all their duties and responsibilities in connection with the conduct of the POPCEN 2015. This means that the ENs, TSs, and CASs have submitted all the accomplished CP Forms 1, 2, 4, 5, and barangay/EA/Block maps; have checked the completeness of questionnaires; have reviewed the questionnaires for consistency; and have returned the ID cards, manuals, unused forms, remaining supplies to the PO. In addition, the CASs should have submitted CP Form 18 (Summary Report of CAS) and returned the Global Positioning System (GPS) unit issued to them.

# Data Processing

One of the major activities in the 2015 Census of Population (POPCEN 2015) is the processing of data from accomplished census questionnaires and maps. This phase of the census comes immediately after the conduct of enumeration. Processing of census questionnaires and maps involves three stages: manual processing, field office machine processing, and further data processing at the Central Office (CO). Manual processing will be done at the POPCEN 2015 Data Processing Center (DPC 2015). Scanning and interpretation will be done at the POPCEN 2015 Scan Station (SS 2015) in the Regional Statistical Services Office (RSSO) or Provincial Statistics Office (PO), while data entry will be done at the DPC 2015. Further data processing will be done in the CO.

This chapter provides an overview of the data processing for the POPCEN 2015. The detailed and technical procedures and instructions for manual processing are discussed in the Data Processing Manual (Volume 1) while those for machine processing are discussed in the Data Processing Manual (Volume 2).

## 12.1 OVERVIEW OF DATA PROCESSING

The accomplished census questionnaires and maps will first undergo manual processing before going through machine processing. During the manual processing, the Provincial Statistics Officer (PSO) will ensure that all questionnaires and maps are processed properly before transmitting them to the SS 2015. Manual processing involves the completeness checking of questionnaires, general screening, and editing of entries. Once the manual processing of all questionnaires and maps for a city/municipality has been completed at the DPC 2015, they will be transmitted to the SS 2015 for scanning and/or interpretation.

After scanning and/or interpretation, the image files of maps and data files of scanned and/or interpreted questionnaires will be transmitted back to the DPC 2015 for data encoding of numeric write-in entries (those that are not interpreted during scanning). Write-in entries for religious affiliation, postsecondary course or college course for highest grade/year completed, technical/vocational course, and usual activity/occupation will be coded during the machine processing using an electronic code book at the DPC 2015. Data encoding will undergo 100 percent key-verification. On the other hand, the supervisor will do 100 percent verification of coding done on selected data items. A data consistency will be generated for all items. Tabulation of marginal and consistency tables will also be done. After the data cleaning of batch files

of cities/municipalities has been completed, the DPC 2015 will transmit the data files to the CO through the RSSO for further processing.

The machine processing system that will be installed at the DPC 2015 is equipped with a data entry program, data cleaning program, and a program that controls, tracks, and manages the processing status of enumeration area (EA) batch files using the Survey/Census Integrated Processing System (SCIPS).

The first stage of processing is critical for the entire data processing phase. Any aberration encountered in the manual processing may cause delays in the scanning/interpretation of questionnaires and maps, image processing, tabulation, and release of data. The flow of activity during the data processing will, therefore, be as systematic as possible to complete the activity on schedule.

## 12.2 STAGES OF DATA PROCESSING

The accomplished census questionnaires and maps will undergo two main stages of processing as follows:

1. **Manual Processing** - all accomplished questionnaires and maps will be manually processed at the DPC 2015 in the PO. This stage involves the following:
  - a. checking for the completeness of questionnaires and maps of each barangay/EA;
  - b. general screening
  - c. review of the entries for completeness, consistency, and readability; and
  - d. editing of questionnaires and maps.
2. **Machine Processing** - the manually-processed questionnaires and maps will undergo the following procedures:

### At the SS 2015

- a. receipt and control of manually processed questionnaires and maps using SCIPS;
- b. scanning of CP Forms 2 and 4 for interpretation of Optical Mark Recognition (OMR) fields and archiving;
- c. transmittal of scanned images and their corresponding batch files back to the DPC 2015 for data encoding/key verification and electronic coding of selected items; and
- d. scanning of CP Form 1 and maps for archiving.

### At the DPC 2015

- a. data encoding of CP Form 1 (Listing Booklet) by the Assistant Statistician and Assistant Supervisor (to be done right after the general screening in 1.b above);
- b. receipt and control using Tracking, Receipt and Control System (TRACS);
- c. data encoding of image and batch files from SS 2015 (all write-in fields and of marked fields that were not successfully interpreted);
- d. coding of selected items by specialized coders using an electronic code book;

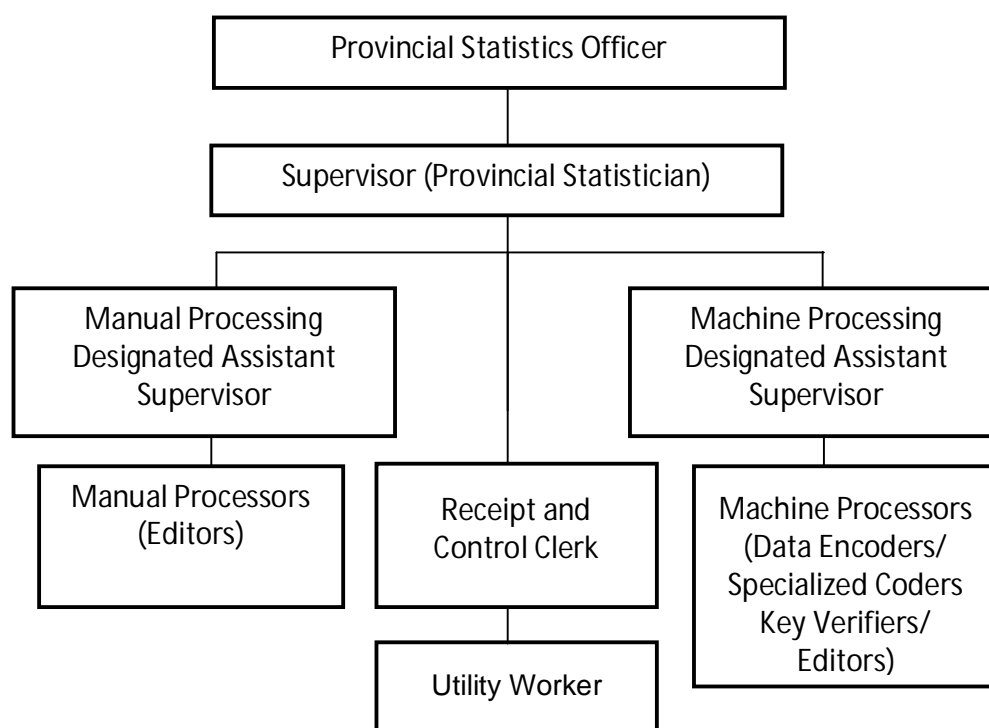
- e. verification of coding done by the specialized coders for religious affiliation, postsecondary or college course under highest grade completed, technical/vocational course, and usual activity/occupation;
  - f. key-verification of batchfiles
  - g. validation of geographic and household identification, completeness, and data consistency checking for all items using SCIPS;
  - h. tabulation of marginal and consistency tables; and
  - i. transmittal of image files and their corresponding batch files to the CO through the RSSO for further data processing.
3. **Further Data Processing** – Data files transmitted by the DPC 2015 will undergo the following further data processing procedures at the CO:
- a. Certification pass (will ensure that all EAs have corresponding batch file, all scan image files have been encoded, no invalid geographic and household IDs, and all batch files are free of logical data inconsistencies.)
  - b. Merging and reformatting of data files
  - c. Automatic editing of unresolved logical data inconsistencies
  - d. Imputation of missing data
  - e. Conversion of master file for tabulation
  - f. Tabulation of results
  - g. Evaluation of the results
  - h. Preparation of licensed micro data files

### 12.3 PROVINCIAL PROCESSING

#### 1. Organizational Set-up of the Processing Group at the DPC 2015

The PSO is responsible for the smooth operation of the manual processing. He/she will assign the Provincial Statistician, the supervisor of the Provincial Census Project Staff, as the one who will take charge of the day-to-day operations of the processing. He/She will be assisted by a designated Assistant Supervisor. The processors will carry out the manual processing activities while the data encoders/key verifiers will encode/re-encode the write-in entries and data items that were not properly interpreted. The supervisor will verify the codes on religious affiliation, postsecondary or college course under highest grade/year completed, technical/vocation course, and usual activity/occupation. The Receipt and Control Clerk (RCC) controls and manages the receipt, filing, retrieval, assignment to processors, and submission to SS 2015 of all the manually-processed census questionnaires, forms, and maps.

The organizational set-up of the provincial manual processing group is shown in Figure 12.1.

**Figure 12.1 Structure of the Data Processing Center (DPC 2015)**

## 2. Preparatory Activities for Manual Processing

The proper implementation of all activities related to manual processing is the responsibility of the PSO and the Provincial Statistician. To ensure the success of the data processing in the province, the PSO will:

- a. Establish the DPC 2015 where the data processing will be undertaken. The area to be used as DPC 2015 will be sufficient in size for the number of processors, number of computers to be used, and storage space for the documents. In addition, the DPC 2015 will:
  - be at or near the PO
  - have stable power supply
  - have sufficient lighting
  - have air-conditioning units
  - have telephone lines and broadband connection
  - have sufficient number of tables, chairs, and racks
  - be accessible to major roads and highways
  - have access to freight support facilities/services (JRS, PLDT, LBC, PT&T, RCPI, DHL, and others)



- b. Recruit the processors, data encoders, and other personnel according to the guidelines specified in Chapter 5 of this manual.
- c. Issue a Contract of Service to the hired census personnel. The PSO is given special authority to sign their contract.
- d. Make arrangement for the training of processors and other personnel who will be involved in the data processing.
- e. Designate the Provincial Statistician to serve as the Supervisor for the data processing activity and the hired Assistant Statistician or a designated PO staff to serve as the Assistant Supervisor.
- f. Prepare a printed copy of Enumeration Area Reference File (EARF) of the province. The printed copy will be reproduced and be made available to the processors who will be assigned in the general screening/basic editing of forms.

### 3. Phases of Manual Processing

#### a. Receipt and Control at the Provincial Office

During the manual processing phase, the data processing center (DPC) should be set-up. Sufficient space for manual processing, including storage of documents, should be ensured by the PSO. This will enable the efficient flow of questionnaires and maps from the time of receipt from the CAS to transmittal to the scan station.

For the proper receipt, control, and storage of the accomplished census questionnaires, forms, and maps, the following activities will be done at the PO:

1. The contents of the EA/barangay packs received from the CAS will be checked against the accompanying CP Form 13. Any discrepancy in the quantity should be reported immediately to the DPC supervisor for appropriate action.
2. The number of CP Forms 1, 2, 4, and 5, EA/barangay maps, and other forms recorded in CP Form 13 will be entered in the computer using TRACS. TRACS is designed to control and monitor the flow of questionnaires during manual processing. Detailed procedures using this system are discussed in the TRACS User's Manual.
3. CP Form 19 (Provincial Processing Receipt and Control Form) will be used in recording the number of CP Forms 1, 2, 4, and 5, EA/barangay maps. This form is a hardcopy backup of the contents of the TRACS database.

4. Each EA pack containing CP Forms 1, 2, 4, and 5, and EA/barangay maps will be filed or stored in designated racks. The PO staff concerned will label each EA pack properly, ensuring that the label is facing outward for easy retrieval. The manual processors will file the other control forms for bundling purposes.

b. Control and Flow of Forms Using TRACS

The RCC in the DPC 2015 will ensure that all questionnaires and maps received from the census area supervisors (CASs) are recorded in the TRACS. Likewise, the RCC will systematically assign the questionnaires and maps to the manual processors using TRACS. During this process, each bundle of questionnaires and maps will be recorded in the system before these are assigned to the processors. After processing, the same bundle will again be recorded in the TRACS upon its return to the RCC. Recording in the TRACS will be done for all bundles assigned and returned by processors for all stages of processing.

From TRACS, CP Form 19 (Provincial Processing Receipt and Control Form), CP Form 22 (Accomplishment Report of Manual Processors), data encoder's daily accomplishment report, and other required operation and management reports could be generated.

c. Checking for the completeness of CP Forms 1, 2, 4, and 5, and barangay/ea/block maps

The responsibility of checking for the completeness of questionnaires and maps for every EA/barangay lies with the PSO/Statistician who will supervise a pool of manual processors.

When the questionnaires/forms and maps for a city/municipality have all been accounted for, the manual processors will:

1. Check the contents of each EA pack against the corresponding CP Form 14;
2. Check for the completeness of CP Form 1, that is, there will be no missing booklet numbers;
3. Ensure that the bundled CP Forms 2 and 4 are sorted separately in ascending HSN. Further, the manual processors will ensure that the total for each type of CP form is equal to the numbers recorded in CP Form 14;
4. Verify if there is a corresponding CP Form 2 or 4 for every household or institution listed in CP Form 1. If a questionnaire is missing, the manual processor will notify the Supervisor who, in turn, will contact the CAS, TS, and EN concerned;

5. Ensure that every barangay has a corresponding CP Form 5;
6. Ascertain the complete submission of EA maps. In case of missing maps, the processor will inform the RCC, the RCC in turn will report to the supervisor about the missing maps; and
7. Repeat procedures 1 to 6 for all EAs/barangays until all cities/municipalities in the province have been accounted for. Refer to EARF for checking the completeness of all EAs/barangays.

d. General Screening

The processors will perform the general screening of questionnaires and maps. This involves the following activities:

- checking for the completeness of accomplished questionnaires and maps using the EARF as reference
- checking for the consistency, between CP Form 1 and CP Form 2/4, of the household (HH-ID) that is, BSN, HUSN, HSN, Name and Address of the Household Head and of the institution identification (IP-ID) that it, BSN, ISN, Name and Address of Institution;
- Checking for the consistency of the number of male and female members based on items P1 (Name), P2 (Relationship to the Household Head), and P3 (Sex) of CP Forms 2/4 with the number of male and female members in the Summary of Visit portion of the cover page of CP Forms 2/4.
- Checking for the consistency of the number of male and female members in the Summary of Visit portion of the cover page of CP Forms 2/4 with the number of male and female members in CP Form 1.
- Checking the serial numbers of buildings, housing units, households, and institutions for possible duplication or omission.

e. Data Encoding of CP Form 1 for Quick Count Report

After general screening, the data encoding of CP Form 1 will be done by the PSA personnel authorized to access the data entry menu of the Quick Count System. He/She will encode the page totals for the following data items:

- Number of buildings
- Number of housing units
- Number of households

- Number of Institutions
- Total Population
- Number of males
- Number of females
- Number of institutional population
- Number of male institutional population
- Number of female institutional population

These data from CP Form 1 will be tabulated for the evaluation of number of households and population count of each barangay.

f. Editing and Checking for the readability of entries

Editing of CP Forms 1, 2, and 4 will be done by the editors. CP Form 5 (Barangay Schedule), on the other hand, will be edited by the Assistant Supervisor.

The editor will edit and verify all the items in the questionnaires, either write-in or marked (precoded) for the correctness of population counts by sex, completeness of responses, clarity and legibility of entries/answers, and correctness of codes written by the enumerators (ENs).

g. Verification of Maps Against CP Form 1

Processors will ensure that all buildings occupied by households that are listed in CP Form 1 are plotted in the corresponding barangay/EA/block maps. The household serial numbers (HSNs) will likewise be indicated corresponding to each plotted building. Any missing questionnaire or map will be reported to the PO statistician/staff concerned for verification.

h. Document Preparation

The editor will spread out all CP Forms 1, 2, and 4 before returning to the RCC. CP Forms 2 and 4 will be bundled separately by EA sorted by household ID and booklet number. The RCC will also bundle CP Form 1 by city/municipality. He/She will ensure that all CP Form 1 are sorted by barangay, EA number, and booklet number. Maps will be bundled by city/municipality sorted by barangay and EA number, and sheet number. CP Form 5 will be bundled by province sorted by city/municipality and barangay. A separator will be placed between CP Form 5 of different cities/municipalities.

i. Transmittal of CP Forms and Maps

Once CP Forms 2 and 4 have been manual processed, these will be immediately transmitted by city/municipality to the SS 2015 for scanning/interpretation. This will be done on a staggered basis; that is, once all CP Form 2

and 4 for all EAs in the city/municipality has been completely processed. After verification of CP Form 1 and maps these will also be transmitted by city/municipality to the SS 2015. On the other hand, CP Form 5 will be transmitted to SS 2015 by province once all of these forms in the province have been processed.

#### 4. Phases of Machine Processing at the DPC 2015

All manually processed questionnaires and maps will be scanned/interpreted at the SS 2015 in the RSSO or PO. The image files of maps and the batch files of scanned/interpreted questionnaires will be transmitted back to the DPC 2015 for further machine processing procedures, as follows:

- a. Data Encoding of write-in entries and marked fields that were not successfully interpreted

After the scanning of CP Forms 2 and 4, the SS 2015 will send the image files and batch files created by the interpret program to the DPC 2015. At the DPC, the batch files will be assigned to data encoders for encoding of data items. One data encoder will be assigned one EA batch file at a time.

- b. Coding of Selected Items

Coding is the process of assigning numeric characters that correspond to the write-in entries in a questionnaire. Some coding procedures are complicated and classification of a particular write-in entry that corresponds to a code requires skill. Thus, specialization in coding is necessary to ensure that correct and uniform coding procedures are followed. In addition, specialization in coding will not only ensure accuracy of codes for write-in entries but will also speed up the coding activity.

Coding of write-in entries in questionnaires will be done using an electronic code book during machine processing.

- c. Key-Verification

After CP Forms 2 and 4 have been encoded, the RCC will assign the batch file to encoders for key-verification of entries. Encoders who encoded the batch file will not assign to key verify the same batch file. Encoders will assign to key-verify batch file assigned to other encoders.

- d. Verification of Codes of Selected Items

The supervisor will do 100 percent verification of the questionnaires coded by the specialized coders for highest grade/year completed, technical/vocational course, and occupation.

e. Geographic and Household Identification Validation

After the encoding of all write-in entries in a batch, the data files will be assigned to data editors who will then check for the correctness of the Geo-ID and HH-ID. This stage must be given priority over the other succeeding stages. All batch files for a city/municipality must be subjected to this data cleaning stage before doing the consistency checking.

f. Completeness Checking of CP Forms 2 and 4 Data Files

This stage of machine processing will be done to ensure that all batch files for a city/municipality and the number of forms processed is the same as the number of questionnaires received for each EA.

Once all the EA batch files for a city/municipality have been found to be complete, that is, there are no missing EAs in the city/municipality, the batch files will then be subjected to data consistency checking.

g. Data Consistency Checking

Data consistency checking is the process in which the data editors clean the data files by correcting wrong entries in the data fields due to errors in data encoding. Other obvious data consistency errors will also be fixed during this stage. This phase of data cleaning will be done only if there are no more encoded batch files in a city/municipality that need to be subjected to ID validation and completeness check.

h. Transmittal

Once the data files were declared clean, these will be transmitted to the CO through the RSSO for further processing. This will facilitate the staggered evaluation of the household and population counts.

## 5. Evaluation of Quick Count

Once all the CP Form 1 for a city/municipality have been encoded through the Quick Count System (QCS) by the PSA personnel authorized to access the data entry menu of the QCS, the PO will tabulate QC Report 1 that will be used in the evaluation of the completeness of coverage of each barangay, city/municipality and province. The QC Report 1 shows the comparative counts of households and population based on 2010 CPH and POPCEN 2015. It also shows indicators to be used for the evaluation.

- **QC Report 1**

This report will be used by the PO in evaluating the census results on the number of households and population for all barangays. This report contains the following information:

- a. Number of Households: 2010 and 2015
- b. Total Population: 2010 and 2015
- c. Household Population: 2010 and 2015
- d. Institutional Population: 2010 and 2015
- e. Annual Population Growth Rate: 2010-2015
- f. Change in the Number of Households: 2010-2015
- g. Average Household Size: 2010 and 2015
- h. Change in the count of Institutional Population: 2010-2015
- i. Sex Ratio: 2010 and 2015

The procedures for evaluating the census results using the indicators listed above are as follows:

- a. **Annual Population Growth Rate (PGR).** For barangays, the acceptable value is a positive number not exceeding 4.0 percent. For cities and municipalities, the acceptable value is 0 to 3.0 percent.

A barangay with a zero or negative PGR, or with a PGR greater than 4.0 percent will be investigated. If the reason for the unreasonably high PGR (more than 4.0 percent) is migration within the province, identify the barangay of origin and verify if there is a corresponding decrease in that barangay. Similarly, if migration within the province is the reason for a negative PGR, identify the barangay of destination; this barangay will have a corresponding population increase.

Normally, the annual growth rate for total population and household population is almost the same. If there is a large discrepancy, investigate if the barangay has an institutional living quarter with a large number of residents.

- b. **Annual Percent Change of Households.** Acceptable range is 0 to 3.0 percent for a non-*poblacion*, and 0 to 5.0 percent for a *poblacion*. Investigate barangays, which are not classified as *poblaciones* but with more than 3.0 percent annual increase in the number of households. A *poblacion* with more than 5.0 percent annual increase will also be investigated. A decline in the number of households (a negative percent change) will also be verified. Any substantial increase in population without corresponding increase in households is a cause of suspicion for gross overcount. Also the annual percent change of households should not exceed the average annual population growth rate. If the annual percent change of households exceeds the latter, then investigate for a possible splitting of households.

- c. **Average Household Size.** The acceptable range for average household size is 4.0 to 6.0. Any deviation from this range will be investigated.
- d. **Difference of 2015 and 2010 Institutional Population Counts.** Investigate a substantial increase in institutional population counts, such as if the institutional population count has increased from 100 in 2010 to some hundreds or thousands in 2015.
- e. **Sex ratio.** The acceptable range of sex ratio is 90 to 110. Any deviation from this range will be investigated. For barangays with extremely high sex ratio, determine if there is a presence of mining industry or any industry where males are predominantly engaged in.

Table 12.1 Quick Count Table 1. Number of Households, Total Population, Household Population and Institutional Population by Enumeration Area: 2015

Province, City/Mun, Brgy/EA		Number of Households	Total Population	Household Population	Institutional Population	Total Population		Household Population		Institutional Population		Sex Ratio of Total Population	Average Household Size
Geo Code	Geo Name					Male	Female	Male	Female	Male	Female		
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)

Table 12.2 Quick Count Table 2. Number of Households, Total Population, Household Population and Institutional Population by Enumeration Area: 2015

Province, City/Mun, Brgy/EA		Number of Households		Total Population		Institutional Population		PGR 2010-2015	Difference 2015-2010		Sex Ratio		Average Household Size	
Geo Code	Geo Name	2010	2015	2010	2015	2010	2015		Number of Households	Institutional Population	2010	2015	2010	2015
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)	(15)

## 12.4 SCANNING AND INTERPRETATION AT SS 2015/DPC 2015

After CP Forms 1, 2, 4, 5, and maps have been manually processed at the DPC 2015, the questionnaires will be transmitted to the SS 2015 for scanning, interpretation, and computerized completeness checking. The transmittal of the processed questionnaires from the DPC 2015 to the SS 2015 will be done on a staggered basis (by city/municipality). As such, the SS 2015 will already be in place a week or two after the start of manual processing so that scanning/interpretation could already start once sufficient volume of manually processed questionnaires/maps have already been transmitted by the DPC 2015.

The RCC at the SS 2015 will receive the questionnaires from the PO, making sure that the numbers in CP Form 13 (Transmittal/Receipt Form) are all correct. He/She will record/log in SCIPS the number of forms received. The RCC will then record the assignment of bundles to scan/interpret operators (S/I Os). After the questionnaires and maps have undergone scanning/interpretation at the SS 2015, the image files and batch



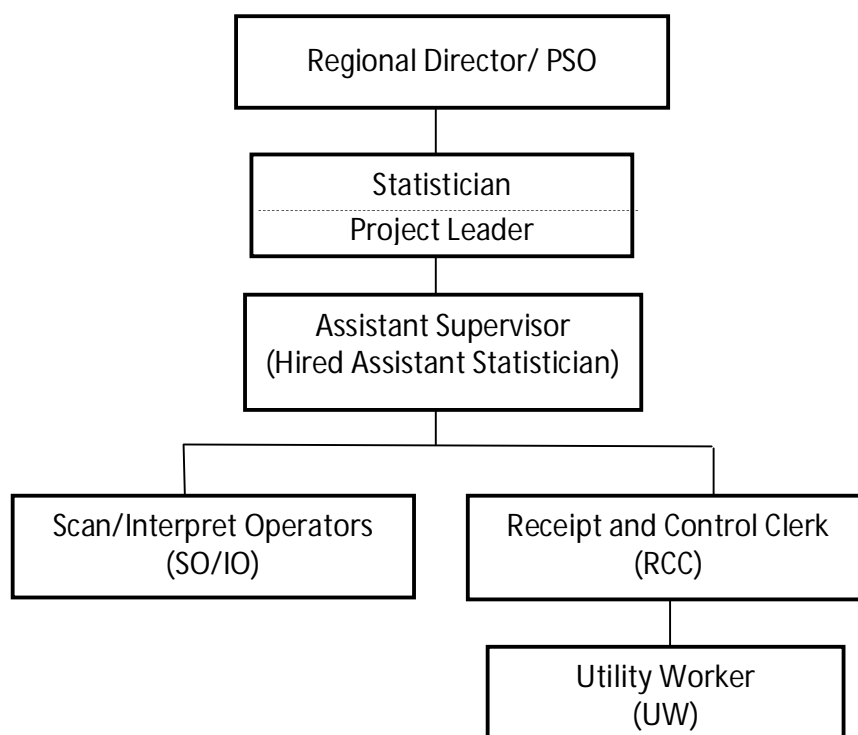
files will be sent to the DPC 2015 for data encoding/key verification and electronic coding of selected items.

Once the scan image files and batch files have been received at the DPC 2015, the Supervisor will load the files in the SCIPS and assign the batch files to data encoders for encoding. After encoding, the RCC will record the finished batch files and assign them to key verifiers for key verification. Selected items in CP Form 2 will be subjected to 100 percent verification by the supervisor.

#### 1. **Organizational Set-up of the Processing Group at the SS 2015**

The S/IOs will work under the SS 2015 Supervisor, who will be responsible for the day-to-day activities in the SS 2015. The RCC at the DPC 2015, meanwhile, will be responsible in recording and controlling the receipt, filing, and retrieval of the questionnaires and maps. The Utility Worker will assist the personnel in performing general service tasks, including maintenance and orderliness in the SS 2015. All personnel of the SS 2015, except the DPC Supervisor who will be the Regional Statistician, will be hired personnel under a Contract of Service.

**Figure 12.2 Organizational Set-up of the Scan Station (SS) 2015 at the RSSO/PO**



## 2. Preparatory Activities

The Regional Director (RD)/Provincial Statistics Officer (PSO) will be responsible for setting up of the SS 2015. Prior to the arrival of equipment, the SS 2015 will be ready before the start of the training for scanning/interpretation. The RD/PSO will undertake the following activities:

- a. Establish the SS 2015 where the data processing will be undertaken. The area to be used as SS 2015 will be sufficient in size for the number of processors, number of computers to be used, and storage space for the documents. In addition, the SS 2015 will:
  - be at or near the RSSO/PO
  - have stable power supply
  - have sufficient lighting
  - allow the installation of air-conditioning units
  - have telephone lines and broadband connection
  - have sufficient number of tables, chairs, and racks
  - be accessible to major roads and highways
  - have access to freight support facilities/services (JRS, PLDT, LBC, PT&T, RCPI, DHL, and others)
- b. Ensure that all electrical wirings for microcomputers, other data processing equipment, and air conditioners/electric fans are properly installed.
- c. Recruit the SS 2015 personnel.

## 3. Overview of Scanning/Interpretation of CP Forms and Maps at the SS 2015

All CP Forms 2, 4 and 5 will be scanned/interpreted. Maps, on the other hand, CP Form 1 will be scanned for archiving. Scanning is the process of converting the image of a document into digital format. Interpretation, on the other hand, is the process of running the Eyes and Hands for Forms (EHF) interpret program to enable interpretation of marked entries and produce batch or data files.

### a. Receipt and Control of CP Form Bundles Received from DPC 2015

All CP form bundles received from the DPC 2015 will be checked for completeness. The number of questionnaires in each bundle will be checked for consistency with the number indicated in CP Form 13.

### b. Scanning of Accomplished Questionnaires

Documents are scanned using mid-volume scanner to produce scan image files (multi-image tiff) with their form type, Geo-ID, and sequential number starting from 1 as filename. Scan operators will scan the forms by CP

form bundle, that is, by EA and type of form for CP Forms 2, 4, and 5. CP Form 1 will be bundled by city/municipality and CP Form 5 will be bundled by province. CP Forms 2 and 4 will be scanned/interpreted first before CP Forms 1 and 5. The SS 2015 will scan/interpret questionnaires as soon as the questionnaires are received. The SS 2015 will scan/interpret questionnaires from different provinces to ensure that the image files and batch files are sent immediately to the DPC 2015. This is to ensure that the DPC 2015 will have enough work to do.

**c. Interpretation of Optical Mark Recognition (OMR) Data Items**

Once the scanning of all documents in an EA/province bundle (CP Forms 2, 4, and 5) is complete, the EHF interpret program automatically interprets the entries in the data field producing a batch file. Note that there will be one batch file for each EA and type of form for CP Forms 2 and 4, while there will be one batch file for each province for CP Form 5.

**d. Scanning and Archiving of CP Form 1**

All CP Form 1 will be scanned by EA. The image files of these forms will be copied to a DVD for transmittal and back-up purposes. A copy of the DVD will be sent to the National Censuses Service (NCS). The other copy will be sent to the DPC 2015 for archiving.

**e. Scanning and Archiving of Maps**

Once the maps have been matched and verified against CP Form 1, the PO will photocopy the maps for safekeeping purposes at the PO. The original copy will be sent to the SS 2015 for scanning and archiving.

Postcensus maps (redrawn maps with plotted households) will be scanned. The image files of these maps will be copied to DVD for transmittal and back-up purposes. A copy of the DVD will be sent to the Geo-Spatial Information Management Division (GSIMD) under the Censuses and Technical and Coordination Office (CTCO)-Information Technology and Dissemination Services (ITDS) for archiving. The concerned RSSO/PO will also be given a copy for safekeeping purposes.

**f. Transmittal of Image Files to the DPC 2015**

After scanning, the SS 2015 will transmit the image files and batch files to the DPC 2015 for encoding of write-in entries. It must be ensured that all image files are readable before these are sent to the DPC 2015 for encoding.

## 12.5 FURTHER PROCESSING AT THE CO

### 1. Generation of Tables for Evaluation of the Number of Households and Population Counts

Tables to be used in the evaluation of household and population counts will be generated using the merged/reformatted file. The batch files that will be merged are those that have been subjected to Geo-ID and HH-ID validation and completeness check and not necessarily those that have been subjected to data consistency check at the DPC 2015. Data consistency checking requires a long period of time, hence, it is not advisable to wait for the DPC 2015 to complete this phase for all batches first. Otherwise, it may cause delay in the release of the official population counts.

### 2. Conversion of Master File for Tabulation

Other data inconsistencies that have not been cleaned at the DPC 2015 processing will be evaluated and the missing values will be imputed using the Edit-Impute program. Input file in this phase is the merged and reformatted batch file for a province that has undergone data consistency checking at the DPC 2015.

### 3. Tabulation and Evaluation

The detailed characteristics of the population will be generated and evaluated at the NCS. Once the results are found to be acceptable, the tables are converted to a format that is ready for publication (camera-ready).

### 4. Preparation of Micro Data File

Household and population characteristics will be recorded in DVD in a user-friendly format called the Micro Data File, from which the user can tabulate according to their specific needs.

## 12.6 MANUAL AND MACHINE PROCESSING REPORTS

The RDs and PSOs will prepare a Narrative Report on the manual and machine processing activities for the POPCEN 2015, based on the foregoing outline. The PSOs will submit their narrative reports to the RSSO for consolidation. The RDs will then submit the regional consolidated report to the Assistant National Statistician (ANS) of NCS Attention: Population and Housing Census Division (PHCD) – Census Project Staff 2015 at [POPCEN2015@psa.gov.ph](mailto:POPCEN2015@psa.gov.ph). The deadline for the submission of manual and machine processing reports to CPS 2015 is on February 29, 2016. The following are the filename convention for the submission of the manual and machine processing reports:

**MANPROCPpp.doc** for the manual processing report of DPC 2015

**MACHPROCPpp.doc** for the machine processing report of the DPC 2015

**MACHPROCRrr.doc** for the machine processing report of the RSSO

where:

**MANPROC** is the keyword for “manual processing report”,

**MACHPROC** is the keyword for “machine processing report”,

**P** stands for the word “province” and **pp** is the two-digit code for the province based on the Philippine Standard Geographic Classification (PSGC),

**R** stands for the word “region” and **rr** is the two-digit code for the region based on the PSGC.

**doc** the file format to be submitted should be in MS Word file

## Outline of Narrative Report on Manual Processing and Quick Count at the DPC 2015

### I. Manual Processing

Place: \_\_\_\_\_

Date Started and Ended: \_\_\_\_\_

#### 1. General Screening

a. Date Started and Ended: \_\_\_\_\_

b. Average Daily Accomplishment: \_\_\_\_\_

#### 2. Editing

2. Editing													
City/ Municipality	Processing Date by Type of Forms								Total Number of Questionnaires Edited				Average Daily Accomplish- ment of Processors
	CP Form 1		CP Form 2		CP form 4		CP Form 5						
	Start	End	Start	End	Start	End	Start	End	1	2	4	5	

#### 3. List of Manual Processors

Name	Mandays

#### 4. Common Errors Encountered and Actions Taken During Manual Processing

Errors Encountered	Actions Taken

#### 5. Inventory of census forms by type

CP Form \_\_\_\_\_

City/Municipality	Received from CO	Accomplished/ Used During Enumeration	Damaged	Used for Transcription, Manual Processing	Others, Specify	Unused

### II. Quick Count

1. Dates of Data Entry of CP Form 1 (Started and Ended) \_\_\_\_\_

2. Average Daily Accomplishment (Encoding): \_\_\_\_\_

## Outline of Narrative Report on Machine Processing at DPC 2015

### I. Encoding, Key-Verification and Coding

Place: \_\_\_\_\_

Date Started and Ended: \_\_\_\_\_

#### 1. Data Encoding, Key-Verification, and Coding

City/ Municipality	Date		Total Number of Questionnaires Encoded, Key Verified, and Coded				Average Daily Output		
	Start	End	1	2	4	5	Encoders	Key Verifiers	Coders

#### 2. List of Machine Processors by Designation

Name	Designation	Mandays

#### 3. Problems/Issues Encountered and Actions Taken During Encoding/Key Verification

Problems/Issues Encountered	Actions Taken

### II. Machine Processing Systems

#### 1. Activity

Activity	Date	
	Started	Ended
a. Batch Analyze		
b. Geographic ID Validation/Completeness Check		
c. Consistency Checking		
d. Generation and Evaluation of Marginals		
e. Generation and Evaluation of Consistency Tables		

#### 2. Problems/Issues Encountered and Actions Taken During Machine Processing by Type of Form

Problems/Issues Encountered	Actions Taken	CP Forms			
		1	2	4	5

#### 3. Transmittal to RSSO

City/Municipality	Number of Batches	Date Transmitted

## 2. Processing at SS 2015 (RSSO and PO)

### Outline of Narrative Report on Machine Processing at SS 2015 (RSSO and PO)

#### I. Scanning and Interpretation at SS 2015

Place: \_\_\_\_\_

Date Started and Ended: \_\_\_\_\_

##### 1. Scanning and Interpretation

17. Scanning and Interpretation														
City/ Municipality	Processing Date by Type of Forms								Total Number of Questionnaires Scanned/ Interpreted			Total Number of CP Form 1 and Maps Scanned		Average Daily Accomplishment of Processors
	CP Form 1		CP Form 2		CP form 4		CP Form 5							
	Start	End	Start	End	Start	End	Start	End	2	4	5	1	Map	

##### 2. List of Machine Processors by Designation

Name	Designation	Mandays

##### 3. Problems/Issues Encountered and Actions Taken During Scanning/Interpretation

Problems/Issues Encountered	Actions Taken

##### 4. General impression on the quality of data:

--

#### II. Transmittal of Images and Batches to POs-DPCs

Province	City/Municipality	Number of Batches	Date Transmitted

#### III. Running of Certification Passes (After submission by POs of Batch Files)

Province	City/Municipality	Geo ID/ Completeness Check		Consistency Check		Tabulation		Date Transmitted to CO
		Start	End	Start	End	Start	End	

## Financial Policies and Procedures

This chapter presents the procedures that will serve as guide in the payment of services, transportation expenses, travelling expenses, and other monetary claims of the enumerators (ENs), team supervisors (TSs), census area supervisors (CASs), Provincial Statistical Office (PO) statisticians, and other staff whose services have been utilized for the POPCEN 2015 field operations. The procedures include the release of funds, payment for services rendered, transportation allowances, mode of payment, supporting documents, and reporting requirements.

### 13.1 RELEASE OF FUNDS

The National Censuses Service (NCS) will request the Civil Registration and Central Support Office-Central Support Services (CRCSO-CSS) to transfer funds to the Regional Statistical Services Office (RSSO) for POPCEN 2015 operations. The Budget Division (BD) under the CRCSO-CSS will allocate and transfer these funds accordingly. The following are the guidelines in the release of funds:

1. Release of Advice of Sub-Allotment (ASA) and Cash Allocation
  - a. The ASA serves as the authority or guide to incur obligations or expenses for all the POPCEN 2015-related activities. It will be issued to the RSSO.
  - b. A corresponding Notice of Cash Allocation (NCA) will also be released to the RSSO based on the ASA issuance. The NCA serves as the cash authority for payment of obligations incurred.
  - c. The ASA and NCA issuances will be based on the cost estimates provided to the BD by the POPCEN 2015 Census Project Staff (CPS 2015) under NCS of the Census and Technical Coordination Office (CTCO).
  - d. Cash allocation will be released through the existing regular account being maintained by the Philippine Statistical Authority (PSA) with the local branch of the Land Bank of the Philippines.
  - e. The RSSO will transfer the funds to its respective POs immediately after receipt of the Notice of Transfer Allocation (NTA).



2. Incurrence of obligations and/or disbursements of expenditures will be equivalent only to the respective ASA and NCA received.

### **13.2 WITHDRAWAL OF FUNDS**

Withdrawal of funds will be made only when there is a need to pay an existing obligation. For every withdrawal made, the Cashier/Disbursing Officer will prepare a corresponding Disbursement Voucher (DV) duly approved by the Regional Director (RD) or the Provincial Statistics Officer (PSO), as the case may be.

### **13.3 PAYMENT OF TRAINING EXPENSES DURING TRAINING**

- a. All personnel of the PSA who attended the POPCEN 2015 training outside their official stations will be entitled to payment of actual transportation expenses and travelling expenses in accordance with Executive Order (EO) No. 298 dated March 23, 2004.
- b. All hired personnel will be entitled to payment of actual transportation expenses to and from the training center, if the training center is outside their official station.
- c. Funds will be allocated to RSSOs/POs to cover the cost for meals and snacks during the training in the amount of P 250.00 per day per person.
- d. An amount of P1,000.00 per class for the fourth level training will also be provided to pay electricity, water, and other related expenses that may be incurred in using the venue.

### **13.4 PAYMENT OF EXPENSES FOR ENUMERATION/SUPERVISION**

- a. The RDs, PSOs, and PO Statisticians/Staffs will be entitled to payment of travelling expenses and actual transportation expenses during supervision in accordance with EO 298. Those who will use the official vehicles will be entitled to payment of gasoline expenses during supervision.
- b. For census supervision, the PO Statisticians/Staffs will be entitled to reimbursement of actual transportation expenses and one (1) unit meal allowance if their areas of assignment are within their official station subject to the provision of EO No. 298.

- c. During the enumeration, all hired CASs, TSs, and ENs are entitled to a fixed transportation allowance as follows:

Position	Fixed Transportation Allowance per Day
CAS	110.00
TS	80.00
EN	50.00

In case they will use a special mode of transportation, they will be allowed to reimburse actual transportation expenses. However, hiring of any mode of transportation at an excessive rate is prohibited.

### 13.5 PAYMENT OF SERVICES OF HIRED CENSUS PERSONNEL

All personnel hired for the POPCEN 2015 will execute a Contract of Service which stipulates a daily/monthly rate as shown below, subject to applicable revenue regulations or withholding tax. These personnel will be paid for the number of days or months that they have rendered services, including days spent for the training.

The hired Assistant Statistician will be paid on a monthly basis for services rendered in the amount of P 16,051. All other hired personnel will be paid on a daily basis at the rate shown below:

#### DAILY WAGE RATE FOR HIRED PERSONNEL

Position	Daily Rate								
	NCR	Region III (Except Aurora)	Aurora	Region IV-A	Region VI	Region VII	Region X	Region XI	Other Regions
EN	481.00	349.00	298.00	362.50	287.00	340.00	306.00	312.00	280.00
TS	511.00	379.00	328.00	393.00	317.00	370.00	336.00	342.00	310.00
CAS	541.00	409.00	358.00	423.00	347.00	400.00	366.00	372.00	340.00
District Office Clerk	481.00	349.00	298.00	362.50	287.00	340.00	306.00	312.00	280.00
RSSO/PO Clerk	511.00	379.00	328.00	393.00	317.00	370.00	336.00	342.00	310.00
Receipt and Control Clerk	511.00	379.00	328.00	393.00	317.00	370.00	336.00	342.00	310.00
Shift Supervisor	571.00	439.00	388.00	453.00	377.00	430.00	396.00	402.00	370.00
Editor/Coder/Verifier	511.00	379.00	328.00	393.00	317.00	370.00	336.00	342.00	310.00
Data Encoder/Key Verifier	511.00	379.00	328.00	393.00	317.00	370.00	336.00	342.00	310.00
Scan/Interpret Operator	541.00	409.00	358.00	423.00	347.00	400.00	366.00	372.00	340.00
Utility Worker	481.00	349.00	298.00	362.50	287.00	340.00	306.00	312.00	280.00

### 13.6 MODE OF PAYMENT

1. The RSSOs/POs will pay the following expenditures through issued checks or through Advise to Debit Account (ADA) as payments for the following expenditures, chargeable to the POPCEN 2015 funds:
  - a. Travelling expenses;
  - b. Communication, transportation services, supplies and materials, and other related expenditures
  - c. Issuance of cash advance (CA) to the Cashier/Disbursing Officer
2. The following may be paid out of CA:
  - a. Payment for services rendered by hired personnel
  - b. Fixed transportation allowances for hired CAS, TSs, and ENs during the enumeration
3. DV for CA will be approved by the RD or PSO, as the case may be.
4. CA to be issued must be equal to the approved vouchers and/or payrolls.
5. CA will be withdrawn on the day the claims are paid, such that no cash balances are left with the Cashier/Disbursing Officer at the end of the day.

### 13.7 RECOMMENDED PAYMENT OF CLAIMS AND REQUIRED SUPPORTING DOCUMENTS

Payments for services rendered (wage) of hired personnel during the training will be paid within one (1) week after the training. For hired personnel (e.g. hired CAS) attending more than one (1) level of training, the payment for services rendered will be made within one (1) week after the last training attended. The payment for actual transportation expenses will also be made within one (1) week after the training. The supporting documents for claiming such payment will be the Special Order, Certificate of Travel Completed, and Certificate of Appearance to be signed by the PSO/RD.

#### SCHEDULE OF PAYMENT FOR SERVICES RENDERED DURING TRAINING

Personnel	Recommending Officer	Approving Officer	Schedule of Payment*	Supporting Paper
EN/TS/ CAS	Provincial Statistician or Head of Census Project Staff	PSO	Within 1 week after the training	<b>For DV/Payroll</b> <b>For all</b> <ul style="list-style-type: none"> <li>▪ Service Contract</li> <li>▪ CSC Form 48 (DTR)</li> </ul>

For services rendered during the enumeration, the payments will be made in accordance with the recommended schedule. The first payment for services rendered

during enumeration will be made 2 weeks after the start of enumeration. The second payment will be made after the completion of the assigned EA/s.

#### SCHEDULE OF PAYMENT FOR SERVICES RENDERED DURING ENUMERATION

Personnel	Recommending Officer	Approving Officer	Schedule of Payment*	Supporting Paper
EN/TS/ CAS	For EN and TS: PO statistician/ staff  For Hired CAS: Provincial Statistician or Head of CPS	PSO	<b>1<sup>st</sup> Payment:</b>  Two weeks after the start of the enumeration	<b>For DV/Payroll</b> For all: ▪ CSC Form 48 (DTR) For EN: ▪ CP Form 10 – Daily Accomplishment Report of ENs For TS: ▪ CP Form 11A – Accomplishment Report of TS For CAS: • CP Form 11B – Accomplishment Report of CAS
			<b>2<sup>nd</sup> Payment:</b>  After completion of the assigned EA/s (remaining days of enumeration)	<b>For DV/Payroll</b> For all: ▪ CSC Form 48 (DTR) ▪ CP Form 17 – Certificate of Work Completed For EN: ▪ CP Form 10 ▪ Certificate of Appearance For TS: ▪ CP Form 11A ▪ CP Form 16 – Certification of Punong Barangay For CAS: ▪ CP Form 11B ▪ CP Form 18 – Summary Report of CAS

*Note: The schedule may not be followed for a justifiable reason like delay in submission of supporting papers.*

The payment of fixed transportation allowance for ENs/TSs/CASs will either follow the schedule of payments for wages/services rendered or will be made at the end of the enumeration period.

The following procedures will be followed to effect payment to all persons concerned:

- a. Based on the schedule of payment, a designated PO staff will prepare the General Payroll for the CASs, TSs, and ENs.
- b. As much as possible, payment of services rendered, transportation allowance, and other expenses of hired personnel will be done at the PO. However, certain instances may necessitate the conduct of payment outside the PO for reasons such as the long travel by the hired census workers from

their areas of assignment to the PO. In this instance, payment may be done in a barangay hall or at any safe place.

- c. If the ENs, TSs, and hired CASs are unable to collect/get their claims personally, a written authority duly signed by the ENs, TSs, and hired CASs concerned, for the PO statistician/staff to collect the amount due will be attached to the payroll.
- d. Any claim for reimbursement of actual transportation expenses will be supported by itinerary of travel, transportation tickets or certification by a barangay official on the special mode of transportation and its cost in case of “pakyaw”, Certificate of Appearance to be signed by the Punong Barangay/Barangay Official, and other pertinent documents as required under existing accounting and auditing rules and regulations.

### **13.8 REPORTING REQUIREMENTS**

#### **1. Accountability Reports**

- a. The Cashier/Disbursing Officer will see to it that the Check Disbursement Record (Appendix 17) for checks issued and Cash Disbursement Record (Appendix 18) for cash payments are maintained and updated for all transactions.
- b. A monthly Report of Checks Issued will be prepared for disbursements chargeable to the POPCEN 2015 account.
- c. To liquidate CAs received, the Cashier/Disbursing Officer will accomplish a Report of Disbursements.
- d. The accountability reports, together with the paid payrolls/vouchers and the required supporting papers will be forwarded to the Provincial Bookkeeper and submit to the Regional Accountant for review and consolidation then submit the final report to the Budget Division (CSS-BD).
- e. The word “PAID” will be conspicuously stamped on the paid payrolls/vouchers to which the Cashier/Disbursing Officer will affix his/her signature.
- f. All CAs issued to the Cashier/Disbursing Officer in connection with POPCEN 2015 must be fully liquidated within 30 days, including refund of unexpended balance, if any.

## 2. Monitoring of POPCEN 2015 Funds

In the addition to the accountability reports, all funding allocations received and expenses incurred/paid shall be reported using the Financial Module of the Management Information System (MIS) for POPCEN 2015.

This module provides the management with information on the funds allocated, transferred, and utilized by item of expenditures by activity. In this module, the utilization rate of POPCEN 2015 funds by item of expenditures will be generated. See the Financial Monitoring Report shown in Figure 13. 1. The inputs shall be provided by the CPS 2015, CSS-BD, RSSOs, and POs as follows:

Column Number	Title of the Column	Description
a. To be accomplished by CPS 2015:		
Column 1-	Activity	is a listing of activities and item of expenditures.
Column 2-	Amount Requested by NCS for Transfer to RSSO with Breakdown by Item	is the amount requested by the NCS for fund transfer to the RSSOs for every activity and item of expenditure.
b. To be accomplished by CSS-BD:		
Column 3-	Amount Transferred by Budget Division to RSSO with Breakdown by Item	is the amount actually transferred by the CSS-BD to the RSSO.
c. To be accomplished by the RSSOs:		
Column 4-	Amount Received by RSSO with Breakdown by Item	Is the amount received by the RSSO from BD.
Column 5-	Amount Transferred by RSSO to PO with Breakdown by Item (Provided by RSSO)	Is the amount transferred by the RSSO to its POs and its own regional office.
d. To be accomplished by RSSO/POs:		
Column 6-	Amount Utilized per Activity (Include Date)	Is the amount received by the POs from the RSSO.
Column 7-	Proportion of Budget Utilized by the RSSO/PO	Is the proportion used by the RSSOs/POs.

Figure 13.1 Financial Monitoring Report

PHILIPPINE STATISTICS AUTHORITY  
2015 Census of Population

Financial Monitoring Report

Activity	Amount Requested by NCS for Transfer to RSSO with Breakdown by Item	Amount Transferred by Budget Division to RSSO with Breakdown by Item	Amount Received by RSSO with Breakdown by Item	Amount Transferred by RSSO to PO with Breakdown by Item (Provided by RSSO)	Amount Utilized per Activity (Include Date)	Proportion of Budget Utilized by RSSOs/POs
(1)	(2)	(3)	(4)	(5)	(6)	(7)

### 13.9 OTHER PROVISIONS

- a. Payment of claims for expenses incurred for injury or ailment or financial assistance in case of death of a census personnel in line of duty will follow the guidelines provided in the Office Memorandum No. 2015-37 dated May 7, 2015. (Refer to Appendix 19.)
- b. Designated accountable officers will be properly bonded following the Bureau of Treasury regulation as to the maximum accountability.
- c. Claims not covered by these guidelines must be referred to the CPS 2015 for appropriate action.
- d. Surprise audit/examination will be conducted as needed to check whether the financial procedures and policies formulated for the POPCEN 2015 are strictly observed.
- e. The Cashier/Disbursing Officer and the approving official will be jointly liable for any abuse or misappropriation of funds as a result of an irregular/ anomalous transaction as per Section 102 of Presidential Decree 1445 The Government Auditing Code of the Philippines.
- f. Guidelines on the utilization of funds for POPCEN 2015 will be issued by the CSS-BD, if the need arises.

---

POPCEN 2015



Magpabilang. Magpa-  
Census!

# Appendices

---



# Executive Order No. 352

## Executive Order No. 352

### **Designation of Statistical Activities That Will Generate Critical Data for Decision-Making of the Government and the Private Sector**

WHEREAS, Executive Order No. 121, which was issued in January 1987, created the National Statistical Coordination Board (NSCB) as the policy-making and coordinating body of the decentralized Philippine Statistical System;

WHEREAS, the NSCB, now an agency attached to the National Economic and Development Authority (NEDA), has established a system of designated statistics in accordance with its mandate, that enables the identification and generation of the most critical and essential statistics required for social and economic planning/analysis based on approved criteria;

WHEREAS, the generation of said data requires the conduct of nationwide censuses and surveys and the maintenance/processing of administrative-based records on a regular basis to allow for monitoring, time series analysis and forecasting by policy-makers;

WHEREAS, the quality of these designated statistics needs to be continuously improved to address the needs of data users;

WHEREAS, the system of designated statistics is a dynamic process that allows for updating to keep attuned to the emerging demands of data users;

NOW, THEREFORE, I, FIDEL V. RAMOS, President of the Philippines, by virtue of the powers vested in me by law, do hereby order:

SECTION 1. The activities and statistics that have been designated by the NSCB as per ANNEX of this Executive Order shall be adopted by the government as the means of generating the critical and essential data for administrators, planners and policy-makers in the government and private sectors.

SECTION 2. The implementing agencies shall provide the Office of the President thru the NSCB results of said censuses, surveys and administrative-based reports on a regular basis and ensure the dissemination of the data to the general public in accordance with the designated time frame.

SECTION 3. The implementing agencies shall be responsible in carrying out the improvements in the design and methodology of said activities in coordination with the NSCB.

SECTION 4. Any modification, addition or deletion from the above list shall be approved through a Board Resolution by the NSCB in accordance with its implementing guidelines. The NSCB is authorized to issue implementing guidelines consistent with the provisions of this Executive Order. It shall also be responsible in monitoring the system's implementation to attain the objectives of this Executive Order.

SECTION 5. The NSCB shall regularly conduct adequate consultations with the data users and producers as a means of updating the lists of designated statistics to be responsive to the emerging needs of data users.

SECTION 6. The amounts necessary to carry out the provisions of this Executive Order shall be provided for in the General Appropriations Act (GAA) in the year following its approval and thereafter. However, any immediate requirement to implement this Executive Order shall be taken from any available appropriations in the CY 1994 GAA, subject to the usual budgetary rules and regulations.

SECTION 7. This Executive Order shall take effect immediately.

Done in the City of Manila, this 1st day of July in the year of our Lord, nineteen hundred and ninety six.

(Signed)

FIDEL V. RAMOS

President of the Philippines

Excerpt of ANNEX (List of Designated Statistical Activities) of Executive Order 352

For Mid-Decade Census of Population

Activity	Agency	Frequency of Conduct	Geographic Disaggregation	Schedule of Data Dissemination	With ARC
<u>Mid-Decade Census of Population</u>	NSO	every 10 years	national, regional, provincial, city, municipal, barangay, urban-rural	Before the end of every census year for population figures from national down to barangay levels; 18 months after the reference year for other statistics	/

Note: NSO is merged with three other statistical agencies, NSCB, BAS, and BLES.

# PSA Board Resolution No. 02



REPUBLIC OF THE PHILIPPINES

## PHILIPPINE STATISTICS AUTHORITY

### PSA Board Resolution No. 02 Series of 2015

#### APPROVING THE DATA ITEMS TO BE INCLUDED IN THE 2015 CENSUS OF POPULATION

**WHEREAS**, Republic Act (R.A.) No. 10625, also known as the Philippine Statistical Act of 2013, which was approved on 12 September 2013, states that the Philippine Statistics Authority (PSA) shall prepare and conduct periodic censuses on population, housing, agriculture, fisheries, business, industry, and other sectors of the economy;

**WHEREAS**, 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;

**WHEREAS**, the 2015 Census of Population (POPCEN 2015), which is scheduled to be conducted by the PSA in August 2015 with August 1 as reference date is designed mainly to take an inventory of the population in the entire Philippines;

**WHEREAS**, the Technical Committee of Population and Housing Statistics (TCPHS) is tasked to provide expert advice in the development of an efficient system of population and housing data production;

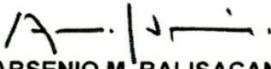
**WHEREAS**, the TCPHS, in its meeting held on 04 February 2015, deliberated on PSA's proposed data items for the POPCEN 2015 and unanimously agreed to recommend to the PSA Board the approval of the same;

**WHEREAS**, the TCPHS recommended for approval by the PSA Board the POPCEN 2015 data items during the PSA Board's 2015 Sixth meeting held on 10 February 2015, and during the said meeting the members of the Board affirmed the TCPHS recommendation;

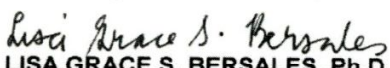

dd.  
Am  
Page 1 of 2  
etc

**NOW, THEREFORE, BE IT RESOLVED AS IT IS HEREBY RESOLVED** that the PSA Board approves census data items (Annex BR-02-20150210-01), as proposed by the PSA and endorsed by the TCPHS, for the POPCEN 2015.

Approved this 10<sup>th</sup> day of February 2015, in Pasig City.

  
**ARSENIO M. BALISACAN**  
PSA Board Chairperson  
Socioeconomic Planning Secretary  
and Director General, NEDA

Attested by:

  
**LISA GRACE S. BERSALES, Ph.D.**  
National Statistician and Civil Registrar General  
Chair, PSA Board Secretariat 



Page 2 of 2

**DATA ITEMS TO BE INCLUDED IN POPCEN 2015****Demographic and Socio-Economic Characteristics**

Name of household members  
Relationship to household head  
Sex  
Date of birth  
Age  
Birth registration  
Marital status  
Religious Affiliation  
School attendance  
Literacy  
Highest grade/year completed  
Whether Household Member is an Overseas Worker  
Usual activity/ occupation

**Housing Characteristics**

Type of building or house  
Construction materials of the roof  
Construction materials of the outer walls  
Fuel for lighting  
Source of water supply for drinking  
Source of water supply for cooking  
Tenure status of the housing unit

**Registration of Deaths Among Household Members**

Names of former household members who died in the past 2 years  
Sex of deceased household member  
Age at death of deceased household member  
Death registration

# PSA Board Resolution No. 07



REPUBLIC OF THE PHILIPPINES

## PHILIPPINE STATISTICS AUTHORITY

### PSA BOARD RESOLUTION NO. 07 Series of 2014

#### **DESIGNATING THE PHILIPPINE STATISTICS AUTHORITY (PSA) BOARD AS THE NATIONAL CENSUS COORDINATING BOARD (NCCB) FOR THE 2015 CENSUS OF POPULATION, AND APPROVING ITS TERMS OF REFERENCE AND ASSISTANCE TO BE RENDERED TO THE PSA**

**WHEREAS**, Republic Act (R.A.) No. 10625, also known as the Philippine Statistical Act of 2013, which was approved on 12 September 2013, states that the Philippine Statistics Authority (PSA) shall prepare and conduct periodic censuses on population, housing, agriculture, fisheries, business, industry, and other sectors of the economy;

**WHEREAS**, 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;

**WHEREAS**, the 2015 Census of Population (POPCEN 2015), which is scheduled to be conducted in August 2015 with 01 August as reference date is designed mainly to take an inventory of the population in the entire Philippines;

**WHEREAS**, to ensure the successful conduct of the census, the citizenry must be called upon to support and cooperate in the POPCEN 2015 by providing complete and correct information to census enumerators;

**WHEREAS**, recognizing the increasing importance of the census data in meeting data needs at the lowest geographic level, the assistance provided by government agencies, government owned and controlled corporations, as well as local government units (LGUs) to the PSA was instrumental to the success of previous census undertakings;

**WHEREAS**, one of the functions of the PSA Board as specified in Section 09 of R.A. No. 10625 is to prescribe appropriate frameworks for the improvement of statistical coordination and establish mechanisms for statistical coordination at the regional and LGU levels;

**WHEREAS**, with this mandated function and being the highest policy-making body on statistical matters, the PSA Board can be designated as the National Census Coordinating Board (NCCB) for the POPCEN 2015;

Page 1 of 2

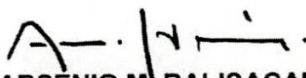
*Handwritten signature*



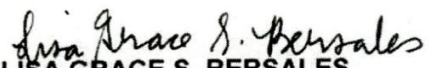
**NOW, THEREFORE, BE IT RESOLVED AS IT IS HEREBY RESOLVED** that the PSA Board:

- shall be designated as the NCCB for the POPCEN 2015 and approves its Terms of Reference (Annex BR-07-20141121-01); and
- enjoins all agencies and instrumentalities of the national government, particularly the member-agencies of the NCCB to provide assistance to the PSA in connection with the POPCEN 2015 and that the assistance shall include, but not limited to those identified in "Annex BR-07-20141121-02".

Approved this 21<sup>st</sup> day of November 2014, in the Pasig City.

  
**ARSENIO M. BALISACAN**  
PSA Board Chairperson  
Socioeconomic Planning Secretary  
and Director General, NEDA

Attested by:

  
**LISA GRACE S. BERSALES**  
National Statistician and Civil Registrar General  
Chair, PSA Board Secretariat *X* *etc*

Annex BR-07-20141121-01

### COMPOSITION AND TERMS OF REFERENCE OF THE NATIONAL CENSUS COORDINATING BOARD

#### A. Composition

**Chairperson:** Secretary for Socioeconomic Planning and Director General of the National Economic and Development Authority

**Vice Chairperson:** Secretary of the Department of Budget and Management or his/her duly authorized Undersecretary

**Members:** National Statistician of the Philippine Statistics Authority  
Executive Director of the Philippine Statistical Research and Training Institute

PSA Board Member representing:

- Department of Agrarian Reform
- Department of Agriculture
- Department of Education
- Department of Energy
- Department of Environment and Natural Resources
- Department of Finance
- Department of Foreign Affairs
- Department of Health
- Department of the Interior and Local Government
- Department of Justice
- Department of Labor and Employment
- Department of National Defense
- Department of Public Works and Highways
- Department of Science and Technology
- Department of Social Welfare and Development
- Department of Tourism
- Department of Trade and Industry
- Department of Transportation and Communications
- Bangko Sentral ng Pilipinas
- Commission on Higher Education
- Technical Education and Skills Development Authority
- Governance Commission for Government Owned and Controlled Corporations
- Philippine Statistical Association, Incorporated
- Union of Local Authorities of the Philippines
- Private sector

#### B. Terms of Reference

1. Address the needs of the Philippine Statistics Authority (PSA) for the 2015 Census of Population (POPCEN 2015) in terms of coordination; publicity and information campaign; training, transportation, and communication; security and health services; and other logistics.

Page 1 of 2





Annex BR-07-20141121-01

2. Issue communications, directives, instructions, and/or memorandum circulars enjoining their respective bureaus, attached agencies, and instrumentalities, including local government units to cooperate, mobilize, and provide support/assistance to the POPCEN 2015, in areas covering but not limited to the conduct/provision of the following:
  - publicity and information campaign for the census.
  - facilities for training, transportation, and communication before, during, and after the census operations.
  - safe and secure room/space to serve as local headquarter for census personnel and storage area for census forms and materials, whenever necessary.
  - lodging of census personnel assigned in areas outside their official station.
  - security to census personnel and materials.
  - health services to census personnel.
3. Resolve issues and concerns raised by the Regional Census Coordinating Boards.
4. Facilitate the approval and timely release of funds/appropriations for the census.

Page 2 of 2

Annex BR-07-20141121-02

**SPECIFIC KINDS OF ASSISTANCE REQUESTED FROM MEMBER-AGENCIES  
OF THE NATIONAL CENSUS COORDINATING BOARD  
FOR THE 2015 CENSUS OF POPULATION**

Agency/Office	Kind of Assistance
National Economic and Development Authority	<p>Issuance of directives enjoining all its attached agencies and local offices for the following:</p> <ul style="list-style-type: none"> <li>• conduct of publicity and information drive</li> <li>• announcement and inclusion in the agenda matters pertaining to the census during meetings of the Regional/Provincial/City/Municipal Development Councils</li> <li>• use of facilities for the training of census enumerators and supervisors</li> <li>• use of facilities for lodging of census personnel assigned in areas outside their official station</li> </ul>
Department of Agrarian Reform	<p>Issuance of directives enjoining all its attached agencies, bureaus, and local offices for the following:</p> <ul style="list-style-type: none"> <li>• conduct of publicity and information drive</li> <li>• use of transport facilities in transporting census personnel and materials</li> <li>• use of facilities for the training of census enumerators and supervisors</li> <li>• use of facilities for the lodging of census personnel assigned in areas outside their official station</li> </ul>
Department of Agriculture	<p>Issuance of directives enjoining all its attached agencies, bureaus, and local offices for the following:</p> <ul style="list-style-type: none"> <li>• conduct of publicity and information drive</li> <li>• use of transport facilities in transporting census personnel and materials</li> <li>• use of facilities for the training of census enumerators and supervisors</li> <li>• use of facilities for the lodging of census personnel assigned in areas outside their official station</li> </ul>
Department of Budget and Management	<p>Issuance of directives enjoining all its attached agencies, bureaus, and local offices for the following:</p> <ul style="list-style-type: none"> <li>• timely release of funds/appropriations for the census</li> <li>• conduct of publicity and information drive</li> <li>• use of facilities for the training of census enumerators and supervisors</li> </ul>
Department of Education	<p>Issuance of directives enjoining all its attached agencies, bureaus, and local offices for the following:</p> <ul style="list-style-type: none"> <li>• conduct of publicity and information drive through announcement of census undertaking in school activities, Parents-Teachers Association (PTA) meetings, and others</li> <li>• use of available classrooms and other school facilities for the training of census enumerators and supervisors</li> <li>• use of transport facilities in transporting census personnel and materials</li> <li>• use of facilities for the lodging of census personnel</li> </ul>

Page 1 of 6





Annex BR-07-20141121-02

Agency/Office	Kind of Assistance
Department of Education - <i>continued</i>	assigned in areas outside their official station
Department of Energy	<p>Issuance of directives enjoining all its attached agencies, bureaus, and local offices for the following:</p> <ul style="list-style-type: none"> <li>• conduct of publicity and information drive</li> <li>• use of transport facilities in transporting census personnel and materials</li> <li>• use of facilities for the training of census enumerators and supervisors</li> <li>• use of facilities for the lodging of census personnel assigned in areas outside their official station</li> </ul>
Department of Environment and Natural Resources	<p>Issuance of directives enjoining all its attached agencies, bureaus, and local offices for the following:</p> <ul style="list-style-type: none"> <li>• conduct of publicity and information drive</li> <li>• use of transport facilities in transporting census personnel and materials</li> <li>• use of facilities for the training of census enumerators and supervisors</li> <li>• use of facilities for the lodging of census personnel assigned in areas outside their official station</li> </ul>
Department of Finance	<p>Issuance of directives enjoining all its attached agencies, bureaus, and local offices for the following:</p> <ul style="list-style-type: none"> <li>• conduct of publicity and information drive</li> <li>• use of facilities for the training of census enumerators and supervisors</li> <li>• use of facilities for the lodging of census personnel assigned in areas outside their official station</li> </ul>
Department of Foreign Affairs	<p>Issuance of directives enjoining all its attached agencies, bureaus, and local offices for the following:</p> <ul style="list-style-type: none"> <li>• conduct of publicity and information drive among Filipinos overseas</li> <li>• conduct of enumeration of Filipinos residing in Philippine embassies, consulates, and missions abroad</li> <li>• use of facilities for the training of census enumerators and supervisors</li> <li>• use of facilities for the lodging of census personnel assigned in areas outside their official station</li> </ul>
Department of Health	<p>Issuance of directives enjoining all its attached agencies, bureaus, and local offices for the following:</p> <ul style="list-style-type: none"> <li>• use of health facilities for the treatment of animal bites, accidents, and other emergency health cases of census personnel</li> <li>• provision of first-aid medicines for training and enumeration</li> <li>• conduct of enumeration in hospitals and other health facilities/institutions</li> <li>• conduct of publicity and information drive</li> <li>• use of transport facilities in transporting census personnel and materials</li> </ul>

Page 2 of 6

fsh

K

AC



Annex BR-07-20141121-02

Agency/Office	Kind of Assistance
Department of Health – <i>continued</i>	<ul style="list-style-type: none"> <li>• use of facilities for the training of census enumerators and supervisors</li> <li>• use of facilities for the lodging of census personnel assigned in areas outside their official station</li> </ul>
Department of the Interior and Local Government	<p>Issuance of directives enjoining all its attached agencies, bureaus, local offices, and all governors and mayors, Association of Barangay Chairmen (ABC), League of Governors, and League of City/Municipal Mayors, and other local organizations for the following:</p> <ul style="list-style-type: none"> <li>• conduct of enumeration in all barangays, including areas with boundary disputes</li> <li>• conduct of publicity and information drive</li> <li>• enjoining the support and cooperation of local government units to provide assistance for the census</li> <li>• facilitate the creation/convening of the Provincial/ City/Municipal Census Coordinating Boards (P/C/M CCBs) through the respective local chief executives, who shall be designated as Chairpersons of these local CCBs</li> <li>• use of transport facilities in transporting census personnel and materials</li> <li>• use of facilities for the training of census enumerators and supervisors</li> <li>• use of facilities for the lodging of census personnel assigned in areas outside their official station</li> </ul>
Department of Justice	<p>Issuance of directives enjoining all its attached agencies, bureaus, and local offices for the following:</p> <ul style="list-style-type: none"> <li>• provision of legal assistance to census enumerators and supervisors in the enforcement of laws pertaining to the census</li> <li>• conduct of enumeration in prisons, jails, and other penal institutions</li> <li>• conduct of publicity and information drive</li> <li>• use of transport facilities in transporting census personnel and materials</li> <li>• use of facilities for the training of census enumerators and supervisors</li> <li>• use of facilities for the lodging of census personnel assigned in areas outside their official station</li> </ul>
Department of Labor and Employment	<p>Issuance of directives enjoining all its attached agencies, bureaus, and local offices for the following:</p> <ul style="list-style-type: none"> <li>• conduct of publicity and information drive</li> <li>• use of transport facilities in transporting census personnel and materials</li> <li>• use of facilities for the training of census enumerators and supervisors</li> <li>• use of facilities for the lodging of census personnel assigned in areas outside their official station</li> </ul>

Page 3 of 6

Annex BR-07-20141121-02

Agency/Office	Kind of Assistance
Department of National Defense	Issuance of directives enjoining all its attached agencies, bureaus, and local offices for the following: <ul style="list-style-type: none"> <li>• enumeration in military camps/installations</li> <li>• provision of security escorts for census enumerators and supervisors, whenever necessary</li> <li>• give advice on peace and order conditions</li> <li>• conduct of publicity and information drive</li> <li>• use of transport facilities in transporting census materials</li> </ul>
Department of Public Works and Highways	Issuance of directives enjoining all its attached agencies, bureaus, and local offices for the following: <ul style="list-style-type: none"> <li>• conduct of publicity and information drive</li> <li>• use of transport facilities in transporting census personnel and materials</li> <li>• use of facilities for the training of census enumerators and supervisors</li> <li>• use of facilities for the lodging of census personnel assigned in areas outside their official station</li> </ul>
Department of Science and Technology	Issuance of directives enjoining all its attached agencies, bureaus, and local offices for the following: <ul style="list-style-type: none"> <li>• conduct of publicity and information drive</li> <li>• use of facilities for the training of census enumerators and supervisors</li> <li>• use of facilities for the lodging of census personnel assigned in areas outside their official station</li> </ul>
Department of Social Welfare and Development	Issuance of directives enjoining all its attached agencies, bureaus, and local offices for the following: <ul style="list-style-type: none"> <li>• conduct of enumeration in calamity affected areas, resettlement/evacuation centers, and areas where there are numerous homeless population</li> <li>• conduct of enumeration in Homes for the Aged, orphanages, and other welfare institutions</li> <li>• conduct of publicity and information drive</li> <li>• use of facilities for the training of census enumerators and supervisors</li> <li>• use of facilities for the lodging of census personnel assigned in areas outside their official station</li> </ul>
Department of Tourism	Issuance of directives enjoining all its attached agencies, bureaus, and local offices for the following: <ul style="list-style-type: none"> <li>• conduct of enumeration in hotels, resorts, and other tourism facilities</li> <li>• conduct of publicity and information drive</li> <li>• use of facilities for the training of census enumerators and supervisors</li> <li>• use of facilities for the lodging of census personnel assigned in areas outside their official station</li> </ul>

Page 4 of 6

fsh

K

etc



Annex BR-07-20141121-02

Agency/Office	Kind of Assistance
Department of Trade and Industry	Issuance of directives enjoining all its attached agencies, bureaus, and local offices for the following: <ul style="list-style-type: none"> <li>• conduct of publicity and information drive</li> <li>• use of facilities for the training of census enumerators and supervisors</li> <li>• use of facilities for the lodging of census personnel assigned in areas outside their official station</li> </ul>
Department of Transportation and Communications	Issuance of directives enjoining all its attached agencies, bureaus, and local offices for the following: <ul style="list-style-type: none"> <li>• conduct of publicity and information drive</li> <li>• use of communication facilities for monitoring and reporting of census activities</li> <li>• use of transport facilities in transporting census personnel and materials</li> <li>• use of facilities for the training of census enumerators and supervisors</li> <li>• use of facilities for the lodging of census personnel assigned in areas outside their official station</li> </ul>
Bangko Sentral ng Pilipinas	Issuance of directives enjoining all its local for the following: <ul style="list-style-type: none"> <li>• conduct of publicity and information drive</li> <li>• use of facilities for the training of census enumerators and supervisors</li> </ul>
Philippine Statistical Research and Training Institute	Issuance of directive enjoining its officers/staff to: <ul style="list-style-type: none"> <li>• conduct publicity and information drive with focus on the importance and uses of census data</li> </ul>
Commission on Higher Education	Issuance of directives enjoining all its local offices for the following: <ul style="list-style-type: none"> <li>• conduct of enumeration in educational institutions, including dormitories and housing facilities for faculty and staff inside school/university campuses</li> <li>• conduct of publicity and information drive</li> <li>• use of facilities for the training of census enumerators and supervisors</li> <li>• use of facilities for the lodging of census personnel assigned in areas outside their official station</li> </ul>
Technical Education and Skills Development Authority	Issuance of directives enjoining all its local offices for the following: <ul style="list-style-type: none"> <li>• conduct of publicity and information drive</li> <li>• use of facilities for the training of census enumerators and supervisors</li> <li>• use of facilities for the lodging of census personnel assigned in areas outside their official station</li> </ul>
Governance Commission for Government Owned and Controlled Corporations	Issuance of directive enjoining its officers/staff to: <ul style="list-style-type: none"> <li>• conduct publicity and information drive</li> </ul>

Page 5 of 6

Annex BR-07-20141121-02

Agency/Office	Kind of Assistance
Philippine Statistical Association, Incorporated	Issuance of directive enjoining its officers/staff and affiliate organizations to: <ul style="list-style-type: none"> <li>• conduct publicity and information drive with focus on the importance and uses of census data</li> </ul>
Union of Local Authorities of the Philippines	Issuance of directive enjoining its officers/staff and umbrella organizations for the following: <ul style="list-style-type: none"> <li>• enjoining the support and cooperation of local government units to provide assistance for the census</li> <li>• facilitate the creation/convening of the Provincial/ City/Municipal Census Coordinating Boards (P/C/M CCBs) through the respective local chief executives, who shall be designated as Chairpersons of these local CCBs</li> <li>• conduct of publicity and information drive</li> </ul>
Private sector	<ul style="list-style-type: none"> <li>• assist in the conduct of publicity and information drive</li> </ul>

# PSA Board Resolution No. 09



REPUBLIC OF THE PHILIPPINES

## PHILIPPINE STATISTICS AUTHORITY

### PSA BOARD RESOLUTION NO. 09 Series of 2014

#### **APPROVING THE COMPOSITION AND TERMS OF REFERENCE OF THE REGIONAL, PROVINCIAL, CITY, AND MUNICIPAL CENSUS COORDINATING BOARDS FOR THE 2015 CENSUS OF POPULATION**

**WHEREAS**, Republic Act (R.A.) No. 10625, also known as the Philippine Statistical Act of 2013, which was approved on 12 September 2013, states that the Philippine Statistics Authority (PSA) shall prepare and conduct periodic censuses on population, housing, agriculture, fisheries, business, industry, and other sectors of the economy;

**WHEREAS**, 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;

**WHEREAS**, the 2015 Census of Population (POPCEN 2015), which is scheduled to be conducted in August 2015 with 01 August as reference date is designed mainly to take an inventory of the population in the entire Philippines;

**WHEREAS**, to ensure the successful conduct of the census, the citizenry must be called upon to support and cooperate in the POPCEN 2015 by providing complete and correct information to census enumerators;

**WHEREAS**, recognizing the increasing importance of the census data in meeting data needs at the lowest geographic level, the assistance provided by government agencies, government owned and controlled corporations, as well as local government units (LGUs) to the PSA was instrumental to the success of previous census undertakings;

**WHEREAS**, one of the functions of the PSA Board as specified in Section 9 of R.A. No. 10625 is to prescribe appropriate frameworks for the improvement of statistical coordination and establish mechanisms for statistical coordination at the regional and LGU levels;

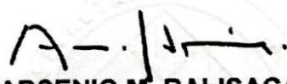
**WHEREAS**, with this mandated function and being the highest policy-making body on statistical matters, the PSA Board can be designated as the National Census Coordinating Board (NCCB) for the POPCEN 2015;

**NOW, THEREFORE, BE IT RESOLVED AS IT IS HEREBY RESOLVED** that, the PSA Board approves the composition and terms of reference of the

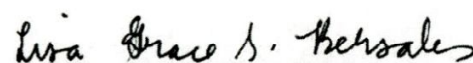


Regional, Provincial, City, and Municipal Census Coordinating Boards (R/P/C/M CCBs) for the POPCEN 2015 (Annex BR-09-20141121-01).

Approved this 21<sup>st</sup> day of November 2014, in Pasig City.

  
**ARSENIO M. BALISACAN**  
PSA Board Chairperson  
Socioeconomic Planning Secretary  
and Director General, NEDA

Attested by:

  
**LISA GRACE S. BERSALES**  
National Statistician and Civil Registrar General  
Chair, PSA Board Secretariat *K. Mc*

Annex BR-09-20141121-01

**COMPOSITION AND TERMS OF REFERENCE OF THE REGIONAL, PROVINCIAL,  
CITY, AND MUNICIPAL CENSUS COORDINATING BOARDS  
FOR THE 2015 CENSUS OF POPULATION**

**A. Composition**

Regional Census Coordinating Board	Provincial Census Coordinating Board
<p>H Heads of Regional Offices of the following departments and government agencies:</p> <ol style="list-style-type: none"> <li>1. National Economic and Development Authority (<i>Chairperson</i>)</li> <li>2. Department of the Interior and Local Government (<i>Vice Chairperson</i>)</li> <li>3. Department of Agrarian Reform</li> <li>4. Department of Agriculture</li> <li>5. Department of Budget and Management</li> <li>6. Department of Education (DepEd)</li> <li>7. Department of Energy</li> <li>8. Department of Environment and Natural Resources</li> <li>9. Department of Finance</li> <li>10. Department of Foreign Affairs</li> <li>11. Department of Health</li> <li>12. Department of Justice</li> <li>13. Department of Labor and Employment</li> <li>14. Department of National Defense</li> <li>15. Department of Public Works and Highways</li> <li>16. Department of Science and Technology</li> <li>17. Department of Social Welfare and Development</li> <li>18. Department of Tourism</li> <li>19. Department of Trade and Industry</li> <li>20. Department of Transportation and Communications</li> <li>21. Bangko Sentral ng Pilipinas</li> <li>22. Commission on Higher Education</li> <li>23. Union of Local Authorities of the Philippines</li> <li>24. Regional Development Council</li> <li>25. Commission on Population</li> <li>26. National Commission on Muslim Filipinos</li> <li>27. National Commission on Indigenous Peoples (NCIP)</li> <li>28. Private sector representative</li> <li>29. Philippine Statistics Authority (PSA) (<i>Executive Officer</i>)</li> </ol>	<ol style="list-style-type: none"> <li>1. Provincial Governor (<i>Chairperson</i>)</li> <li>2. Division Superintendent of Schools - DepEd (<i>Vice Chairperson</i>)</li> <li>3. District Highways Engineer</li> <li>4. Provincial Commander of the Philippine National Police (PNP)</li> <li>5. Provincial Planning and Development Officer</li> <li>6. Provincial Assessor</li> <li>7. Provincial Agriculturist</li> <li>8. Provincial Population Officer</li> <li>9. Provincial Environment and Natural Resources Officer</li> <li>10. Provincial Social Welfare and Development Officer</li> <li>11. Provincial Information Officer</li> <li>12. Development Management Officer V - NCIP</li> <li>13. Private sector representatives (3)</li> <li>14. Provincial Statistics Officer - PSA (<i>Executive Officer</i>)</li> </ol>

Page 1 of 3

Annex BR-09-20141121-01

City Census Coordinating Board	Municipal Census Coordinating Board
<ol style="list-style-type: none"> <li>1. City Mayor (<i>Chairperson</i>)</li> <li>2. City Superintendent of Schools - DepEd (<i>Vice Chairperson</i>)</li> <li>3. Station Commander - PNP</li> <li>4. City Planning and Development Officer</li> <li>5. City Civil Registrar</li> <li>6. City Population Officer</li> <li>7. City Assessor</li> <li>8. Private sector representative</li> <li>9. District Statistics Officer - PSA(<i>Executive Officer</i>)</li> </ol>	<ol style="list-style-type: none"> <li>1. Municipal Mayor (<i>Chairperson</i>)</li> <li>2. District Supervisor of Schools - DepEd (<i>Vice Chairperson</i>)</li> <li>3. Station Commander - PNP</li> <li>4. Municipal Planning and Development Officer</li> <li>5. Municipal Civil Registrar</li> <li>6. Municipal Population Officer</li> <li>7. Municipal Agriculturist</li> <li>8. Private sector representative</li> <li>9. District Statistics Officer – PSA(<i>Executive Officer</i>)</li> </ol>

**B. Terms of Reference**

Regional Census Coordinating Board	Provincial Census Coordinating Board	City/Municipal Census Coordinating Board
1. Assess the needs of the PSA in the region in terms of facilities (transportation, communications, training, and lodging), security, publicity, and other logistics;	1. Assess the needs of the PSA in the region in terms of facilities (transportation, communications, training, and lodging), security, publicity, and other logistics;	1. Assess the needs of the PSA in the region in terms of facilities (transportation, communications, training, and lodging), security, publicity, and other logistics;
2. Provide transportation facilities for the distribution/delivery of census materials and supplies and transmittal of census returns before, during, and after the census operations;	2. Provide transportation facilities for the distribution/delivery of census materials and supplies and transmittal of census returns before, during, and after the census operations;	2. Provide transportation facilities for the distribution/delivery of census materials and supplies and transmittal of census returns before, during, and after the census operations;
3. Provide communications facilities for use of census personnel;	3. Provide communications facilities for use of census personnel;	3. Provide communications facilities for use of census personnel;
4. Provide venues/facilities for the training of census personnel;	4. Provide venues/facilities for the training of census personnel;	4. Provide venues/facilities for the training of census personnel;
5. Provide temporary office/room/space that will serve as headquarter of census personnel or storage area for census materials and supplies for the duration of the census operations;	5. Provide temporary office/room/space that will serve as headquarter of census personnel or storage area for census materials and supplies for the duration of the census operations;	5. Provide temporary office/room/space that will serve as headquarter of census personnel or storage area for census materials and supplies for the duration of the census operations;
6. Provide facilities for the lodging of census personnel assigned in areas outside their official station;	6. Provide facilities for the lodging of census personnel assigned in areas outside their official station;	6. Provide facilities for the lodging of census personnel assigned in areas outside their official station;
7. Assist the Provincial Census Coordinating Board (PCCB) in the conduct of publicity and information campaign;	7. Assist the City/Municipal Census Coordinating Board (C/MCCB) in the conduct of publicity and information campaign;	7. Conduct publicity and information campaign on the forthcoming census;
8. Assist the PSA in the census operations to ensure complete coverage of the region;	8. Assist the PSA in the census operations to ensure complete coverage of the province;	8. Assist the PSA in the census operations to ensure complete coverage of the city/municipality;
9. Specify other areas of involvement or participation of the agencies within the limits of their resources;	9. Specify other areas of involvement or participation of the agencies within the limits of their resources;	9. Provide security/guide to census personnel and materials;

Page 2 of 3

Annex BR-09-20141121-01

Regional Census Coordinating Board	Provincial Census Coordinating Board	City/Municipal Census Coordinating Board
10. Refer to the National Census Coordination Board (NCCB) matters, which cannot be resolved in the Regional Census Coordinating Board (RCCB), including those raised by the Provincial/City/Municipal Census Coordinating Boards (P/C/M CCBs); and	10. Refer to the RCCB matters which cannot be resolved in the PCCB; and	10. Refer to the PCCB matters which cannot be resolved in the C/MCCB;
11. Take up other matters as may be specified by the NCCB or as necessary for the successful conduct of the census.	11. Take up other matters as may be specified by the RCCB or as necessary for the successful conduct of the census.	11. Enlist the cooperation of barangay officials in the census operations;
		12. Take up other matters as may be specified by the PCCB or as necessary for the successful conduct of the census.

KJC

Page 3 of 3

84B

K



# PSA Board Resolution No. 08



REPUBLIC OF THE PHILIPPINES

## PHILIPPINE STATISTICS AUTHORITY

### PSA BOARD RESOLUTION NO. 08 Series of 2014

#### ENDORISING TO THE OFFICE OF THE PRESIDENT THE ISSUANCE OF A PRESIDENTIAL PROCLAMATION DECLARING AUGUST 2015 AS NATIONAL CENSUS MONTH

**WHEREAS**, Republic Act (R.A.) No. 10625, also known as the Philippine Statistical Act of 2013, which was approved on 12 September 2013, states that the Philippine Statistics Authority (PSA) shall prepare and conduct periodic censuses on population, housing, agriculture, fisheries, business, industry, and other sectors of the economy;

**WHEREAS**, 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;

**WHEREAS**, the 2015 Census of Population (POPCEN 2015), which is scheduled to be conducted in August 2015 with 01 August as reference date is designed mainly to take an inventory of the population in the entire Philippines;

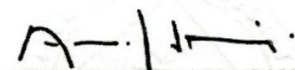
**WHEREAS**, to ensure the successful conduct of the census, the citizenry must be called upon to support and cooperate in the POPCEN 2015 by providing complete and correct information to census enumerators;

**WHEREAS**, in the previous censuses, a Presidential Proclamation was issued to highlight the significance and importance of a census undertaking;

**WHEREAS**, in the previous censuses, the month when census-taking was conducted was declared as "National Census Month";

**NOW, THEREFORE, BE IT RESOLVED AS IT IS HEREBY RESOLVED** that, the PSA Board endorses to the Office of the President the issuance of a Proclamation Order entitled, "Declaring August 2015 as National Census Month" (Annex BR-08-20141121-01).

Approved this 21<sup>st</sup> day of November 2014, in Pasig City.

  
**ARSENIO M. BALISACAN**

PSA Board Chairperson  
Socioeconomic Planning Secretary and  
Director General, NEDA

Attested by:

  
**LISA GRACE S. BERSALES**  
National Statistician and Civil Registrar General  
Chair, PSA Board Secretariat



MALACAÑAN PALACE  
MANILA

BY THE PRESIDENT OF THE PHILIPPINES

PROCLAMATION NO. 1031

**DECLARING AUGUST 2015 AS NATIONAL CENSUS MONTH**

**WHEREAS**, Republic Act (RA) No. 10625, otherwise known as the "Philippine Statistical Act of 2013," which was passed on 12 September 2013, states that the Philippine Statistics Authority (PSA) shall prepare and conduct periodic censuses on population, housing, agriculture, fisheries, business, industry, and other sectors of the economy;

**WHEREAS**, the 2015 Census of Population (POPCEN 2015), which is scheduled to be conducted in August 2015 with August 1 as reference date, is designed to take an inventory of the entire population in the Philippines; and

**WHEREAS**, the thrust of the National Government to decentralize functions to Local Government Units (LGUs) requires an up-to-date and comprehensive data on the population at the local level.

**NOW, THEREFORE, I, BENIGNO S. AQUINO III**, President of the Philippines, by virtue of the powers vested in me by law, do hereby declare the month of August 2015 as National Census Month.

All departments, other government agencies, including government-owned or -controlled corporations, as well as LGUs, are hereby enjoined to implement and execute the operational plans, directives, and orders of the PSA Board through the PSA, relative to this Proclamation. The citizenry is likewise called upon to support and cooperate in the POPCEN 2015 by providing complete and correct information to census enumerators.

**IN WITNESS WHEREOF**, I have hereunto set my hand and caused the seal of the Republic of the Philippines to be affixed hereto.

**DONE**, in the City of Manila, this 21st day of May, in the year of our Lord, Two Thousand and Fifteen.

By the President:

**PAQUITO N. OCHOA, JR.**  
Executive Secretary



THE PRESIDENT OF THE PHILIPPINES

Handwritten signature of Benigno S. Aquino III and the official seal of the President of the Philippines.

CERTIFIED COPY

MAKING A COPY OF THE PROCLAMATION  
FOR THE PSA BOARD  
1 MAY 2015  
PSA BOARD SECRETARY

## Format of Contract of Service

### CONTRACT OF SERVICES

- |   |  |
|---|--|
| <input type="checkbox"/> Enumerator (EN)              | <input type="checkbox"/> RSSO/PO/DO Clerk                |
| <input type="checkbox"/> Team Supervisor (TS)         | <input type="checkbox"/> Manual/Machine Processor        |
| <input type="checkbox"/> Census Area Supervisor (CAS) | <input type="checkbox"/> Machine/Scan/Interpret Operator |
| <input type="checkbox"/> Assistant Statistician       | <input type="checkbox"/> Utility Worker                  |
| <input type="checkbox"/> Receipt and Control Clerk    |  |

#### KNOW ALL MEN BY THESE PRESENTS:

This **SERVICE CONTRACT** entered into this \_\_\_\_ day of \_\_\_\_\_ 2015, in the \_\_\_\_\_, Philippines, by and between:

The **PHILIPPINE STATISTICS AUTHORITY (PSA)**, a national government agency created under Republic Act 10625 and with office address at \_\_\_\_\_ represented in this contract by its Regional Director/Provincial Statistics Officer, \_\_\_\_\_, hereinafter referred to as the **OFFICE**,

and

The persons whose names and addresses are indicated hereunder, hereinafter referred to as the **SERVICE CONTRACTOR - (SPECIFY DESIGNATED POSITION- e.g. ENUMERATORS, TEAM SUPERVISORS, etc.)**.

#### WITNESSETH:

**WHEREAS**, the **OFFICE** will conduct the 2015 Census of Population (POPCEN 2015);

**WHEREAS**, the POPCEN 2015 will be conducted in the province/city/municipality of \_\_\_\_\_ and will require the services of persons other than PSA regular employees for its smooth and successful conduct;

**WHEREAS**, the **OFFICE** finds hiring of **SERVICE CONTRACTOR** - \_\_\_\_\_ most advantageous to the government;

**WHEREAS**, the \_\_\_\_\_ have the necessary qualifications and capabilities and have in fact undergone the necessary recruitment evaluation procedures, to perform the required services;

**NOW, THEREFORE**, for and in consideration of the foregoing premises and of the terms and conditions hereinafter provided, it is hereby agreed that:

The \_\_\_\_\_ hired on contract basis shall be governed by the following conditions:

#### I. SCOPE OF SERVICES

The **SERVICE CONTRACTOR** - \_\_\_\_\_ shall perform the following activities in accordance with the procedures/rules and regulations of the **OFFICE**:

More specifically, they/he/she perform/s the duties listed in Annex A, which is an integral part of this contract. (vary according to position)

## II. RECORD OF ATTENDANCE

The \_\_\_\_\_ shall accomplish a daily time record to be certified by his/her supervisor.

## III. OBLIGATIONS OF THE OFFICE

The **OFFICE** shall have the following obligations to the **SERVICE CONTRACTOR** - \_\_\_\_\_:

- a. Pay the **SERVICE CONTRACTOR** - \_\_\_\_\_ for the services rendered by them in the amount of P \_\_\_\_\_ each day/month in accordance with the accomplishment of the contracted work or average output per day in their area of assignment. This includes training and enumeration/processing period;
- b. Pay the **SERVICE CONTRACTOR** - \_\_\_\_\_ a fixed transportation allowance in the amount of P \_\_\_\_\_ during the enumeration period; for special areas or far-flung areas where means of transportation is not regular/infrequent, or where hiring special means of transportation is necessary, the **OFFICE** shall pay the **SERVICE CONTRACTORS** - \_\_\_\_\_ the amount equivalent to the expenses incurred for actual transportation during enumeration subject to the evaluation of the **OFFICE** and whenever applicable under existing government guidelines and regulations,
- c. The **OFFICE** shall be obligated to the conditions set forth in Items III.a and III.b of this contract only if and when the \_\_\_\_\_ has fulfilled his/her duties and responsibilities set forth in Item I of this contract; and
- d. Provide the training necessary in the performance of the services herein stipulated.
- e. Provide materials and supplies necessary in the performance of the services herein stipulated.

## IV. DURATION OF THE CONTRACT

This contract shall be for the period stated corresponding to the concerned personnel listed hereunder, unless sooner terminated or extended.

## V. TERMINATION

- a. Unless otherwise renewed or notified, upon the end of office hours of the end date of contract corresponding to the concerned personnel listed hereunder, this contract is understood to be terminated. No separate notice of termination needs be served as this provision serves as notice of termination under the conditions stated in the immediately preceding sentence;
- b. The **OFFICE** reserves the right to terminate the services of **SERVICE CONTRACTOR** - \_\_\_\_\_ in the event of unsatisfactory performance of work or when he/she deliberately violates the terms and conditions herein provided.
- c. Conduct of any dishonesty on the part of **SERVICE CONTRACTOR** - \_\_\_\_\_ shall be a ground for termination. Dishonesty as used herein shall mean to refer, but is not limited, to the following cases: (i) letting other person(s) do their fieldwork for them when it is their assigned task, (ii) deliberate misuse of census forms, census-related materials, and/or office equipment to the disadvantage of the **OFFICE**, (iii) caught or found guilty of fraudulent activities/undertaking that will put the **OFFICE** and its census operation in jeopardy; and (iv) non-disclosure or improper disclosure of any employee/other service contractors related to the **SERVICE CONTRACTOR** - \_\_\_\_\_ by consanguinity or affinity.



- d. Conduct of any activity that violates the confidentiality provision of data provided under Section 26 of Republic Act No. 10625 shall be a ground for termination. Section 26 states 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
- e. Further, the data furnished to the **OFFICE** by an individual as a result of the conduct of the census shall not be divulged to any person except authorized employees of **OFFICE** acting in the performance of their duties, nor shall such data be published, except in the form of summaries or statistical tables in which no reference to an individual shall appear. Violation of this provision shall also be a ground for termination.
- f. A written notice of termination and/or renewal shall be served at least one (1) day prior to its termination and/or renewal, provided that immediate termination may be availed of if **SERVICE CONTRACTOR** - \_\_\_\_\_ is found guilty of any of the above-stated conditions.

#### **OTHER CONDITIONS**

- a. This Service Contract may be amended or supplemented through the execution of a contract variation. Such variation in contract shall be effective only on the date and for the period stated therein, and provided both parties agree to the terms and conditions stated. Any contract variation is deemed an integral and amendatory part of this Service Contract;
- b. This Service Contract does not create any employer-employee relationship between the **OFFICE** and the **SERVICE CONTRACTOR** - \_\_\_\_\_. Thus, the **SERVICE CONTRACTOR** - \_\_\_\_\_ shall not be entitled to any benefits due to regular or casual employees, such as leave credits (sick/vacation/social/emergency leave), Christmas bonus and cash gift, personnel economic relief allowance (PERA), productivity incentive bonus (PIB), uniform allowance and other similar benefits;
- c. The **SERVICE CONTRACTOR** - \_\_\_\_\_ shall be answerable for any claim for losses caused by him/her and for damages to property of this office, its employees, offices or agents or to third parties or personal injury which may arise from the performance of services under this Service Contract through his/her negligence or his/her misbehavior;
- d. The **SERVICE CONTRACTOR** - \_\_\_\_\_ whenever applicable may be called to explain any irregularity, inconsistent or unsatisfactory data collection, recording or processing contrary to the prescribed concepts, procedures and guidelines hereinafter discovered within reasonable time after the completion of enumeration, manual or machine processing; and
- e. That services rendered under this Service Contract are not covered under Civil Service Law, Rules and Regulations, and are not considered government service for any purpose.

In **WITNESS WHEREOF**, the parties have hereunto affixed their respective signatures on the date and at the place first above stated.

**PHILIPPINE STATISTICS AUTHORITY:**

**LISA GRACE S. BERSALES, Ph.D.**  
National Statistician

By: \_\_\_\_\_

RD or PSO  
(Signature over printed name)

**SERVICE CONTRACTORS- SPECIFY DESIGNATED POSITION e.g. ENUMERATORS, TEAM SUPERVISORS, etc.:**

	<u>NAME</u>	<u>ADDRESS</u>	<u>SIGNATURE</u>	<u>PERIOD OF CONTRACT</u>
1.	_____	_____	_____	_____
2.	_____	_____	_____	_____
3.	_____	_____	_____	_____
4.	_____	_____	_____	_____
5.	_____	_____	_____	_____
6.	_____	_____	_____	_____
7.	_____	_____	_____	_____

**WITNESSES:**

1. \_\_\_\_\_  
Provincial Statistician  
(Signature over printed name)

2. \_\_\_\_\_  
Statistical Coordination Officer  
(Signature over printed name)

## DISCLOSURE\*

I/We, \_\_\_\_\_, hereby state that I/we have / do not have  
[underline one]  
any relatives at any office of the PSA, either by **consanguinity** (by blood) or by **affinity** (by marriage).

[List down names of relatives employed by the PSA as a regular or casual employee or as Service Contractor (SC), if any. No limit on degree.]

	<u>NAME OF EMPLOYEE/SC</u>	<u>STATION</u>	<u>RELATIONSHIP</u>
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____
5.	_____	_____	_____

[May be continued on another page.]

\_\_\_\_\_  
(Signature over printed name/s)

\*Non-disclosure or improper disclosure may be ground for termination of this contract.  
The DISCLOSURE shall be accomplished by individual service contractor.

## ACKNOWLEDGMENT

REPUBLIC OF THE PHILIPPINES)  
.....) S.S.

Before me appeared the following persons listed below who presented their respective valid government-issued Identification Cards on the corresponding dates and places indicated, known to be the same persons who executed the foregoing instrument and who acknowledge to me that the same is their free will and voluntary act and deed.

	<u>NAME OF SERVICE CONTRACTOR</u>	<u>Government- Issued ID</u>	<u>Issued On</u>	<u>Issued At</u>
1.	_____	_____	_____	_____
2.	_____	_____	_____	_____
3.	_____	_____	_____	_____
4.	_____	_____	_____	_____
5.	_____	_____	_____	_____
6.	_____	_____	_____	_____
7.	_____	_____	_____	_____

This instrument, relating to the services, consists of six (6) pages, including this page, all pages of which are duly signed by the parties and their instrumental witnesses.

WITNESS MY HAND AND SEAL, on the date and place above written.

Doc. No. \_\_\_\_\_  
Page No. \_\_\_\_\_  
Book No. \_\_\_\_\_  
Series of \_\_\_\_\_

# Timetable

## Timetable of Major Activities for the POPCEN 2015

Activity	Date
Establishment of: <ul style="list-style-type: none"> <li>Census headquarters and training centers</li> <li>Processing center for manual processing</li> <li>Processing center for machine processing</li> </ul>	May 4 - July 10, 2015 July 1 - September 4, 2015 December 1, 2015 - January 8, 2016
Recruitment and hiring of personnel for: <ul style="list-style-type: none"> <li>Enumeration/Supervision</li> <li>Manual Processing</li> <li>Machine Processing</li> </ul>	March - August 8, 2015 August 3 - September 4, 2015 December 1, 2015 - January 8, 2016
Training for Enumeration <ul style="list-style-type: none"> <li>Training of Trainers</li> <li>First Level (Task Force) Training <ul style="list-style-type: none"> <li>➤ Batch 1</li> <li>➤ Batch 2</li> </ul> </li> <li>Second Level</li> <li>Third Level <ul style="list-style-type: none"> <li>➤ Batch 1</li> <li>➤ Batch 2</li> </ul> </li> <li>Fourth Level <ul style="list-style-type: none"> <li>➤ Batch 1</li> <li>➤ Batch 2</li> </ul> </li> </ul>	June 8 - 12, 2015  June 29 - July 3, 2015 July 6 - 10, 2015 July 13 - 17, 2015  July 20 - 25, 2015 July 27 - August 1, 2015  July 27 - August 1, 2015 August 3 - 8, 2015
Enumeration/Supervision	August 10 - September 6, 2015
Generation of Progress Monitoring Reports (by province)	August 17 - September 15, 2015
Submission of accomplished forms to the Provincial Office	August 17 - September 30, 2015
Manual Processing and Quick Count <ul style="list-style-type: none"> <li>First Level (Task Force) Training</li> <li>Second Level</li> <li>Third Level</li> <li>Manual Processing <ul style="list-style-type: none"> <li>➤ General Screening</li> <li>➤ Editing</li> </ul> </li> <li>Quick Count Data Entry and Consistency Checking</li> <li>Evaluation of Quick Count Reports</li> <li>Submission of Quick Count Reports to Central Office</li> <li>Submission of forms to Scan Station</li> </ul>	August 31 - September 4, 2015 September 7 - 11, 2015 September 14 - 18, 2015  September 21 - October 17, 2015 October 5 - December 15, 2015 October 5 - 30, 2015 October 19 - November 6, 2015 November 9 - 13, 2015 December 14 - 31, 2015
Machine Processing <ul style="list-style-type: none"> <li>First Level (Task Force) Training</li> <li>Second Level <ul style="list-style-type: none"> <li>➤ RSSO/PO with Scan Station</li> <li>➤ RSSO/PO with Scan Station and Data Entry Station</li> </ul> </li> <li>Third Level</li> <li>Machine Processing</li> <li>Generation and evaluation of tables</li> <li>Submission of data/image files to the Central Office</li> </ul>	January 5 - 8, 2016  January 11 - 12, 2016 January 11 - 15, 2016 January 18 - 22, 2016 January 25 - March 19, 2016 March 1 - 31, 2016 April 1 - 8, 2016

Activity	Date
Submission of population count (by barangay) to the President	February 1, 2016
Submission to Central Office of regional consolidated narrative reports (provincial and/or city/municipality) on: <ul style="list-style-type: none"> <li>• R/P/C/MCCB Convening</li> <li>• IEC Plan</li> <li>• Training Plan</li> <li>• Training on Enumeration               <ul style="list-style-type: none"> <li>➢ Second Level</li> <li>➢ Third Level</li> <li>➢ Fourth Level</li> </ul> </li> <li>• Enumeration/Supervision</li> <li>• Training on Manual Processing               <ul style="list-style-type: none"> <li>➢ Second Level</li> <li>➢ Third Level</li> </ul> </li> <li>• Manual Processing</li> <li>• Training on Machine Processing               <ul style="list-style-type: none"> <li>➢ Second Level</li> <li>➢ Third Level</li> </ul> </li> <li>• Machine Processing</li> </ul>	One month after convening One month after issuance of memo One month after issuance of memo  One month after conduct of training One month after conduct of training Two months after conduct of training Two months after conduct of enumeration/supervision  One month after conduct of training One month after conduct of training Two months after conduct of manual processing  One month after conduct of training One month after conduct of training Two months after conduct of machine processing

# Training Schedule

2015 CENSUS OF POPULATION  
SCHEDULE OF FIRST AND SECOND-LEVEL TRAINING

TIME	DAY 1	DAY 2	DAY 3	DAY 4	DAY 5
8:00 – 10:00	<ul style="list-style-type: none"> <li>Registration and Distribution of Training Materials</li> <li>Opening Program</li> <li>Orientation               <ul style="list-style-type: none"> <li>Overview of POPCEN 2015</li> <li>Purpose of the Training</li> <li>Discussion of Schedule</li> </ul> </li> <li>Data Appreciation</li> </ul>	<ul style="list-style-type: none"> <li>Chapter 6 – Instructions in Accomplishing CP Form 1</li> </ul>	<ul style="list-style-type: none"> <li>Mock Interviews</li> <li>Discussion of Observations of Mock Interviews</li> <li>Chapter 9 – Instructions in Accomplishing CP Form 10</li> </ul>	<b>FIELD OPERATOR'S MANUAL</b> <ul style="list-style-type: none"> <li>Chapter 1 – Introduction</li> <li>Chapter 2 – Coordination and Publicity</li> <li>Chapter 3 – Procurement, Allocation, and Shipment of Census Forms, Materials and Supplies</li> <li>Chapter 4 – Workload Analysis</li> <li>Chapter 5 – Recruitment and Hiring, Duties and Responsibilities of Census Personnel</li> <li>Chapter 6 – Mapping and Other Pre-enumeration Activities</li> </ul>	<b>COMPUTER-AIDED FIELD EDITING SYSTEM (CAFE) USER'S MANUAL</b>
10:01 – 10:15	BREAK	BREAK	BREAK	BREAK	BREAK
10:16 – 12:00	<b>ENUMERATOR'S MANUAL</b> <ul style="list-style-type: none"> <li>Chapter 1 – Introduction</li> <li>Chapter 2 – The Role of Census Enumerator</li> <li>Chapter 3 – Census Concepts and Definitions</li> </ul>	<ul style="list-style-type: none"> <li>Exercise No. 4</li> <li>Discussion of Exercise No. 4</li> <li>Chapter 7 – Instructions in Accomplishing CP Form 2</li> </ul>	<ul style="list-style-type: none"> <li>Chapter 10 – Instructions in Accomplishing CP Form 6, 9, 13, and 17</li> <li>Chapter 11 – Administrative and Financial Matters</li> </ul>	<ul style="list-style-type: none"> <li>Chapter 7 – Training and Supervision</li> <li>Chapter 8 – Field Enumeration and Supervision</li> <li>Chapter 9 – Progress Monitoring and Evaluation</li> <li>Chapter 10 – Supervision and Post-enumeration Activities</li> <li>Chapter 11 – Data Processing</li> <li>Chapter 12 – Financial Policies and Procedures</li> </ul>	<b>OPERATING THE GLOBAL POSITIONING SYSTEM (GPS) RECEIVER USER'S MANUAL</b>
12:01 – 01:00	LUNCH BREAK	LUNCH BREAK	LUNCH BREAK	LUNCH BREAK	LUNCH BREAK
1:01 – 3:00	<ul style="list-style-type: none"> <li>Continuation of Chapter 3</li> <li>Exercise No. 1</li> <li>Discussion of Exercise No. 1</li> </ul>	<ul style="list-style-type: none"> <li>Continuation of Chapter 7</li> <li>Exercise No. 5</li> <li>Discussion of Exercise No. 5</li> </ul>	<b>SUPERVISOR'S MANUAL</b> <ul style="list-style-type: none"> <li>Chapter 1 – Introduction</li> <li>Chapter 2 – The Role of Supervisors</li> <li>Chapter 3 – Training and Area of Assignment</li> <li>Chapter 4 – Field Supervision and Monitoring</li> <li>Chapter 5 – Instructions in Accomplishing CP Form 5</li> </ul>	<b>TRAINING GUIDE</b>	<b>TRACKING, RECEIPT AND CONTROL SYSTEM (TRACS) USER'S MANUAL</b>
3:01 – 3:15	BREAK	BREAK	BREAK	BREAK	BREAK
3:16 – 5:00	<ul style="list-style-type: none"> <li>Chapter 4 – Census Forms and Procedures</li> <li>Chapter 5 – Canvassing and Mapping</li> <li>Exercise No. 2</li> <li>Discussion of Exercise No. 2</li> </ul>	<ul style="list-style-type: none"> <li>Chapter 8 – Instructions in Accomplishing CP Form 4</li> <li>Exercise No. 6</li> <li>Discussion of Exercise No. 6</li> </ul>	<ul style="list-style-type: none"> <li>Chapter 6 – Field Editing of Questionnaires</li> <li>Chapter 7 – Procedures for Progress Monitoring and Text Messaging</li> <li>Chapter 8 – Instructions in Accomplishing Other Forms</li> <li>Chapter 9 – Post-enumeration Activities</li> </ul>	<b>PROGRESS MONITORING SYSTEM (PMS) USER'S MANUAL</b>	<ul style="list-style-type: none"> <li>Continuation of TRACS User's Manual</li> <li>Discussion of Issues</li> <li>Other Matters</li> <li>Closing Program</li> </ul>

**2015 CENSUS OF POPULATION  
SCHEDULE OF THIRD-LEVEL AND FOURTH LEVEL TRAINING**

TIME	DAY 1	DAY 2	DAY 3	DAY 4	DAY 5	DAY 6
8:00 – 10:00	<ul style="list-style-type: none"> <li>Registration and Distribution of Training Materials</li> <li>Opening Program</li> <li>Orientation               <ul style="list-style-type: none"> <li>Overview of POPCEN 2015</li> <li>Purpose of the Training</li> <li>Discussion of Schedule</li> </ul> </li> <li>Data Appreciation</li> </ul>	<ul style="list-style-type: none"> <li>Chapter 4 – Census Forms and Procedures</li> <li>Exercise No. 2</li> </ul>	<ul style="list-style-type: none"> <li>Discussion of Exercise No. 4</li> <li>Chapter 7 – Instructions in Accomplishing CP Form 2</li> </ul>	<ul style="list-style-type: none"> <li>Continuation of Chapter 8</li> <li>Exercise No. 6</li> <li>Discussion of Exercise No. 6</li> <li>Mock Interviews</li> <li>Discussion of Observations of Mock Interviews</li> </ul>	<ul style="list-style-type: none"> <li>Field Practice Interview</li> </ul>	<b>SUPERVISOR'S MANUAL</b> <ul style="list-style-type: none"> <li>Chapter 1 – Introduction</li> <li>Chapter 2 – The Role of Supervisors</li> <li>Chapter 3 – Training and Area of Assignment</li> </ul>
10:01 – 10:15	BREAK	BREAK	BREAK	BREAK	BREAK	BREAK
10:16 – 12:00	<b>ENUMERATOR'S MANUAL</b> <ul style="list-style-type: none"> <li>Chapter 1 – Introduction</li> <li>Chapter 2 – The Role of Census Enumerator</li> </ul>	<ul style="list-style-type: none"> <li>Discussion of Exercise No. 2</li> <li>Chapter 5 – Canvassing and Mapping</li> </ul>	<ul style="list-style-type: none"> <li>Continuation of Chapter 7</li> </ul>	<ul style="list-style-type: none"> <li>Chapter 9 – Instructions in Accomplishing CP Form 10</li> <li>Exercise No. 7</li> </ul>	<ul style="list-style-type: none"> <li>Continuation of Field Practice Interview</li> <li>Discussion of Field Practice Interview</li> </ul>	<ul style="list-style-type: none"> <li>Chapter 4 – Field Supervision and Monitoring</li> <li>Chapter 5 – Instructions in Accomplishing CP Form 5</li> </ul>
12:01 – 01:00	LUNCH BREAK	LUNCH BREAK	LUNCH BREAK	LUNCH BREAK	LUNCH BREAK	LUNCH BREAK
1:01 – 3:00	<ul style="list-style-type: none"> <li>Chapter 3 – Census Concepts and Definitions</li> </ul>	<ul style="list-style-type: none"> <li>Exercise No. 3</li> <li>Discussion of Exercise No. 3</li> <li>Chapter 6 – Instructions in Accomplishing CP Form 1</li> </ul>	<ul style="list-style-type: none"> <li>Exercise No. 5</li> <li>Discussion of Exercise No. 5</li> <li>Mock Interviews</li> <li>Discussion of Observations of Mock Interviews</li> </ul>	<ul style="list-style-type: none"> <li>Discussion of Exercise No. 7</li> <li>Chapter 10 – Instructions in Accomplishing CP Form 6, 9, 13, and 17</li> </ul>	<ul style="list-style-type: none"> <li>Chapter 11 – Administrative and Financial Matters</li> </ul>	<ul style="list-style-type: none"> <li>Chapter 6 – Field Editing of Questionnaires</li> <li>Chapter 7 – Procedures for Progress Monitoring and Text Messaging</li> </ul>
3:01 – 3:15	BREAK	BREAK	BREAK	BREAK	BREAK	BREAK
3:16 – 5:00	<ul style="list-style-type: none"> <li>Continuation of Chapter 3</li> <li>Exercise No. 1</li> <li>Discussion of Exercise No. 1</li> </ul>	<ul style="list-style-type: none"> <li>Continuation of Chapter 6</li> <li>Exercise No. 4</li> </ul>	<ul style="list-style-type: none"> <li>Chapter 8 – Instructions in Accomplishing CP Form 4</li> </ul>	<ul style="list-style-type: none"> <li>Briefing for the Conduct of Field Practice Interview</li> </ul>	<ul style="list-style-type: none"> <li>Discussion of Area Assignment for ENS</li> <li>Setting Schedule of Meetings</li> <li>Distribution of Census Forms, Materials and Supplies to ENS</li> </ul>	<ul style="list-style-type: none"> <li>Chapter 8 – Instructions in Accomplishing Other Forms</li> <li>Chapter 9 – Post-enumeration Activities</li> <li>Discussion of Area Assignment for TS</li> <li>Operating the GPS Receiver User's Manual (for CAS only)</li> <li>Closing Program</li> </ul>

## Scan Stations and Data Processing Centers

Scan Station	Province Covered by Scan Station	Encoding Station
RSSO National Capital Region (NCR)	City of Las Piñas, City of Muntinlupa City of Parañaque Taguig City	RSSO NCR
NCR I - West	City of Manila City of San Juan Pasay City	RSSO NCR
NCR II – North East	Quezon City City of Marikina	NCR II – North East
NCR III – East	City of Makati City of Mandaluyong City of Pasig Pateros	NCR III – East
NCR IV – North West	Caloocan City Malabon City Navotas City Valenzuela City	NCR IV – North West
RSSO CAR	Abra Apayao Ifugao Kalinga Mountain Province	Abra Apayao Satellite Office Ifugao Kalinga Mountain Province
Benguet	Benguet	Benguet
RSSO I	Ilocos Norte Ilocos Sur La Union	Ilocos Norte Ilocos Sur La Union
Pangasinan	Pangasinan	Pangasinan
RSSO II	Batanes Cagayan Nueva Vizcaya	Batanes Cagayan Nueva Vizcaya
Isabela	Isabela Quirino	Isabela Quirino
RSSO III	Bataan Pampanga Tarlac	Bataan Pampanga Tarlac



Scan Station	Province Covered by Scan Station	Encoding Station
	Zambales	Zambales
Nueva Ecija	Aurora Nueva Ecija	Aurora Nueva Ecija
Bulacan	Bulacan	Bulacan
RSSO IV-A	Cavite Rizal	RSSO IV A for Cavite RSSO IVA for Rizal
Batangas	Batangas	Batangas
Laguna	Laguna	Laguna
Quezon	Quezon	Quezon
RSSO IV-B	Marinduque Occidental Mindoro Oriental Mindoro Romblon	Marinduque Occidental Mindoro Oriental Mindoro Romblon
Palawan	Palawan	Palawan
RSSO V	Albay Camarines Norte Catanduanes Masbate Sorsogon	Albay Camarines Norte Catanduanes Masbate Sorsogon
Camarines Sur	Camarines Sur	Camarines Sur
RSSO VI	Aklan Antique Capiz	Aklan Antique Capiz
Iloilo	Iloilo Guimaras	Iloilo Iloilo for Guimaras
Negros Occidental	Negros Occidental	Negros Occidental
Bohol	Bohol	Bohol
Cebu	Cebu	Cebu
Negros Oriental	Negros Oriental Siquijor	Negros Oriental Siquijor
RSSO VIII	Biliran Eastern Samar Northern Samar Samar Southern Leyte	Biliran Eastern Samar Northern Samar Samar Southern Leyte
Leyte	Leyte	Leyte
RSSO IX	Zamboanga City  Zamboanga del Norte Zamboanga del Sur Zamboanga Sibugay  Basilan (including City of Isabela)	RSSO IX for Zamboanga City  Zamboanga del Norte Zamboanga del Sur RSSO IX for Zamboanga Sibugay  Basilan (including City of Isabela)

Scan Station	Province Covered by Scan Station	Encoding Station
RSSO X	Camiguin Lanao del Norte Misamis Occidental Misamis Oriental	Camiguin Lanao del Norte Misamis Occidental Misamis Oriental
Bukidnon	Bukidnon	Bukidnon
RSSO XI	Davao del Sur Davao Occidental	Davao del Sur Davao del Sur for Davao Occidental
Davao del Norte	Davao del Norte Compostela Valley	Davao del Norte Davao del Norte for Compostela Valley
Davao Oriental	Davao Oriental	Davao Oriental
RSSO XII	Cotabato Sultan Kudarat	Cotabato Sultan Kudarat
South Cotabato	South Cotabato Sarangani	South Cotabato South Cotabato for Sarangani
RSSO Caraga	Agusan del Norte Agusan del Sur Surigao del Sur	Agusan del Norte Agusan del Sur Surigao del Sur
Surigao del Norte	Surigao del Norte Dinagat Islands	Surigao del Norte Surigao del Norte for Dinagat Islands
RSSO ARMM	Lanao del Sur Maguindanao (including Cotabato City)	Lanao del Sur Maguindanao (including Cotabato City)
Zamboanga City RSSO ARMM-Extension	Sulu Tawi-Tawi	Zamboanga City RSSO ARMM- Extension for Sulu and Tawi-Tawi

# Certificate of Work Completed

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. \_\_\_\_\_ has satisfactorily COMPLETED his/her assignment as \_\_\_\_\_ during the 2015 Census of Population (POPCEN 2015) from \_\_\_\_\_ to \_\_\_\_\_, 2015 in:

Province: \_\_\_\_\_

City/Municipality: \_\_\_\_\_

Barangay: \_\_\_\_\_

Enumeration Area: \_\_\_\_\_

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 \_\_\_\_\_ day of \_\_\_\_\_, 2015, in the City/Municipality of \_\_\_\_\_ Province of \_\_\_\_\_.

\_\_\_\_\_  
Signature over printed name

\_\_\_\_\_  
Designation or Position

## CP Form 16 – Certification of Punong Barangay

<p>CP Form 16</p> <p style="text-align: center;"><b>2015 Census of Population CERTIFICATION OF PUNONG BARANGAY</b></p> <p>This is to certify that the census enumeration for the 2015 Census of Population has been conducted in this barangay from _____ to _____, 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.</p> <p>ISSUED this _____ day of _____, 2015 in the Barangay _____ in the City/Municipality of _____, Province of _____.</p> <p style="text-align: right;">_____ <b>Punong Barangay</b> Signature over printed name</p>
---

---

POPCEN 2015 Field Operations Manual

# CP Form 11A – Accomplishment Report of Team Supervisor

CP Form 11A  
(Accomplish in duplicate)

Republic of the Philippines  
PHILIPPINE STATISTICS AUTHORITY

## 2015 Census of Population ACCOMPLISHMENT REPORT OF TEAM SUPERVISOR

Name of EN	Area of Assignment		Date (MM/DD)	Number of Households		Number of VHUs Listed by EN	Number of Household Interviews Observed	Number of CP Forms Edited		Count of Households and Population Sent through SMS within the week? Yes/No	Date Sent (MM/DD)	SMS Receipt Number	Remarks
	Barangay	EA Number		Completed Interview	For Callback			CP Form 2	CP Form 4				
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)
			08/10-16										
			08/17-23										
			08/24-30										
			08/31-09/06										
			TOTAL										
			08/10-16										
			08/17-23										
			08/24-30										
			08/31-09/06										
			TOTAL										
			08/10-16										
			08/17-23										
			08/24-30										
			08/31-09/06										
			TOTAL										
			08/10-16										
			08/17-23										
			08/24-30										
			08/31-09/06										
			TOTAL										
			08/10-16										
			08/17-23										
			08/24-30										
			08/31-09/06										
			TOTAL										

Prepared by:

Verified Correct by:

SIGNATURE OF TS OVER PRINTED NAME

DATE PREPARED

SIGNATURE OF CAS OVER PRINTED NAME

DATE VERIFIED

Philippine Statistics Authority POPCEN 2015 Field Operations Manual

# CP Form 12 – Spotcheck, Reinterview, and Observation Record

CP Form 12

*Republic of the Philippines*  
**PHILIPPINE STATISTICS AUTHORITY**

**2015 Census of Population  
SPOTCHECK, REINTERVIEW, AND OBSERVATION RECORD**

Province \_\_\_\_\_   Barangay \_\_\_\_\_

City/Municipality \_\_\_\_\_   Enumeration Area Number \_\_\_\_\_

Name of EN \_\_\_\_\_

---

**I. SPOTCHECK RECORD**

Date of Spotcheck : \_\_\_\_\_

THROUGH OBSERVATION, VERIFY THE FOLLOWING:

- Is there a POPCEN 2015 sticker posted in the housing unit of this household (Yes or No)?
- Are there BSN, HUSN, and HSN written in the sticker (Yes or No)?
- Is there an X mark indicated for callback on the sticker (Yes or No)?

---

**II. REINTERVIEW RECORD**

Date of Reinterview: \_\_\_\_\_

COPY THE BSN, HUSN, AND HSN FOUND ON THE STICKER: BSN \_\_\_\_\_ HUSN \_\_\_\_\_ HSN \_\_\_\_\_

ASK THE RESPONDENT THE FOLLOWING QUESTIONS:

- What is your name?
- What is your address?
- Did a census enumerator visit you?
- When did the interviewer visit your household?
- Who was interviewed at that time?
- How many members are there in your household? Total \_\_\_\_\_ Male \_\_\_\_\_ Female \_\_\_\_\_

	NAME	RELATIONSHIP TO THE HOUSEHOLD HEAD	SEX	DATE OF BIRTH	AGE
L I N E  N U M B E R	P1 <i>Who is the head of this household? Who are the persons usually residing here as of August 1, 2015?</i>	P2 <i>What is _____'s relationship to the head of this household?</i>	P3 <i>Is _____ male or female?</i>	P4 <i>In what month and year was _____ born?</i>	P5 <i>What is _____'s age as of his/her last birthday?</i>
	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 1 FOR MALE AND 2 FOR FEMALE	WRITE THE MONTH AND YEAR.	• WRITE THE AGE IN COMPLETED YEARS. • IF LESS THAN ONE YEAR OLD, WRITE "000".
1					
2					
3					
4					
5					
6					
7					
8					

---

**COMPARISON WITH ACCOMPLISHED CP FORM 2**

Date this form was compared with CP Form 2: \_\_\_\_\_

Is the name of the respondent in this form and CP Form 2 the same (Yes or No)? \_\_\_\_\_

Summary of Data Items for Comparison:

Data Items	CP Form 2	CP Form 12	Result of matching: Write "1" for match or "2" for mismatch.
Total number of household members			
Total male members			
Total female members			
Number of spouse			
Number of sons			
Number of daughters			
Number of members below 5 years old			
Number of members 65 years and over			



Instruction: Use this section when observing the Enumerator while doing the mapping, listing, and interviewing the households.						
III. OBSERVATION RECORD						
OBSERVATION CHECKLIST	HSN		HSN		HSN	
	Waypoint ID		Waypoint ID		Waypoint ID	
	ELEV (m)		ELEV (m)		ELEV (m)	
	N <sup>0</sup>		N <sup>0</sup>		N <sup>0</sup>	
	E <sup>0</sup>		E <sup>0</sup>		E <sup>0</sup>	
	Yes/No	Remarks	Yes/No	Remarks	Yes/No	Remarks
(1)	(2)	(3)	(4)	(5)	(6)	(7)
Did the Enumerator do the following:		Write "1" for YES or "2" for NO answer in Columns 2, 4, and 6 and any remarks in Cols. 3, 5, and 7.				
1. Determined if the building visited is actually used as living quarter or if it is vacant, it contains a living quarter?						
2. Performed the following mapping procedures such as:						
a. updating the landmarks?						
b. plotting correctly the building symbols?						
c. writing serial number of the household below the building symbol?						
d. preparing a block map if plotting of building symbols in the EA map alone is not possible?						
3. Performed correctly the following listing procedures:						
a. assigning one serial number to each building?						
b. assigning one serial number to each housing unit?						
c. assigning one serial number to each household?						
d. assigning one serial number to each institution?						
e. writing VBLDG if the building is entirely vacant?						
f. listing the name of household head in the correct order (last name, first name)?						
g. writing the complete address indicating the building number and street name if available?						
4. Performed correctly the following interviewing procedures:						
a. interviewing either the head or spouse or any adult member who is knowledgeable to answer the questions in CP Form 2?						
b. listing of household members in CP Form 2 following the prescribed order of listing?						
c. asking if there are any other members who are not listed such as infants or overseas workers temporarily away once all names of household members given by the respondent have been listed?						
d. asking items P1 (Name), P2 (Relationship to the Household Head), and P3 (Sex) one after another for each household member until last member is listed?						
e. asking independently the date of birth and age of each household member?						
f. checking the consistency of age in completed years with the date of birth using the Age as of Last Birthday Conversion Table?						
5. Reviewed the accomplished questionnaires after the interview before leaving the household?						
6. Accomplished the sticker properly by writing the BSN, HUSN, and HSN for a household interviewed?						
RECOMMENDATION/ACTION TAKEN:						
Prepared by:						
SIGNATURE OVER PRINTED NAME		DESIGNATION OR POSITION		DATE ACCOMPLISHED		

*Republic of the Philippines*  
**PHILIPPINE STATISTICS AUTHORITY**  
**2015 Census of Population**  
**SUMMARY REPORT OF CENSUS AREA SUPERVISOR**

[illegible]

Prepared by:

SIGNATURE OVER PRINTED NAME	DESIGNATION	DATE
-----------------------------	-------------	------

[illegible]

Prepared by:

SIGNATURE OVER PRINTED NAME	DESIGNATION	DATE
-----------------------------	-------------	------

For Accountable Officers' Use

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	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60	61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80	81	82	83	84	85	86	87	88	89	90	91	92	93	94	95	96	97	98	99	100
---	---	---	---	---	---	---	---	---	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	-----



# Office Memorandum 2015-37



REPUBLIC OF THE PHILIPPINES

---

## PHILIPPINE STATISTICS AUTHORITY

PSA-CTCO-  
Reference No. 15HSD01-229

### OFFICE MEMORANDUM 2015 – 37

TO : All Interim Regional Directors

SUBJECT : POPCEN 2015 Guidelines on Payment of Claims of Hired Statistical Researchers/Personnel Who Are Injured or Who Died in Line of Duty

#### **Purpose**

This Office Memorandum is issued to provide guidelines on payment of claims of Statistical Researchers (SRs) hired as Enumerators (ENs), Team Supervisors (TSs), Census Area Supervisors (CASs) and other hired personnel for the 2015 Census of Population (POPCEN 2015) who are injured or died in the line of duty. These hired personnel are not provided any GSIS or other health insurance under POPCEN 2015.

#### **Legal Basis**

Section 11, Article XIII, Social Justice and Human Rights provisions of the Constitution and the Revised Administrative Code of 1917 provide ample legal bases for payment of claims of hired SRs/personnel who are injured or who died in line of duty.

#### **Definition of Terms**

In line of duty means that the injured or deceased worker was injured or died while performing his/her work or duties. For the hired personnel of POPCEN 2015, these duties are in relation to or necessary to the POPCEN 2015 being conducted by the Philippine Statistical Authority (PSA). Payments that may be authorized include medical attendance, medicine, necessary transportation, hospital fees, and reasonable burial assistance in case the person dies.

Injury means *any harmful change in the human organism from any accident arising out of and in the course of the employment*. (Labor Code of the Philippines, Book IV, Title II, Chapter I).

Death means *loss of life resulting from injury or sickness*. (Labor Code of the Philippines, Book IV, Title II, Chapter I)

Solicare Bldg. 1, R. Magsaysay Blvd. Sta. Mesa, Manila 1016  
P.O. Box 779, Manila, Philippines • Telephone: (632) 713-7074 • Telefax: (632) 713-7073

**Guidelines**

1. All claims under this Office Memorandum shall cover expenses incurred by hired personnel who are injured or who died in line of duty.
2. All payments of claim shall be in the form of reimbursement and shall be subject to availability of funds.
3. Within seventy-two (72) hours upon occurrence of the event causing injury or death, the claimant or his/her dependent should ensure that the claimant's immediate supervisor, the head or any permanent statistician/staff from the Provincial Statistical Office (PO) or Regional Statistical Services Office (RSSO), is duly notified of the occurrence in any form, through telephone, SMS/text message, fax, e-mail or any fastest means.
4. Immediately upon receipt and confirmation of the notification, the Provincial Statistics Officer (PSO) through the Regional Director (RD) shall inform the Office of the National Statistician of the circumstances surrounding the incident through the POPCEN 2015 Census Project Staff (CPS). The incident shall also be reported through the POPCEN 2015 Management Information System (MIS) facility.
5. Claims for payment shall be made within six (6) months from the time the injury or death occurred.
6. The claims for payment shall be duly supported by the following documents:
  - 6.1 A duly executed affidavit by the claimant, or that of the next of kin in case of death, narrating the details of the injury or death.
  - 6.2 Duly executed affidavit of two (2) disinterested persons who have personal knowledge of the occurrence of the death, narrating the details thereof.
  - 6.3 In case of vehicular accident, a report by the claimant or a police report narrating the details thereof.
  - 6.4 Proof of claims, such as hospital bills and medical receipts; and death certificate in the case of death.

- 6.5 Written report of the immediate supervisor/PSO verifying the facts surrounding the injury or death.
7. The supporting documents shall be submitted to the PSO who shall check and validate the same immediately upon receipt.
8. Within ten (10) days from the receipt of the claim, the PSO shall forward the claim, together with his/her recommendation to the RD. The RD shall submit the corresponding recommendation to the CO through the Censuses and Technical Coordination Office-National Censuses Service (CTCO-NCS).
9. Within forty-five (45) days from the receipt of the recommendation and endorsement from the RD, the CO shall process the claim.
10. Claims for injury shall not exceed THIRTY THOUSAND PESOS (P30,000.00).
11. In case of death, burial assistance shall not exceed TWENTY THOUSAND PESOS (P20,000.00).
12. Treatment conducted by government physician/institution shall have preference in reimbursement of claims for payment.
13. The POPCEN 2015 CPS shall keep a record of all notices received specifying the date each notice was received, the name of the person injured or who died, and details of injury or death, if available.

For the guidance of all concerned.

FOR THE NATIONAL STATISTICIAN:

  
ROMEO S. RECIDE  
(Interim Deputy National Statistician)  
Officer-in-Charge

May 7, 2015

SDA/MEPE/RML/hjr  




POPCEN 2015



**Magpabilang. Magpa-**  
**Census!**