

2016 **APIS**

ANNUAL POVERTY INDICATORS SURVEY

Interviewer's Manual



Republic of the Philippines
Philippine Statistics Authority

FOREWORD

The 2016 Annual Poverty Indicators Survey (APIS) is the eleventh in a series of poverty indicators surveys implemented nationwide. The 2016 APIS is the third conduct of the survey under the Philippine Statistics Authority (PSA). The survey gathers data that can be used to generate income and non-income based poverty indicators for monitoring the poverty situation in the country and as basis for the formulation of policies and programs to improve the living conditions of the population. The income data this survey gathers are comprehensive and will be used as key inputs in the generation of the first semester national-level estimate of poverty incidence in the country.

The 2016 APIS Interviewer's Manual serves as a guide to all interviewers and supervisors in carrying out effectively their duties and responsibilities during field operations. It contains the basic concepts and definitions of terms, procedures in filling out the APIS questionnaire, pointers in conducting a proper and polite interview, and techniques in obtaining the cooperation of the respondents. Learning the concepts, procedures and instructions presented in this manual and acquiring additional knowledge from discussions, exercises, mock interviews and field practice during the training will enable the interviewers to perform their task effectively. The success of the survey highly depends on the quality of the data that will be collected. It is the responsibility of the interviewers and supervisors to ensure that instructions laid out in this manual are strictly followed. Their commitment in carrying out their tasks in accordance to the guidelines and instructions set out in this manual is requisite to the success of the 2016 APIS.

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Manila, Philippines
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APPENDICES

2016 APIS QUESTIONNAIRE

2016 Annual Poverty Indicator Survey Tagalog Translation Guide

Col./Item. No.	ENGLISH	TAGALOG
B. DEMOGRAPHIC CHARACTERISTICS		
3	What is ____'s relationship to the family head?	Ano ang kaugnayan ni ____ sa punong sambahayan?
4	Is ____ male or female?	Si ____ po ba ay lalake o babae?
5	What is ____'s age as of last birthday?	Ano ang edad ni ____ noong kanyang huling kaarawan?
6	What is ____'s marital status?	Ano ang estado sibil ni ____?
C. SCHOOLING STATUS		
8	Is ____ currently attending school?	Si ____ po ba ay kasalukuyang nag-aaral?
9	What grade or year is ____ currently attending?	Sa anong grado o taon si ____ sa kanyang pag-aaral?
11	Why is ____ not attending school?	Bakit hindi po nag-aaral si ____?
13	What is the highest educational attainment completed by ____?	Ano po ang pinakamataas na antas ng pag-aaral na natapos ni ____?
D. ECONOMIC CHARACTERISTICS		
14	Did ____ work or have job or business at anytime from Jan. 01 to June 30, 2016?	Si ____ po ba ay may trabaho o nagkatraho o nagnegosyo sa anumang panahon mula Enero 01 hangang Hunyo 30, 2016?
15	What is ____ class of worker?	Anong uri ng manggagawa si ____?
E. HOUSING		
E1	TYPE OF BUILDING/HOUSE	
E2	TYPE OF CONSTRUCTION MATERIALS OF THE ROOF	
E3	TYPE OF CONSTRUCTION MATERIALS OF THE OUTER WALL	
E4a	What is the tenure status of the housing unit and lot occupied by your family?	Ano ang katayuan/kalagayan ninyo sa pag-okupa ng bahay at lupa na inyong tinitirahan?
	1 - Own house and lot or owner-like possession of house and lot	1 - Pag-aari ang bahay at lupa?
	2 - Rent house/room including lot	2 - Umuupa sa bahay at lupa?
	3 - Own house, rent lot	3 - Pag-aari ang bahay/inuupahan ang lupa?
	4 - Own house, rent-free lot with consent of owner	4 - Pag-aari ang bahay/may pahintulot ang may-ari ng lupa na inuokupahan/inatatayuan nito?

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	5 - Own-house, rent-free lot, without consent of owner	5 - Pag-aari ang bahay/walang pahintulot ang may-ari ng lupa na inuokupahan/inatatayuan nito?
	6 - Rent-free house and lot with consent of owner	6 - Walang upa ang bahay at lupa/dahil may pahintulot ang may-ari nito
	7 - Rent-free house and lot without consent of owner	7 - Walang upa ang bahay at lupa, at walang pahintulot ang may-ari ng lupa at bahay na okupahan ito
	8 - Not Applicable	
E4b	What is the floor area of the housing unit?	Ano ang sukat ng inyong bahay?
E5	Is there any electricity in the building/house?	Mayroon po bang kuryente sa gusali/bahay?
E6	How many of each of the following items does the family own?	Ilan po ang bilang ng bawat kasangkapang mayroon kayo sa mga babanggitin ko?
F. WATER AND SANITATION		
F1	What is the family's main source of water supply?	Ano ang pangunahing pinanggagalingan ng tubig na ginagamit ng inyong pamilya?
F1a	How far is this water source from your house?	Gaano kalayo ang pinanggagalingan ng inyong tubig mula sa inyong bahay?
F2	What kind of toilet facility does the family use?	Ano pong uri ng palikuran ang ginagamit ng inyong pamilya?
F2a	Does the family share access to the toilet facility?	Ang pamilya po ba ninyo ay nakikihati sa paggamit ng palikuran?
F2b	How far is the toilet facility from your house?	Gaano kalayo ang palikuran sa inyong bahay?
G. OTHER RELEVANT INFORMATION		
G1	Did you or any member of your family avail of any loan during the period January-June 2016?	Kayo po ba o sinuman sa kapamilya ninyo ay nangutang noong Enero hanggang Hunyo 2016?
G2	Where did you or any member of your family avail of this loan?	Saan/kanino po kayo o ang kapamilya ninyo nangutang?
G3	Are/were you or any member of your family a member of a cooperative during the period January-June 2016	Kayo po ba o sinuman sa kapamilya ninyo ay miyembro ng isang kooperatiba noong Enero hanggang Hunyo 2016?
G4	During the period April-June 2016, did you or any member of your family experience hunger because you did not have food to eat?	Noong Abril hanggang Hunyo 2016, nangyari na po ba kahit minsan sa inyo o sa sinuman sa kapamilya ninyo ang nakaranas ng pagkagutom dahil wala kahit ano kayong makaing pagkain?
G4a	How often did it happen?	Gaano po kadalas itong mangyari?

Col./Item. No.	ENGLISH	TAGALOG
H. SOCIAL PROTECTION		
H1	Is any member of your family (including OFW/OCW) a member or dependent/beneficiaries of the following social/health insurance program?	Mayroon po bang miyembro ng inyong pamilya ang kasapi o miyembro o "dependent/beneficiary" ng panlipunan/pangkalusugang programa sa seguro?
H2	Who among the family members are members of the (NAME OF SOCIAL/HEALTH INSURANCE PROGRAMS)?	Sino sa mga miyembro ng inyong pamilya ang kasapi ng (NAME OF SOCIAL/HEALTH INSURANCE PROGRAMS)?
H3	Who among the family members have availed/received assistance/benefits from the (NAME OF SOCIAL/HEALTH INSURANCE PROGRAMS)?	Sino sa miyembro ng inyong pamilya ang gumamit/nakatanggap ng tulong/benepisyo sa (NAME OF SOCIAL/HEALTH INSURANCE PROGRAMS)?
H4	How much was received in cash from (NAME OF SOCIAL/HEALTH INSURANCE PROGRAMS) in the last 6 months (January-June 2016)?	Magkano ang perang natanggap galing sa (NAME OF SOCIAL/HEALTH INSURANCE PROGRAMS) sa nakalipas na 6 na buwan (Enero-Hunyo 2016)?
H5	During the period January-June 2016, has any member of your family received benefits/grants/assistance/payment from any of the following programs?	Noong huling 6 na buwan (Enero-Hunyo 2016), meron ba sa miyembro ng inyong pamilya ang nakatanggap ng benepisyo/"grant"/tulong/bayad ng alinman sa mga sumusunod na mga programa:
H6	Who among the family members received the benefits/grants/assistance from the (NAME OF PROGRAM)?	Sino sa mga miyembro ng inyong pamilya ang tumanggap ng benepisyo/"grants"/tulong mula sa (NAME OF PROGRAM)?
H7	How much was received by the family in cash from (NAME OF PROGRAM) last month?	Magkano ang natanggap ng pamilya galing sa (NAME OF PROGRAM) noong nakaraang buwan?
H8	How much was received by the family in cash from (NAME OF PROGRAM) in the last 6 months (January-June 2016)?	Magkano ang perang natanggap ng pamilya galing sa (NAME OF PROGRAM) sa nakalipas na 6 na buwan (Enero-Hunyo 2016)?
H9	During the period (January-June 2016), has any member of your family benefitted from the following program/assistance?	Noong panahong (Enero-Hunyo 2016), meron po ba sa miyembro ng inyong pamilya ang nakinabang mula sa mga sumusunod na programa/tulong:
H10	Who among the family members benefitted/availed from the (NAME OF PROGRAM/ASSISTANCE)?	Sino sa mga miyembro ng inyong pamilya ang nakinabang/gumamit mula sa (NAME OF PROGRAM/ASSISTANCE)?
H11	How much did your family receive (including value of goods received) from (NAME OF PROGRAM/ASSISTANCE) in the last 6 months (January-June 2016)?	Magkano ang natanggap ng inyong pamilya (kasama ang halaga ng mga bagay) mula sa (NAME OF PROGRAM/ASSISTANCE) noong nakaraang 6 na buwan (January-June 2016)?

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H12	How many months did your family receive cash and/or good in the last 6 months (January-June 2016)?	Ilang buwan nakatanggap ang inyong pamilya ng pera at/o bagay?
	3. Disaster Preparedness	
	a. Does your family has a disaster preparedness kit?	a. Ang inyo po bang pamilya ay may nakahandang kit para sa mga sakuna?
	b. What does your disaster preparedness kit contain?	b. Ano-ano po ang laman ng inyong kit?
H13	Has any member of your family been a beneficiary of the Child Benefit/Child Protection Program during the period January-June 2016?	Meron po ba sa miyembro ng inyong pamilya ang benepisyaro ng Child Benefit/Child Protection Program noong nakalipas na Enero hanggang Hunyo 2016?
H20	What type of Child Benefit/Child Protection benefit or assistance was received?	Anong pong klase ng benepisyo o tulong mula sa Child Benefit/Child Protection ang inyong natanggap?
I. ACCESS TO GOVERNMENT SERVICES		
	Now, I would like to talk about all the transactions you or your family made from July up to present with any government agency whether from the government, government owned and controlled corporations or any transactions/services availed from the local government unit.	Ngayon po ay gusto kong pag-usapan natin ang tungkol sa mga transaksyong inyong ginawa o ng inyong pamilya mula Hulyo 2016 hanggang sa kasalukuyan sa kahit saan mang ahensiya ng pamahalaan, pribado o pampubliko o kahit anumang serbisyo o transaksyon sa lokal na pamahalaan.
I1	From July 2015 up to present, did you or any member of your family see or visit any person working in the government agency for any of the following reasons or any purposes?	Mula Hulyo 2015 hanggang sa kasalukuyan, kayo po ba o sino mang miyembro ng inyong pamilya ay bumisita o nakipagkita sa kahit sino mang taong nagtatrabaho sa ahensiya ng pamahalaan para sa alinman sa mga sumusunod na dahilan o pakay?

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12	Did anybody working in that government-run facility or institution ask or oblige you or any member of your family to give money, gift, donation, favor or anything of value for any of the following reasons or purposes?	Doon po ba sa ahensiya ng pamahalaan o institusyong pinuntahan ninyo o sinumang miyembro ng inyong pamilya, hiningian o inobliga ba kayong magbigay ng pera, regalo, donasyon, pabor o kahit anong mahalagang bagay sa kahit alinman sa mga sumusunod na dahilan o pakay?
13	Did you or any member of your family give money, gift, donation, favor or anything of value to that person in order to facilitate or avoid problems in any of the following reasons/purposes?	Kayo po ba o sinuman sa miyembro ng inyong pamilya ay nagbigay ng pera, regalo, donasyon, pabor o kahit anong mahalagang bagay para mapadali o maiwasan ang anumang problema sa kahit alinman sa mga sumusunod na dahilan o pakay?
14	If YES in I3, how much is the worth of money, gift, donation, favor or anything of value given to that person?	Kung YES sa I3, magkano po ang halaga ng pera, regalo, donasyon, pabor o kahit anong mahalagang bagay na ibinigay sa taong ito?
AVAILING OF SOCIAL SERVICES		
a	Enrolling in a public school/college/university, availing of government scholarships, and other educational services.	Pagpasok sa pampublikong paaralan/kolehiyo/unibersidad, kumuha ng scholarship sa pamahalaan at iba pang pang-edukasyong serbisyo.
b	Medical check-up, hospitalization, vaccination, getting free medicines or other health services from public hospitals/urban/rural health units.	Pagpapa-tsek up, pagpapa ospital, bakuna, o libreng gamot, kumuha ng serbisyong pangkalusugan mula sa pampublikong ospital o sa mga local na health units.
c	Applying or getting loans or benefits from SSS, Pag-ibig, GSIS, PhilHealth and other government lending institutions	Mag-apply or kumuha ng loans sa SSS, Pag-ibig, GSIS, Philhealth at iba pang institusyon sa pagpapautang
d	Seeking assistance for employment or livelihood or getting subsidy/benefits for the poor from the government institutions	Humingi ng tulong para sa trabaho o pangkabuhayan o humingi ng subsidiya o benepisyo para sa mahihirap galing sa pamahalaan
PAYMENT OF TAXES AND OTHER DUTIES		
e	Paying cedula, income tax, real estate tax, capital gains tax, documentary stamp tax, customs duties and other similar taxes and duties	Magbayad ng sedula, income tax, real estate tax, capital gain tax, documentary stamp tax, custom duties at iba pang kaparehong taxes.

Col./Item. No.	ENGLISH	TAGALOG
ACCESS TO JUSTICE		
f	Filing a complaint or seeking assistance from law enforcers like traffick violations and accidents from the police, NBI, PDEA, etc.	Maghain ng kaso o humingi ng tulong galing sa ahensiya ng law enforcement katulad ng paglabag sa trapik at aksidente mula sa mga pulis, barangay, NBI, PDEA at iba pa.
g	Going to the fiscal's office or public attorneys in connection with cases	Pumunta sa opisina ng pampublikong prosekutor or pampublikong abogado para sa mga kaso
h	Going to court in connection with cases	Pumunta sa korte dahil sa kaso
SECURING REGISTRY, PERMITS AND OTHER LICENSES		
i	Getting civil registry documents like birth, death, marriage certificate and CENOMAR	Kumuha ng mga dokumento katulad ng birth, death, marriage certificate at CENOMAR
j	Getting passport, authenticating documents at the DFA, and securing gov't. issued IDs (e.g. Postal, Voter's, PRC)	Kumuha ng pasaporte, lehitimong mga dokumento sa DFA at kumuha ng ID galing sa pamahalaan gaya ng postal, voter's at PRC.
k	Getting land title and registration of documents relating to property.	Magrehistro ng mga lupa at kumuha ng titulo ng lupa
l	Getting permits (e.g. mayor's permit, building permit, sanitary permit, fire permit, occupancy permit), licenses (driver's, firearms), & clearances (e.g. NBI, police, barangay)	Kumuha ng mga permit (building, sanitary, mayor, fire, occupancy), lisensiya (drayber, baril), clearances (NBI, police at barangay)
l5	Did you or any member of your family report the incident to any authority when you or any member of your family were/was asked or oblige to give money, gift, donation, favor or anything of value?	Kayo ba o sinumang miyembro ng inyong pamilya ay nagsumbong ng insidenteng ito sa mga awtoridad noong kayo ay hiningan ng pera, regalo pabor o anumang mahalagang bagay?
l6	Why was it not reported to the proper authority?	Bakit hindi po ninyo ito isinumbong sa tamang awtoridad? Meron pa po bang iba?
	What else?	Ano pa po?
a	Lack of time to report	Walang oras para isumbong
b	Lack of money to spend to file a case	Walang pera para tustusan ang pag file ng kaso
c	Don't know which government agency to report to	Hindi alam kung aling ahensiya ng gobyerno magsusumbong
d	Fear of reprisal/afraid of consequences	Takot mabalikan/takot sa magiging kahirinatnan
e	Difficulty in proving the case	Mahirap mapatunayan ang kaso

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f	Don't trust any gov't agency/nothing will happen anyway	Walang tiwala sa kahit alinmang ahensiya ng gobyerno/Wala namang mangyayari sa kaso
g	Government does not reward those who report corruption	Hindi nagbibigay ng reward ang gobyerno para sa mga nagrereport ng korupsiyon
h	Not worth reporting/embarrassing	Hindi na mahalaga para isumbong/nakakahiya
i	Others (Specify)	Iba pa, _____
J. FAMILY EXPENDITURES		
J1	a) During the period January-June 2016, do you or any member of your family consume bread and cereals? meat? fish and seafoods?milk, cheese and eggs?oils and fats?fruit? vegetables? sugar, jam, honey, chocolate and confectionary?food products not elsewhere classified?	a) Noong nakalipas na Enero hanggang Hunyo 2016, kayo po ba o kahit sino sa miyembro ng inyong pamilya ay kumunsumo ng tinapay at cereals?karne?isda at lamang dagat?gatas, keso at itlog?mantika?prutas?gulay?asukal, jam, pulot, tsokolate at confectionery?iba pang pagkain wala sa nabanggit?
	b) How much is your consumption on the following?	b) Magkano ang inyong konsumo sa mga sumusunod?
	c) Please give me the consumption on a daily, weekly, every 15 days, monthly, once every 2 months, once every 3 months or once every 6 months for the period January-June 2016.	c) Pakibigay po sa akin ang inyong pang araw-araw, lingguhan, bawat 15 araw, buwanan, minsan sa bawat 2 buwan, minsan sa bawat 3 buwan o minsan sa bawat 6 na buwang konsumo mula Enero hanggang Hunyo 2016.
J2	a) During the period January-June 2016, do you or any member of your family consume any coffee, tea or cocoa? mineral water, softdrinks, fruit and vegetable juices?	a) Noong nakalipas na Enero hanggang Hunyo 2016, kayo po ba o kahit sino sa miyembro ng inyong pamilya ay kumunsumo ng kape, tsaa at cocoa? tubig na mineral, softdrinks, fruits and vegetable juices?
	b) How much is your consumption on the following?	b) Magkano ang inyong konsumo sa mga sumusunod?
	c) Please give me the consumption on a daily, weekly, every 15 days, monthly, once every 2 months, once every 3 months or once every 6 months for the period January-June 2016.	c) Pakibigay po sa akin ang inyong pang araw-araw, lingguhan, bawat 15 araw, buwanan, minsan sa bawat 2 buwan, minsan sa bawat 3 buwan o minsan sa bawat 6 na buwang konsumo mula Enero hanggang Hunyo 2016.

Col./Item. No.	ENGLISH	TAGALOG
J3	a. During the period January-June 2016, do you or any member of your family consume alcoholic beverages? tobacco?	a. Noong nakalipas na Enero hanggang Hunyo 2016, kayo po ba o kahit sino sa miyembro ng inyong pamilya ay kumunsumo ng inuming nakalalasing at tabako?
	b) How much is your consumption on the following?	b) Magkano ang inyong konsumo sa mga sumusunod?
	c) Please give me the consumption on a daily, weekly, every 15 days, monthly, once every 2 months, once every 3 months or once every 6 months for the period January-June 2016.	c) Pakibigay po sa akin ang inyong pang araw-araw, lingguhan, bawat 15 araw, buwanan, minsan sa bawat 2 buwan, minsan sa bawat 3 buwan o minsan sa bawat 6 na buwang konsumo mula Enero hanggang Hunyo 2016.
J4	a) During the period January-June, 2016, did you or any member of your family purchase in cash or on credit any food or pay services for special family occasions such as food and refreshments, alcoholic beverages, service of priests, cooks, waiters, rentals, and others?	a) Noong Enero hanggang Hunyo 2016, kayo po ba o sinumang miyembro ng inyong pamilya ay bumili maging ito man ay cash o utang ng mga pagkain o bayad sa serbisyo para sa espesyal na okasyon ng pamilya gaya ng pagkain at inumin, inuming nakakalasing, serbisyo ng pari, kusinero, tagasilbi, upa at iba pa?
	b) During the period January-June 2016, did you or any member of your family receive as gifts any food and free services for special family occasions?	b) Noong Enero hanggang Hunyo 2016, kayo po ba o sinumang miyembro ng inyong pamilya ang tumanggap bilang regalo sa kahit anong pagkain at libreng serbisyo para sa espesyal na okasyon ng pamilya?
J5 – J9	During the period January-June 2016, how much is your actual disbursements/expenditures on the following	Noong Enero hanggang Hunyo 2016, magkano po ang aktwal na kadalasan ninyong buwanang gastos/konsumo sa mga sumusunod?
J10-J12	During the period January-June 2016, how much on the average is your monthly expenses/consumption on the following?	Noong Enero hanggang Hunyo 2016, magkano po ang aktwal na kadalasan ninyong buwanang gastos/konsumo sa mga sumusunod?
J13-J17	During the period January-June 2016, how much on the average is your monthly expenses/consumption on the following?	Noong Enero hanggang Hunyo 2016, magkano po ang aktwal na kadalasan ninyong buwanang gastos/konsumo sa mga sumusunod?

Col./Item. No.	ENGLISH	TAGALOG
K. SALARIES AND WAGES FROM EMPLOYMENT		
	During the period January-June 2016, did you or any member of your family receive salaries and wages from employment in cash (including allowances, tips, bonus, commissions) and in kind (including housing), food, grocery, clothing and medical benefits)?	Noong Enero hanggang Hunyo 2016, kayo po ba o sinumang miyembro ng inyong pamilya ay tumanggap ng sweldo/sahod galing sa trabaho (kasama ang allowances, tips, bonus, komisyon) at iba pa (kasama ang pabahay), pagkain, grocery, damit at mga benepisyonang medikal)?
L. NETSHARE OF CROPS, FRUITS AND VEGETABLES PRODUCED, AQUACULTURE PRODUCTS		
	During the period January-June 2016, did you or any member of your family receive net share of crops, fruits and vegetables produced, fishing or livestock and poultry raised by other households? If yes, how much was sold for cash or consumed by the family?	Noong Enero hanggang Hunyo 2016, kayo po ba o sinumang miyembro ng inyong pamilya ay nakatanggap mula sa tanim ng iba (net share of crops), prutas at gulay, isda, baboy at manok. Kung meron po, magkano ang nabenta o nakonsumo ng pamilya?
M. FAMILY SUSTENANCE ACTIVITY		
	During the period January-June 2016, did you or any member of your family produce goods mainly for home consumption? If yes, how much was consumed by the family?	Noong Enero hanggang Hunyo 2016, kayo po ba o sinumang miyembro ng inyong pamilya ay nagtanim o nagalaga ng hayop para lang sa pangsariling konsumo ng pamilya? Kung meron, magkano po ang nakonsumo ng inyong pamilya?
N. OTHER SOURCES OF INCOME		
N1	During the period January-June 2016, did you or any member of your family receive in cash any receipt, gift or other forms of assistance from abroad?	Noong Enero hanggang Hunyo 2016, kayo po ba o sinumang miyembro ng inyong pamilya ay nakatanggap ng pera o kahit anong regalo o ayuda/suporta mula sa ibang bansa?
N2	During the period January-June 2016, did you or any member of your family receive in cash any gift, support assistance or relief from domestic source?	Noong Enero hanggang Hunyo 2016, kayo po ba o sinumang miyembro ng inyong pamilya ay nakatanggap ng pera o kahit anong regalo o ayuda/suporta mula sa ibang lugar dito sa ating bansa?
N3	During the period January-June 2016, did you or any member of your family receive in cash or in kind, rentals from non-agricultural land, buildings, spaces or other properties?	Noong Enero hanggang Hunyo 2016, kayo po ba o sinumang miyembro ng inyong pamilya ay nakatanggap ng pera o kahit ano maliban sa pera para sa upa galing sa mga hindi pang-agrikulturang lupa, gusali, o iba pa ninyong pag-aari?

Col./Item. No.	ENGLISH	TAGALOG
N4	During the period January-June 2016, did you or any member of your family receive in cash or in kind, interest from bank deposits and loans extended to other families?	Noong Enero hanggang Hunyo 2016, kayo po ba o sinumang miyembro ng inyong pamilya ay nakatanggap ng pera o kahit ano maliban sa pera galing sa interest ng inyong deposito sa banko, at pautang sa labas ng inyong pamilya?
N5	During the period January-June 2016, did you or any member of your family receive in cash or in kind, pension and retirement, workmen's compensation, or social security benefits?	Noong Enero hanggang Hunyo 2016, kayo po ba o sinumang miyembro ng inyong pamilya ay nakatanggap ng pera o kahit ano maliban sa pera galing sa pensyon, retirement, workmen's compensation o benepisyo galing sa social security?
N6	During the period January-June 2016, did you or any member of your family receive in cash or in kind, any dividend from investment (stocks, bonds, etc.)?	Noong Enero hanggang Hunyo 2016, kayo po ba o sinumang miyembro ng inyong pamilya ay nakatanggap ng pera o kahit ano maliban sa pera, galing sa dibidendo ng inyong investment (stocks, bonds, etc.)?
N7	During the period January-June 2016, did you or any member of your family receive in cash or in kind, other sources of income not elsewhere classified such royalties and income of family members below 10 years old?	Noong Enero hanggang Hunyo 2016, kayo po ba o sinumang miyembro ng inyong pamilya ay nakatanggap ng pera o kahit ano maliban sa pera, galing sa iba pang pinagkukunan ng inyong kita na hindi pwede iklasify gaya ng royalties at kita ng miyembro ng pamilya na may edad 10 taon?
O. ENTREPRENEURIAL ACTIVITIES		
O1 CROP FARMING AND GARDENING		
a)	During the period January-June 2016, did you or any member of your family engage in crop farming and gardening such as growing of palay, corn, roots and tubers, vegetables, fruits, nuts, etc.?	Noong Enero hanggang Hunyo 2016, kayo po ba o sinumang miyembro ng inyong pamilya ay nagtatanim katulad ng palay, mais, halamang ugat, gulay, prutas, nuts at iba pa?
b)	During the period January-June 2016, did you or any member of your family harvest crops, fruits and vegetables? If yes, how much was consumed by the family or given away as gift?	Noong Enero hanggang Hunyo 2016, kayo po ba o sinumang miyembro ng inyong pamilya ay umani ng prutas at gulay? Kung 'Oo', magkano ang nakonsumo o ipinamigay bilang regalo ng inyong pamilya?
c)	During the period January-June 2016, did you or any member of your family incur expenses, in cash or in kind, in the production of the crops harvested?	Noong Enero hanggang Hunyo 2016, kayo po ba o sinumang miyembro ng inyong pamilya ay namuhunan, pera o bagay, sa inyong mga inaning pananim?

Col./Item. No.	ENGLISH	TAGALOG
O2. LIVESTOCK AND POULTRY RAISING		
a)	During the period January-June 2016, did you or any member of your family engage in livestock or poultry raising such as raising of carabaos, cattle, horses, hogs, chickens, ducks, etc. and produce any livestock and poultry products such as milk, eggs, etc.?	Noong Enero hanggang Hunyo 2016, kayo po ba o sinumang miyembro ng inyong pamilya ay naghahayupan o may manukan gaya ng pag-aalaga ng kalabaw, baka, baboy, manok, bibi at iba pa at nagbunga ng mga produkto kagaya ng gatas, itlog, at iba pa?
b)	During the period January-June 2016, did you or any member of your family dispose of any livestock and poultry whether sold, consumed or given away, or did you or any family member produce livestock/poultry products? If yes, how much was consumed by the family or given away as gifts?	Noong Enero hanggang Hunyo 2016, kayo po ba o sinumang miyembro ng inyong pamilya ay nagbenta sa alinman sa inyong alagang hayop at manok, ito man ay ipinagbili, kinonsumo o ipinamigay bilang regalo, o kayo o sinumang miyembro ng inyong pamilya ay nakagawa ng mga produkto galing sa hayupan at manukan? Kung 'Oo', magkano ang nakonsumo ng inyong pamilya or ipinamigay bilang regalo?
c)	During the period January-June 2016, did you or any member of your family incur expenses, in cash or in kind, in the production of the crops harvested?	Noong Enero hanggang Hunyo 2016, kayo po ba o sinumang miyembro ng inyong pamilya ay namuhunan, pera o bagay, sa inyong mga inaning pananim?
O3. FISHING		
a)	During the period January-June 2016, did you or any member of your family engage in such activities such as catching fish (with a boat of three tons or less), gathering fry, shells, seaweeds and other aquatic animals or products and culturing fish, oyster, mussels, etc.?	Noong Enero hanggang Hunyo 2016, kayo po ba o sinumang miyembro ng inyong pamilya ay nagsasagawa ng mga gawain kagaya ng panghuhuli ng isda (gamit ang bangkang tatlong tons o mas mababa), panghuhuli ng hipon, kabibi, lamang dagat at iba pang uri o produkto at para sa pagpapalago ng isda, talaba, musels at iba pa?
b)	During the period January-June 2016, did you or any member of your family catch/gather/harvest fish or aquatic products?	Noong Enero hanggang Hunyo 2016, kayo po ba o sinumang miyembro ng inyong pamilya ay nanghuli/nanguha ng isda or iba pang produkto galing sa tubig?
	If yes, how much was consumed by the family or given away as gift?	Kung 'Oo', magkano ang nakonsumo o ipinamigay bilang regalo ng inyong pamilya?

Col./Item. No.	ENGLISH	TAGALOG
c)	During the period January-June 2016, did you or any member of your family incur expenses, on cash or in kind, in catching, gathering or culturing the fish or aquatic products reported above?	Noong Enero hanggang Hunyo 2016, kayo po ba o sinumang miyembro ng inyong pamilya ay namuhunan, in cash or in kind, sa panghuhuli, pangguha o pagkukultury ng mga isda o iba pang produkto galing sa dagat na naiulat sa itaas?
c)	During the period January-June 2016, did you or any member of your family incur expenses, on cash or in kind, in gathering forest products or hunting wild animals/birds disposed of?	Noong Enero hanggang Hunyo 2016, kayo po ba o sinumang miyembro ng inyong pamilya ay namuhunan, pera o bagay, para sa pangunguha ng mga produkto galing sa kagubatan o pangangaso ng mailap na hayop/ibon na inyong ipinagbili?
O5. WHOLESALE AND RETAIL TRADE		
a)	During the period January-June 2016, did you or any member of your family engage in any wholesale or retail activity including market vending, sidewalk vending/peddling and repair of motor vehicles and motorcycles?	Noong Enero hanggang Hunyo 2016, kayo po ba o sinumang miyembro ng inyong pamilya ay nagsasagawa ng pagpapakyawan o pagtitinging ng kalakal kasama ang pagtitinda sa palengke, bangketa/paglalako at magkumpuni ng motor ng sasakyan at motorsiklo?
b)	During the period January-June 2016, did you or any member of your family sell goods either on wholesale or retail basis?	Noong Enero hanggang Hunyo 2016, kayo po ba o sinumang miyembro ng inyong pamilya ay nagbenta ng mga bagay pang pakyawan o tingi-tingi?
c)	During the period January-June 2016, did you or any member of your family incur expenses, on cash or in kind, in selling such goods?	Noong Enero hanggang Hunyo 2016, kayo po ba o sinumang miyembro ng inyong pamilya ay namuhunan, pera o bagay, para sa pagbebenta ng mga nasabing mga bagay?
O6. MANUFACTURING		
a)	During the period January-June 2016, did you or any member of your family engage in such manufacturing activities as mat weaving, tailoring, dressmaking, bagoong making and fish drying?	Noong Enero hanggang Hunyo 2016, kayo po ba o sinumang miyembro ng inyong pamilya ay naghahabi ng banig, nananahi, gumagawa ng bagoong at nagtutuyo ng mga isda?
b)	Describe major activity	Ilarawan ang pangunahing aktibidad
c)	During the period January-June 2016, did you or any member of your family sell any of the goods manufactured?	Noong Enero hanggang Hunyo 2016, kayo po ba o sinumang miyembro ng inyong pamilya ay nagbenta ng mga ginawang mga bagay?

Col./Item. No.	ENGLISH	TAGALOG
07. COMMUNITY, SOCIAL, RECREATIONAL AND PERSONAL SERVICES		
a)	During the period January-June 2016, did you or any member of your family operate any activity providing community, social, recreational and personal services such as medical and dental practice, practice of trade, operation of schools, restaurants and hotels, etc.?	Noong Enero hanggang Hunyo 2016, kayo po ba o sinumang miyembro ng inyong pamilya ay nagpapalakad ng mga serbisyong pangkomundiad, panglipunan, panglibangan at personal na serbisyo gaya ng pagpa-praktis ng propesyong medikal at dental, pagpapa-praktis ng pangangalakal, pagpapalakad ng mga paaralan, nagrestoran, hotel at iba pa?
b)	During the period January-June 2016, did you or any member of your family receive any compensation/payment for rendering such services?	Noong Enero hanggang Hunyo 2016, kayo po ba o sinumang miyembro ng inyong pamilya ay nakatanggap ng anumang pabuya/bayad para sa mga serbisyong ibinigay?
c)	During the period January-June 2016, did you or any member of your family incur expenses, on cash or in kind, in rendering such services?	Noong Enero hanggang Hunyo 2016, kayo po ba o sinumang miyembro ng inyong pamilya ay namuhunan, pera o bagay, para sa serbisyong ibinigay?
08. TRANSPORTATION, STORAGE AND COMMUNICATION SERVICES		
a)	During the period January-June 2016, did you or any member of your family operate any activity providing transportation, storage and communication services such as operation of jeepneys or taxis, storage and warehousing activities, tour and travel agencies, messenger services, etc.?	Noong Enero hanggang Hunyo 2016, kayo po ba o sinumang miyembro ng inyong pamilya ay nagpapalakad ng mga serbisyong pangtransportasyon, bodega at komunikasyon katulad ng jeepney o taksi, imbakan o bodega, ahensiya ng tour at travel, at iba pa.
b)	During the period January-June 2016, did you or any member of your family receive any compensation/payment for rendering such services?	Noong Enero hanggang Hunyo 2016, kayo po ba o sinumang miyembro ng inyong pamilya ay nakatanggap ng anumang pabuya/bayad para sa mga serbisyong ibinigay?
c)	During the period January-June 2016, did you or any member of your family incur expenses, on cash or in kind, in rendering such services?	Noong Enero hanggang Hunyo 2016, kayo po ba o sinumang miyembro ng inyong pamilya ay namuhunan, pera o bagay, para sa serbisyong ibinigay?
09. MINING AND QUARRYING		
a)	During the period January-June 2016, did you or any member of your family engage in mining and quarrying such as salt mining, gravel and sand quarrying, etc.?	Noong Enero hanggang Hunyo 2016, kayo po ba o sinumang miyembro ng inyong pamilya ay nagmimina at nagtitibag ng graba at buhangin, at iba pa?

Col./Item. No.	ENGLISH	TAGALOG
b)	During the period January-June 2016, did you or any member of your family dispose of mining and quarrying products?	Noong Enero hanggang Hunyo 2016, kayo po ba o sinumang miyembro ng inyong pamilya ay nagbenta ng mga produkto galing sa minahan at tibagan?
c)	During the period January-June 2016, did you or any member of your family incur expenses, on cash or in kind, producing the products disposed of?	Noong Enero hanggang Hunyo 2016, kayo po ba o sinumang miyembro ng inyong pamilya ay namuhunan, pera o bagay, para sa nayaring produkto na ipingbili na?
O10. CONSTRUCTION		
a)	During the period January-June 2016, did you or any member of your family contract services for construction or repair of a house, building or any structure?	Noong Enero hanggang Hunyo 2016, kayo po ba o sinumang miyembro ng inyong pamilya ay nangontrata ng serbisyo para sa konstruksyon o pagkumpuni ng bahay, gusali o kahit anong istraktura?
b)	During the period January-June 2016, did you or any member of your family receive payment for the construction activity?	Noong Enero hanggang Hunyo 2016, kayo po ba o sinumang miyembro ng inyong pamilya ay nakatanggap ng bayad para sa gawaing pangkonstruksyon?
c)	During the period January-June 2016, did you or any member of your family incur expenses, on cash or in kind, for the construction activity?	Noong Enero hanggang Hunyo 2016, kayo po ba o sinumang miyembro ng inyong pamilya ay namuhunan, pera o bagay, para sa gawaing pangkonstruksyon?
O11. ENTREPRENEURIAL N.E.C		
a)	During the period January-June 2016, did you or any member of your family engage in other entrepreneurial activities not elsewhere classified such as legal, accounting and engineering services; advertising services; and machinery and equipment renting and leasing?	Noong Enero hanggang Hunyo 2016, kayo po ba o sinumang miyembro ng inyong pamilya ay nagsasagawa ng iba pang gawain na hindi na-bibilang saan man, katulad ng serbisyo para sa legal, accounting at engineering; serbisyong pang anunsiyo, at pagpa-upa ng mga makinarya at kagamitan?
b)	Describe major activity:	Ilarawan ang pangunahing aktibidad.
c)	During the period January-June 2016, did you or any member of your family receive professional or service fees for this activity?	Noong Enero hanggang Hunyo 2016, kayo po ba o sinumang miyembro ng inyong pamilya ay nakatanggap ng 'professional o service fee' para sa aktibidad na ito?

Col./Item. No.	ENGLISH	TAGALOG
d)	During the period January-June 2016, did you or any member of your family incur expenses, on cash or in kind, in this activity?	Noong Enero hanggang Hunyo 2016, kayo po ba o sinumang miyembro ng inyong pamilya ay namuhunan, pera o bagay, para sa aktibidad na ito?
P. OTHER RECEIPTS		
a)	During the period January-June 2016, did you or any member of your family receive in cash or in kind, other receipts such as sale of real property; sale of personal property such as (clothing, jewelry, etc.); loans from other families, business firms and government institutions for current consumption and investment; payment received from loans granted to others (excluding interest); withdrawals from savings/business equity; net winnings from gambling, profits from sale of stocks, back pay and proceeds from insurance, inheritance or other receipts?	Noong Enero hanggang Hunyo 2016, kayo po ba o sinumang miyembro ng inyong pamilya ay nakatanggap ng 'pera o bagay', iba pang bayad galing sa pinagbentahan ng mga lupain, pinagbentahan ng mga ari-arian katulad ng (damit, alahas at iba pa); utang galing sa ibang pamilya, negosyo o sa institusyon ng gobyerno para sa kasalukuyang konsumo at puhunan, bayad na natanggap galing sa pinautang sa iba (liban sa interest); pagkuha ng pera sa bangko/negosyo; panalo galing sa sugal, kita o tubo galing sa pagbenta ng stocks, back pay at proceeds galing sa seguro, mana at iba pa?
Q. DRUG AWARENESS AND PREVENTION		
Q1	In your community, do you think drug abuse is a problem?	Sa inyong komunidad, sa palagay po ba ninyo ang bawal na gamot ay problema?
Q2	How would you rate the drug abuse problem in your community?	Paano nyo iuuri ang suliranin sa paggamit ng awal na gamot ng inyong komunidad/pamayanan?
Q3	Which of the following activities on drug prevention and/or control are being implemented in your community?	Alin sa mga sumusunod na gawain para sa pagpuksa o pagkontrol ng pag aabuso ng bawal na gamot ang ipinapatupad sa inyong pamayanan o komunidad?
Q4	Are you aware of the following services offered by the government on drug abuse problem?	May kaalaman po ba kayo sa mga sumusunod na serbisyo na binibigay ng gobyerno/pamahalaan tungkol sa problema ng pag aabuso ng bawal na gamot?

2016 ANNUAL POVERTY INDICATORS SURVEY
INTERVIEWER'S DAILY ACCOMPLISHMENT REPORT

SHEET ____ OF ____ SHEETS

[illegible]

Reviewed by:

Signature over Printed Name of Supervisor

Designation

APPROXIMATING THE FLOOR AREA USING PACE FACTOR

Pacing refers to *the normal steps that a person does in walking*. Distances can be measured on foot but a simple and careful pacing procedure is required. Distance is calculated by counting the number of steps between two points and multiplying the number by the average length of your pace, or the so-called **pace factor**.

To determine your average length of pace, proceed as follows:

1. With a measuring tape or any similar device, measure the distance between two points - about 10 meters.
2. Walk the distance at least 3 times in each direction (a total of 6 times). Walk normally; that is, your step must not be unusually long or unusually short. Count the number of steps taken each time.
3. Compute the average number of your paces for the six trips. For example, if the counts of steps taken on the six trips are 12, 13, 11, 12, 14, and 13, add up the six counts and divide the sum by 6 ($75 / 6$) to get the average pace, which is 12.5.
4. Divide the distance that was laid to get the average length of pace by the average number of pace. In this example, 10 meters is divided by 12.5 ($10/12.5$) to get an average of 0.8.

Given your pace factor, you can now approximate the length and width of the housing unit to get its floor area.

For example, you counted 20 paces from one end of the wall of the housing unit to the opposite end of the wall, and you counted another 15 paces from another distance perpendicular to the first distance you paced. The length of the housing unit would be (20×0.8), or equal to 16 meters. The width of the housing unit, on the other hand would be (15×0.8), or equal to 12 meters. Therefore, the estimated floor area of the housing unit is 192 square meters.

CHAPTER 1 - INTRODUCTION

The 2016 Annual Poverty Indicators Survey (APIS) is the eleventh in a series of poverty indicators survey conducted nationwide. The survey gathers data that can be used to generate income and non-income based poverty indicators used to assess and monitor the poverty situation in the country.

This chapter presents the objectives and authority for conducting the survey; confidentiality of information gathered. It also includes the scope and coverage of the survey, sampling design, survey field organization. Lastly, it discusses the role of statistical researchers and contents of data items of the questionnaire.

1.1 SURVEY OBJECTIVES

The survey gathers data on the socio-economic profile of families and other information that are related to their living conditions.

Specifically, it generates indicators that are correlated with poverty in order to:

1. Determine family income as key inputs in the computation of national-level poverty incidence and poverty threshold for the first semester;
2. Determine family expenditure pattern;
3. Determine the percent distribution of families in relation to the following indicators:
 - a. owner-like possession of house and lot and the types of the materials of the roofs and walls of their housing units;
 - b. access to safe water and sanitation or type of toilet facility they use in their homes;
 - c. children 6-11 years old enrolled in elementary;
 - d. children 12-15 years old enrolled in high school;
 - e. with members 18 years old and over who are gainfully employed and with working children 5-17 years old;
 - f. who avail of loan/s and its sources;
 - g. who received social protection and the total amount received for the period January-June 2016;
 - h. access to government services; and
 - i. awareness on drug abuse problem and prevention.

1.2 AUTHORITY OF THE SURVEY

Section 6 of Republic Act 10625 also known as the Philippine Statistical Act of 2013, which was approved on September 12, 2013 states that the “Philippine Statistical Authority (PSA) shall be primarily responsible for all national censuses and surveys, including sectoral statistics, consolidation of administrative recording system, and compilation of national accounts”.

1.3 CONFIDENTIALITY OF INFORMATION

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



Section 26 of RA 10625 stipulates that individual data furnished by the respondent to statistical inquiries, surveys, and censuses of PSA shall be considered privileged communication and such shall be inadmissible as evidence in any proceeding. The PSA may 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.

Section 27 of RA 10625 states that “any person, including parties within the PSA Board who breach the confidentiality of information, whether by carelessness, improper behavior, behavior with malicious intent, and use of confidential information for profit are considered guilty of an offense and shall be liable to fines as prescribed by the PSA Board which shall not be less than Five thousand pesos (Php5,000) nor more than ten thousand pesos (Php10,000) and/or imprisonment of three (3) months but not to exceed one (1) year, subject to the degree of breach of information”.

1.4 SCOPE AND COVERAGE

The survey will gather income and expenditure data that include, among others, sources of income in cash and in kind and the levels of consumption by item of expenditure for the period, **January 1 to June 30, 2016**.

The 2016 APIS has a national sample of approximately 11,000 households. All sample housing units in replicate 8 of the new Master Sample (MS) of the PSA’s household-based surveys are selected as samples for the 2016 APIS.

1.5 SAMPLING DESIGN

The 2016 Annual Poverty Indicators Survey (2016 APIS) will utilize the 2013 Master Sample (2013 MS) for household-based surveys of the Philippine Statistics Authority (PSA). The 2013 MS is designed to produce reliable quarterly estimates of selected indicators at the national and regional levels. The design can also provide reliable province level estimates after completing the four quarterly rounds.

In the 2013 MS, each sampling domain (i.e, province/HUC) is subdivided into numbers of exhaustive and non-overlapping area segments known as Primary Sampling Units (PSUs). Each PSU is formed to consist of about 100 to 400 households. A single PSU can be a barangay/Enumeration Area (EA) or a portion of a large barangay or two or more adjacent small barangays/EAs. For the whole country, about 81 thousand PSUs are formed from more than 42 thousand barangays.

From the ordered list of PSUs, all possible systematic samples of 6 PSUs were drawn to form a replicate for the most of the province domain or 75 out of 81 provinces. On the other hand, for the majority of highly urbanized cities, all possible systematic samples of 8 PSUs will be drawn to form a replicate.

The 2016 APIS will use one replicate of the quarterly sample of the MS or about 11,000 sample households.

1.6 SURVEY FIELD ORGANIZATION

The PSA has the primary responsibility for implementing the survey. The Deputy National Statistician of the Sectoral Statistics Office (SSO), in behalf of the PSA National Statistician, provides overall direction on the conduct of the survey. The Regional Directors (RDs) are responsible for the smooth conduct of the field operations in their respective regions while the Chief Statistical Specialist, in their respective provinces. They shall oversee the efficient allocation of workload among the interviewers and will ensure that the Statistical Researchers (SRs) follow the enumeration procedures strictly.

1.7 ROLE OF THE STATISTICAL RESEARCHER (SR)

As SR, your duties and responsibilities are:

1. Attend the training and learn the concepts, definitions and instructions to be used in the enumeration;
2. Accomplish the questionnaire correctly according to the instructions stated in the 2016 APIS Interviewer's Manual;
3. Carefully review the accomplished questionnaires for completeness, consistency and correctness before leaving the sample households and submit the accomplished questionnaires to the field supervisor for further review and scrutiny;
4. Make a callback or return at least twice on different days to families whose respondent had not been interviewed during the previous visit; and
5. Return to the sample household and verify from the respondent any error in the accomplished questionnaire in order that these are rectified.



1.8 SURVEY QUESTIONNAIRE

APIS Form 1 is the survey questionnaire that contains questions on the following topics:

- **Geographic Identification and Other Family Information** - obtains information on the geographic location of the housing unit such as region, province, municipality, barangay, address, design codes, result of visit and code, names of family head and respondent and the certification portion.
- **Demographic Characteristics** - obtains information of all family members such as name of family head, relationship to the head, sex, age and marital status.
- **Schooling Status and Highest Grade Completed** - determines whether a family member aged 3 to 24 years is currently attending formal school, and if so, the grade or year the member is currently attending. If not attending, then the reason for not attending school is asked. It determines if the family members 3-5 years old are attending/have attended early education/learning system in order to assess their 'school readiness'. It also determines the educational attainment of the family members 5 years old and over.
- **Economic Characteristics** - obtains information on the job or business of each family member 5 years old and over have during the past six months. It also includes questions on occupation and business the family member engaged in.
- **Housing, Water and Sanitation** - obtains information about the family's housing characteristics, main source of water supply, and kind of toilet facility they used.
- **Other Relevant Information** - to determine whether or not the family makes use of any form of credit and source of loan/s in financing the family's needs. Also obtains information if a family member experienced hunger because he/she did not have food to eat.
- **Social Protection** - obtains information about programs that seek to reduce poverty and vulnerability to risks and enhance the social status and rights of the marginalized by promoting and protecting their livelihood and employment, protecting them against hazards and sudden interruptions/loss of income, and improving their capacity to manage risks and scholarship grants for the poor yet deserving students.
- **Access to Government Services** - aimed to further enhance the established empirical baseline on the state and extent or pervasiveness of corruption in the country.
- **Family Expenditures** - determines the expenses made by the family purely from family members' personal consumption.

- **Salaries and Wages from Employment (Income)** - obtains information on the employment status of each family member 5 years old and over. It also includes questions on occupation and business the family member engaged in during the past six months and salaries and wages from employment of each working family member.
- **Net Share of Crops, Fruits and Vegetables Produced, Aquaculture Products Harvested or Livestock and Poultry Raised by Other Households** - this is the net share from crops, fruits and vegetables produced, aquaculture products harvested or livestock and poultry raised by other family even without a land-lord tenant relationship.
- **Family Sustenance Activities (FSA)** - goods produced mainly for home consumption only and if there was a disposal (consumed and/or a small proportion was sold, given away, etc.) during the reference period is considered engaged in FSA.
- **Other Sources of Income** - obtains information on other sources of income not derived from work.
- **Entrepreneurial Activities** - determines if any member of the family is engaged as operator or self-employed in any agricultural or non-agricultural family-operated activities. If engaged, this section asks for the total net income, value consumed and value given away as gifts of the products derived/produced from such activity.
- **Drug Awareness and Prevention** - obtains information about family's knowledge and/or perception about drug problem in the barangay/community. It also determines the awareness of family on the various programs/activities being implemented to address the drug problem in the barangay or community.

CHAPTER 2 - CONDUCTING AN INTERVIEW

Successful interviewing is an art and should not be treated as a mechanical process. Each interview is a new source of information, so make it interesting and pleasant. The art of interviewing is developed with practice but there are certain basic principles which should be followed to have a successful interview.

2.1 BUILDING RAPPORT WITH THE RESPONDENT

Your first contact with a family is during the interview proper. Your respondent should be any capable adult family member and knowledgeable on the family's income and expenditures.

The interviewer and the respondent are strangers to each other. One of the main tasks of an interviewer is to establish rapport. The respondent's first impression on you will influence his/her willingness to cooperate with the survey. Be sure that your appearance is neat and your manner is friendly as you introduce yourself.

1. Make a good first impression

When approaching the respondent, do your best to make him feel at ease. With a few well-chosen words you can put the respondent in the right frame of mind for the interview. Open the interview with a smile and greetings such as "Good morning" or "Ma-ayong buntag" or "Magandang umaga" or "Naimbag nga bigat" and proceed with your introduction.

A good introduction may be like this:

"My name is _____. I am an employee of the Philippine Statistics Authority. We are conducting a survey about the socio-economic characteristics of families. I would like to talk to you and ask some questions."

"Ako po ay si _____ ng Philippine Statistics Authority. Kami po ay kasalukuyang nagsasagawa ng survey tungkol sa mga lingguhan o buwanang gastos ng pamilya gaya ng bigas, asukal, isda, karne, pamasahe, kuryente, tubig, at iba pa."

2. Always have a positive approach

Never adopt an apologetic manner, and do not use words such as "Are you too busy?" or "Would you mind answering some questions?" Such questions invite refusal to be interviewed. Rather, tell the respondent courteously, "I would appreciate very much your answering the questions in this undertaking."

3. Stress confidentiality of responses when necessary

If the respondent is hesitant in responding to the interview or he is asking where the data will be used for, explain to him that the information that you will collect in this survey will remain confidential, that is, no individual names will be used for any purpose and that all information will be produced in computer-generated tables. In this case, to prove to him that you are true to your words, you should never mention other interviews to him or show any completed questionnaires to other interviewers or supervisors in front of him or in any other respondents.

4. Answer any questions from the respondent pleasantly and directly

Before agreeing to be interviewed, the respondent may ask you some questions about the survey or how he/she was selected to be interviewed. Be direct and pleasant when you answer. The respondent may also be concerned about the length of the interview. If he asks, tell him that the interview usually takes about 1 hour. Indicate your willingness to return at another day or time if the respondent requested to be interviewed later.

2.2 POINTERS IN CONDUCTING THE INTERVIEW

1. Be neutral throughout the interview

Most people are polite and will tend to give answers that they think you want to hear. It is therefore very important that you remain absolutely neutral as you ask the questions. Never, either by the expression on your face or by the tone of your voice, allow the respondent to think that he has given the “right” or “wrong” answer to the question. Never appear to approve or disapprove of any respondent’s responses. The questions are carefully worded to be neutral. They do not suggest that one answer is more likely or preferable to another answer.

If the respondent gives an ambiguous answer, try to probe in neutral way by asking questions such as:

“Can you explain a little more?” *Paki linaw nga po sagot ninyo, di ko po masyadong maintindihan ang ibig ninyong sabihin.*

“I did not quite hear you; could you please tell me again?” *Paki ulit nga po sagot ninyo, hindi ko po masyadong narinig.*

2. Never suggest answers to the respondent

If a respondent’s answer is not relevant to a question, do not prompt him by saying something like “I suppose you mean that..., is that right?” In many cases, he will agree with your interpretation of his answer, even if that is not what he meant. Rather, you should probe in such a manner that the respondent himself comes up with the relevant answer.

3. Do not change the wording or sequence of questions

The wording of the questions and their sequence in the questionnaire must be maintained. Ask all questions as worded. If the respondent has misunderstood the question, you should repeat the question slowly and clearly. If he still does not understand, you may reword the question but be careful not to alter the meaning of the original question. Provide only the minimum information required to get an appropriate response.

4. Handle hesitant respondent tactfully

There will be situations where the respondent simply says, “I don’t know” or gives an irrelevant answer or acts very bored or indifferent or contradicts something he has already said or refuses to answer the question. In cases like these, you must try to bring his interest back to the conversation. Spend a few moments talking about things unrelated to the interview (example, his home town or village, the weather, daily activities, etc.)

If the respondent is giving irrelevant answers, do not stop him abruptly or rudely, but listen to what he is saying. Then try to steer him gently back to the original question. A good atmosphere must be maintained throughout the interview. The best atmosphere for an interview is one in which the respondent sees the interviewer as a friendly, sympathetic and responsive person who does not intimidate him, and to whom he can say anything without feeling shy or embarrassed.

If the respondent is reluctant or unwilling to answer a question, try to overcome his reluctance by explaining once again that the same question is being asked for all respondents of sample family. If he still refuses, simply write REFUSED next to the question and proceed as if nothing had happened. If you have successfully completed the interview, you may try to obtain the missing information at the end but do not push too hard for an answer. Remember, the respondent cannot be forced to give an answer.

5. Make the respondent at ease and comfortable

You must not form expectations as to the ability and knowledge of the respondent. Remember that differences between you and the respondent can influence the interview. The respondent may be afraid in trusting you. You should always behave and speak in such a way that he is at ease and comfortable talking to you.

6. Do not be in a hurry in conducting the interview

Ask the questions slowly to ensure that the respondent understand what is being asked. Do not make the respondent feel that you're in a hurry to finish the interview for he/she may formulate his/her own opinion and may respond with "I don't know" or give an inaccurate answer. On the other hand, if you feel the respondent is answering without thinking just to speed up the interview, politely say to the respondent that his/her response is very important and that you need to be careful in asking each question. Take a moment to think about the answer so, don't be in a hurry.

7. Know the objectives of the survey and the purpose of each of the items in the questionnaire

Be knowledgeable to explain the objectives of the survey and be prepared to answer the respondent if he/she asks you why you are asking certain questions which he/she thinks are not necessary. If you are authoritative or you can explain properly the purpose of the question, the respondent can give you readily his response.

CHAPTER 3 - PROCEDURES IN ACCOMPLISHING THE QUESTIONNAIRE

To collect effectively the information needed for the 2016 APIS, you must understand how to ask each question, what information the question is attempting to collect and how to handle problems which might arise during the interview. You must also know how to record correctly the answers that the respondent gives and how to follow instructions in the questionnaire.

3.1 ASKING THE QUESTIONS

It is very important that you ask each question exactly as it is written in the questionnaire. When asking a question make sure to speak slowly and clearly for the respondent whom you are interviewing will have no difficulty in hearing or understanding the question. At times you may need to repeat the question in order to be sure the respondent understands it. In those cases, do not paraphrase the question but repeat it exactly as it is written.

If, after you have repeated the question, the respondent still does not understand it, you may have to restate the question. Be very careful when you change the wording. However, do not alter the meaning of the original question.

In some cases, you may have to ask additional questions to obtain a complete answer from a respondent. This is called probing. If you do this, you must ensure that your probes are “neutral” and that they do not suggest an answer to the respondent. Probing requires both tact and skill. Do not interrupt the respondent while answering the questions. And finish recording the answers first before asking the next question.

Items written in capital letters are instructions for the SR. Examples are: “ENCIRCLE CODE”, “ENTER CODE”, “WRITE THE TOTAL AMOUNT IN THE BOXES”, “GO TO COL. 11”, and others. This is sometimes referred to as for your eyes only instructions.

3.2 RECORDING THE RESPONSES

All SRs should use pencil to record responses in the questionnaires. Write-in entries and answer in the category “Others, specify” should be written in CAPITAL LETTERS. Supervisors from the Provincial office should do all their work using **blue** ball pen. Supervisors from the Regional office should use **black** ball pen in reviewing the questionnaires. On the other hand, Central Office supervisors and reviewers should use **red** ball pen.

Interviewer	Pencil
Supervisors from the Province	Blue ball pen
Supervisors from the Region	Black ball pen
Supervisors from the C.O.	Red Ball pen

1. Questions with pre-coded responses

The responses to these questions are listed in the questionnaire. To record the answer of a respondent, encircle the code which corresponds to his/her answer and write the code(s) in the box(es) provided (Illustration 1).

Illustration 1:

PRE-CODED RESPONSES

G4. During the period April-June 2016, did you or any member of your family experience hunger because you did not have food to eat?

1 - YES 2 - NO, GO TO SECTION H

1

In some cases, pre-coded responses will include a category for “others” (Illustration 2). The code for “others” category should be encircled only when the respondent’s answer is different from any of the pre-coded responses listed for the question. When the code for “others” category is encircled in a particular question, you must specify or WRITE the respondent’s answer in the space provided.

If you need more space for remarks, use the remarks portion at the bottom, or in any white space of the questionnaire. Make sure that you include the item number you are referring to in your remarks.

Illustration 2:

At the time of visit -

E1. TYPE OF BUILDING/HOUSE

1 - Single house 4 - Commercial/industrial/ agricultural building/house

2 - Duplex 5 - Other housing unit (e.g. cave, boat) specify BOAT

3 - Apartment/accessoria condominium/townhouse

5

WRITE-IN ENTRY

2. Recording the responses which are not pre-coded

In recording response(s) which are not pre-coded, write or enter the responses for these questions in the space provided.

Illustration 3:

N2. CASH RECEIPTS, SUPPORT, ASSISTANCE AND RELIEF FROM DOMESTIC SOURCE		
During the period January - June 2016 , did you or any member of your family receive in cash any gift, support assistance or relief from domestic source?		
1 - YES 2 - NO, GO TO N3 BELOW		
Item	Code	In Cash
1. Other families	930210	5000
2. Government institutions	930220	-----
a. Conditional Cash Transfer (CCT/4Ps)	930221	2400
b. Others, specify _____	930222	-----
3. Private institutions	930230	1500
TOTAL	930200	8900

**RESPONSES
WHICH ARE NOT
PRECODED**

When writing values/amount, do not place a comma “,” to indicate thousands. This may be misinterpreted as “1” during the data encoding. Put a dash “_” for items that do not contain value/amount. This will indicate that you have asked the particular item and there is no value/amount reported for it.

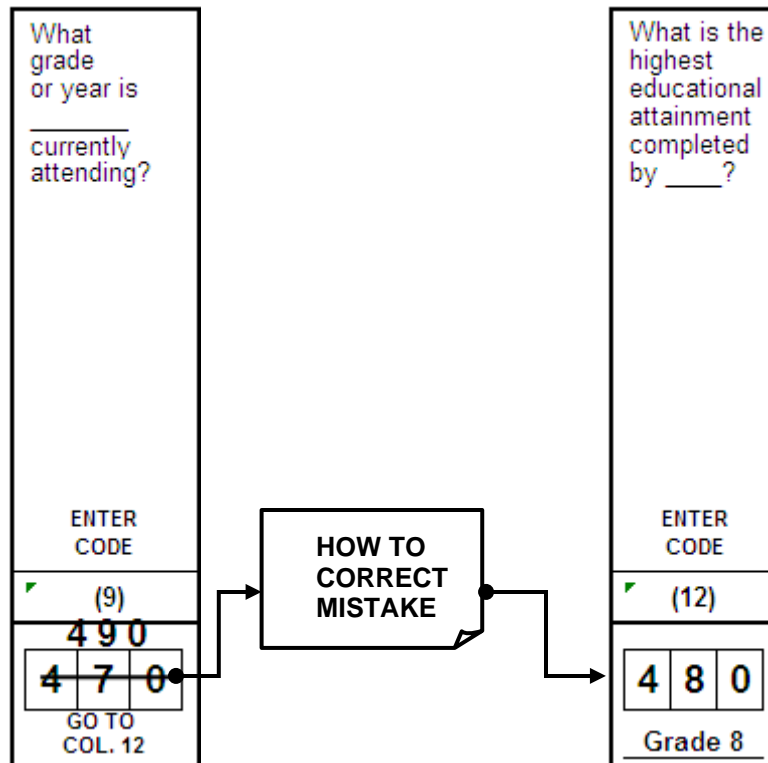
Place sharp sign “#” before each expenditure item which was received by the family member as a fringe benefit from employment during the reference period. This will facilitate the reporting of these items in Section K (Salaries and Wages from Employment).

3.3 CORRECTING MISTAKES

It is very important that you record all answers neatly. For pre-coded responses, be sure that you encircle the correct response carefully. This is to avoid confusion as to what the respondent’s answer is. For open-ended responses, the reply should be written legibly so that it can be easily read.

If you made a mistake in entering a respondent’s answer or he/she changes his/her reply, be sure that you line out the incorrect response and enter the right answer above or at the right-hand portion of the lined-out response. Illustration 4 shows how the entries in Column 9 and Column 12 were corrected.

Illustration 4:



3.4 FOLLOWING SKIP INSTRUCTIONS

Do not ask questions which are not relevant to the situation of the respondent. For example, the family who is not engaged in any manufacturing activity should not be asked about net value of receipt for that category. In cases where a particular response makes subsequent questions irrelevant, an instruction is written in the questionnaire directing you to skip to the next appropriate question. It is important that you follow these skip instructions carefully.

Illustration 5 shows that, if the answer in column 8 is code "3" then you don't need to ask the question in column 9 which is inappropriate to ask. You are instructed to **GO TO COL.10** and ask the question in Column 10 instead.

All applicable questions should be asked from the respondent. Observe the skipping patterns. In previous survey rounds it was observed that during supervision some items which should have been asked by the interviewer to the respondent were left blank while questions that should not be asked were filled out.

Illustration 5:

SKIP INSTRUCTIONS

Is _____ currently attending school?	Why is _____ not attending school?
1 - YES, PUBLIC	
2 - YES, PRIVATE	
3 - NO, GO TO COL. 10	
ENTER CODE	ENTER CODE
(8)	(10)
3	0 4

3.5 CHECKING COMPLETED QUESTIONNAIRES

After you have completed an interview, you must review the questionnaire by carefully checking the answer to each question. It is important to check that you have followed all the appropriate skip patterns and that you have not omitted any questions or sections. If necessary, you may correct your handwriting or clarify answers. You should review the questionnaire before you leave the family so that if you need to ask further questions to the respondent, he/she will be available. You should **WRITE** any comments about the interview which you would clarify the answers which you recorded or that would be helpful to your supervisor in reviewing your questionnaire. You may write your remarks or comments in any white space in the questionnaire, but be sure to indicate which item you are referring to by writing the item number in your remarks.

CHAPTER 4 - HOW TO FILL OUT APIS FORM 1

4.1 Contents of APIS Form 1

APIS Form 1 is the questionnaire that collects data about the family. It is divided into 18 sections, namely:

- Section A - Geographic Identification and Other Information
- Section B - Demographic Characteristics of All Family Members
- Section C - Schooling Status of Family Members 3 – 24 Years Old
- Section C1 - Highest Grade Completed of Members 5 Years Old and Over
- Section D - Economic Characteristics
- Section E - Housing
- Section F - Water and Sanitation
- Section G - Other Relevant Information
- Section H - Social Protection
- Section I - Access to Government Services
- Section J - Family Expenditures
- Section K - Salaries And Wages From Employment (Income)
- Section L - Net Share Of Crops, Fruits And Vegetables Produced, Aquaculture Products Harvested Or Livestock And Poultry Raised By Other Households
- Section M - Family Sustenance Activities
- Section N - Other Sources of Income
- Section O - Entrepreneurial Activities
- Section P - Other Receipts
- Section Q - Drug Awareness and Prevention

You have to accomplish APIS Form 1 for every sample family.

Reminder: For every sample family with no completed interview (code 01), you should accomplish Section A (Geographic Identification and Other Information) of APIS Form 1. These are cases of refusal, no household member at home or no competent respondent at home at time of visit, entire household absent for extended period of time, vacant housing unit, housing unit demolished, destroyed by fire, typhoon, etc., address not a housing unit, housing unit not found, critical area/flooded area.

SECTION A. Geographic Identification and Other Information

BOOKLET NUMBER

In order to properly account for all booklets, which have been utilized to record all the necessary information about all family members of the sample family, always fill out this portion of the questionnaire. APIS Form 1 can accommodate 8 family members. Hence, if a family has more than 8 members, then two or more booklets will be used for this family.

If you use only one booklet for a family, fill this out as Booklet 1 of 1 Booklets.

Illustration 1:

Booklet 1 of 1 Booklets

A GEOGRAPHIC IDENTIFICATION AND OTHER INFORMATION

ONE BOOKLET WAS USED FOR A FAMILY

If you use two booklets, the first booklet should be read Booklet 1 of 2 Booklets and the second booklet, Booklet 2 of 2 Booklets. When using more than 1 booklet (for a family with more than 8 members), copy the contents of the Geographic Identification Codes, Design Codes from the first booklet to the additional booklet/s that will be used.

Booklet 1 of 2 Booklets

A GEOGRAPHIC IDENTIFICATION AND OTHER INFORMATION

Booklet 2 of 2 Booklets

A GEOGRAPHIC IDENTIFICATION AND OTHER INFORMATION

TWO BOOKLETS WERE USED FOR A FAMILY

The Record of Individual Visit, Code for Final Visit, Name of Household Head and Respondent, Line Number and Address for the succeeding booklet/s should be left blank in the succeeding booklets. Note that the responses in Section E (Housing) to Section Q (Drug Awareness and Prevention) should be recorded in the first booklet.

GEOGRAPHIC IDENTIFICATION CODES AND DESIGN CODES

Before you go to the field for enumeration, fill out the geographic identification portion at the top of the questionnaire. The identification information is obtained from the geographic identification portion of the List of Sample Households. COPY and WRITE the name of the region, province, city/municipality and barangay in the lines provided and their corresponding codes in the code boxes provided. Enter also in the code boxes the EA code, Sample Housing

Serial Number (SHSN), Household Control Number (HCN) and the design codes (replicate, stratum, PSU No., rotation group and the number of households in the housing unit).

Number of households in the housing unit – The number of households in the housing unit should be the total number of households including those that were not sampled. **This should be filled out for all questionnaires of the sample households in the housing unit including those who transferred or moved out, additional households and new occupants.** All sample households within the housing unit, including those who transferred or moved out, should report the same number of households in the housing unit.

Filling out the geographic identification is illustrated below:

GEOGRAPHIC IDENTIFICATION CODES									
REGION	CALABARZON					4	A		
PROVINCE	LAGUNA					3	4		
MUN/CITY	BIÑAN					0	3		
BARANGAY	CANLALAY					0	0	5	
EA	0	0	0	0	2	0			
SHSN.....						0	0	1	3
HCN						0	0	0	8

DESIGN CODES									
Replicate								3	
Stratum	2	1	2	1	1				
PSU No.	1	5	0	5	3				
Rotation Group						0	1		
Number of Households in the Housing Unit								1	

NAME OF HOUSEHOLD HEAD, NAME OF RESPONDENT LINE NUMBER AND ADDRESS

Write last name (surname) and first name of the household head and respondent in the line provided. Auxiliary name such as Jr., III, if applicable, is written after the first name.

Copy the line number of the respondent encircled in column 1 of Section B in the boxes provided for the line number of respondent. It is usually the encircled line number of the member who provided most of the information in the questionnaire.

Write the address in the line provided. The address refers to the house number, street name, purok or sitio name, if any. If there is no house number, street name and purok or sitio name, just write the name of the barangay.

A respondent is any responsible adult member of the family who can provide accurate answers to questions and who can give correct information about the family members. He/she should be aware with the family income and expenditures. The family head or spouse is the most qualified respondent. If they are not available, ask for any responsible adult member of the family who can provide accurate information regarding the family members and about the income and expenditures of the family.

Name of Household Head:	
SAMONTE, JAIME	
Name of Respondent:	LINE NO.
SAMONTE, NIMFA	0 2
Address:	
B11 L26, CADMIUM ST.	

LINE NUMBER	FAMILY MEMBERS AS OF DATE OF VISIT (LAST NAME, FIRST NAME)	What is relationship to the family head?
	ENCIRCLE LINE NO. OF RESPONDENT	
LIST THE PERSONS OR FAMILY MEMBERS IN THE ORDER SPECIFIED IN CODES FOR COL. 3		
(1)	(2)	(3)
01	SAMONTE, JAIME	1
02	_____, NIMFA	2

RECORD OF INDIVIDUAL VISIT

Use the **Record of Individual Visit** portion to record the result of each visit or attempt to interview the family. A **visit** can result to any of the following situations, depending on the availability and cooperation of the family:

- 01 Completed Interview** - Sample family was successfully interviewed.
- 02 Refusal** - Enter this code if the respondent refused to be interviewed after trying your best to convince him/her to cooperate.
- 03 No Household Member at Home or No Competent Respondent at Home at Time of Visit** - This code should be used in cases where the housing unit is occupied, but no one is at home or no competent respondent is at home at the time of visit. For example, no other member of the household is at home at the time of your visit, except children or an adult member who is ill, deaf, or mentally incompetent.
- 04 Entire household absent for extended period of time** - This code should be used only in cases where no one is at home and the neighbors say that no one will return to the housing unit for several days or weeks.
- 05 Vacant Housing Unit** - This code should only be assigned to a sample housing unit if it was listed as vacant in the list of samples and still not occupied at the time of visit.

- 06 Housing Unit Destroyed/Demolished** - This code should be assigned if the housing unit was destroyed due to fire, typhoon, or others, and no temporary shelter has been constructed in the same area.
- 07 Address not a Housing Unit** - This code should be assigned if the housing unit is used entirely for purposes other than residential, or the housing unit was converted to commercial or industrial establishment.
- 08 Housing Unit Not Found** - Given the address/name of the household head, make a thorough search and inquire the location from people living within the enumeration area. Assign this code if the housing unit or household cannot be located after exerting effort.
- 09 Critical or Flooded area** - This interview status should be used to identify a household in the following areas:
- EAs affected by insurgency and therefore within military restricted areas at the time of visit and considered as “critical areas”; and
 - EAs which are flooded and not accessible at the time of visit. These EAs may have been affected by natural disaster such as typhoon, lahar, and flash flood.
- 10 Others, Specify** - This interview status should be assigned in the following cases:
- The household had permanently moved out of the housing unit;
 - The household had been merged with another household in the same housing unit
 - Listed household is not a permanent resident of the housing unit; and
 - A one-man household who passed away.

Record of individual visit has three columns: 1 (1st visit), 2 (2nd visit) and 3 (3rd visit), where information for each visit is to be recorded. Write the time when the interview started and when it ended. Use 24-hour format in recording time began and time ended, that is, you add 12 hours for interviews that you conduct starting at 1 o'clock p.m. For example, 1:15 p.m. will be written as 13:15.

For each visit, you should record the date when you visited the sample family in the line provided. Write the numeric equivalent of the month, day, and year separated by slash. For example, July 11, 2016 will be written as 7/11/2016.

There are instances when it is not possible to get responses from the respondent. These instances may include cases when the respondent refuses to answer; the respondent is not around or is not available for any other reason. If the respondent is not around, revisit the family and check if an interview can be made. If the respondent is not available for interview, arrange an appointment with her/him when she/he may be available for an interview. You should try to make at least two callbacks on different days or at least three visits, including the first.

If on your visit, you have not completed the interview due to an unavoidable circumstance and the respondent ask to postpone it, write “Postponed” instead of code as a result of the incomplete interview. The final visit will have the appropriate result code.

CODE FOR FINAL VISIT

After the final visit, record the result of final visit and number of visits made to the family.

RECORD OF INDIVIDUAL VISIT			
Visit	1	2	3
Time Began			13:00
Time Ended			15:30
Date	7/11/2016	7/14/2016	7/18/2016
Result	03	Postponed	01

CODE FOR FINAL VISIT	
Result	0 1
Number of Visits	3

HOW TO RECORD INDIVIDUAL VISIT

HOW TO RECORD CODE FOR FINAL VISIT

CERTIFICATION PORTION

You will fill out this portion once you have successfully completed the interview and edited the questionnaire. When you sign this portion, you are certifying that you have personally conducted the interview and that they are complete to the best of your knowledge and ability.

PRINT your full name clearly on the space provided for the interviewer and affix your signature. Write ALSO on the space provided the date you accomplished the questionnaire. All questionnaires that you have accomplished should bear your name and your signature.

Your supervisor will also accomplish this certification after he/she has reviewed your work. They will print their full name and affix their signature only if they have completed verifying the questionnaire.

CERTIFICATION	
I hereby certify that the data gathered in this questionnaire were obtained/reviewed by me personally and in accordance with instructions stated in the Interviewer's Manual.	
<i>Karishma Rivera</i> KARISHMA RIVERA	<i>Ruby Soriano</i> RUBY SORIANO
_____ Signature Over Printed Name of Interviewer	_____ Signature Over Printed Name of Reviewer
July 18, 2016 _____ Date Accomplished	July 21, 2016 _____ Date Reviewed

SECTION B. Demographic Characteristics of all Family Members

Column 1 Line Number

The line number is pre-numbered from 01 to 08. Each line number corresponds to a family member. The head of the family should always be listed in line number 01. The next member is entered in the second row with line number 02, and so on. The order of listing the family members is shown in page 21 of this manual and page 2 (Code for Column 3) of the questionnaire.

Encircle the line number of the respondent. If there are two or more respondents, encircle the line number of the person who provided most of the answers you recorded in the questionnaire. Copy the line number of the respondent in the cover page from this column which was encircled.

If there are more than eight members in the family, use additional APIS FORM 1. For the second booklet, **line out** the preprinted line number(s) and write above it the line number that follows, that, is beginning with “09”, “10”, “11”, and so on until the last member is listed. Any change in the line number in column 1 should be reflected in **columns 7, 11 and 15**.

As a rule, you should ask questions and accomplish questionnaire in Columns 2, 3, 4 one after another for each member until the last family member listed, strictly following the prescribed order of listing. Once you have completed Columns 2, 3, and 4 for all members, you should ask probing question to ascertain that you have not missed any member of the family. Then you go back to the first family member listed and ask Columns 5 to 14.

Column 2 Name of Family Members

A family is an aggregate of persons bound by ties of kinship, who live together under the same roof and eat together or share in common the family food. It covers both the nuclear family and the extended family.

Considered as members of a family are:

- Persons who are present at the time of visit whose usual place of residence is the sample household regardless of their length of stay in the household;

- b. Persons who are present at the time of visit whose usual place of residence is outside the sample household but have stayed temporarily with the sample household for at least 30 days;
- c. Persons who are present at the time of visit whose usual place of residence is outside the sample household but have stayed with the sample household even for less than 30 days provided that they have been away from their usual place of residence for 30 days or more; and
- d. Persons who are not present at the time of visit but are expected to return within 30 days from date of departure to their usual place of residence, which is the sample household.

In case the sample household is composed of two or more families NOT RELATED by blood, marriage or adoption, include only the family of the household head in reporting demographic characteristics and family transactions in APIS Form 1. On the other hand, if the household is composed of persons not related with each other by blood, marriage or adoption, for a group of students/workers living together, the one regarded as head by the group will be interviewed as a one-person family. This is a special case where a family consists of only one person. Therefore, only his income and expenditure should be reported. A single person household is also treated as a one-person family.

A family head is an adult member of the family who is responsible for the care and organization of the family or generally the most senior among the members or recorded as such by the member of the family. Ask the respondent the question, “How many persons are members of your family? As you ask this question, be sure to explain to the respondent what we mean by a family. Only family members are to be listed in this column.

For **purposes of this survey**, overseas worker who is a member of the sample family shall be excluded from the list of family members. However, the contribution for six months of these persons who used to live with the family will be included in **Section N**, (Other Sources of Income) item **N1.1-N1.2** (Cash received from family members who are OCW and who are working abroad other than OCW).

List the names of the members of the family in the following order:

- a. Head
- b. Wife/spouse
- c. Unmarried children of present marriage from oldest to youngest, regardless of sex
- d. Unmarried children of head by previous marriage from oldest to youngest, regardless of sex
- e. Unmarried children of spouse by previous marriage from oldest to youngest, regardless of sex
- f. Ever-married children and family
- g. Parents, grandparents, brothers and sisters, in-laws and other relatives of the head or wife

Adopted and illegitimate children who are living in the same housing unit are included as family members. WRITE the surname, followed by a comma, then the first or given name. If the surname of a member is the same as the one immediately preceding him/her, simply draw a horizontal line “_____” to indicate the same surname, and then write the FIRST NAME of the person. For a member of a tribe that does not carry surnames, write the name as given and place a remark that there is no surname.

After entering the names of all members, always check if the list is complete by reading them out to the respondent. Ask him/her also the question “Is there anybody else staying here?” If an additional name is given, determine if the person is a member of the family. If he/she is a family member, add the name in the list. If all family members had already been listed, draw diagonal line in the row after the last member listed.

Column 3 What is ____’s relationship to the family head?

Remember that the person whose name appears on the first line of Col. 2 is the head of the family. All other members should be related to him/her in some way. This relationship should be indicated in Column 3 using the appropriate codes as provided at the bottom of page 2 of the questionnaire. The codes for relationship to family head are as follows:

- | | |
|------------------|------------------------------|
| 1 Head | 5 Son-in-Law/Daughter-in-Law |
| 2 Wife/Spouse | 6 Grandson/Granddaughter |
| 3 Son/Daughter | 7 Father/Mother |
| 4 Brother/Sister | 8 Other Relative |

Other relatives refer to grandparents, parents-in-law, nephews, nieces, uncles and aunts, cousins, etc. If you encounter a member related to the head by blood or affinity, but who is a boarder or guest, or a domestic helper, **DO NOT** list him/her as family member.

A married son, who together with members of his family is a member of the family with whom he lives, **SHOULD NOT**, be reported as head of his own family but as “son” and his wife and children, “daughter-in-law” and “grandson” and/or “granddaughter” of the family head, respectively.

If a family head has more than one spouse living with him, write or put a remarks in pages 2 to 4 (bottom part) of the questionnaire. This will serve as guide in the processing/evaluation.

Column 4 Is _____ male or female?

Ask the sex of each family member and write the appropriate code in the box, i.e., “1” for Male or “2” for Female in Col. 4. **DO NOT** depend solely on the name of a person to determine for his/her sex. Such names as Loren, Trinidad, Rosario, etc. are used as names for both males and females.

Column 5 What is ____'s age as of last birthday?

The age of a person should be reported in terms of the number of years completed, that is, his/her age as of last birthday. Enter the age of each family member as a two-digit number in the box provided in Col. 5. Prefix “0” if age is 1 to 9. For infants less than one year old as of your visit, enter “00”. If the respondent cannot give the exact age of a family member, try to ascertain as much as possible the nearest estimate.

For persons aged 98 or over, enter “98” in this column. Enter “99” if the age cannot be estimated or is unknown. Check for inconsistencies of the ages of a mother and her children. Probe and verify further if the age difference between the mother and her eldest child is less than 15 years.

Put details in the Remarks portion that can explain for inconsistencies. It is possible that the age gap between the head and his/her children is close if the spouse is older than the head and the children are actually children of the spouse in his/her previous marriage.

If the family head is less than 15 years old, write details/explanation in the Remarks portion. This case is possible if the parents are Overseas Filipino Workers and their children (ages are less than 15) are left in their home. A relative only visits to check on them.

Column 6 What is ____'s marital (civil) status?

Marital status refers to the personal status of each individual with reference to the marriage laws or customs of the country. It is the same as “**civil status**”, the term usually used in official and private records, documents, transactions, and others, in the country.

For persons below 10 years old, enter code “1” for Single in Col. 6 without asking the question. For family members 10 years old and over, ask for the marital status. Verify members less than 18 years old whose marital status is “married/living together” or “divorced/separated/annulled” or “widowed”. Place a remark indicating that he/she is really “married/living together” or “divorced/separated/annulled” or “widowed”.

The different codes for marital status are defined as follows:

- 1 Single** - a person who has never been married.
- 2 Married/Living Together** - a person who has been united in matrimony with another person of opposite sex through a religious or civil rites, including tribal rites, or those who live together consensually with another as husband or wife without the benefit of a legal marriage. To be considered married, the couple should still be living together, or if living apart from each other, the separation must only be temporary (e.g. working elsewhere, attending seminars, etc).
- 3 Widowed** - a person who has been married before, whether formally or consensually but his/her partner has died and has not remarried at the time of visit. In case the widowed has remarried, his/her marital status is married.

- 4 Divorced/Separated/Annulled** - a person whose partner has left permanently, with or without legal sanctions. This is also applicable for a person whose marriage with another person has been annulled or dissolved and can, therefore, remarry.
- 5 Unknown** - a person whose marital status is unknown to the respondent, or whose marital status is being concealed by the respondent.

The codes for marital status can be found at the bottom of page 2 of the questionnaire. Some respondents may find this question too personal or a sensitive issue. Avoid antagonizing the respondent. **DO NOT** refute the reported marital status of any member.

Note that the code for marital status of the same sex partners who lived as husband and wife should carry their current marital status as of the date of visit, that is, marital status prior to the same sex union.

ILLUSTRATION IN FILLING-OUT COLUMNS 1 TO 6

Samonte family is a sample family in the 2016 APIS. A typical Filipino family headed by Jaime with wife Nimfa. She is 5 years younger from the age of her husband of 55. Their son Ian is 25 years, Iza, 23 years old and Mitch, 18 years old. Staying with the family is Jaime's parents Rodel and Zenaida who is 75 and 73 years old, respectively.

ALL FAMILY MEMBERS					
B					
DEMOGRAPHIC CHARACTERISTICS					
LINE NUMBER	FAMILY MEMBERS AS OF DATE OF VISIT (LAST NAME, FIRST NAME) ENCIRCLE LINE NO. OF RESPONDENT LIST THE PERSONS OR FAMILY MEMBERS IN THE ORDER SPECIFIED IN CODES FOR COLUMN 3.	What is the relation- ship to the family head? ENTER CODE	Is male or female? 1 - MALE 2 - FEMALE ENTER CODE	What is the age as of last birthday? WRITE THE AGE IN THE BOXES	What is the marital (civil) status? FOR PERSONS 0 TO 9 YEARS OLD, ENTER "1" FOR SINGLE ENTER CODE
(1)	(2)	(3)	(4)	(5)	(6)
01	SAMONTE, JAIME	1	1	5 5	2
02	_____, NIMFA	2	2	5 0	2
03	_____, IAN	3	1	2 5	2
04	_____, IZA	3	2	2 3	2
05	_____, MITCH	3	2	1 8	1
06	_____, RODEL	7	1	7 5	2
07	_____, ZENAIDA	7	2	7 3	2
08					

Column 7 AGE INDICATOR FOR 3 – 24 YEARS OLD

Encircle the line number of all family members who are 3-24 years old.

SECTION C. Schooling Status (3 - 24 Years Old)

This section is primarily aimed at gathering the determinants of being out of school. The target of the government in their programs in education is age group 6 to 24. Ages 3 to 5 years old were included to capture early childhood educational learning. It determines if the family members 3-5 years old are attending/have attended early education/learning system in order to assess their 'school readiness'.

COLUMNS 8 - 10 SHOULD BE ASKED TO FAMILY MEMBERS WHO ARE 3-24 YEARS OLD**Column 8 Is _____ currently attending school?**

Enter code “1” in the box provided if the family member is currently studying in public school. Enter code “2” if the family member is studying in private school. Enter code “3” if the family member is not currently attending school. If the answer is “3”, **go to Col. 10**.

Attendance in early childhood learning schools like nursery, kindergarten and preparatory schools are to be measured, thereby cut-off age for school attendance was reduced to 3 years. Inquire from a 'Day Care School' teacher in the barangay which is under the DSWD if it is considered as formal education.

School attendance, means attendance in any educational institution, **public** or **private**, to obtain formal academic.

Formal education refers to the systematic and deliberate process of hierarchically structured learning. At the end of each level the learner needs a certification in order to enter or advance to the next level.

A person attending a school within the formal educational system at anytime during the school year 2016-2017 is to be reported as attending school. If a person was enrolled at the beginning of the school year or term but subsequently dropped out from school, enter code “1” for YES in the box provided.

A person attending any of the following education programs is also to be considered as attending school if the program is accredited by the DepEd.

- **Special education (SPED)** refers to the education of persons who are gifted or talented and those who have physical, mental, social or sensory impairment and cultural difference (Policies and Guidelines for Special, DepEd). Some public schools have SPED centers. There are also private institutions that offer SPED.
- Home study program, home education program or open high school program is offered to school learners who have no time to attend regular school or classes inside the school

premises. This is a program designed to meet the needs of school learners to pursue their education and serves as an alternative solution for them to complete or graduate from elementary and high school studies. Schools offering this type of education program should be accredited by the DepEd.

- Madrasah, an educational institution for Muslims. Only those accredited by DepEd will be considered as within formal educational system.
- Indigenous People (IPs) Education, a program which aims to provide basic education support services to IPs, and other learning systems organized by indigenous communities. These are within formal educational system if these are accredited by the DepEd.
- Vocational high schools such as schools of arts and trades or technical high schools, and rural or agricultural high schools where school attendance is leading to a high school diploma.
- Post secondary vocational/technical schools which are within the regular system of education in universities and colleges.

Examples:

1. Eulogio “Amang” Rodriguez Institute of Science and Technology (EARIST)
2. Samson College of Science and Technology

- Night classes which are organized programs as part of the school system.

A person enrolled in an open university, distance learning, correspondence school, and off-campus program is also to be reported as attending school if the courses taken by the person are recognized in the regular school system.

A person is considered not attending school if he/she is taking education program which are nonformal and geared towards literacy and short term learning activity. Not to be considered also as attending school are those enrolled in the following:

- Day care centers, which teach children the alphabet just to while away time and not accredited by DepEd (for example, Twinkle Day Care Center).
- Vocational schools outside the regular system of education, that is, short courses such as, dressmaking, beauty culture, hair science, auto mechanic, motor vehicle driving, typing, stenography, bookkeeping, and others (for example, 2A Driving School and CWL Vocational Center).
- Trainings conducted by the Technical Education and Skills Development Authority (TESDA) and its accredited institutions.
- Alternative Learning System (ALS) which provides informal education such as that for disabled children, radio-based instruction program (RBI), Parent Education, Adolescent

Reproductive Health, Alternative Learning System for Differently-Abled Persons (ALS-DAP), and Basic Literacy Program.

- Review classes for bar or board or other examinations for the practice of a profession or trade.

However, there are cases where school attendance was not considered. Here are the following:

1. School attendance in vocational schools outside the regular system of education, such as short courses in dressmaking, beauty culture, hair science, auto mechanic, motor vehicle driving, typing, stenography, bookkeeping, etc.
2. School attendance in review classes for bar or board or other examinations for the practice of profession or trade.
3. Training received by mail from correspondence schools like the International Correspondence School (ICS).

Column 9 What grade or year is ____ currently attending?

Ask this question for every member who answered YES (codes 1 or 2) in Col. 8. The different levels of education are as follows:

- **Early Education** - includes nursery, kindergarten and preparatory learning to instill school readiness to children 3-5 years old.
- **Elementary Education** - the first level of formal education consisting of the primary (Grades I to IV) and the intermediate (Grades V to VI or VII) level of education.
- **High School Education** - the stage of formal education following the elementary education usually corresponds to four (4) years of study to lay the foundation for lifelong learning and individual development. It includes the learning of employable gainful skills.
- **Post Secondary Education** - the stage of formal education following the secondary education covering non-degree programs that have varying duration lasting up to three years, concerned primarily with developing strong and appropriately trained middle-level skilled manpower. A course is considered as a Post Secondary Course if it requires a High School Diploma.
- **College Education** - the stage of formal education after secondary education, covering the programs on all courses of study leading to a bachelor's degree.
- **Post baccalaureate course**- refers to any course for which an undergraduate degree is required. Masters and doctoral degree students both fall under this category.

An answer such as elementary, high school, or college is insufficient. Determine the specific grade or year the family member is currently attending. Write the appropriate code of grade/year currently attending in **Col. 9**. The codes for grade/year currently attending can be found at the bottom of pages 2- 3 of the questionnaire.

NOTE:

**Codes “000”, “170”, “180”,
“192”, “250”, “920”, “940” are NOT
APPLICABLE for Col.9**

In case wherein the given grade/year level is not consistent with the age of the family member, **verify** from the respondent. For example, 6 years old who is in Grade 3, or 9 years old who is attending 4th year high school. Put a remark if this person had been accelerated or started schooling at a young age.

In the provinces, some students are quite old for their grades. Accept the response since there are lots of students in the provinces who dropped out from school and re-entered again at the start of the school year.

Column 10 Why is ____ not attending school?

This question will only be asked for family members 3 to 24 years old who answered NO (code 3) in Col. 8.

Enter in this column the code corresponding to the **main reason** for not attending school. The codes are as follows:

01 Access to school

- ➡ Schools are very far. The location of the school is far from his/her residence.
- ➡ No schools within the barangay. Absence of school in the vicinity/area.
- ➡ No regular transportation - There is no transportation or regular transportation from residence and this makes it difficult for the schooling member to reach school. For example, the residence is located across a river and there is no regular water transport that navigates within the area.

02 Illness/disability

03 Marriage/Family matters

- ➡ Housekeeping/Taking care of siblings
- ➡ Marriage (got pregnant, taking care of children, baby sitter)

04 High cost of education/Financial concerns

- ➡ Family income not sufficient to send child to school
- ➡ Parents cannot afford educational expenses

05 Employment/looking for work

06 Finished schooling or finished post secondary/college

07 Lack of personal interest

- ➡ Cannot cope with school work - The family member of school age cannot cope up with the academic requirements to finish a grade/year level.

08 Problem with school record/ birth certificate

09 Too young to go to school.

10 Others, specify ____.

NOTE:

Finished schooling is only applicable to college graduates or post secondary graduates or those reviewing for bar/board examination and not to those elementary or high school graduates in Col. 12. Try to probe for the actual reason.

Check for consistency of entries with other items in the given example below:

REASON FOR NOT ATTENDING SCHOOL (COL. 10)	CONSISTENCY CHECK	
	ITEM	ACCEPTABLE ENTRIES
Too young to go to school	Col. 5 - Age	This reason is acceptable only for family members aged 3 to 5. Parents may consider their child young to go to school because he/she cannot take care of himself/herself during critical times/ situations. If the family member is 6 years old or over, write explanation in the Remarks portion in page 3.
Too young to go to school	Col. 12- HGC	This reason is generally accepted for 3 to 6 years old whose highest grade completed is “000”.
Finished schooling	Col. 12- HGC	Acceptable entries are college graduates (with specific courses), post secondary graduate, and Post baccalaureate programs.

Note: Answers such as graduate, review for board, working, help parents in livelihood/farm, help parents to run their business, speech defect, health problem, family duties, etc. are **NOT CONSIDERED** as “Others” (code 10) category. Graduate and review for board fall under code 06 (finished schooling). Working, help parents in livelihood/farm and help parents to run their business are categorized in code 05 (employment/looking for work). Speech defect and health problem fall under code 02 (illness/disability). Family duties will be considered as 03 (housekeeping/take care of siblings).

SECTION C1. Highest Grade Completed

Column 11 AGE INDICATOR FOR 5 YEARS OLD AND OVER

Encircle the line number of all family members who are 5 years old and over.

Column 12 What is the highest educational attainment completed by ____?

Ask this question to all family members 5 years old and over. Determine from the respondent the highest educational attained by the family members aged 5 years old and over.

Highest educational attainment refers to the highest grade or year completed in school, college or university. The codes for highest educational attainment are found at the bottom of page 2 and 3 of the questionnaire.

For graduates of post secondary course or college degree, write on the space provided the specific course or degree obtained. The coding for these courses or degrees will be done during the manual processing.

You should probe further for responses such as grade 6 or 4th year high school on whether the family member has actually graduated grade 6 or 4th year high school. Also, for responses such as grade 7 or 4th year high school, probe if the family member is attending a 7-year elementary curriculum or 5-year high school curriculum, respectively to determine the highest grade/year level completed.

If an unusually high HGC is reported in relation to the age of the person, verify the report from the respondent. **For example**, a student finished 3rd year high school at the age of 12 only, then Put a remark if this student was accelerated or started schooling at a younger age.

Determine if the person has taken his/her elementary or high school education under the old educational system or under the K to 12 Program. The old educational system covers six or seven years in elementary from Grade 1 to Grade 6 or Grade 7 and four years in high school from 1st year high school to 4th year high school.

In 2011, DepEd implemented the K to 12 Program. Under this educational system, the education of a person starts in kindergarten, followed by an elementary education of six years from Grade 1 to Grade 6, junior high school of four years from Grade 7 to 10, and senior high school of two years from Grade 11 to 12.

For persons whose highest grade/year completed is under the K to 12 Program, write on the space provided the specific grade/year and write after it **“K to 12”**. Write in the boxes provided the corresponding code. A separate set of codes are shown at the bottom of page 3 for highest grade/year completed under the K to 12 Program. These are codes **“410”** to **“520”**.

Examples on How to Accomplish Col. 12 for Highest Grade Completed Under the Old Educational System:

1. If a person has completed Grade 1, write “GRADE 1” on the space provided and enter the code **“110”** in the boxes provided.
2. If a person has not completed any grade at all. Write **“NO GRADE COMPLETED”** on the space provided and enter the code **“000”** in the boxes provided.
3. If a person finished nursery, write NURSERY or PRESCHOOL on the space provided and enter the code **“010”** in the boxes provided.
4. If a student is enrolled in 2nd year high school at the time of the census and has completed 1st year high school, write “1st YEAR HIGH SCHOOL” on the space provided and enter the code **“210”** in the boxes provided.

5. If a person finished elementary at Grade 6, write “GRADE 6 GRADUATE” on the space provided and enter the code “**170**” in the boxes provided.
6. If a person finished Grade 6 under a program with Grade 7 as the highest elementary grade, write “GRADE 6” on the space provided and enter the code “**160**” in the boxes provided. A person who finished Grade 7 under this program will have a code of “**180**”.
7. If a person finished 4th Year High School under a five-year high school curriculum, write “4th YEAR HIGH SCHOOL” on the space provided and enter the code “**240**” in the boxes provided. A person who finished 5th Year under this program will have a code of “**250**”.
8. If a person finished high school under a four-year high school curriculum, write “HIGH SCHOOL GRADUATE” on the space provided and enter the code “**250**” in the boxes provides.

Examples on How to Accomplish Col. 12 for Highest Grade Completed Under the K to 12 Program:

1. A student is attending class in Grade 8 under the K to 12 Program and has completed Grade 7, write “**GRADE 7 TO 12**” on the space provided and enter the code “**470**” in the boxes provided.
2. A student is attending class in Grade 2 under the K to 12 Program and has completed Grade 1 write “**GRADE 1 K TO 12**” on the space provided and enter the code “**140**” in the boxes provided.

For the following formal education programs in DepEd accredited schools, ask the respondent for the equivalent or corresponding grade/year level in the regular schools programs, and write this grade/year level and the corresponding code in the space/boxes provided.

- SPED in high school or secondary level;

Note that SPED in elementary has an assigned code of “**191**” for undergraduate and “**192**” for graduate.

- Home study program, home education program or open high school program;
- Madrasah;
- Indigenous Peoples (IPs) Education, other learning systems organized by indigenous communities;
- Vocational high schools such as school of arts and trades or technical high schools, and rural or agricultural high schools; and
- Post secondary vocational/technical schools which are within the regular system of education in universities and colleges.

Post secondary course refers to the stage of formal education following the secondary education level which covers non-degree programs that have varying duration lasting up to three years. This course is concerned primarily with developing strong and appropriately trained middle level manpower.

Use the code of “310” for a person who has completed one year of a post secondary course or “320” for a person who has completed two years, but has not completed the post secondary course. If he/she is a graduate of the course, specify the name of the course on the space provided. This will be coded during the manual processing in the PO using the PSCED.

To determine whether the technical/vocational course reported by the respondent is under post secondary education (formal education), the following probing questions should be asked:

1. If the course is taken in a school, college or university, this question should be asked: *Is completion of a high school course/diploma a requirement for admission?* If yes, the course is most likely formal, hence, post secondary.
2. *Is the course offered/taken in Technical Education and Skills Development Authority (TESDA)?* If in TESDA, the course will not be considered as post secondary education.

For person who is a college undergraduate, that is, he/she has not yet earned a degree, enter the code of the year he/she has completed. For instance, code “710” for 1st year college, “720” for 2nd year college, and so on. A code of “760” is assigned to a person who has completed 6th year or higher year in college but has not yet completed a degree.

For a college graduate, write on the space provided the specific bachelor’s degree obtained. This will be coded during the manual processing in the PO using the PSCED.

Examples:

- Bachelor of Science (BS) in Commerce
- BS in Chemical Engineering
- BS in Statistics

For a person who completed a master’s degree, write on the space provided the specific degree obtained and write the code “920” in the boxes. For a person who is still working on his/her master’s degree, write the code “910”. For a person taking a doctorate study, write the code “930”, while for one who has already completed doctorate degree, write “940”.

Post baccalaureate course refers to any course for which an undergraduate degree or bachelor’s degree is required.

Note that it is important that you ask for the complete name of the post baccalaureate degree to distinguish this from a post secondary course.

Examples:

Highest Grade/Year Completed	Degree
Certificate in Development Economics	Master's undergraduate (post graduate course)
Diploma in Population Communication	Master's undergraduate (post graduate course)
Diploma in Junior Secretarial	Post secondary course
Certificate in Agri-Business	Post secondary course

Note that you will ask for the highest grade/year completed of the member but not the grade/year he/she is currently attending. Also, take note of the following cases:

1. If a person is currently in 1st year college or post secondary, do not assume that he/she is only a high school graduate. Verify if he/she has taken/completed other courses (degree or non-degree course). If he/she had, the degree or non-degree course he/she has completed should be the one reported. For instance, a BS in Nursing course. The reported highest grade/year completed should be BS Statistics graduate and not first year college.
2. For those who have pursued and completed two or more degrees of the same level and duration, say, BS in Nursing and BS in Economics (both are 4-year courses), report only one degree or whichever degree the person prefers to report.
3. For law or medical students who have usually earned a degree in Bachelor of Arts (BA) in Political Science, BS in Zoology, BS in Medical Technology, and others, but are still in law or medical school, report the specific degree obtained and not the college grade/year in law or medical school.

If an unusually high grade/year completed in relation to the age of the person is reported, verify the correctness of this answer from the respondent. For example, if for a 15 year old member, the highest grade/year reported is a college degree, then verify from the respondent if his/her answer is correct.

In case a person had been accelerated, write this as remarks to explain the unusually high educational attainment.

SECTION D. Economic Characteristics

Column 13 Did ____ work or have job or business at anytime from January 01 to June 30, 2016?

Work is any economic activity that a person does for pay, profit or without pay on family farm or enterprise or an activity done by a farm operator or member of his family on another's farm on "exchange labor" arrangement. In addition, any activity that a person does during the reference period in relation to minor activities such as home gardening, raising of crops, fruits,

raising hogs, poultry, fishing, etc. for home consumption and manufacturing for home use are also considered as work.

Work may be classified as to the following:

- 1. Work for pay** - A person is considered working for pay if he works in any establishment, office, farm, private home, etc. for salary, wage, commission, tips or other forms of compensation, in cash or in kind, or other forms of compensation such as free meals, and/or free living quarters, support in school, etc. In other words, a person works for an employer.
- 2. Work for profit** - A person works for profit or fees if he is self-employed in own business, profession, or trade such as farmers tilling their own land, sari-sari store operators, dressmakers running own shops, independent practicing lawyers, physicians, electricians, plumbers, etc.

The following activities are considered as work for profit:

- a. Gardening in at least 100 sq. meters of solid patches (the plants not scattered all round) whether the produce is mainly for sale or for family consumption. Gardening in less than 100 sq. meters is considered also work for profit if the produce is solely for sale.
- b. All activities such as fishing, occasional gathering of forest or marine products mainly for sale.
- c. For non-farm households, cultivating at least 300 sq. meters of land devoted to temporary, annual or biennial crops or shrubs and tending an orchard of at least the same area even though not much care is needed by plants, unlike gardening.
- d. Raising of ornamental plants and flowers, seedlings, black pepper (pimienta) or mint leaf for sale even if the area may be less than 100 sq. meters.
- e. Raising at anytime during the reference semester the following number of fowls or livestock although not done as a regular business:

Fowls for at least 1 month old:

- 30 or more chickens or ducks
- 10 or more turkeys or geese
- 50 or more pigeons
- 100 or more quails (pugo)
- at least a proportional combination of the above

Livestock:

- 3 or more pigs at least 3 months old
- 3 or more goats
- 10 or more rabbits
- at least a proportional combination of the above
- 1 cattle, carabao or horse

- f. Consider a person as with work for profit if he intends to engage in poultry or livestock raising as a regular business, even though the number of poultry or livestock at the start of the business or at certain times may be less than the minimum prescribed above.
- g. Making a single article for sale.

NOTE:

For any of the activities mentioned above, if the produce is intended for home consumption, there must be harvest of crops. Disposal of fowls or animals (either through own consumption, barter, given away or sold) should be considered as work.

3. **Work without pay on family farm or enterprise** - This refers to a family member who works without pay on the farm or enterprise operated by another family member in the same household as in the following examples:
 - a. A child who works without pay on father's farm.
 - b. A daughter who works without pay as a salesgirl in a store operated by her mother.
 - c. A wife typing at home without pay for her husband who is an independent practicing lawyer.
 - d. A nephew who works without pay in the clinic of his uncle with whom he lives.
 - e. A son who works without pay in the furniture shop of his father.
4. **Work as a farm operator/family member on another's farm on exchange labor** – This refers to a farm operator or a member of his family who works on the farm operated by another household on exchange labor arrangements. This is usually practiced during the height of rice planting and harvesting seasons.

For the purpose of the survey, the following activities are NOT considered work:

- Housekeeping in own home
- Building, repairing or painting own house
- Volunteer work
- Activities of students in Civic Action (CIVAC)
- Begging or gambling
- On-the-job training

A person has a job/business if he reported to his/her place of work and performed his duties or activities for at least one hour per week during the reference period. Also, persons who may not have reported to work but actually have a job which they are temporarily not reporting to, e.g. an employee on maternity leave are considered with a job/business.

A person is also said to have a job (work for pay) or business (work for profit) or unpaid work on family farm or enterprise during the reference period if he/she could have worked at an existing employment for at least 26 hours, full time or part time, had he not been temporarily ill or disabled, on vacation, strike or other reasons. In other words, there was a job, business or unpaid work on family enterprise where the person works before he got ill, went on vacation, etc.

Column 14 What is _____ class of worker?

Class of worker refers to the relationship of the worker to the establishment in which he/she works. The following are the classes of workers and their corresponding codes that are to be entered:

- 0 Worked for private household** - a person worked in a private household for pay, in cash or in kind. Examples are domestic helper, household cook, gardener, family driver, etc.
- 1 Worked for private establishment** - a person worked in a private establishment for pay, in cash or in kind. This class includes not only persons working for private industry but also those working for a religious group (priest, acolyte, missionary, nuns/sisters, etc.), unions and non-profit organizations
- 2 Worked for government/government corporation** - a person worked for the government or a government corporation or any of its instrumentalities
- 3 Self-employed without any employee** - a person worked for profit or fees in own business, farm, profession or trade without any paid employee as defined in code 4 below
- 4 Employer in own family-operated farm or business** - a person, working in his own business, farm, profession or trade, had one or more regular paid employees, including paid family members

Domestic helpers, family drivers and other household helpers who assist in the family-operated business, regardless of time spent in this activity, are NOT hired employees in the enterprise/business; hence, a farm or business proprietor who is assisted purely by such domestic help is NOT considered an employer.

A retail store operator who is wholly assisted in the operation of his store by unpaid relatives living with him and who employs carpenters to construct a new building for his store (with store operator supervising the work) is NOT an employer. However, if an operator happens to be the owner or partner of a big firm, which has its own construction unit to take care of its needs, the operator is an employer.

A farmer who works on the farm of another on exchange labor arrangement, work in the representation of his own farm in the pooling of resources during the height of planting and harvesting operations and hence will be considered as working on his own farm as an operator (code 3 or 4).

- 5 Worked with pay in own family-operated farm or business** - a person worked in own family-operated farm or business and received cash or a fixed share of the produce as payment for his service
- 6 Worked without pay in own family-operated farm or business** - a member of the family worked without pay in a farm or business operated by another member living in the same household. The room and board and any cash allowance given as incentives are not counted as compensation for these family workers.

Workers are classified into wage and salary workers, self-employed and employer in own family-operated farm or business and unpaid family workers. Wage and Salary workers include those who worked for private households, private establishments and government offices and those who worked with pay in own-family operated farm or business.

If there is a member who is an unpaid family worker (code 6) or working with pay in own family-operated farm or business (code 5), there should be a member of that family who is self-employed (code 3). However, case where there is an unpaid family worker or paid family worker but there is no member who is self-employed is **ACCEPTABLE** because he/she has more than one job/business or other occupation reported in Section K Col. 3.

If there are two or more employers in a family, VERIFY if they are engaged in different entrepreneurial activities. If so, put in the remarks. If the family members are engaged in only one entrepreneurial activity, some of the family members may be classified as working for pay in their own family-operated farm or business or they are unpaid family workers. Verify the report from the respondent.

If a person less than 20 years old is an employer, put in the Remarks the specific business, profession or trade, etc.

Verify from the respondent if there are family members working in the government who are young (less than 18 years old), old (more than 65 years old) or have not graduated in high school. If indeed working in the government, put in the Remarks the specific job and agency they are connected to.

SECTION E. Housing

For each question under this section, encircle the appropriate code that corresponds to the answer and enter it in the box/es provided. If you notice, items **E1 to E3** (Type of Building/House, Construction Materials of the Roof and Construction Materials of Outer Wall) are capitalized. This means that these questions are to be answered by the SRs, through observation. Even before entering the building, you should already figure out the answers to these questions. However, if in doubt, ask the respondent.

E1. TYPE OF BUILDING/HOUSE

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

- 1 **Single house** – a complete structure intended for one household. It includes the so-called “nipa hut” or a small house that is built as a more or less permanent housing unit, or a barong-barong which is made of salvaged/makeshift/improvised materials.
- 2 **Duplex** – a structure intended for two households, with complete facilities for each. It is divided vertically or horizontally into two separate housing units which are usually identical.
- 3 **Apartment/accessoria/condominium/townhouse** – refer to descriptions stated below.

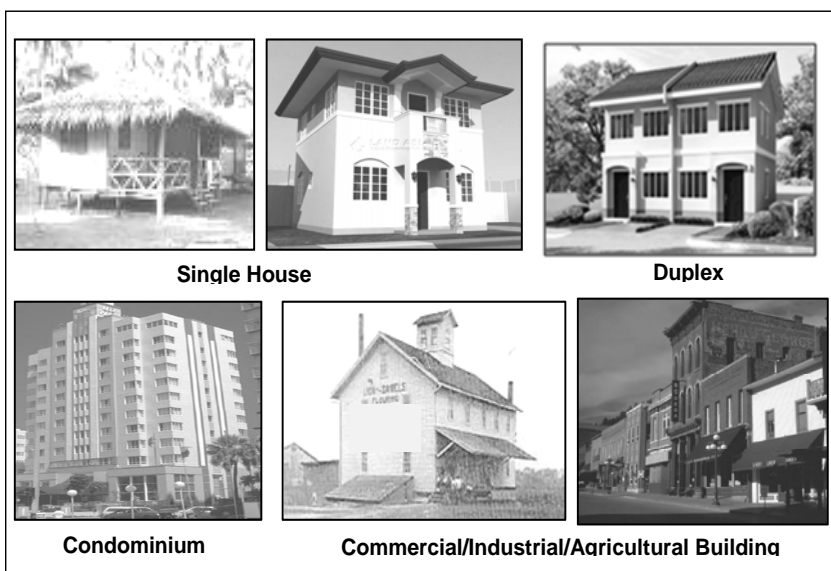
Apartment – a structure usually of several entrances from internal hall or court. It differs from an accessoria in that an apartment has one common entrance from the outside

Accessoria – a one or two floor structure divided into three or more housing units, each unit having its own separate entrance from the outside. An accessoria is sometimes referred to as a row house

Condominium – a high-rise building where the housing units are owned individually but the land and other areas and facilities are commonly owned

- 4 **Commercial/industrial/agricultural building/house** – building intended for transacting business, for rendering professional services, for processing, assembling, fabricating, finishing, and manufacturing or packaging operations, or for agricultural purposes. These buildings are not intended for human habitation but are used as a living quarter of households at the time of the survey.
- 5 **Other housing unit (e.g. cave, boat)** – refers to all types of houses and natural structures not intended for human habitation nor located in permanent buildings but which are, nevertheless, used as living quarters at the time of the survey. Caves, other natural shelters and mobile housing units such as trailers, barges, etc., fall under this category. Encircle the appropriate code and enter this code in the box provided.

TYPES OF BUILDING/HOUSING UNIT



E2. TYPE OF CONSTRUCTION MATERIALS OF THE ROOF

Encircle the code which indicates the type of construction material the roof of the house is made of and enter it in the box provided. You **NEED NOT** ask this anymore if you can classify the construction materials used in the roof by observation.

Strong materials include galvanized iron/aluminum, tile, concrete, brick and stone. Cogon, nipa and anahaw are considered as light materials. Examples of salvaged/makeshift materials are scrap GI sheets, used planks of wood or pieces of *lawanit*, dilapidated boxes, etc., which are usually salvaged from burned or condemned structure.

If, for example, the roof is made of a combination of more than two types of materials stated above, encircle the code for the most predominant material used and enter in the box provided. Code 7 (Not Applicable) should be encircled and entered in the box if the answer to E1 (Type of house) is code “5”.

NOTE:

DO NOT report the roof as “made of strong materials” if the housing unit is constructed under a bridge. The construction material of the roof to be reported is Code 7 (not applicable). Put remarks.

E3. TYPE OF CONSTRUCTION MATERIALS OF THE OUTER WALL

Use as a guide the instructions for E2 above in selecting the type of construction materials of the outer walls. Classify the construction materials used in the outer walls through your observation.

Code 7 (Not Applicable) should be encircled and entered in the box if the answer to E1 (Type of house) is code “5”. If the housing unit is constructed in between two concrete

building/structures, put remarks. The construction material of the outer wall to be reported is Code “7” (not applicable).

E4a. What is the tenure status of the housing unit and lot occupied by your family?

Ask the question as worded, and encircle the appropriate code which indicates the tenure status of the housing unit and lot occupied by the family. Enter the code in the box.

The tenure status to be recorded should be the present tenure of the housing unit at the time of visit. Thus, even if the family rented a housing unit for most part of the reference period but had acquired the housing unit at the time of visit, then the family is to be reported as owning the house and not renting.

Owner-like possession of house and lot means that the family may have an outstanding loan on the property such as mortgage or other real estate loan. It is also possible that the family owns or still paying installments for the house but the lot is leased on a long term basis. It also includes lot under heirship and other similar arrangements, even if the lot has no title or the title has not been transferred to the heir(s) yet.

The sharp sign “#” serves as an indicator for free housing derived from employment. For the housing enjoyed by employees as part of fringe benefits provided by their employer, place sharp sign “#” in the line provided opposite the item. The sharp sign is applicable for either code 4 (Own house, rent-free lot with consent of owner) or code 6 (Rent-free house and lot with consent of owner).

E4b. What is the floor area of the housing unit?

Floor area refers to the area or space enclosed by the exterior walls of the housing unit. In case of several floors or storey, get the area of each floor/storey in square meters and add together to get the total floor area of the entire housing unit.

In general, area is length multiplied by width. Write in the box provided the estimated floor area of the housing unit in square meters. If the floor area provided by the respondent is in square feet, convert to square meters following this formula: **Area in square meters = Area in square feet x 0.093**. Round off the answer into whole number.

Example: The respondent’s estimate on the floor area of the housing unit is 400 sq. ft. Using the formula above, we can get the floor area of the housing unit in square meters.

Computation: 400 sq. ft. x 0.093 = 37.2 sq. m. ≈ 37 sq.m.

There are many ways in approximating the total floor area. You may use any method which is more convenient to you. You may use a **meter stick**, visual approximation (using your eyes only) or **pace factor** (Appendix 5). In case the respondent does cannot give at once the floor area of the housing unit, you can help him/her approximate the floor area using any of the above-mentioned methods. Familiarize yourself on the exact size of 1 sq. m. or 1 sq. ft. in order to validate the reported floor area. The respondent may be reporting in sq. ft. rather than sq. m.

E5. Is there any electricity in the building/house?

A response of code “1” for YES means that the family uses electricity, which is either provided by national or community electric companies or cooperatives or generated by the household through the use of a generator. Code “2” for NO means otherwise, like using a car battery. Based on the respondent’s answer, encircle the appropriate code and enter in the box provided.

Code “1” for YES will be the answer in this item of families using solar panel and tapping electricity from neighbor.

E6. How many of each of the following items does the family own?

This question is asked to determine the family conveniences or appliances that the family owns, **whether for personal or business use**. The data on the ownership of family conveniences provides proxy variables for economic status of the family. It is also important for public information and education through identification of the means of communication, which the population can be reached easily. The data on ownership of motor vehicles provide information about access to private transport. **For every yes answer, ask for the quantity of each appliance**. Enter the number in the boxes provided. **DO NOT** rely on what you see because some appliances may be inside the bedrooms. If the family has second home or a vacation house, be sure to include the appliances/items that the family has in their second home.

If the family does not own a particular appliance/vehicle, enter “00”. Put remark/s on the type of appliances and the corresponding number of appliances used for business.

Some Explanations of Specific Items:

- a) Car, jeep, van - includes at least four-wheeled vehicles owned by the family whether for personal or business use, such as jeep, Hi-ace, etc.
- b) Motorcycle, tricycle - is a two-wheeled automotive vehicle having 1 or 2 saddles and sometimes a sidecar with a third supporting wheel. Included under this item are Yamaha, Honda, Kawasaki, Suzuki, etc. Take note that bicycle, pedicab, and kuliglig should be excluded from this item.
- c) Motorized boat/banca - includes pump boat, speed boat, etc.
- d) Aircon - does NOT include electric fan.
- e) Washing Machine -includes all brands of washing machines with or without clothes spin dryer.
- f) Stove with oven/Gas Range - is usually a stove with an oven. A one or two burner gas stove is not included

- g) Refrigerator/Freezer -includes a refrigerator-freezer combination unit which may have two exterior doors with separate refrigeration and freezing compartments (side by side or one above the other).
- h) Personal Computer - includes desktop, laptop, netbook, and iPod/ipad. This does NOT include play station. Computer brought by their children studying somewhere should be included as owned by the family.
- i) Cellular Phone or also known as mobile phones - such as Nokia, Samsung, Cherry Mobile, Sony Ericsson, Motorola, etc.
- j) Landline/Wireless Telephone - refers to telephone serviced by Philippine Long Distance Telecommunication, Globelines, Bayantel, Retelco, etc.
- k) Audio Component/Stereo Set - consists of radio, radio cassette recorder and CD/VCD player with built-in audio enhancer such as amplifier and equalizer.
- l) Karaoke/Magic Sing - radio cassette recorder with microphone jack intended primarily for singing. Magic sing is a portable karaoke microphone.
- m) CD/VCD/DVD Player - refers to compact disc/video cassette disc player.
- n) Television - includes both black and white and colored TV set. Exclude TV in the cellphone or in the DVD.
- o) Radio/Radio Cassette Player - includes transistor radio and cassette tape recorder. Exclude radio in the cellphone, in the flashlight, and in the component or karaoke.

The presence of a particular appliance/vehicle should have corresponding entries in other applicable items in the other sections of the questionnaire, as shown in the matrix below.

ITEM	WITH CORRESPONDING ENTRIES
1. With car/jeep/van/motorcycle/tricycle With gasoline allowance	J14 (Transport) K. Col. 8 Salaries and Wages (Allowances, Honoraria, Tips, etc.)
2. With landline/wireless telephone/cellular phone	J15 (Communication)
3. Household with either of the following appliances : CD/VCD/DVD player, audio component/stereo set, refrigerator/freezer, washing machine, personal computer, aircon, television, cellular phone, landline/wireless telephone	Code “1” in E5 (Electricity)

SECTION F. Water and Sanitation

F1. What is the family's main source of water supply?

Usually, residents of the same community share the same source of water supply. If a particular family reports a source, which is different from most of the others that you have interviewed in the same area, try to do some probing to ascertain whether or not the source is really different.

Determine which one of the following is the main source of water supply by the family:

- **Community Water System**

The family gets the water supply from a faucet Piped into dwelling/house (code **"01"**) or yard/plot (code **"02"**) or from a public tap (code **"03"**) whether for own use or shared, directly connected to a water pipeline from the community water system such as the Maynilad Water Services Incorporated (MWSI) or the local water network system. Water system with deep well as source should also be reported under this category as long as it subscribes to a community water system, such as those provided by developers to homeowners.

- **Point Source**

04 Protected Well - Includes tube well or borehole and protected dug well.

- a. **Tubewell or Borehole** refers to water tapped by digging a hole or sinking pipes into the ground and installing water drawing equipment such as pumps.
- b. **Protected dug wells** are excavations that are circular or rectangular in shape, with diameter usually ranging from 1 to 1.5 meters. They are protected if they have a lining made of permanent materials like the masonry or brickworks of reinforced concrete materials which serve as protection against surface or outside contamination. They may further be provided with roofs or removable covers which protect the wells from falling materials.

05 Unprotected (Open Dug Well) - is an undeveloped dug well, hence, unprotected from external contamination unlike the ones mentioned above.

06 Developed Spring - Spring water, on the other hand, occurs when water in water-bearing stratum reaches the surface of the ground. Spring can be developed by enlarging the water outlet and constructing an intake structure for water catchment and storage. It is considered as protected if efforts were made to develop or shield it from external contamination such as filters, roof, among others. The source of water coming from a developed spring piped into the dwelling is developed spring. However, if the spring was developed to supply the needs of the community, it is a community water system.

- 07 Undeveloped Spring** - This refers to spring water that is not protected from external contaminations.
- 08 River/Stream/Pond/Lake/Dam** - These are bodies of water which are mixtures of surface run-off or ground water (surface water).
- 09 Rainwater** - Rainwater is reported if it is used as source of water supply by the family. It may be collected and stored through cisterns, collectors, catchers, reservoirs, tanks or other storage vessels.
- 10 Tanker Truck/Peddler/Neighbor** - Water comes from moving tanker trucks or ambulant/roving vendors, regardless of where the water originally came from. During emergency situations or in case of extreme water crisis, water from trucks was sometimes distributed for free or for a minimal fee. On the other hand, ambulant vendors usually sell water or are hired to provide water to the family. This category also includes getting water from the neighbor through a hose connection or using “balde/timba”.

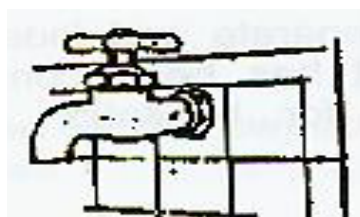
If there is more than one source, report the one which is being used mostly for the family's needs such as drinking, washing clothes, etc.

Take note that if the family uses water from the community water system for washing and at the same time uses bottled water for drinking, community water system will prevail.

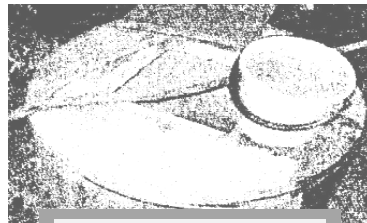
F1a. IF THE ANSWER IN F1 IS ANY OF THE CODES 02 TO 08 ASK: How far is this water source from your house?

This question aims to find out how convenient the family is in fetching water from the source. Ask whether the family's main source of water supply is within the family's premises or far from the house. Tact is needed to gather this information. Ask probing questions when necessary. **WRITE** in the line provided the distance in meters. If the family gets water from faucet inside the house, connected to a water pipe line from a well, the distance is “0”.

EXAMPLE OF WATER SUPPLY SOURCE



COMMUNITY WATER



PROTECTED DUG WELL



UNDEVELOPED SPRING



UNPROTECTED DUG WELL

F2. What kind of toilet facility does the family use?

This question is intended to determine the type of toilet the members of the family use and not necessarily what they have in their house because in some cases, these two may be different. There are instances, especially in rural areas, that a separate toilet is constructed in the backyard. If there are more than one toilet facilities of the family, record the most sanitary.

- 1 Flush Toilet (Water-Sealed).** As the name implies, it is the type of toilet where after water is flushed or poured into the bowl, a small amount of water is left in the bowl and seals the bottom of the bowl from the pipe leading to the depository. Examples of this are flush type with septic tank (commonly known as Poso Negro) or pour-flush type connected to a pit.
- 2 Closed Pit (Sanitary pit or privy).** This is a non-water carriage type of toilet facility where pit is dug to a depth of 4-6 feet, large enough to hold wastes for several years. A floor cover at the top of the pit is provided together with a riser, seat, and self-closing lid, all made as fly-tight as possible. Vents may be provided. Example of this is Antipolo.
- 3 Open Pit.** This is a squat-type of toilet over a pit with no provision for fly prevention.
- 4 Drop Type/Overhang Type.** A drop type of toilet has enclosures or with roofing but no pit is made (pig system). Overhang type is a toilet constructed over a body of water (either sea or river).
- 5 Pail System.** This type of toilet facility will be reported if human waste is accumulated in a pail to be picked up for disposal from time to time.
- 6 None.** This will be reported if a family has no toilet facility and the members resort to defecate along the railway, river/canal, in the field or behind the bushes, etc.

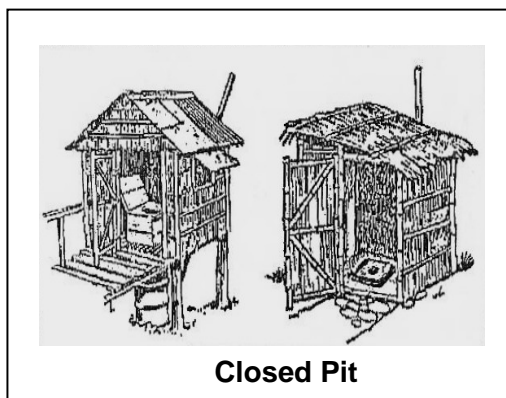
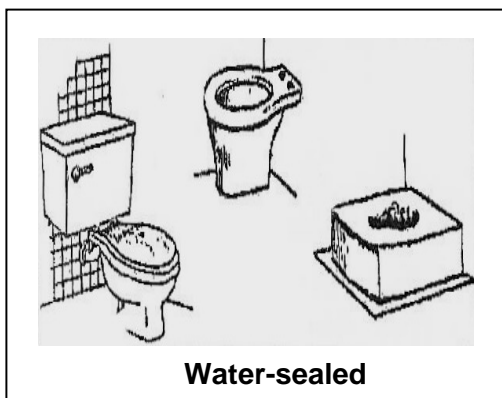
F2a. Does the family share access to the toilet facility?

Report code “2” for NO if the family has exclusive access to the toilet and; otherwise report code “1” for YES if the toilet is being shared with in-laws/neighbors.

F2b. IF THE ANSWER TO F2 IS ANY OF THE CODES 1 TO 4: How far is the toilet facility from your house?

Ask the respondent how far is the toilet facility from their house. If the toilet facility is inside the house, write “0” for distance.

EXAMPLE OF TOILET FACILITY



SECTION G. Other Relevant Information

The purpose of this question is to determine whether or not the family avails of any loan to any lending institution or private individual whose business is lending money with interests.

G1. Did you or any member of your family avail of any loan during the period January-June 2016?

Encircle code “1” if the family availed of any loan within the reference period irrespective of the number of times they availed of the loan/s and ask **G2**. Otherwise, encircle code “2” and skip to **G3**. Enter the appropriate code in the box provided

G2. Where did you or any member of your family avail of this loan?

Encircle the codes for the source(s) of loan that the respondent will mention and enter the codes in the boxes provided. **At most three** responses for this question are accepted. The sources of loan and the corresponding codes are the following:

- A. **GSIS** - a government agency that provide and administer security benefit like policy and salary loans to government employees depending on the type of loans availed by a member.
- B. **SSS** - a government agency that aims to provide social protection and income support by rendering loans both to private employees and private individuals.
- C. **Pag-ibig Mutual Fund** - a government agency rendering loans to government, private employees, private individuals, and overseas contract workers.
- D. **Microfinance institution** - small loans that help poor people who wish to start or expand their small businesses but are not able to borrow from banks.

- E. **Relative/Friend** - may be a trusted friend or close relative with or without written agreement. *Example:* riding in ones credit card/loan.
- F. **Credit Union** - a financial cooperative organization of individuals with a common affiliation (such as employment, labor union membership, or place of residence). Credit unions that accept deposits of members, pay interest (dividends) on them out of earnings, and primarily provide consumer installment credit to members. *Example:* CEMCO, Census Provident Fund Inc. (CPFI), etc.
- G. **Bank** - it may be BDO, Land bank, Citibank, etc. or rural banks like Rural Banks of Laguna.
- H. **Informal lender** - includes 'Bombay' or private individual whose income/business is to lend money with interests.
- I. **Pawnshop** - the place of business lending of money with interest on pledged personal property.
- J. **Others (specify)** _____.

G3. Are/were you or any member of your family a member of a cooperative during the period January-June 2016?

A cooperative, by definition, is a duly registered association of persons with a common bond of interest, who have voluntarily joined together to achieve a lawful common social or economic end, making equitable contribution to the capital required and accepting a fair share of the risks and benefits of the undertaking in accordance with universally accepted cooperative principle.

Cooperatives may be classified according to MEMBERSHIP, either as primary (members are natural persons), secondary (members of which are primaries) or tertiary (members are secondary cooperative)

In terms of TERRITORY, cooperatives are categorized according to areas of operations which may or may not coincide with the political subdivisions of the country.

The types of cooperatives in the Philippines are as follows:

- a) **Credit Cooperative** – is one that promotes and undertakes savings and lending services among its members. It generates a common pool of funds in order to provide financial assistance and other related financial services to its members for productive and provident purposes;
- b) **Consumer's Cooperative** – is one the primary purpose of which is to procure and distribute commodities to members and non-members;

- c) **Producer's Cooperative** – is one that undertakes a joint production whether agricultural or industrial. It is formed and operated by its members to undertake the production and processing of raw materials or goods produced by its members into finished or processed products for sale by the cooperative to its members and non-members. Any end product or its derivative arising from the raw materials produced by its members, sold in the name and for the account of the cooperative, shall be deemed a product of the cooperative and its members;
- d) **Marketing Cooperative** – is one which engages in the supply of production inputs to members and markets their products;
- e) **Service Cooperative** – is one which engages in medical and dental care, hospitalization, transportation, insurance, housing, labor, electric, light and power, communication, professional, and other services;
- f) **Multiple Cooperative** – is one which combines two (2) or more of the business activities of these different types of cooperatives;
- g) **Advocacy Cooperative** – is a primary cooperative which promotes and advocates cooperativism among its members and the public through socially-oriented projects, education and training, research and communication, and other similar activities to reach out to its intended form;
- h) **Agrarian Reform Cooperative** – is one organized by marginal farmers majority of which are agrarian reform beneficiaries for the purpose of developing an appropriate system of land tenure, land development, land consolidation or land management in areas covered by agrarian reform;
- i) **Cooperative Bank** – is one organized for the primary purpose of providing a wide range of financial services to cooperatives and their members;
- j) **Dairy Cooperative** – is one whose members are engaged in the production of fresh milk which may be processed and/or – marketed as dairy products;
- k) **Education Cooperative** – is one organized for the primary purpose of owning and operating licensed educational institutions, notwithstanding the provisions of Republic Act No. 9155, otherwise known as the Governance of Basic Education Act of 2001.
- l) **Electric Cooperative** – is one organized for the primary purpose of undertaking power generation, utilizing renewable energy sources, including hybrid systems, acquisition and operation of sub-transmission or distribution to its household members;
- m) **Financial Cooperative** – is one organized for the primary purpose of engaging in savings and credit services and other financial services;

- n) **Fishermen Cooperative** – is one organized by marginalized fishermen in localities whose products are marketed either as fresh or processed products;
- o) **Health Services Cooperative** – is one organized for the primary purpose of providing medical, dental and other health services;
- p) **Housing Cooperative** – is one organized to assist or provide, access to housing for the benefit of its regular members who actively participate in the savings program for housing. It is co-owned and controlled by its members;
- q) **Insurance Cooperative** – is one engaged in the business of insuring life and property of cooperatives and their members;
- r) **Transport Cooperative** – is one which includes land and sea transportation, limited to small vessels, as defined or classified under the Philippine maritime laws, organized under the provisions of this code.
- s) **Water Service Cooperative** – is one organized to own, operate and manage water systems for the provision and distribution of potable water for its members and their households;
- t) **Worker's Cooperative** – is one organized by workers, including the self-employed, who are the same time the members and owners of the enterprise. Its principal purpose is to provide employment and business opportunities to its members and manage it in accordance with cooperative principles, and;
- u) **Other Types of cooperative** as may be determined by the CDA.

Ask the respondent if he/she or any member of his/her family is a member of any cooperative during January-June 2016. Record '1' for YES or '2' for NO.

G4. During the period April to June 2016, did you or any member of your family experience hunger because you did not have food to eat?

Ask the respondent whether anyone in the family experienced hunger in the past three months (April to June 2016), because he/she had no food to eat. Encircle code "1" if YES, otherwise, encircle code "2". Enter the appropriate code in the box provided. If the answer is code "1" (YES) ask G4a.

Hunger refers to the condition of food intake that is below the minimum level of dietary energy consumption. For purposes of this survey, a person not having breakfast, lunch, and dinner in any day during that past three months results to 'hunger'.

G4a. Hunger - How often did it happen?

If the answer in **G4** is Code “1” for YES, ask respondent how often did happen. Encircle code “1” if any member of family experienced hunger at least once in each week; encircle code “2” if at least once in each month, or code “3” if at least once in three months. And enter the appropriate code in the box provided.

SECTION H. Social Protection Program

Social protection is officially defined as consisting of policies and programs that seek to reduce poverty and vulnerability to risks and enhance the social status and rights of the marginalized by promoting and protecting their livelihood and employment, protecting them against hazards and sudden interruptions/loss of income, and improving people’s capacity to manage risks (NEDA-SDC Cabinet Resolution No. 1S 2007).

The need for social and economic protection is higher when people are poor and can barely meet the requirements of daily subsistence even when they are working themselves to the bone. The types of program are insurance, assistance and labor market.

H1. Is any member of your family (including OFW/OCW) a dependent/beneficiary/member of the following social/health insurance programs?

Ask question **H1** by referring to the following social/health insurance programs: SSS, GSIS, PhilHealth whether a paying or non-paying member, and Private insurance companies. Encircle code “1” for YES and “2” for NO. Continue asking questions **H2** to **H4** for every encircled code “1” in **H1**.

1. **Social Security System (SSS)** - is aimed at providing protection for the SSS member against socially recognized hazard conditions, such as sickness, disability, maternity, old age and death, or other such contingencies not stated but resulted in loss of income or results to a financial burden. SSS provides pension benefits to workers in the private sector. It provides income support to private sector employees and their families in times of contingencies like death, old age, sickness, and disability arising from work, and is financed out of the contribution of members and their employers.

The legal beneficiaries of SSS member are the legally married dependent spouse until he or she remarries, the dependent legitimated or legally adopted and illegitimate children, who shall be the primary beneficiaries.

If single, the benefits will go to the dependent parents who are considered the secondary beneficiaries. However, in the absence of both primary and secondary beneficiaries, any other person designated by the member as the secondary beneficiary.

2. **Government Service Insurance System (GSIS)** - provides and administers social security benefits for government employees. It offers various retirement programs depending on the qualifications of the member. The principal benefit package of the GSIS consists of compulsory life insurance, optional life insurance, retirement benefits, disability benefits for work-related contingencies and death benefits.

The Employee Compensation and State Insurance Fund, as provided under Presidential Decree No. 626, is another security blanket for the working class. The EC Fund for the government employees is administered by the GSIS.

The employees' compensation benefits or disability benefits is a compensation package for public and private sector employees and their dependents in the event of work-related injury, sickness, disability or death.

The EC is purely employer-based contribution benefit. Thus, the employee does not contribute any amount to the program.

Benefits under the EC are in the form of income or services, and consist of the following:

1. Medical services, appliances and supplies;
2. Rehabilitation services;
3. Temporary total disability benefit;
4. Permanent partial disability benefit;
5. Death benefit; and
6. Funeral benefit

3. PhilHealth (National Health Insurance Program) - the national program which was established as the new and enhanced Medicare Program mandated by the National Health Insurance Act of 1995 or Republic Act 7875. This aims to provide all Filipinos financial access to quality, affordable, acceptable, available, and accessible health care services with priority to the marginalized and indigent sectors. The program is administered by the Philippine Health Insurance Corporation (PHIC or PhilHealth).

The qualified dependents who enjoy PhilHealth coverage without additional premiums for each dependent are as follows:

- Legal spouse (non-member or membership is inactive)
- Children – legitimate, legitimated, acknowledged and illegitimate (as appearing in birth certificate) adopted or step below 21 years of age, unmarried and unemployed. Also covered are child/ren 21 years old or above but suffering from congenital disability, either physical or mental, or any disability acquired that renders them totally dependent on the member for support.
- Parents (non-members or membership is inactive) who are 60 years old, including step parents (biological parents already deceased) and adoptive parents (with adoption papers).

All of the qualified dependents shall be entitled to a separate coverage for up to 45 days per calendar year. However, their 45 days allowance will be shared among them.

It is important that the dependents need to be declared and/or updated with PhilHealth to include them in the PhilHealth Member Registration Form or PMRF of the member. This is the official membership profile with PhilHealth. The updated Membership Data Record (MDR) will make the benefit availments easier and convenient.

a. PhilHealth Paying Member – the national health insurance program financed by compulsory contributions made by employees and employers for the sole purpose of providing financial assistance in case of hospitalization. Members of PhilHealth are:

1. Government employee – an employee of the government, whether regular, casual or contractual, who renders services in any of the government branches, military or police force, political subdivisions, agencies, or instrumentalities, including government-owned and control corporations, financial institutions with original charter, Constitutional Commissions, and is occupying either an elective or appointive position, regardless of status of appointment.
2. Private Sector Employee – an employee who renders services in any of the following:
 - a. Corporations, partnerships, or single proprietorships, non-government organizations, cooperatives, non-profit organizations, social, civic or professional or charitable institutions, organized and based in the Philippines,
 - b. Foreign corporations, business organizations, non-government organizations based in the Philippines,
 - c. Foreign governments or international organizations with quasi-state status based in the Philippines which entered into an agreement with the corporation to cover their Filipino employees in the National Health Insurance Plan (NHIP),
 - d. Foreign business organizations based abroad with agreement with the Corporation to cover their Filipino employees in the NHIP,
 - e. Sea-based Overseas Filipino Workers (OFW) such as seafarers,
 - f. Household employers.
3. Individually-Paying Member – a member who is other than an employed member, an indigent member, or a retiree-member, who pays the required contribution or whose contribution is being paid by another individual or private entity according to the rules as may be prescribed by the Corporation.
4. Overseas Workers Program (OWP) – an active land-based Overseas Filipino Worker (OFW) who underwent the normal process of registration as an OFW at the POEA.

a.1 PhilHealth Dependent of Paying Member – refers to the legal dependents of PHILHEALTH paying member.

b. PhilHealth Sponsored/Non-Paying Member:

b.1 PhilHealth Indigent Member – refers to a person who has no visible means of income or whose income is insufficient for the subsistence of the family, as

identified based on specific criteria set by PhilHealth. Their contributions are either fully or partly provided by the national or local governments. Poor households belonging to the lowest 25 percent of the population as identified by the DSWD. The families of qualified indigents will be given health insurance coverage for one year through the sponsorship of the national government, local government, and members of Congress. These families are provided with a **PhilHealth Family Health Card**, with a validity of one year.

b.2 PhilHealth Dependent of Indigent Member – refers to dependents of PhilHealth indigent members. The definition of dependents is the same as in dependent paying member.

b.3 PhilHealth Privately-Sponsored Member – refers to any person/individual whose premium contribution is being paid for by charitable organizations, duly registered associations, Community-Based Health Care Organizations (CBHCOs), cooperatives, private non-profit health insurance organizations or an individual through a define criteria set by the Corporation.

PhilHealth Retiree/Lifetime Member – refers to:

1. A member of the GSIS or SSS who has reached the age of retirement (60 years old) or who has retired on account of disability prior to the effectivity of the Act on March 4, 1995; or
2. A pensioner of the GSIS or SSS prior to the effectivity of the Act on March 4, 1995, or
3. A member who has reached the age of retirement as provided for by law and has paid at least 120 monthly premium contributions. They are granted lifetime coverage and also entitled to the full benefits together with their qualified dependents. They are provided with a PhilHealth Lifetime ID card.
4. An individual who reach the age of 60 years old will be automatically member of Philhealth.

4. Private Insurance Companies - includes the following:

- **Private Health Insurance Companies or Health Maintenance Organization (HMO)** - A HMO is an organization that provides or arranges managed care for health insurance, self-funded health care benefit plans, individuals and other entities. Private insurance usually works on a reimbursement basis and for specific types of benefits, i.e., hospitalization. Expenses incurred during hospitalization for example are presented to the insurance company after the confinement and reimbursement are made depending on the type of plan or coverage. Coverage may have been sourced directly from an agent and premiums are paid solely by the member of the household.
- **Pre-need insurance plan company**- its services are specially intended to cover only the predetermined expenses of a funeral, cremation or burial.
- **Life Insurance Company** – its services are intended to provide for a broad range of survivors' future financial needs – provide income, cover education costs, pay off a mortgage, and the like.

H2. Who among the family members are members of the (NAME OF SOCIAL/HEALTH INSURANCE PROGRAM)?

Write in this column the line number of family member(s) who is/are member(s) of GSIS, SSS, PhilHealth, or Private insurance companies. For example, if the family head is a member of GSIS, write “01” in the first box starting from the left. If all the family members are members in a particular social/health insurance program write in the box “00”. Assign code “98” for the line number of family member/s (OFW/OCW) who are member/s of social/health insurance programs, not listed in the family roster. Enter the two-digit codes inside each of the box/es.

H3. Who among the family members have availed/received assistance/benefits/ payments from the (NAME OF SOCIAL/HEALTH INSURANCE PROGRAM)?

Ask question H3, and write the line number(s) of the family member(s) who availed/received assistance/benefits/payment from GSIS, SSS, PhilHealth or Private Insurance Companies. Follow the manner of writing the line number of member(s) in H2 if there is more than one member who received payment. However, if the beneficiary or the person who received/availed the payment/benefit is not listed as member of the family, write “99” in the first box. In case there are 2 members, write “99” and “99” in the first and second box, respectively.

H4. How much was received in cash from (NAME OF SOCIAL/HEALTH INSURANCE PROGRAM) in the last 6 months January-June 2016?

Ask from the respondent the total amount received by all family members from the GSIS, SSS, PhilHealth or Private Insurance Companies whether the amount of cash received from pension or loan. Round off the total amount to the nearest peso. Write “0” (zero) if they did not receive any during the reference period.

H5. During the period January-June 2016, has any member of your family received benefits/grants/assistance/payment from any of the following programs?

Ask the respondent if any member of the family received benefits/grants/assistance/ payments during the period January-June 2016, from any of the Social Protection (SP) programs mentioned in the questionnaire. Encircle “1” for YES and “2” for NO. If the answer is “YES” for a particular program, questions H6 to H8 will be asked.

1. **Pantawid Pamilyang Pilipino Program (4Ps)** - The 4Ps is a poverty reduction program that provides conditional cash transfers (CCT) (maximum of Php 1,400 per month for five years) to poor households with pregnant women and children 0-14 years old on the condition that they comply with specific health, nutritional and educational conditionality. The 4Ps promotes and supports the Philippine commitment to the Millennium Development Goals (MDGs) through provision of health, basic education and other services as basic rights of children. 4Ps seeks to:

- a. improve preventive health care among pregnant women and young children;
- b. increase the enrolment and attendance rate of children in school;
- c. reduce the incidence of child labor;
- d. raise the average consumption rate in food expenditure of poor families; and
- e. promote poor families invest in health and nutrition, education and participation in community activities

The conditions as co-responsibilities of the recipients/beneficiaries are:

A. Health and Nutrition

- Pregnant women must avail pre-natal and post-natal care, and be attended during childbirth by a trained health professional.
- Children 0 to 5 years old must receive regular preventive health checkups (weight monitoring, nutrition counseling) and vaccines (complete immunization).
- Children 6 to 14 must receive de-worming pills twice a year.

B. Education

- Children 3-5 years old must attend day care or pre-school classes at least 85% of the time.
- Children 6-14 years old must enroll in elementary or high school and must attend at least 85% of the time.

C. Parenting Education

- Parents must attend Family Development Sessions (FDS) (responsible parenthood sessions, mother's classes, and parent effectiveness seminars) once a month.

- 2. Social Pension** – this refers to RA 9994 or “An act to maximize the contribution of senior citizens to nation building, grant benefits and special privileges and for other purpose.”

Sec. 5.h.1 of RA 9994 states that indigent senior citizen shall be entitled to a monthly stipend amounting to five hundred pesos (Php500.00) to augment the daily subsistence and other medical needs of senior citizens, subject to a review every two (2) years by Congress, in consultation with the DSWD.

- 3. Students Grant-in-Aid Program for Poverty Alleviation (SG-PA)** – this program aims to contribute to the National Government's thrusts in effectively addressing poverty alleviation by increasing number of graduates in higher education among poor households and to get these graduates employed in high-value added occupations in order to lift their families out of poverty and contribute to national development.
- 4. Students Financial Assistance Programs (StuFAP)**- refers to a stipend and/or special recognition given to a deserving student in terms of intellectual merit and special talents. On the other hand, a study grant is the assistance given to students with financial need which could be in the form of vouchers, loans, allowances, to cover tuition and other incidental schooling expenses. The provision of various scholarship and student financial assistance (including grants and loans) continues to be the government's forefront strategy to promote greater access to education and training. Ask if any member of the family is a recipient of any scholarship/study grant for the past six months whether in cash or in-kind from any government source. Example: varsity scholar, members of cultural dance group, etc.

- a. **STATE SCHOLARSHIP PROGRAM (SSP)** - is designed to assist financially challenged, diligent students attend and complete certain priority courses at selected higher education institutions (HEIs).
- b. **STUDY NOW PAY LATER PLAN (SNPLP)** - Refers to loan facility established by the government offered to poor but deserving student-borrowers enrolled in or intending to enroll in any post secondary education. CHED have administrative control and supervision over loans granted to student-borrowers enrolled in degree courses.

H6. Who among the family members received the benefits/grants/assistance/payment from the (NAME OF PROGRAM)?

For those with code “1” for YES answer in **H5**, ask **H6**. Write the line number of the family member who is a recipient of benefits/grants/assistance/payment from the source specified. Similar instructions in **H2**.

H7. How much was received by the family in cash from (NAME OF PROGRAM) last month?

Write the amount received in cash by all members last month from the source specified. If more than one member received benefits/grants/assistance/payment from the program, get the amount received by each member in June only, then add and record the total amount.

H8. How much was received by the family in cash from (NAME OF PROGRAM) in the last 6 months (January-June 2016)?

Write the amount received in cash by all members during the period January to June 2016 from the source specified. If more than one member received payments from the specified programs, get the amount received by each member in the past 6 months, then add and record the total.

H9. During the period January-June 2016, has any member of your family benefitted/availed from the following program/assistance?

H9 refers to the following programs:

1. **Sustainable Livelihood Program (SLP)** - is a program of DSWD and its strategy is to spread prosperity among communities in the Philippines. It aims to improve the socio-economic capacity of the participants through micro-enterprise development and employment facilitation activities that shall ultimately provide a sustainable income source.

SLP targets the four economic sufficiency indicators of the Social Welfare and Development Indicators (SWDI) of the DSWD.

- a. **Seed Capital Fund/Self-Employment Assistance Kaunlaran (SEA-K)** - is a capability building program of the DSWD and local government units which aims to enhance the socio-economic skills of poor families through the organization of community-based associations for entrepreneurial development.

b. Cash for Building Livelihood Assistance (CBLA) - is a short-term employment of program participants for the development, rebuilding or protection of physical and natural assets to increase productivity for profitable, sustainable livelihood projects.

c. Pre-employment Assistance Fund (PEAF) - Grant to assist SLP participants who have guaranteed employers (offering a minimum of 3 months employment duration) but need financial assistance to obtain the necessary pre-requisite requirements for the job (seek to ensure prompt submission of requirements to access jobs).

D. Skills Training (Technical-Vocational Skills Training for Micro enterprise and Employment) - Acquisition of technical skills, knowledge and other inputs necessary in managing livelihood and accessing job. (ex. Food processing, Handicrafts making, etc).

2. Supplemental Feeding Program - The School Feeding Program implemented by DepEd through the 40-day Breakfast Feeding aims to provide hot meals to children following standardized recipes using malunggay and 20-day cycle menu utilizing locally produced and/or grown foods. The said program is expected to enhance the health and nutrition conditions of children and improve school attendance. Target beneficiaries are undernourished pupils in DepEd managed pre-schools and Grades 1 to 3 in identified schools. These grade levels are prioritized due to the high level of dropout rate, vulnerability to illnesses and undernourishment and are considered at the critical stage of mental and physical development. Supplemental Feeding Program implemented by the DSWD in partnership with various NGOs aims to provide food in addition to the regular meals to day care children. Food supplementation is in the form of hot meals to be served during morning snack and afternoon sessions to children in day care centers and communities five (5) days a week for 60 days. The parents will manage the feeding program based on a prepared meal cycle using available indigenous food materials. The children will be weighed at the start of the feeding and a monthly weighing thereafter, will be done to determine improvement in their nutritional status.

Supplemental feeding less than 5 days a week and those provided by NGOs, ABS-CBN, GMA, etc. will also be included with corresponding remarks.

H10. Who among the family members benefitted/availed of the (NAME OF PROGRAM/ ASSISTANCE)?

For those with code “1” for YES answer in **H9**, ask **H10** and write the line number of the family member who benefitted/availed of the program.

H11. How much did your family receive (including value of goods received) from (NAME OF PROGRAM/ASSISTANCE) in the last 6 months (January-June 2016)?

The cash given and the estimated cash value of goods received in the past 6 months will be summed up for all the family members who received cash and goods from the program.

H12. How many months did your family receive in cash and/or goods in the last 6 months (January-June 2016)?

Record the number of months the programs was availed. If the reply to his question is less than 30 days, for example, one day only, or one week only, enter “0”. If it was given on a regular basis, for example, once or twice per week for the entire month, consider it as 1 month, Put remarks to indicate that it was not given on a daily basis.

H13. Disaster Preparedness – refers to measures taken to prepare for and reduce the effects of disasters. That is, to predict and, where possible, prevent disasters, mitigate their impact on vulnerable populations, and respond to and effectively cope with their consequences.

Disaster preparedness provides platform to design effective, realistic and coordinated planning, reduces duplication of efforts and increase the overall effectiveness of National Societies, household and community member’s disaster preparedness and response efforts. Disaster preparedness activities embedded with risk reduction measures can prevent disaster situations and also result in saving maximum lives and livelihoods during any disaster situation, enabling the affected population to get back to normalcy within a short time period.

Disaster preparedness is a continuous and integrated process resulting from a wide range of risk reduction activities and resources rather than from a distinct sectoral activity by itself. It requires the contributions of many different areas – ranging from training and logistics, to health care, recovery, livelihood to institutional development.

H13a. In case of disaster or calamity, does your family have a disaster preparedness kit?

For those with code “1” for YES answer in **H13a**, ask **H13b**, if NO, GO TO **H14**.

H13b. What does your disaster preparedness kit contain?

Enter “1” on the box if mentioned by the respondent, otherwise enter “0”.

H14. Has any member of your family been a beneficiary of the Child Benefit/Child Protection Program during the period January-June 2016?

Child Protection - a mandate to government agency’s (DSWD’s) child protection services and programs.

Enter code in the box provided, code “1” for YES or code “2” for NO response. If code “2”, GO TO **Section I**.

H15. What type of Child Benefit/Child Protection benefit or assistance was received?

The different types of child benefit/child protection services/programs are as follows:

A – Therapy Services for Abused Children - This provides therapeutic intervention and approaches to children to overcome the effects of abuse. These aims to maximize their potentials towards living a normal and productive life.

B – Alternative Family Care - This service aims to provide permanent homes to children with parents who are unable to care for them. This is done through adoptions, foster family care, or legal guardianship and issuance of travel clearance to minors (below 18 years old).

C – Special Social Services for Children in Armed Conflict (CIAC)

Child Protective Services - This provides children who are victims of abuse, neglect, or exploitation with preventive measures by providing interventions and removing them from places that may abuse, neglect, or exploit these children and facilitate re-integration with their families.

D – Government Internship Program (GIP)

- Reception and Study Center for Children (RSCC) - This is a child-caring facility that provides psychosocial services to children 0 to 6 years of age which aims to help the child achieve child survival, development and protection. Services provided include Case Management, Placement Service (Foster Care, Adoption, and Return to natural/ biological parents), Homelife Services (provision of substitute parental care and stimulating developmental activities that facilitates motor development, among others), Psychological Services, Educational Service, Recreational and other Cultural Activities, Dietary Service, Medical Service.
- Group Home for Older Street Children - This provides rehabilitated male street children between 16-21 years old with an alternative home under the supervision of a social worker from the government or NGO.

E – Rehabilitation Services for Children In Conflict With the Law (CICL) - This provides rehabilitation through residential facilities such as half-way houses, the National Training School for Boys, and National Training for Girls to integrate CICL with their families and the community. This is a community based benefit.

F – Others , specify _____.

Enter in the box/es provided the type of benefit/assistance received by the child/children. Start at the left side in alphabetical order of the types of benefit/assistance as listed in the questionnaire. Record the **most three recent** benefit availed of by the child, if there are more than three types of assistance/benefit received under the Child Protection Program. For code "F", write on the line provided the specific type received by the child/children.

SECTION I. Access to Government Services

This section will gather information on the extent or pervasiveness of corruption and to look at the public services that are prone to corruption. It will attempt to provide a description of the source/s of corruption, i.e. whether it is supply-driven (from the “bribe giver”) or demand-driven (from the “bribe taker”). It is a long-term perspective to assist government agencies and institutions in preventing and reducing, if not eliminating corruption.

TERMS AND DEFINITIONS

Government - pertains to offices, bureaus, agencies of government including divisions, sections, and units. It may be national or local. **Example:** Government Service Insurance System (GSIS), Bureau of Internal Revenue (BIR), Social Security System (SSS), Land Registration Authority (LRA), Register of Deeds, Assessor’s Office, National Bureau of Investigation (NBI).

- **Government-run agency/facility** – a place operated by a government agency for delivery of public services. Example: Public School; DSWD operated welfare centers, e.g., Boy’s Town (Public) Home for the Unwed Mothers (Public); Public Hospitals, Health Centers.
- **Government institution** – pertains to offices, bureaus, agencies of government including divisions, sections, and units. It may be national or local. Example: Bureau of Customs; Land Registration Authority (LRA); National Bureau of Investigation (NBI); Government Service Insurance System (GSIS); Fiscal’s Office; Bureau of Internal Revenue (BIR); Register of Deeds; Philippine National Police; Social Security System (SSS); Local Government Unit

Person working in the government - refers to any person who has been elected or appointed to a government agency (including those in state colleges/universities; government owned or controlled corporations) **or anyone who is considered an insider or employee in a government office whether regular or contractual/casual.**

Example 1. A clerk hired in the Personnel Division of a city hall is considered a person working in the government even if his work has nothing to do with the issuance of registry documents.

Example 2. A janitor who works for a job by a contracting agency hired by a government office may be an insider but not considered a person working in government.

See or Visit - an act of a person in purposely going to a government office/facility/institution or hall where government functions are carried out or public service is being delivered in going and making an official transaction (such as applying for permits or availing of the service) or meeting with/talking to a person working in government. This includes a planned meeting with a government official or employee outside of his office for any of the purpose: Payment of taxes and Other Duties; Access to Justice; Availing of social services; Securing Registry, Permits, IDs and Clearances.

This does NOT include talking to a person working in a chance encounter anywhere else.

But this includes a planned meeting with a government official or employee outside of his office for any of the purpose.

Example 1: A person who visited a government employee in the latter's house for the purpose of seeking assistance in getting permits issued by the government office where he works is considered to have seen or visited a person working in the government.

Permit – a right or permission granted in accordance with law by a competent authority to engage in some business or corporation or to engage in some transaction.

Example 1: Mayor's Permit – an authority to engage in the kind of business granted to the permittee.

Other Example: Sanitary Permit, Health Permit, Occupancy Permit, Building Permit, etc.

Pay Taxes, etc. – includes availing of exemption from payment.

Example: If a person sees an official of the Bureau of Customs NOT to pay customs duties but to seek an exemption under the law, he is considered to have seen a government official to pay taxes, etc.

Capital Gains Tax – a tax that is assessed and collected out of the gain realized from the sale of the property.

Customs Duties – taxes assessed on merchandise imported from or exported to a foreign country.

Avail of Social Services – any act of applying for a benefit or privilege from government offices which deliver basic social services such as: public schools, health centers, government hospitals and centers, Philhealth, TESDA, NHA, Pag-ibig, SSS, GSIS, PDEA, OWWA, POEA, DOLE, DSWD, and NEDA.

Seek Police Assistance – includes filing a complaint in a police station or precinct, getting police clearance, causing an entry in the police blotter or getting a copy of the blotter, talking to the desk officer for advice.

Go To A Court Of Justice or Fiscal's Office – refers to any instance when a person has to seek the services of a court (such as attending hearings, getting transcripts, following up cases, filing pleadings, etc.) or the fiscal's office (such as attending preliminary investigation or inquests and mediation conferences, following up cases, court clearances, etc.)

Money – includes all money given to a person working in government in excess of the lawful fees. It includes amount equal to the lawful fees to be paid but which was not properly receipted (without official receipt or O.R.). It does NOT include however, money paid to the cashier or official designated to receive payment for which an O.R. is issued.

Example: If a person applying for a permit gave money to a government employee as an accommodation party such that the person need not go to the government office to actually

pay but it is the government employee who will pay on behalf of that person, the money given is NOT included.

Gift – any tangible token given in appreciation. It includes gifts given to bribe or facilitate transaction or to return a favor.

Example: snacks, food, cellphone load, bag, wallet, jewelry, cellphone, tablet, radio, tv, laptop or kitchen ware, office supply, or any tangible item.

Donation – any modest money supposedly given voluntarily the amount of which may be determined by the giver or insinuated by the public officer but is not considered as payment for the lawful fees.

Example: Any amount which health workers ask from indigents for medical services which are otherwise freely available at the health centers.

Favor – any intangible item given in appreciation, or as bribe or grease money

Example: a favorable recommendation, promotion, discounts, personal services including sex

Speed-up – means to facilitate/hasten official transactions, waive certain requirements, gives special privileges not deserved, accommodate beyond office hours or deadlines, cutting short of time or being served first without need to wait.

Avoid Problems – means NOT having difficulty, complications, hardships, etc. It includes exemption from liability or penalty, if there is any.

Anything of Value – any item whose value in pesos can be ascertained

Ask – means that the money, gift, favor or anything of value was not given at the first instance of the giver but was requested, solicited, demanded, extorted or insinuated through clear words, or acts or gestures, or symbolism, or through texts, phone calls, letters, notes, e-mails, etc.

Example: Suppose a government employee motions his hand to a person applying for permits and the person takes that as a gesture to give money, the thing given is said to have been *asked* even if the person gave his money without any feeling of being coerced or intimidated. But if the person slips a few money bills into the drawer of the government employee who has NOT insinuated anything, then the money is NOT said to have been asked even if the person feels it is his obligation to do so.

Oblige – to compel without necessarily applying any force as amounts to extortion. It is necessary that the public officer creates in the mind of a person the necessity or requirement to give without which the public service being availed of cannot be given.

Report – it does not necessarily mean filing a formal complaint. It may pertain to the act of going to a government agency to inform them of the incident for the end purpose of making that agency act on it.

Authority – any person or office where corruption acts may be reported to, such as the Ombudsman, PAGC, Commission on Audit (COA), Civil Service Commission (CSC), and heads of government agencies. It does NOT include media, church, and the NGO's or other advocacy groups.

Amount – worth of money, gift, donation, or anything of value given to that person working in the government. If in kind, approximate the amount.

The modifications made in this survey round are the details under each of the following categories are described below:

PAYMENT OF TAXES AND OTHER DUTIES

- a. Paying cedula, income tax, real estate tax, capital gains tax, documentary stamp tax, customs duties and other similar taxes and duties

ACCESS TO JUSTICE

- b. Filing a complaint or seeking assistance from law enforcers like from the police, barangay, NBI, PDEA, etc.
- c. Going to the fiscal's office or public attorney's office in connection with cases
- d. Going to court in connection with cases

AVAILING OF SOCIAL SERVICES

- e. Enrolling in public schools/college/university availing of government scholarships and other educational Services
- f. Medical check-up, hospitalization, vaccination, getting free medicines or other health services from public hospitals/urban/rural health units
- g. Applying or getting loans or benefits from SSS, Pag-ibig, GSIS, Philhealth and other government institutions
- h. Seeking assistance for employment or livelihood or getting subsidy/benefits for the poor from government institutions

SECURING REGISTRY, PERMITS AND OTHER LICENSES

- i. Getting civil registry documents like birth, death, marriage certificates and CENOMAR
- j. Getting passport, authenticating documents at DFA & securing gov't, issued IDs (e.g. Postal, Voter's and PRC)
- k. Getting land title & registration of documents relating to property
- l. Getting permits (e.g. mayor's permit, building permit, sanitary permit, fire permit, occupancy permit), licenses (drivers, firearms) & clearances (e.g. NBI, police, barangay)

Read the introductory sentence for emphasis on the reference period. The manner of asking question is as follows:

In Column (3) under I1, **From July 2015 up to present, did you or any member of your family see or visit any person working in the government-run agency, institution, or facility for any of the following reasons or purposes?** Such as:

- a. asking assistance during enrollment to a government school whether in elementary, high school or college/university; and
- b. asking scholarship assistance in the office of a senator/congressman. Encircle Code “1” or Yes and Code “2” for No. If the answer is “Code “1”, proceed asking Column (4)

In Column 4 under **I2**, Did anybody working in that government-run facility or institution ask or oblige you or any member of your family to give money, gift, donation, favor or anything of value for any of the following reasons or purposes? This question aims to determine whether the type of corruption in those services is supply-driven or demand-driven. Now, whatever the answer is, i.e. code “1” or code “2” in **I2**, continue asking question **I3**.

In Column 5 under **I3**, Did you or any member of your family give money, gift, donation, favor or anything of value to that person in order to **speed-up the service (facilitate) or avoid problems** in any of the following reasons or purposes? This question aims to determine whether they were victimized by corruption. There must be an answer of Code “1” or Code “2” before going to Q2b.

However, if the answer is code “2” in **I3a**, follow the **go to** instruction until all the government services were asked. This pattern should be applied to all the government services.

In Column 6 under **I4**, If YES in I3, how much is the worth of money, gift, donation, favor or anything of value given to that person?

This question aims to determine the worth of money, gift, donation, favor or anything of value given to any person working in the government. If Yes in the previous question, meaning, the respondent or any member of his family was asked or obliged to give money, gift, donation, or anything of value to the person working in that government-run agency, institution or facility, ask the worth/value given. If in kind convert or estimate in pesos.

Note however that if the answer in I1 is NO (Code “2”), follow the GO TO instruction until all the government services were asked. This pattern should be applied to all the government services.

ENUMERATOR’S CHECK: If with at least one YES (Code “1”) in Column (4) of the questionnaire, continue asking Question **I5**. But if all the answers in Column (4) are Code “2” or blank, **go to Section J. Family Expenditures**.

Question I5 – When you or any member of your family were/was asked to give money, gift, favor or anything of value, did you or any member of your family report the incident to any authority?

Now if the answer in **I5** is NO, continue asking Question **I6**. Otherwise, **go to Section J**. (Family Expenditures).

Question I6 – Why was it not reported to the proper authority? What else?

There are 11 items in the questionnaire to choose from and listed from **1 to 11**. Multiple reasons are accepted. Write the letter in the box(es) provided corresponding to the reason(s) mentioned by the respondent.:

The categories are the following:

- | | |
|---|---|
| 1. Lack of time to report | A |
| 2. Lack of money to spend to file a case/complaint | B |
| 3. Don't know which government agency to report to | C |
| 4. Fear of reprisal/afraid of consequences | D |
| 5. Difficulty in proving the case | E |
| 6. Don't know the procedure | F |
| 7. Don't trust any government agency | G |
| 8. Nothing will happen anyway | H |
| 9. Government does not reward those who report corruption | I |
| 10. Not worth reporting/too small to bother | J |
| 11. Others (Specify) | K |

SECTION J. Family Expenditures

This section gathers estimates of how much of the total family expenditures were spent on specified major items of expenditures.

Family expenditures refer to the expenses or disbursements made by the family purely for personal consumption. Only the actual expenses of the family will be estimated. Therefore, it excludes all expenses in relation to farm or business operations, investment ventures, purchase of real property and other disbursements, which do not involve personal consumption.

Gifts, support, assistance, or relief in goods and services received by the family from friends, relatives, etc. are considered as income but at the same time treated as expenditures of the family for purposes of balancing the family account.

The **17** major subsections under Expenditures are as follows:

- J1 – Food
- J2 – Non-Alcoholic Beverages
- J3 – Alcoholic Beverages and Tobacco
- J4 – Special Family Occasions
- J5 – Clothing and Footwear
- J6 – Furnishing and Routine Household Maintenance

- J7 – Durable Furniture and Equipment
- J8 – Health
- J9 – Recreation and Culture
- J10 – Education
- J11 – Miscellaneous Goods and Services
- J12 – Housing, Water, Electricity, Gas and other Fuels
- J13 – Restaurant and Hotels
- J14 – Transport
- J15 – Communication
- J16 – Other Expenditures
- J17 – Other Disbursements

There is a screening question in each subsection whether any family member had consumed a particular food item, or had purchased a non-food item during the reference period. Each subsection has different reference periods. The SR should always ask the respondent of the screening question in each subsection to avoid mistake in reporting the expenditures.

Expenditures incurred by the family members who are overseas workers on vacation during the reference period are to be included.

Subsection J1. Food, J2. Non-Alcoholic Beverages, and J3. Alcoholic Beverages and Tobacco

For a code of “1” (YES) encircled in Question (a), proceed asking Question (b). Ask the respondent, *“How much is your consumption on the following? Please give me the consumption on a daily, weekly, every 15 days, monthly, or the preferred reference period by the respondent, for the period January to June 2016”*

Each subsection contains detailed items on food, non-alcoholic and alcoholic beverages and tobacco. In order to ensure that the respondent do not miss any item, it is important that all items must be asked.

If there are other items consumed which are not specified in the questionnaire you may write the name of the item in any available space in the item group and enter in the appropriate space the consumption whether “In Cash/On Credit”, “In Kind”, and “Received as Gift”.

Consumption/expenses of these items during the reference period can be categorized according to the following:

- a. **In Cash/On Credit** – value consumed from purchases made whether in cash or on credit or fringed benefits from employer of salaried family members or other food items consumed but harvested before the reference period.
- b. **In Kind** – value of goods which are in kind, items can be sourced from Net Share of Crops, Family Sustenance Activities, or Entrepreneurial Activities.
- c. **Received as Gifts** – value of goods which are received as gifts from relatives, friends, or from various organizations.

For each category the following information will be asked:

- a. **Unit Price** – Write in the line provided the amount or value (Peso) of food per unit price.
- b. **Quantity Consumed** – encircle the unit in the quantity consumed column. For example the respondent's answer is 4 kgs., the entry inside the box for this column is: **4** ① kg; or **10** ②g, whichever applies. Write "0" before the decimal point if it is less than 1, e.g., 0.25 kgs. In cases where the given unit is not printed among the units found in the questionnaire, convert and put remarks.
- c. **Value Consumed** – the entries in the Value Consumed is in pesos and should be written in two decimal places, e.g., 10.35; 0.65.
- d. **Reference Period** – enter code in the box, refer to the codes below.

CODES FOR THE REFERENCE PERIOD

- | | | |
|-------------------|-------------------------|---------------------------|
| 1 - DAILY | 4 - MONTHLY | 7 - ONCE EVERY SIX MONTHS |
| 2 - WEEKLY | 5 - ONCE EVERY 2 MONTHS | |
| 3 - EVERY 15 DAYS | 6 - ONCE EVERY 3 MONTHS | |

J1. Food

The food products classified here are those purchased for home consumption.

The items to be entered in these subsections should be the food consumption of the family on the specified reference period, that is, daily, weekly, monthly or the **preferred reference period of the respondent** (see codes for the reference period at the bottom part of the questionnaire). Hence, items, which were purchased but not consumed during the reference period, should be excluded. This category **includes** food prepared at home whether eaten at home or brought outside and eaten elsewhere like in place of work, school, etc.

Food consumption covers only the actual food consumption of the family. Consumption of domestic helper as well as persons employed by the family to do odd jobs around the house may be included if they cannot be accounted for separately. *The food consumption of the boarders and other persons in the same household not related to the family during the reference period are excluded.*

For households with unrelated members, report only the actual consumption of the head. Prepared meals bought from restaurants, and the like or received as gift but eaten at home are classified in J13. Restaurant and Hotels under item a (Restaurants, cafes, and the like).

Report the ingredients of food prepared at home in the items of expenditure where they belong i.e., if the family baked a cake, report the flour consumed as flour in item J1.a (Bread and Cereals) under item 3 (Wheat, flour, corn flour) and other ingredients in their corresponding group.

Bottled, canned and other packed food items as well as those bought in “ready-to-eat”, and “ready-mixed” forms will be classified accordingly as preparations (cereal and other cereal preparation, and other processed meat and meat-based preparation, etc.) or processed food, as the case may be. Similarly, flavored foods are to be classified according to their main content/ingredient and not their flavors. Calamansi consumed as juice should be reported in J2.b (Mineral Water, Softdrinks, Fruit and Vegetable Juices) under item 3 (Fruits & vegetables juices, powder).

J1a. Bread and Cereals – Included rice in all forms, corn, wheat, barley, oats, and other cereal in the form of grain or flour, bread and other bakery products, mixes and dough for preparation of bakery products, pasta products in all forms, cereal preparations, farinaceous-based products prepared with meat, fish, seafood, cheese, vegetables and fruits.

The items under bread and cereal are:

Item	Items included
1. Rice	Well milled premium rice, fragrant, polished or glazed, such as Jasmine, Sinandomeng, Dinorado, Milagrosa, Wagwag, Glutinous rice, etc, Brown Rice, Regular milled, commercial rice, unpolished unglazed; NFA rice; Overmilled, broken rice; other variety (Glutinous rice)
2. Corn	Corn on the cob (yellow, white), whole corn grain, glutinous corn, popcorn (variety), corn grits or milled, corn starch, etc.
3. Flour	Mixes and dough for preparation of bakery products Flour bought in raw form whether it is made from wheat, rice, corn, cassava, etc.
4. Other cereal preparation	Flakes (cornflakes, puffed rice, oatflakes and similar products) Native cakes (puto, bibingka, biko, suman, etc. prepared from rice) Infant food cereal-based (ex. Cerelac) Ready mixed noodle soup Junk food cereal-based Other cereal preparations and other products n.e.c such as champorado, potatao, potato starch, tapioca, sago, arrozcaldo and other starches, etc.
5. Bread & other bakery	Loaf bread, pandesal, sweet biscuits, biscuits plain, waffles and wafers, ice cream, cones, crotons, toasted bread and similar toasted products, crispbread, crackers, cookies, cakes, hopia and pies, lumpia

	wrapper, gingerbread, pizzas, muffins, croissants, tarts, monay, mammon, Spanish bread, star bread, etc..
6. Pasta products in all forms	Pasta such as macaroni, spaghetti, lasagna, vermicelli and the like, whether or not cooked or otherwise prepared. Noodles such as sotanghon, bihon, lomi, canton, miki, misua, etc. Instant noodles all variants, etc.

Ask the respondent about the family's consumption on each food items on a daily, weekly, monthly or the preferred period. If the frequency of consumption is not on a daily, weekly, or monthly, ask the respondent and refer to the other reference codes found in bottom page of APIS Form 1.

Inquire further if the food items were purchased either in cash or on credit. Enter this value under the column for "In Cash/On Credit". However, if the food items consumed was taken from their farm, impute the value based on the prevailing prices in the locality. Then enter the imputed value under the "In Kind" column. The quantity and value on food items consumed during special occasions should be entered under Section J4 "Special Family Occasion. For those received as a gift, enter the quantity consumed and imputed value under "Received as Gifts" column.

The values to be entered under the "Value Consumed" columns should be rounded to the nearest centavo up to two decimal places.

Exclude: *food products bought and consumed away from home in places like restaurants, hotels cafes, bars, kiosks, street vendors, automatic vending machines, etc. cooked food prepared and consumed dishes from restaurants for consumption off their premises, (cooked dishes prepared by catering contractors whether collected by the customer or delivered to the customer's home, are not included in this subsection it should be reported on subsection J13. (Restaurant and Hotels); and products sold specifically as pet foods should be reported on subsection J9.Recreation and Culture under item c (Other recreational items and equipment, gardens & pet).*

NOTE:

If the consumption is taken from own-produce harvested before the reference period, then the consumption should be reported in the "In Cash" column with corresponding entry in the "In Kind" column in P. (Other Receipts) Item 6 (Withdrawals from savings/ business equity).

J1b. Meat - include fresh, chilled or frozen meat

9. Meat, Fresh, Chilled or Frozen
 - a. Beef
 - b. Pork
 - c. Goat
 - d. Chicken

- e. Other meat (frog's meat, sheep, etc.)
- 2. Fresh, Chilled or Frozen Edible Offal (liver, gizzard, etc.)
- 3. Dried, Salted or Smoked Meat and Edible Offal (canned or uncanned)
- 4. Preserved or Processed Meat and Meat-based preparation
 - a. Tocino, tapa
 - b. Hotdog, longanisa, chorizo
 - c. Corned beef
 - d. Luncheon meat, meatloaf, embotido
 - e. Sausages, bacon
 - f. Salami, ham
 - g. Other prepared or processed meat (liver spread, potted meat)

Exclude: sea snails (Item J1.c.3.e) and soup broths and stocks containing meat (item J1.i.5).

J1.c Fish and Seafood

The items under fish and seafood fresh or frozen are:

Item	Items included
1. Fish, Fresh, Chilled or Frozen	All kinds of fresh or frozen fish like galunggong, bangus, tilapia, lapu-lapu, dilis, mackerel, salmon, tuna, etc.
2. Dried, smoked or salted fish	Tinapa, Daing na bangus, bisugo, tamban, Salinas, danggit, espada, dilis, etc.
3. Fresh, Chilled or Frozen Seafoods	All kinds of fresh or frozen shrimps, prawn, lobster, crabs, squids, shells and mollusks (clams, green mussels, halaan and oyster, etc.)
4. Fish Prepared or Preserved, Canned or Bottled, n.e.c	Fish in oil or in sauce, canned or bottled (mackerel, sardines, etc.) Fish marinated (bagoong, burong isda, etc.) Other fish prepared or preserved, canned or bottled n.e.c (caviar, fish pies, etc.)
5. Seafood-based Preparations, canned or bottled, n.e.c	Canned or bottled squid, burong talangka, alamang, salted shells, etc.

Exclude: soups, broths and stocks containing fish and seafood (Item J1.i.5).

J1.d Milk, Cheese and Eggs

The items under milk, cheese and eggs are:

- 1. Raw Milk – milk raw, not pasteurized, milk, pasteurized or sterilized ready to drink
- 2. Condensed, Evaporated or Powdered milk – condensed milk, evaporated milk, powdered infant milk, advanced formula adult powdered milk, etc.
- 3. Yoghurt, Cream, Milk-based Dessert

4. Milk-based beverage and other milk-based products
5. Soya milk
6. Cheese and curd, kesong puti, cottage cheese, etc.
7. Eggs – fresh egg of chicken, quail, ducks; salted egg, balut, turtle etc. other egg products made wholly from eggs.
8. Other milk, cheese and eggs, n.e.c.

This item also **includes** milk, cream and yoghurt containing sugar, cocoa, fruit or flavorings, dairy products not based on milk such as soya milk.

Exclude: *butter and butter products (Item J1.e.1).*

J1.e Oils and Fats

The items under oils and fats are:

1. Butter & butter products
2. Margarine – including “diet” margarine and other vegetables fats (including peanut butter)
3. Edible oils (corn oil, coconut oil including milk, canola oil, soya bean oil, peanut oil, etc.),
4. Edible animal fats (lard, etc.)

Exclude: *cod and halibut liver oil (Item J8.a).*

J1.f Fruit

The items under fruit are:

1. Fresh fruits – includes fresh, chilled or frozen fruit like pineapple, mango, banana, papaya dalanghita, etc.
2. Dried or preserved fruit
3. Fruit, nuts and edible seeds (cashew, peanut, coconut, etc.)
4. Preserved fruit & fruit based products (fruit cocktail)
5. Kaong preserves
6. Nata de coco

Exclude: *vegetables cultivated for their fruit such are cucumbers and tomatoes (Item J1.g.2.g); jams, marmalades, jellies, and fruit purees, (Item J1.h.2d); fruit juices and syrups, (Item J2.b.4).*

J1.g Vegetables

The items under vegetables are:

Item	Items included
1. Vegetables Cultivated for their Leaves or Stalks (Fresh chilled or frozen)	Cabbage, ampalaya leaves, camote tops, kangkong, malunggay leaves, pechay, mustard, etc.

2. Vegetables Cultivated for their Fruit (Fresh, chilled, frozen or dried)	Ampalaya, eggplant, squash, okra, patola, tomato, chayote, beans and legumes (stringbeans, mongo, toge, olives, etc.
3. Vegetables Cultivated for their Roots (Fresh, chilled or dried)	Onion, carrots, raddish, garlic, turnips, tugui, mushroom, etc.
4. Potatoes and Tubers Vegetables, (Fresh or Dried)	Potatoes, camote, cassava/manioc, taro (gabi), yam (ube), etc.
5. Vegetables Preserved or Processed and Other Vegetable.-based Products	Processed potatoes (French fries), processed camote, cassava, tokwa, tausi, miso, pork and beans, etc.
6. Products of Tuber Vegetables including preparations	Potato chips, cassava cake, haleya (ube), camote cue, etc.

Exclude: *potato starches, tapioca, sago and other starches, Item J1.a.4.f); soups broths and stocks containing vegetables (Item J1.i.5); culinary herbs (parsley, rosemary, thyme, etc.) and spices (pepper, pimento, ginger, etc.) (Item J1.i.2.f); vegetables juices (Item J2.b.3.i).*

J1.h Sugar, Jam, Honey, Chocolate and Confectionery

The items under sugar, jam, honey, chocolate and confectionery are:

1. Sugar – includes cane or beet sugar, unrefined or refined
2. Jam, Marmalades, Jellies
3. Honey – natural or artificial honey, maple syrup, molasses and parts of plants preserved in sugar
4. Chocolates - in bars or slabs
5. Ice cream, sorbet and edible ice, ice candy, ice buko, etc.
6. Other confectionary products - includes cocoa based foods and cocoa-based desert preparations, artificial sugar substitutes, sweets, toffees, etc.

Exclude: *cocoa (Item J2.a.3) and chocolate based powder and chocolate based powder (Item J2.a.3.a) or (Item J2.a.3.b). Do not include homemade ice cream in this Item. Report the ingredients used in their corresponding expenditure group.*

J1.i Food Products Not Elsewhere Classified

The items under food products not elsewhere classified are:

Item	Items included
1. Salt	Rock salt, iodized salt
2. Spices and culinary herbs	Pepper (curshed or ground), pimento (chili), ginger, vetsin, laurel, etc
3. Sauces, condiments & seasoning	Soya sauce, tomato catsup, & other tomato sauces, banana catsup, salad dressing & mayonnaise, patis, other sauces, condiments & seasoning, n.e.c. (ginisa mix, lechon sauce, etc.)
4. Vinegar	Coco vinegar, pineapple vinegar, palm vinegar, sugarcane vinegar, etc.

5. Dessert preparation & soup broths	Bouillon, vegetable soups, mushroom soup, etc
6. Baby food & dietary preparation	Cerelac, gerber, etc.
7. Other food products	Coffee mate, etc

Exclude: *milk-based desserts (Item J1.d.4), soya milk (Item J1.d.5), artificial sugar substitutes, cocoa-based dessert preparations (Item J1.i.6).*

J2. Non-Alcoholic Beverages

Include non-alcoholic beverages purchased for consumption at home.

Exclude: *non-alcoholic beverages sold for immediate consumption away from home by hotels, restaurants, cafes, bars, kiosks, street vendors, automatic vending machines, etc. (Item J13.a).*

J2.a Coffee, Tea and Cocoa

The items under coffee, tea, and cocoa are:

1. Coffee (instant, roasted or ground) – include coffee whether or not decaffeinated, roasted or ground, including also instant coffee.
2. Tea – green tea, black tea, other plant products for infusions (pito-pito).
3. Cocoa – Cocoa Powdered (Milo/Ovaltine, etc.) include whether or not sweetened and chocolate-based powder
4. Cocoa-based beverage Preparations

Exclude: *chocolate in bars (Item J1.h.4), cocoa-based products and cocoa-based dessert preparations (Item J1.h.6).*

J2.b Mineral Water, Soft drinks, Fruit and Vegetable Juices

The items under mineral water, soft drinks, fruit and vegetables juices are:

1. Mineral or spring water – includes all drinking water sold in containers such as mineral or spring water
2. Softdrinks – soda, lemonade, cola
3. Fruits and vegetables juices, powder (mango, tomato, etc.) – pineapple juice, mango juice, orange juice, guyabano juice, apple juice, tomato juice, calamansi juice, salabat powder, etc.
4. Concentrates and ready to drink juice (mango puree, grape, etc.) – syrup and concentrates for the preparation of beverages, ready to drink juices
5. Other non-alcoholic Beverages, N.E.C. energy drink such as Lipovitan, Red bull, Joss, Cobra, Gatorade, etc.).

J3. Alcoholic Beverages and Tobacco

Include alcoholic beverages consumed at home only. Include tobacco consumed at home and elsewhere.

J3.a Alcoholic Beverages

1. Liquor – whisky, rum, gin, brandy, voodka (lambanog,etc), and other liquors, n.e.c
2. Wine – Tuba (palm) wine, basi, other wines, n.e.c
3. Beer

Exclude: *alcoholic beverages sold for immediate consumption away from the home, by hotels, restaurants, cafes, bars, kiosks, street vendors, automatic vending machines, etc., (Item J13.a).*

J3.b Tobacco - covers all consumed tobacco by the family, including consumed tobacco in restaurants, cafes, bars, service stations, etc.

The items under tobacco are:

1. Cigarettes containing tobacco
2. Cigars
3. Chewing tobacco
4. Other tobacco, n.e.c

Exclude: *other smoker's articles (Item J11.b).*

J3.c Other Vegetable-Based Products

The items under other vegetables-based products are:

1. Betel leaves and betel nuts
2. Others (mint leaf and lime)

J4. Special Family Occasions

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

The expenditures on special family occasions are grouped into five kinds, namely (1) Food and refreshment, (2) Alcoholic beverages, (3) Services of priests, cooks, waiters, etc., (4) Rental of space, facilities and equipment, and (5) Others. As much as possible, get an estimate of each of the items under each kind. If it will not be possible to go into item details, you will have to combine the expenditures under the most important item. For the frequency/quantity column report in each item of expenditure (Items 1-5) the number of special occasions celebrated in the family where they incurred expenses.

Report in J4 the value of the consumption of the food items for special occasions taken from the family's own produce prior to 2016. Be sure to report the same value as withdrawals from savings of Other Receipts under the "In Kind" column.

Food item/beverages, which came from the family's own produce during the reference period should likewise be reported in J4 since there is no separate column for the "in kind" expenditure. Include the same value under the "Net Receipts" column in Family Sustenance Activity, or the "Total Value" column in the appropriate Entrepreneurial Activity. If it came from the family's net share of crops, etc, during the reference period, include the value under the "Total Net Value of Share".

It should be emphasized that the value of food items already reported in this section should be excluded from the "Value Consumed" column in Net Share of Crops, Family Sustenance Activities; or Entrepreneurial Activity to avoid double reporting of items.

Other items of expenditures incurred because of a special family occasion should be included in the corresponding expenditure groups. It should be noted that gifts received by the family members from outsiders during such special occasions are not included here as they are already listed under the respective expenditure groups to which they belong.

CASES	SPECIAL FAMILY OCCASIONS (J4)	WITH CORRESPONDING ENTRIES
➔family had no guests but food was prepared and given to neighbors	✓	-
➔food items for special occasions taken from the family's own produce prior to 2016	✓	Other receipts
➔food item/beverage which came from the family's own produce during the reference period	✓	Report under Total Value Column in either FSA, NSC or Entrepreneurial Activity

J5. Clothing and Footwear

Ask the respondent, *'During the period January - June 2016, how much is your actual disbursements/expenditure on the following?'*

Ask the actual expenses/disbursement of the family for clothing and footwear bought during January to June 2016 whether purchased/paid for in cash or credit, and received as gifts. Enter the amount in corresponding columns: "In Cash/On Credit" and "Received as Gifts". The

amount should be rounded to the nearest peso. Column of “Total” is equal to sum of amount in the columns: In Cash/On Credit and “Received as Gifts”.

Clothing and footwear which were bought for special occasions of the family like baptismal dress, wedding dress, birthday party outfit, etc. are included in this subsection. However, clothing and footwear bought by a family member but given as gifts to outsiders are excluded in this subsection. Report such expenditures under Subsection J16. Other Expenditures under item b (Gifts and Contribution to Others).

Do not include also in this subsection any clothing, footwear bought by a family member and given to the domestic helper, as this should be entered in Subsection J6. Furniture and Routine Household Maintenance under item f (Goods and Services for Routine Household Maintenance).

Expenses for school uniforms of family members including Girl/Boy Scout uniforms, PE uniforms, CAT uniforms, etc., are excluded. These items should be reported in Subsection J10. Education under item d (Other Educational Expenses).

a. Clothing

Articles included in this item are clothing and other ready-made apparel for all ages such as all kinds pants, shorts, t-shirts, polo shirts, underwear, socks, dress, suits, blouses, stockings, panty hose, tights, raincoats, jackets, sweater, track suit, jogging suits, leotards, sweatshirts, swimwear, ties, handkerchiefs, scarves, gloves, mittens, belt, aprons, bibs, hats, etc.

Sewing materials and accessories like all kind of fabrics, textile, threads, needles, button, zippers, etc.; service fees paid for dressmaking, tailoring, dry-cleaning, laundering and dyeing of garments are also included in this item.

Do not give any value to sewing services rendered by a member of the family for another. However, the imputed value of the sewing services offered free to a family member by a non-family member should be reported in this item in column “Received as Gifts”.

Exclude: *materials purchased for repair of household linen and other household textiles (Item J6.e), service fees paid for dry-cleaning, laundering, and dyeing of household linen, household textiles (Item J6.b).*

b. Footwear

Include in this item all footwear for men, women, children and infants including sports footwear suitable for everyday or leisure wear like rubber shoes, slippers, sandals/step-in and parts of footwear purchased such heels, soles, shoelaces, etc. This item includes also service fees paid for shoe cleaning, repair of footwear, and hire of footwear.

Exclude: *shoe cleaning articles such as polishes, creams, etc. (Item J6.e), babies’ booties made of fabrics (Item J6.a), orthopedic footwear (Item J6.a), game specific footwear like ski boots, football boots, golfing shoes, and other such footwear fitted with ice skates, rollers, spikes, studs, etc. (Item J6.b).*

J6. Furnishings and Routine Household Maintenance

Ask the actual expenses/disbursement of the family for furnishing and routine household maintenance and goods and services for routine household maintenance during the period January to June 2016 whether purchased/paid for in cash or credit, and received as gifts.

a. Furnishings, Carpets and other Floor Coverings

Include in this items are all kinds of furnishings, carpets and other floor covering, household textile, household appliances, glassware, tableware, utensils, tools and equipment for house and garden. Repair of furniture, furnishings, floor covering, and household appliances are also included in this item, both the cost of labor and cost of materials.

- ✓ **Furnishings** – lighting equipment such as ceiling lights, standard lamps, and bedside lamps; pictures, sculptures, engraving, tapestries and other objects including reproduction of works of art and other ornament. Screens, folding partitions and other furniture and fixtures. Delivery and installation when applicable. Base mattresses, mattresses, bathroom cabinets. Blinds; camping and garden furniture; mirrors, candle-holders or candlesticks.
 - ✓ **Carpets and other floor coverings** - include payment for loose carpets, fitted carpets, linoleum and other such coverings. Laying of floor coverings.
 - ✓ **Repair of furniture, furnishings and floor covering** – repair of furniture, furnishings and floor coverings. Total amount of the service (that is, both the cost of labor and cost of materials are covered). Restoration of works art, antique furniture and antique floor coverings other than those acquired primarily as stores of value (capital formation)
- b. Household Textile** – payments for furnishings fabrics, curtain material, double curtains, awnings, door curtains and fabric blinds. Beddings such as sheets, travelling rugs, plaids, comforters, counterpanes and mosquito nets. Table linen and bathroom linen such as tablecloths, table napkins, towel and face-clothes. Other household textiles such as shopping bags, laundry bags, shoe bags, cover for clothes and furniture bags, sunshades, etc. Repair of such articles, cloth bought by the piece; oilcloth; bathroom mats, rush mats and door mats.
- c. Repair of Household Appliances** - total value of the service (that is, both the cost of labor and the cost of materials are covered); charges for the leasing or rental of major household appliances.
- d. Glassware, Tableware and Household Utensils** - Glassware, crystal-ware, ceramic ware and chinaware of the kind used for table, kitchen, bathroom, toilet, office and indoor decoration; cutlery, flatware and silverware. Non-electric kitchen utensils of all materials such as saucepans, stewpots, pressure cookers, frying pans, coffee mills, puree makers, mixers, hot plates, household scales and other such Non-electric household articles of all materials such as containers for bread, coffee, spices, etc., waste bins, waste-paper mechanical devices baskets, laundry baskets, portable moneyboxes and strong-boxes, towel rails, bottle racks, irons and ironing boards, letter boxes, feeding bottles, thermos flasks and iceboxes. Repairs of such articles.

- e. **Small tools and miscellaneous accessories** – hand tools such as saws, hammers, screwdrivers, wrenches, spanners, pliers, trimming knives, rasps and file. Garden tools as wheel barrows, watering cans, hoses, spades, shovels, rakes, forks, scythes, sickles and secateurs. Ladder and steps. Door fittings (hinges, handles and locks), fittings for radiator and fireplaces, other metal articles for the house (curtain rails, carper rods, hooks, etc.) for the garden (chains, grids, stakes and hoop segments for fencing and bordering). Small electric accessories such as power sockets, switches, wiring flex, electric bulbs, fluorescent lighting tubes, torches, flashlights, hand-lamps, electric batteries for general use, bells and alarms). Repair of small tools and miscellaneous.
- f. **Goods and Services for Routine Household Maintenance** - Include in this item all the non-durable household goods and domestic and household services. Non-durable household goods – cleaning and maintenance products such as soaps, washing powders, washing liquids, scouring powders, detergents, disinfectants bleaches, softeners, conditioner window cleaning products, waxes, polishing dyes unblocking agents, disinfectants, insecticides, fungicides; articles for cleaning such as brooms, scrubbing brushes, dust pans, and dust brushers, dusters tea towels, floor cloth, household sponges, scourers, steel wool and chamois leathers; paper products such as filters, tablecloths and table napkins, kitchen paper vacuum cleaner bags and cardboard tableware, including plastics bin liners; matches, candles, lamp wicks, methylated spirits, clothes pets, clothes hangers, pins, sewing needles, sewing needles, knitting blades, thimbles, nails, screw, nuts and bolts, tacks washers, glues and adhesive tapes for household use, string, twine and rubber gloves, polishes, creams, and other shoe-cleaning articles.

Exclude: *horticultural products for the upkeep of ornamental gardens, (Item J9.c); paper handkerchiefs, toilet paper, toilet soaps, toilet sponges and other products for personal hygiene, (Item J11.a).*

- Domestic services and household services – domestics services supplied by paid staff employed in private service such as butlers, cooks, maids, drivers, gardeners, governesses, secretaries, tutors; similar domestic services including babysitting and housework supplied by manpower agencies; window cleaning, disinfecting, fumigation and pest examination; dry-cleaning, laundering and dyeing of household linen, household textiles and carpets; hire of furniture, furnishing, carpets, household equipment and household linen.

Exclude: *dry-cleaning, laundering and dyeing of clothes or garments (Item J6.f).*

Washing clothes is one of the basic household chores for almost every household. If there is no reported consumption in laundry soap or detergent given in Item f (Goods and Services for Routine Household Maintenance), there should be reported consumption in dry-cleaning, laundering services in J5.a (Clothing). Otherwise, asked for a valid explanation and indicate this in the space for Computations/Remarks.

Refer to the matrix below for the different cases:

Case	Action to be taken
<ul style="list-style-type: none"> The family is paying for domestic helper's wages but has not done so for some months during the reference semester 	Report the amount equivalent to the domestic helper's wage during the reference period in the appropriate line in Item J6.e (Domestic and household services) under the "In Cash/On Credit" column. Be sure to enter the amount as loans from other families under P. Other Receipts (Item 3).
<ul style="list-style-type: none"> The family is not paying the domestic helper for some months because he/she has a loan to the family, which was granted prior to the reference period. 	Report the wages of the domestic helper under the "In Cash/On Credit" column. However, the same amount should be reported in Item P5 (Payment received from loans granted to other).
<ul style="list-style-type: none"> A non-family member offered to pay for the family's domestic services 	Enter the payments made to the domestic helper during the reference period under the "Received as Gifts" column.
<ul style="list-style-type: none"> A family has not availed of the services of a domestic help or any other non-family member during the past month but has done so during the previous months of the reference semester. 	Get the estimate of the expenses during the entire semester.

J7. Durable Furniture and Equipment

Enter here the value of all durable furniture and equipment such as pieces of furniture, major household appliances, major tools and equipment, etc. acquired on in cash/on credit basis or received as gifts during the reference period that is, January to June 2016, and intended for family use.

The value of all durable furnishings and equipment received as gifts by the family should be entered in received as gift column.

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

In case the family bought a vehicle during the period January to June 2016, divide the total amount by 6 in order to get the average amount to be reported in this subsection.

The items under durable equipment are:

a. Furniture

This include dining table/dining chairs, sala set/sofa beds, cabinets, computer table, shoe rack, TV rack, etc.; baby furniture (crib, stroller, walker, etc.)

b. Major Household Appliances

Refrigerator/freezer, washing machine, cooking range/stove/microwave oven, aircon and others (electric dish dryer, water dispenser, sewing machine, etc.)

c. Small Electric Household Appliances

Included items for small electric household appliances are: electric fan, rice cooker, flat iron, toaster, blender, electric airpot, griller, coffee maker, hotplates, etc.

d. Major Tools and Equipment (electric drills, saws, lawn mowers, etc.)**e. Transport Equipment for Household use**

This item includes motor cars, motorcycles of all types, scooters and powered vehicles, side cars, etc.; bicycles and tricycles of all types, rickshaws. Animals required to drawn the vehicles and related equipment (yokes, collars, harnesses, bridles, reins, etc.)

f. Major Household Equipments

Include purchase of telephones, cellular telephone, radio-telephones, telefax machines, telephone answering machines and telephone loudspeakers. Repair of telephone and telefax equipment.

Exclude: *telefax and telephone answering facilities provided by personal computers, (Item J9.a).*

g. Audio-visual Equipments and Information Processing

This item include radio (am/fm), radio cassette, television, VCD/DVD, video cassette recorder, sing-along systems, cameras, desktop computers, notebook or laptop, printers, scanner, others (film and slide projector, enlargers and film processing equipment, etc.).

h. Other Major Durables for Recreation and Culture

This item includes all the expenses on major durables for outdoor recreation, musical instruments and major durables for indoor recreation, and maintenance and repair of other major durables for recreation and culture.

h.1 Major Durables for Outdoor Recreation - Includes purchases of: Camper vans, caravans and trailers; Airplanes, microlight aircraft, gliders, hang gliders and hot-air balloons; Boats, outboard motors, sails, rigging and superstructures; Horses and ponies, horse or pony drawn vehicles and related equipment (harnesses, bridles, reins and saddles, etc.).

- h.2 Musical Instruments and major durables for indoor recreation - Includes purchases of musical instruments of all sizes, including electronic musical instruments, such as pianos, organs, violins, guitars, drums, trumpets, clarinets, flutes, recorders, harmonicas, etc. This item also includes billiard and ping-pong tables, pinball machines, gaming machines, etc.

J8. Health

Ask the actual expenses/disbursement of the family for medical products, therapeutic gadgets and equipment, outpatient medical services and hospital services within January to June 2016 whether purchased/paid for in cash or credit, and received as gifts.

a. Medical Products, Therapeutic Gadgets and Equipment

This item covers medicament, prostheses, medical appliances and equipment and other health related products purchased by individuals or household, either with or without prescription, usually dispensing from chemist, pharmacists or medical equipment suppliers. They are intended for consumption or use outside a health facility or institution.

This item included expenses on medicines and drugs such as serums and vaccines, vitamins and mineral, pain reliever, cod liver oil halibut liver oil, dietary supplements, herbal medicines, and medicines for infections and infestations, hypertensive and cardiovascular disease, endocrine and central nervous systems, allergy and respiratory system, etc. Other medical products are also included in this item like clinical thermometer, adhesive and non-adhesives bandages, hypodermic syringes, pregnancy tests and condoms, contraceptive pills and other mechanical contraceptive devices, hot-water bottles and ice bags, etc.

Therapeutic appliances and equipment like corrective eye glasses and contact lenses, hearing aids, artificial limbs and other prosthetic devices, electronic and other devices for monitoring blood pressure, wheelchairs, etc are included in this item. Also the cost of repair of therapeutic appliances and equipment should be reported in this item.

Products supplied directly to out-patients by medical, dental and paramedical practitioners or to in-patients by hospitals and the like are included in out-patient services, (Item J8.b), or hospital services, (Item J8.c).

Exclude: *veterinary product, belts and support for sport (Item J9.c); articles for personal hygiene such as medicinal soaps, (Item J11.a); sun-glasses not fitted with corrective lenses, (Item J11.b).*

b. Out-patient Services

This item covers medical, dental and paramedical services delivered out-patient by medical, dental and paramedical practitioners and auxiliaries. The services may be delivered at home, in individual or group consulting facilities, dispensaries or the

outpatient clinics of hospitals and the like. Out-patient services include the medicaments, prostheses, medical appliances and equipment and other health-related products supplied directly to outpatients by medical, dental and paramedical practitioners and auxiliaries.

This item includes general medical services availed of consultation, physical check-up and laboratory services, dental and laboratory services. And also paramedical services like medical analysis laboratories and x-ray centers, freelance nurses and midwives, freelance acupuncturists, chiropractors, optometrists, physiotherapists, chiropractors, optometrists, physiotherapists, speech therapists, etc. medically-prescribed corrective-gymnastic therapy out-patient thermal bath or seawater treatments, ambulance services, and hire of therapeutic equipment. This item also includes services of practitioners of traditional medicine.

Medical, dental and paramedical services provided to in-patients by hospitals and the like are included in the hospital services, (Item J8.c).

c. Hospital Services

This item covers the services of general and specialists hospitals, the services of medical centers, maternity centers, nursing homes and convalescence homes, which chiefly provide inpatients health care, the services of institutions serving old people in which medical monitoring is an essential component and the services of rehabilitation centers providing in-patient health care and rehabilitative therapy where the objective is to treat the patient rather than to provide long-term support.

- Hospital services (In-Patient Services) - Hospital services comprise the provision of the following services to hospital in-patients: administration, accommodation, food and drink, supervision and care by non-specialist staff (nursing auxiliaries) first aid and resuscitation, ambulance transport, provision of medicines and other pharmaceutical products, provision of therapeutic appliances and equipment; Medical services such as: services of physicians in general or specialist practice, of surgeon and or dentists medical analyses and X-rays paramedical services such as those of nurses, midwives, chiropractors, optometrists, physiotherapists, speech therapists, etc.

Hospitalization is defined as occurring when a patient is accommodated in a hospital for the duration of the treatment. Hospital day care and home-based hospital treatment are included as hospices for terminally-ill persons.

Hospitals are defined as institutions which offer inpatient care under the direct supervision of qualified medical doctors. Maternity centers, nursing homes and convalescent home also provide in-patient care but their services are supervised and frequently delivered by staff of lower qualification than medical doctors.

Enter in this section the value of any health care or medical goods and services availed of by the family during the reference period. **Include** as cash expenditures all benefits such as free hospitalization, free medicines, free checkups, etc. from an employer.

Medical and dental fees paid by the students as part of their school fees, should be entered in Subsection J10. Education. However, if there were other payments made by the students when treated, these should be reported in this expenditure group under Outpatient Medical Services. **No imputation** should be made for students in public schools who have undergone drug test as school requirement. **Do not report** or impute value on the medical goods and services offered free by government hospitals and clinics, medical associations and other civic groups, which were availed of by any member of the family.

J9. Recreation and Culture

Ask the actual expenses/disbursement of the family for audio-visual photography and information processing, other major durables for recreation and culture, other recreational items and equipment, gardens and pets, recreational and cultural, newspapers, books and stationery and package holiday within January to June 2016 whether purchased/paid for in cash or credit, and received as gifts.

For books and school supplies, you have to ask also for each student. There are courses which require expensive books and materials like those in Medicine, Architecture, Fine Arts and other Engineering courses. Reference books such as Encyclopedias, Book of Nature Series, World Atlas, Bible Stories and the like are to be included in this section.

Include under this group the purchase of ornamental plants and orchids which are raised as a hobby. Include also the fertilizers, insecticides, charcoal and other incidental expenses made in the care of the plants. However, if plants are for sale then this becomes a family-operated activity that should be reported in Section O. Entrepreneurial Activities under Subsection O1. Crop Farming and Gardening.

Likewise, if the family member raised animals such as fighting cocks, dogs, cats, birds, fishes, etc. the amount spent in buying and raising the animal/s has to be included in this expenditure group. If the family keeps a pet, the amount spent for the care (e.g., food, visits to the veterinarian, etc.) of the family pet is likewise included in this section.

If the family received the items as gifts or availed of the services for free, then the corresponding value of such items or services will be entered in “Received as Gifts”. An example is a complimentary pass to the movies for one year. However, do not include in “Received as Gifts” the value of occasional free treats to the movies.

a. Audio-Visual Photography and Information Processing

This item includes expenses on equipment for the reception, recording and reproduction of sound and pictures, photographic and cinematographic equipment and optical instruments, and information processing equipment.

- Equipment for the reception, recording and reproduction of sound and pictures - microphones, earphones, headphones, sing along equipment, etc.
- Photographic and cinematographic equipment and optical instruments –. Binoculars, microscopes, telescopes and compasses.

- Information processing equipment – calculator, including pocket calculators. Repair of audio-visual, photographic and information processing equipment and the total value of the service (that is, both the cost of labor and the cost of materials are covered) are included in this item.

b. Maintenance and repair of Non-Durables for Recreation and Culture

Maintenance and repair of other major durables for recreation and culture; Total value of the service (that is, both the cost of labor and the cost of materials are covered); Laying up of boats, camper vans, caravans, etc.; Hangar services for private planes; marina services for boats; Veterinary and other services (stabling, feeding, etc.) for horses and ponies purchased for recreational purposes.

Exclude: *camper vans, golf carts, horses and ponies, horse or pony drawn vehicles and related equipment purchased for recreational purposes, (Item J7.h); toy bicycles and tricycles, (Item J7.e).*

c. Other Recreational Items and Equipment, Gardens and Pets

This item includes all the expenses on games, toys, equipment for sport, camping and open-air recreation, garden, plants and flowers, and pets and other related products.

- Games, Toys and Hobbies - card, games, parlor games, chess sets, and the like. Toys of all kinds including dolls, soft toys, toy cars and trains, toy bicycles and tricycles, toy construction sets, puzzles, electronic games, masks, disguises, jokes, novelties, fireworks and rockets, festoons and Christmas tree decorations; Stamp-collecting requisites (used or cancelled postage stamps, stamp albums, etc.) other items for collections (coins, medals, minerals, zoological and botanical specimens, etc.) and other tools and articles, n.e.c. for hobbies. This subsection also includes video-game, software: video-game computers that plug into a television set; video-game cassettes and video-game CD-ROMs.

Exclude: *collectors' items falling into the category of works of art or antiques, (Item J6.a) unused postage stamps, (Item J15.a); children's scrapbooks, (Item J9.e).*

- Equipment for Sport, Camping and Open-air Recreation - Include purchase of gymnastic, physical education and sport equipment such as balls, shuttlecocks, nets, rackets, bats, golf clubs, foils, sabres, poles, weights, javelin, dumb-bell, chest expanders and other body building equipment; Parachutes and other sky-diving equipment; Firearms and ammunition for hunting, sport and personal protection; Fishing rods and other equipment for fishing; Equipment for beach and open air games such as bowls, croquet, volleyball and inflatable boats, rafts and swimming pools; Camping equipment such as tents and accessories, sleeping bags, backpacks, air mattresses and inflating pumps, camping stoves and barbeques. Repair of such articles; Game specific footwear (ski boots, football boots, golfing shoes and other such footwear fitted with ice skates, rollers, spikes, studs, etc.)

Exclude: *crash helmets for motor cycles and bicycles, (Item J5.a); camping and garden furniture, (Item J6.a).*

- Garden, plants and flowers - Natural or artificial flowers, foliage, plants, shrubs, bulbs, tubers, seeds, fertilizers; Composts, garden peat, turf for lawns, specially treated solid for ornamental gardens, horticultural preparations, pots and pot holders. Natural and artificial Christmas trees; delivery charges for flowers and plants.

Exclude: *gardening gloves, equipment and tools (Item J6.d); gardening services, (Item J6.e or Item J11.d); insecticides and pesticides for household use (Item J6.e).*

- Pets and Other Related Products - pets, pet foods, veterinary and grooming products for pets, collars, leashes, kennels, birdcages, fish tanks, cat litter, etc.

Exclude: *horses and ponies (Item J7h.i or Item J9.b).*

d. **Recreational and Cultural**

This item includes all the expenses on recreational and sporting services, cultural services, and games of chance.

- Recreational and sporting services - includes services provided by: Sports stadiums, horse-racing courses, motor-racing circuits, etc. Gymnasium, fitness centers; Skating rinks, swimming pools, golf courses; Tennis, volleyball, badminton, basketball courts, squash courts and bowling alleys; Fairgrounds and amusement parks Skating rinks, swimming pools, golf courses; Roundabouts, see-saws and other playground facilities for children Coin-operated amusement machines services; Hire of equipment and accessories for sport and recreation, such as airplanes, boats, horses, and camping equipment; Out of school individual or group lessons in chess, aerobics, dancing, music, skating, skiing, swimming or other pastimes; Services of mountain guides, tour guides, etc.; Navigational aid services for boating; Hire of game specific footwear such as bowling shoes, golfing shoes, boots skates, etc.
- Cultural services -Includes services provided by: Cinemas, theaters, opera houses, concert halls, music halls, circuses, sound and light shows; Museums, libraries, art galleries, exhibitions Historic monuments, national parks; zoological and botanical gardens, aquaria; Hire of equipment and accessories for culture, such as television sets, video cassettes, etc.; Television and radio broadcasting, in particular license fees for television equipment and subscriptions to television networks; Services of photographers such as film developing, print processing, enlarging, portrait photography, wedding photography, etc. Services of musicians, clowns, performers for private entertainments.
- Games of chance - Includes service charges for lotteries, bookmarkers, casino and other gambling establishments, gaming machines, bingo hall, scratch cards, sweepstakes, etc.

Service charge is defined as the difference between the amounts paid for lottery tickets or placed in bets and the amounts paid out to winners.

e. Newspaper, Books and Stationery

This item include all the expenses on **all kind of books**, text books, atlases, dictionaries, encyclopedias, guidebook, cookbook, musical scores, scrapbooks, and also albums for children, **newspaper and periodicals**. It include also **stationery and drawing materials** such as writing pads, envelopes, account books, notebooks, diaries, etc. pens, pencils, fountain pens, ball-point pens, felt-tip pens, inks, erasers, pencil sharpeners, etc.; stencils, carbon paper, typewriter ribbons, inking pads, correcting fluids, etc.; paper punchers, paper cutters, paper scissors, office glues and adhesives, staplers and staples, paper clips, drawing pins, etc.; drawing and painting materials such as canvas, paper, card, paints, crayons, pastels and brushers.

This item includes also educational materials such as exercise books, slide rules, geometry instruments, slates, chalk and pencil boxes.

Exclude: *pocket calculator (Item J9.a), stamp albums (Item J9.c)*

f. Package Holiday

This item includes all inclusive holidays or tours which provide for travel, food, accommodation, guides, etc. Also includes half-day and one day excursion tours; pilgrimages.

J10. Education

Ask the actual expenses/disbursement of the family on tuition fees, education not definable by level, allowances for family members studying away from home, and other educational expenses within January to June 2016 whether purchased/paid for in cash or credit, and received as gifts.

This section **includes** educational services only. It does not include expenditure on educational materials such as books and stationary (Item J9.e) or educational support services such as health care services (Subsection J8), transport services (Item J14.b), catering services (Item J13.b) and accommodation services (Item J13.c).

It includes education by radio or television broadcasting. This section covers expenditures on educational fees such as tuition, matriculation and other school fees. Also **include** allowances given to family members studying away from home, school uniform and footwear, computer rental services and printing services.

If the family shouldered the expenses incurred during the reference period for any of the items/services included in this group, the value should be entered in “In Cash/On Credit” column. But when the fees and other school obligations are paid or provided for by a relative, a benefactor or a private entity as a gift or grant, the value the tuition fees are to be entered in “Received as Gifts”. **Include** also in “Received as gifts” any gift in cash intentionally given to the family for the purpose of paying educational expenses. When the schooling member of the family is a recipient of a scholarship grant sponsored by the government, a private corporation or an association, report the value of grant in “Received as Gifts”.

Include also in this section graduation fees, internship fees, payment of yearbooks and other school contribution. If receipts of payments are available, refer to them in order to get the accurate amount paid for school fees. **Payment for board and lodging** of family members studying away from home is covered under Subsection J13. Restaurant and Hotels under Item c. (Accommodation Services).

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

Cases	J10. Education	With Corresponding Entries in
Enjoying the educational plan	In Cash/On Credit	P. Other Receipts under item 6 (Withdrawals from saving/business equity)
Paying and educational plan for future use	-	J11. Miscellaneous Good and Services under item d (Insurance)
Recipient of Study Now Pay Later Plan (SNPLP)	In Cash/On Credit	P.3. (Loans from other families) or P.4 (Loans from business firms and government institutions))
Paying for SNPLP availed before the reference period	-	J17. Other Disbursement under item b (Payments of cash loan)
Enjoying free education	miscellaneous fees	-
Working student (enjoying free tuition)	In Cash/On Credit	K. Salaries and wages from employment under Column 11 (Earnings in Kind, housing, clothing, food, etc.)
Scholar (Academic/athletic) Free tuition	Received as Gifts	-
Rewards from previous School year (with honors)	-	N2. Cash receipts, support, etc. from domestic source
Graduate (received seed money)	-	P.11 (Other receipts),
Children of school faculty/ personnel availed discount on tuition fee	In Cash/On Credit (total amount paid)	K. Salaries and wages from employment under Column 11 (Earnings in Kind, housing, clothing, food, etc.) = (discount on tuition fee)

If at least one family member is studying, it is expected to have entry in this expenditure group. Elementary students may be enjoying free education, but their family has shouldered expenses for their school uniform and footwear. If there is no student in the family but there is an entry in this expenditure group, verify from the respondent. If the family sponsored the schooling of a student outside the family the expenses should be reported in Subsection J16. Other Expenditures under item b (Gifts and Contributions to Others).

The items under education are the following:

a. Tuition Fees

This item includes all expenditures on education services (tuition fee, matriculation, etc) in all level of education (pre-primary, primary, secondary, post secondary, tertiary, baccalaureate and post graduate). Also includes expenditures on organized instruction, education services for members of the family with special needs (gifted, mentally, psychosocially and differently-able) of education. This type of education services may also be provided in hospital or in special schools or training centers.

b. Education not Definable by level

Include expenditures on all other education services which are not definable by educational level. Also includes expenses on educational programs, generally for adults, which do not require any special prior instruction, in particular, vocational training and cultural development.

Exclude: *driving lessons (Item J14.a); recreational training courses such as sport or bridge lessons given by independent teachers (Item J9.d).*

c. Allowances for family members studying away from home

Include allowances of family members studying away from home who are not enumerated as member of the household.

d. Other educational expenses

Include in this item the expenditure on school uniform and footwear, computer rental services and printing services, and other educational expenses (yearbook, toga, etc.).

J11. Miscellaneous Goods and Services

Ask the average monthly expenses/consumption of the family on personal care, personal effect, social protection, insurance and financial services during the period January to June 2016 whether purchased/paid for in cash or credit, in kind and received as gifts.

For this section, the whole price or the full value of the commodities purchased or acquired during the specified period shall be reported even though not all of such commodities were consumed during the period.

This section gathers information on the value of items purchased or services availed of by the family on miscellaneous goods and services such as services for hairdressing salon, barbershop, purchased of articles and products for personal hygiene such as (toilet soap, shampoo, toothpaste), beauty products such as lipstick, make up, etc., during the reference period.

If any member of the family bought any item or paid for any services for his/her own personal care and effects, enter the value of the item(s) or services under “In Cash/On Credit” column. However, if the goods were received as gifts or the services were rendered free by any non-family member to the sample family, enter the imputed value in “Received as Gifts” column.

If the service/treatment like hair rebond or any other services was done in his/her own beauty parlor, impute the cost incurred and enter in “In Cash/On Credit”.

Items for personal effects bought like graduation ring, wedding ring and services availed of (e.g. hair and make-up done either in beauty parlor or at home) for special occasions of the family are to be **included** in this item.

For the articles purchased or received as gift only once during the entire semester, it is allowed to get the average monthly value by dividing the total of the value by 6. For example, one of the family members bought a ring only once during the entire semester, the total value of the ring was Php 3,000, in order to get average monthly expenses of the ring, divide Php 3,000 by 6, then the average monthly expenses is Php 500, record this on “In Cash/On Credit” column. It applied also on expenditure on beauty products like, lipstick, make up, perfumes where purchases occur infrequently.

This subsection also asked for the expenditure on social protection, insurance and financial services. The items under miscellaneous goods and services are:

a. Personal Care

a1. Hairdressing Salons and Personal Grooming Establishments - This item includes payment for the services of hairdressing salons and beauty parlor: manicure/pedicure, hot oil, rebonding, cold wave/perm, hair trim, etc.; barbershop services, e.g. haircut, shave, spas, saunas, non-medical massages, aesthetic/cosmetic surgery, body care, depilation and the like.

a2. Electric Appliances for Personal Care - Includes purchase of electric razor, hair trimmers, hand-held and hood hair dryers, curling tongs, styling combs, etc.

a3. Other appliances, articles and products for Personal Care - purchase of non-electric appliances (blades, scissors, nail files, combs, shaving brushes, hairbrushes, hairpins, curlers, personal weighing machines, etc.); Articles for personal hygiene (toilet and medicinal soap, toothpaste, shampoo, conditioner, cleansing oil, rubbing alcohol, etc.); Beauty products (lipstick, make-up, lotion, perfumes, etc.); Other products for personal care (toilet papers, paper towel, napkins, cotton wool, diapers, shower caps, etc.)

Exclude: *Fitness centers (Item J9.d).*

b. Personal Effects

b1. Jewelry, clocks and watches - purchases of precious stones and metals; jewelry fashioned out of such stones and metals; costume jewelry; cuff-links and tie-pins; clocks; watches; stopwatches; alarm clocks; travel clocks; and repair of such articles.

Graduation ring, wedding ring and services availed of (e.g. hair and make-up done either in beauty parlor or at home)

b2. Other personal effects - travel goods and other carriers of personal effects; suitcases, trunks, travel bags, attaché cases, handbags, wallets, purses, etc. Articles for babies, baby carriages, pushchairs, carrycoats, car beds and seats, back-carriers, front carriers and harnesses, etc.; Articles for smokers: pipes, lighters, cigarette cases, ashtrays, etc.; Miscellaneous personal articles: sunglasses, walking sticks and canes, umbrellas, fans, key rings, etc.; Funerary articles: coffins, gravestones, urns, etc.

Exclude: ornament (Item J6.a or J6.d), baby furniture (Item J6.a), feeding bottles– (Item J6.d) and shopping bag (Item J6.b); radio clocks (Item J6.a).

c. Social Protection (retirement homes for elderly persons, residences for disabled persons, etc.)

This includes services of residential care, home help, day care and rehabilitation. Payment of the family for:

- retirement homes for elderly persons
- residences, for disabled persons, etc.
- rehabilitation centers providing long-term support for patients rather than health care and rehabilitative therapy
- schools for disabled persons where the main aim is to help students overcome their disability
- Wet-nurses, crèches, play schools and other child-minding facilities
- Counseling guidance, arbitration, fostering and adoption services for the families

d. Insurance (life and non-life insurance)

d1. Life insurance (GSIS, SSS, etc) - This item includes service charges for life insurance, death benefit assurance, education assurance, etc.

d2. Housing insurance - service charges paid by owner-occupiers and by tenant for the kinds of insurance typically taken out by tenants against fire, theft, water, damage, etc.

d3. Health insurance - service charges for private sickness and accident insurance;

d4. Transport insurance – service charges for insurance in respect of personal transport equipment and service charges for travel insurance and luggage insurance;

d5. Other insurance - service charges for other insurance such as civil liability for injury or damage to third parties or their property.

e. Financial services (financial charges of banks, money changers, etc.)

Include in this item the financial intermediation services indirectly measured (FISIM), except investment banking, insurance services and pension services.

f. Other services, n.e.c.

Include in this item the fees for legal services, fees for employment, funeral charges, cremation, payment for photocopies, fees for the issue of birth, marriage and death certificates, service charges in bayad centers, etc.

J12. Housing, Water, Electricity, Gas and Other Fuels

Ask the average monthly expenses/consumption of the family on housing, water, electricity, gas and other fuels during the period January to June 2016 whether purchased/paid for in cash or credit, in kind and received as gifts.

To avoid overestimation or underestimation of the family expenses for the entire semester get the average monthly consumptions and/or expenditures for the items in this sections which the monthly consumptions are not normal, i.e., unusually high or low. Ask for the official receipts or billing statements and compute for the average consumptions (average monthly consumption = total amount consumed for 6 months/6).

The subsections under housing, water, electricity, gas and other fuels are:

a. Actual Rentals for Housing

This item includes rentals paid by tenants or subtenants occupying furnished or unfurnished premises as their main residence and payments by households occupying a room in a hotel or boarding house as their main residence; rental paid for secondary residences is also included in this item.

Rentals normally include payment for the use of the land on which the property stands, the dwelling occupied, the fixture and fitting for heating, plumbing, lighting, etc. Also include payment for the use of the garage to provide parking in connection with the dwelling. The garage does not have to be physically contiguous to the dwelling; nor does it have to be leased from the same landlord.

Exclude: *payment for the use of garage or parking spaces not providing parking in connection with the dwelling, (Item J14.b). Accommodation services of educational establishments and hotels, (Item J13.c) and of retirement homes for elderly persons, (Item J11.c).*

b. Imputed Rentals for Housing

This item includes imputed rental of owners occupying their main residence and imputed rentals for secondary residence and family paying a reduced rental or housed free. Consistency checking between Item J12.a (Actual Rentals for Housing) against Section E. Housing Characteristics.

Owner-like possession of house and lot means that the family may have an outstanding loan on the property such as mortgage or other real estate loan. It is possible that the family already owns or still paying the amortization for the house but

the lot is leased on a long-term basis. It also includes lot under heirship and other similar arrangements, even if the lot has no title or the title has not been transferred to the heir(s) yet. Guide the respondent in estimating the imputed rent based on the prevailing prices in the area. The amount reported will have an effect on the family income.

Do not confuse imputed rent with amortization payments. Note that imputed rent refers to the value of the house/lot based on its use while amortization payments refer to the periodic payments made by the family on real property they acquired on installment basis. Hence, if the family owns the house/lot but is still paying for it, the total of payments made for the six-month reference period is to be included in Subsection J17. Other Disbursement under Item a (Purchase/amortization of real property).

However, the imputed rent must be entered in Item b of this section. Computations of rent should be based on prevailing prices in the area.

c. Maintenance and repair of the dwelling

This item includes products and materials such as paints and varnishes, renderings, wall papers, fabric wall coverings, window panes, plaster, cement, putty, wallpaper paste, etc., purchased for minor maintenance and repair of dwelling. Also includes small plumbing items (pipes, taps, joints, etc) and surfacing materials (floor boards, ceramic tiles, etc.).

Service charges of plumbers, electrician, carpenters, glaziers, painters, decorators, floor polishers, etc. engaged for minor maintenance and repair of dwelling are included in this item. Both the cost of labour and the cost of materials are covered.

Exclude: *Fitted carpets and linoleum (Item J6.a), hand tools, door fittings, power sockets, wiring flex and lamp bulbs (Item J6.d), brooms, scrubbing brushes, dusting rushes and cleaning products, (Item J6.e); products, materials and fixtures used for major maintenance and repair (Item J17.g) or for extension and conversion of the dwelling.*

d. Water supply and miscellaneous services relating to the dwelling

This item includes water distribution services through mains, associated expenditure such as hire of meters, reading of meters, standing charges, etc.

Exclude: Drinking water sold in bottles or containers, (Item J2.b.1)

e. Electricity, Gas and Other Fuels

Includes associated expenditure such as hire of meters, reading of meters, standing charges, etc.

Enter in the “In Kind” column the consumption of electricity, fuel and other fuels received free or gathered as in the case of twigs and tree branches used for firewood.

Refer to the matrix below for the different cases:

Case	Action to be taken
<ul style="list-style-type: none"> A family shares the facilities (LPG, electricity and water) with other household 	Estimate only the family's shared consumption.
<ul style="list-style-type: none"> Electricity is used to pump water from natural source for use of the family 	Record the cost of electricity spent in a month in item J12.e (Electricity). Do not impute any value for water in this case.
<ul style="list-style-type: none"> Expenses on LPG, kerosene, electricity and water for private use is integrated in a business operated by the family or other family 	<p>Ask the respondent to estimate the amount consumed for private use of the family.</p> <p>You may help the respondent estimate the family's electric consumption by making a list of the household's electrical appliances in the Computations/Remarks, together with their wattage and the frequency of use (e.g. average number of hours used per day) during the month. Get the total kilowatt consumption for the month then multiply the value by the rate per kilowatt charged in the area.</p> <p>Enter the results in the "In Cash" column in J12.e. Subtract this value from the total bill and report the difference in the appropriate subsection in Section O. Entrepreneurial Activities as cost incurred in operating a business.</p>
<ul style="list-style-type: none"> A family member is provided with free housing by his employer including light and water 	Ask for an estimate of the family's consumption on light and water and report in this section under the "In Cash/On Credit" column. However, do not forget to report the same amount under K (Salaries and Wages from Employment) under earnings in kind.
<ul style="list-style-type: none"> Fuel is used to run the family's generator 	<p>Enter the cost of fuel used to run the family's generator in J12 Item e. (Electricity).</p> <p>If the family acquired the generator within January – June, 2016, its acquisition cost should be entered in Item J7.a (Household Appliances) while the value for pipes used and labor paid, if any, are to be entered in this Section J12 under Item c (Maintenance and Repairs of the Dwellings).</p> <p>But if the family had acquired an industrial type of generator at home during the reference period more for business than for family use, enter the cost of installation and depreciation of the generator as cost under the appropriate entrepreneurial activity in Section O. Acquisition cost should not be reported since this is capital outlay expenditure.</p>
<ul style="list-style-type: none"> Charcoal used for growing 	Do not include in J12.e the charcoal used for

orchids	growing orchids. This should be reported in Item J9.c, if it is a hobby or in Subsection O1. Crop farming and Gardening if the plants are for sale.
<ul style="list-style-type: none"> Families paying for regular electric or water services or buying water in “timba” or “drum” 	Ask the average monthly payment made during the reference period. If the light and water is included in the rental paid for the house, try to get the approximate amount for the light and water.
<ul style="list-style-type: none"> Families using solar energy 	<p>If the solar energy panel was bought or installed during the reference period, report the expenses under Subsection J6.c (Household Appliances). Do not report any expenses under J12.e (Electricity).</p> <p>If solar energy panel was subsidized by the government, report only the maintenance fee under item J12.c (Maintenance and Repair of the Dwelling) and put necessary remarks.</p> <p>Item E5 should have entry of code “1” in the box.</p>

J13. Restaurants and Hotels

Ask the average monthly expenses/consumption of the family on restaurants, cafes, and the like, canteens and accommodation services such as expenses on hotels, boarding houses, inns and establishment offering “bed and breakfast”, condominium-hotel and other accommodation services.

This subsection includes food bought and eaten outside the house like snacks (merienda), lunch, etc. Note that the daily allowances of school children for their sandwiches, softdrinks, etc., at school are also covered by this section. Thus, if the schooling members of the family are given regular allowance, estimate the amount of the food consumption and report it here. In estimating the amount to be entered, take note of those months when schooling children are usually on vacation. **DO NOT** forget to report the amount used for their transportation in Subsection J14. Transport under item b (Transport Services). Include also the prepared food bought outside but eaten at home.

DO NOT give any value to food consumed by a family member at parties he/she attended, or food items occasionally offered to him by friends, say in school or in office.

Before asking the expenditure on this section, ask about the number of family members regularly eating outside the home before getting the details needed. Refer to the demographic characteristics of the family Section B column 2 if there are family members who are currently enrolled and family members who are working.

The items under restaurant and hotels are:

a. Restaurants, cafes and the like

This item Includes catering services (meals, snacks, drinks and refreshments) provided by restaurants, cafes, buffets, bars, tearooms, etc. In places providing recreational, cultural, sporting or entertainment services: theatres, cinemas, sports stadiums, swimming pools, sports complexes, museums, art galleries, nightclubs, dancing establishments, etc.; On public transport (coaches, trains, boats, airplanes, etc.) when priced separately.

The sale of food products and beverages for immediate consumption by kiosks, street vendors and the like, including food products and beverages dispensed ready for consumption by automatic vending machines; The sale of cooked dishes by restaurants for consumption off their premises. The sale of cooked dishes by catering contractors whether collected by the customer or delivered to the customer's home.

Exclude: *tobacco purchases (Item J3.b); telephone calls (Item J15.b).*

b. Canteens

This item includes catering services of works canteens, office canteens, and canteens in schools, universities and other educational establishments. Catering services of university refectories, military messes and wardrooms.

Exclude: *food and drink provided to hospital in-patients (Item J8.c).*

c. Accommodation Services

This items includes hotels, boarding houses, motels, inns and establishments offering "bed and breakfast", Holiday villages and holiday centers, camping and caravan sites, youth hostels and mountain chalets, Boarding schools, universities and other educational establishments public transport (trains, boats, etc.) when priced separately, Hostels for young workers or immigrants. This class also includes tips, porters.

Exclude: *payments of households occupying a room in a hotel or boarding house as their main residence and rentals paid by households for a secondary residence for the duration of a holiday (Item J13.c); telephone calls (Item J15.b); catering services in such establishments except for breakfast or other meals included in the price of the accommodation (Item J13.a); housing in orphanages, homes for disabled or maladjusted persons (Item J11.c).*

J14. Transport

The expenditure of this subsection includes expenses on the operation of personal transport equipment such as spare parts and accessories, fuels, and lubricants, maintenance and repair, and other services such as toll fees, driving lessons etc.

Include also transportation expenses of the family like the amount spent of the regular trips made by the family members to and from the office, school, market, church, etc. It also covers all expenditures resulting from land, sea or air travel for personal purposes of any member of the family during the reference period whether the travel is within or to/from a destination outside the country.

Ask the average monthly expenses/consumption of the family on operation of personal transport equipments, and transport services within January to June 2016 whether purchased/paid for in cash or credit, in kind and received as gifts.

In case the family bought a vehicle during the period January to June 2016. Divide the total amount by 6 in order to get the average amount to be reported in this subsection.

Check if the family owns a car, jeep, van, tricycle, motorcycle, etc. if this is the case there should be a corresponding expenditure in this subsection.

Report the services and materials received as gifts by the family from other individuals/families.

a. Operation of personal transport equipment

This item includes spare parts accessories, fuels and lubricants, maintenance and repair, and other services for personal transport.

- Spare part accessories for personal transport - Include tires (new, used or retreaded), inner tubes, spark plugs, batteries, shock absorbers, filters, pumps and other spare parts or accessories for personal transport equipment; Fire extinguishers for transport equipment; Products specifically for the cleaning and maintenance of transport equipment such as paints, chrome cleaners, sealing compounds and bodywork polishes, covers for motor cars, motorcycles, etc.

Exclude: *crash helmets for motorcycles and bicycles, (Item J6.a); non-specific products for cleaning and maintenance such as household sponges detergents, chamois leathers, detergents, etc., (Item J6.f); radio-telephones, (Item J7.b); car radios, (Item J9.a); baby seats for cars, (Item J9.b).*

- Fuels and lubricants for personal transport equipment - Include petrol and other fuels such as diesel, liquid petroleum gas, alcohol and two stroke mixtures; Lubricants, brake and transmission fluids, coolants and additives. Also includes fuel for major tools and equipment covered under (Item J7.d) and recreational vehicles covered under (Item J7.h).
- Maintenance and repair of personal transport equipment - Services purchased for the maintenance and repair of personal transport equipment such as fitting of parts and accessories, wheel balancing, technical inspection, breakdown services, oil changes, greasing and washing. Also includes total value of the service (that is both the cost of labor and the cost of materials are covered).
- Other services with respect of personal transport equipment – includes hire of garages or parking spaces not providing parking in connection with the dwelling Toll

facilities (bridges, tunnels, shuttle ferries, motorways) and parking meters; driving lessons, driving tests and driving licenses; road worthiness tests; hire of personal transport equipment without drivers.

Exclude: *hire of a car with driver, (Item J14.b); service charges for insurance in respect of personal transport equipment, (Item J11.d).*

b. Transport services

This item includes all expenses on land, air, and water transport fare. This should also include regular transportation expenses of the family like the amount spent on regular trips made by the family members to and from the office, school, market, church, etc.

Include transport of individuals and groups of persons and luggage by jeepney, bus, coach, taxi, tricycle, pedicab, hired car with driver, train, tram and underground, airplane and helicopter either domestic or international, ship, boat, ferry, etc. ; funicular cable-car and chair-lift transport, removal and storage services; services of porters and left-luggage and luggage forwarding offices.

Exclude: *ambulance services (Item J8.c)*

Refer to the matrix below for different cases involving expenditure on Transportation.

Case	Action to be taken
<ul style="list-style-type: none"> The transportation expenses are part of the regular allowances given to schooling family members studying away from home 	Estimate and include here the amount of allowance allocated for their personal transport. Many families in Luzon, Visayas and Mindanao regions send their children to school in Metro Manila. In such cases, where these family members are not enumerated with the household, report here their transport expenses to and from the Metropolis if their fare is not a part of their allowance (i.e., the parent paid for it separately). However, if the transport expenses are a regular part of their allowance, it will be reported as part of Item J10.c
<ul style="list-style-type: none"> Transport expenses incurred in relation to job or business trip taken by a member of the family 	DO NOT include because the fare was paid by the employer.
<ul style="list-style-type: none"> Family member uses the vehicle(s) intended for business purposes 	<p>Impute for the cost of transport incurred monthly and enter in the "In Cash/On Credit" column. They should be treated as if the family actually paid for the transport.</p> <p>DO NOT forget to include total amount (average monthly x 6) as income in Subsection O8. Transportation, Storage and Communication Services</p>
<ul style="list-style-type: none"> The family has a family vehicle used partly for business purposes 	Ask the respondent to estimate the average monthly expenses on gasoline used for the trips

	made solely for private purposes of the family. And enter the value in item b (Operation of Personal Transport Equipment) of this subsection in “In Cash/On Credit” column.
<ul style="list-style-type: none"> • Transportation expenditure which may be incurred by the family not on a regular basis, that is, once in a semester, or twice in a semester, etc., as in the case of family members visiting their relatives from other provinces/ countries only on special occasions like birthdays, fiestas, or family reunions 	Ask from the respondent the estimate of the expenses incurred during a particular period and get the average monthly expenditure by dividing the total by 6.
<ul style="list-style-type: none"> • A member of the family enjoys the use of a company car and allowance for gasoline and maintenance of car is provided by the employer of a salaried family member 	Enter the average monthly expenditures incurred by the family from the use of the car in this item. The total amount (average monthly expenses x 6) of said fringe benefits should be reported in Section K. Salaries and Wages From Employment under column 11
<ul style="list-style-type: none"> • Free rides by the company such as shuttle buses 	Report the imputed amount for free ride. The total amount (average monthly expenses x 6) of said fringe benefits should be reported in Section K. Salaries and Wages From Employment under column 11

J15. Communication

Ask the average monthly expenses/consumption of the family on postal/courier services, telephone and telefax equipment, and telephone and telefax services within January to June 2016 whether purchased/paid for in cash or credit and received as gifts.

If the expenditure in this section is not normal during the reference period, compute for the average monthly consumption by dividing the total amount by 6 to avoid overestimation or underestimation of the family expenses for the entire semester.

For telephone bills (whether for landline or cell phone), encourage the respondent to show to you the official receipts of the billing statements so that the interviewing of this part would be faster. Also, the data obtained directly from the telephone bills are the most accurate information available.

For pre-paid cards (landline/and or cell phone), include the amount used by the family member for the month or the monthly average within the six months period. Also include costs of pre-paid cards received as gifts, or those which are received from “pasaload”.

The internet is now used as a means of communication. Ascertain whether any member of the family used the internet. If there are family members who used the internet, ask for the

monthly subscription they are paying. Also, include in this section the monthly average prepaid internet cards bought by the family.

The items under communication are the following:

a. Postal/Courier Services

Include payments for the delivery of letters, postcard and parcels, Payment for courier services availed of (LBC, JRS, Fast Pack, LIBCAP, Fedex, etc.); purchases of new postage stamps, etc.

Exclude: *purchase of used or cancelled postage stamps, (Item J9.c); financial services of post office (Item J11.e).*

b. Telephone and telefax services

Include installation and subscription costs of personal telephone equipment, Telephone calls from a private or public line (public telephone box, post office cabin, etc.); Telephone calls from hotels, cafes, restaurants and the like Information transmission services; internet connection services; Hire of telephones, telefax machines answering machines and telephone loud speakers; Subscription of postpaid cellular telephone; Subscriber Information Module (SIM) card; Payment for prepaid communication services such as electronic load, prepaid cell card, prepaid telephone card, prepaid internet card, internet broadband, etc.

J16. Other Expenditures

Ask the actual disbursement/expenditures of the family on taxes and gifts and contribution to others, and other expenditure during the period January to June 2016 whether purchased/paid for in cash or credit and in kind.

a. Taxes

Included in this expenditure item are income tax, real estate tax, and other direct taxes.

- Income tax - income tax refers to the tax levied on the earnings or income of working person in pursuit of his occupation. For a working family member, include the amount deducted from his/her monthly salary representing the withholding tax. Report the actual amount of taxes or fees paid during the reference period.

Report the total amount withheld from salaries in 2015 plus the additional amount paid if any, upon filing of the income tax. Be sure to report the amount withheld in 2015 in item P.6 (Withdrawals from saving/business equity). For purposes of this survey, the amounts of tax withheld from income earned from January to June 2016 are considered as savings and must be reported in item J17.i.

Example: the amount paid to secure a license to operate a sari-sari store is not regarded as expenditure for family living. These are considered as costs incurred in the operation of the entrepreneurial activity and, consequently, should be accounted as operating cost in the appropriate activity in Subsection O5 (Wholesale and Retail Trade; Repair of Motor Vehicles and Motorcycles). However, tax levied on profits realized from such family-operated activities should be treated as family expenditure and the amount should be reported as income tax under J17.i.

- Real estate tax - This refers to the tax imposed on real property of the family (example, house and lot for family use) in proportion to its value. Include only real estate tax levied on real estate property of the family used purely for personal purposes. Therefore, taxes levied on private properties of the family used solely for business purposes are excluded.
- Other direct taxes - Direct taxes refers to taxes which are demanded from a taxpayer such as community tax certificates, inheritance tax, alien certificate of registration (ACR), donor's tax, etc. Also include other taxes paid by the family such as custom duties paid for personal effects bought from abroad, amusement tax and taxes paid as a consumer, etc.

Note that progressive taxes, NPA taxes, tithes or taxes given by Moslems to their community should not be included here. They should be reported to item "Gifts and contributions to others", since the money will not accrue to the government.

Be guided by the matrix below in reporting other expenditure:

Cases	J16.a. Taxes	With expected corresponding entries
• taxes paid during the reference period	√	-
• tax refunds received during the reference period	-	Section P. Other Receipts under item 11 (Other receipts, tax refund, dowries, prizes received from tournaments, etc.)
• withholding taxes deducted during the reference period	-	Subsection J17. Other Disbursement under item i (Others, withholding taxes from current income, payment for goods/services acquired/availed of outside reference period, back rentals paid during the reference period, etc.)
• tax withheld in 2015	√	P. item 6 (withdrawals from savings/business equity)
• tax withheld in 2015 plus the additional amount paid	√	P. item 6 (withdrawals from savings/business equity)

b. Gifts and Contributions to Others

This expenditure group covers all gifts, contributions and all forms of assistance given by the family to others, like tithes, contributions to church during mass, religious institutions and to other individuals outside the family.

The amount disbursed should come from the income of the family during the reference period. Hence, gifts given during the reference period but came from withdrawals from savings, deposit from the bank, or from loans obtained from others as well as gifts taken from production outside the period should not be included.

Gifts given in kind but purchased in cash should be entered under the “In Cash” column. The rationale in treating gift that was bought as “gift in cash” rather than “gift in kind” is that it was not bought for personal use of the family and therefore cannot be entered in the “In Kind” column.

For purposes of this survey, gifts and contributions “In Kind” refers to those items that were actually produced by the family from own-operated business (Section O) or family sustenance activities (Section M) and part of net share of crops, livestock, etc., given away in Section L. Hence, do not fill up the “In Kind” column until after you have asked the above portions of the questionnaire.

Do not impute value of used clothing and other old personal properties of the family given away to individuals outside the family.

c. Others (losses due to fire, theft, etc.)

This expenditure item includes losses due to fire, theft, natural calamities, locusts, etc. if there are more losses than winnings, record the expenditure for lotto/sweepstakes tickets, raffles, and gambling bets or the net loss. Include the amount paid during the reference period for repossessed items such as appliances, furniture, etc.

J17. Other Disbursements

Ask the actual disbursement/expenditures of the family on purchase/amortization of real property, payments of cash loan, installment for appliances, installment for personal transport, loans granted to person outside the family, amount deposited in banks/investments, major repair of the house, construction of new house, and others disbursement within January to June 2016 which purchased/paid for in cash or credit.

Other disbursements refer to non-family expenditures, which may give an indication of savings on the part of the family. Record in this expenditure group the value of all other disbursements of the family during the indicated reference period.

- a. Purchased/amortization or real property** - Include in this item the periodic payments on installments made by the family from January to June 2016 on real property they acquired on installment basis.
- b. Payments of cash loans (principal)** - Include in this item payments/installments made during the reference period for a “Study Now, Pay Later” plan.
- c. Installments for appliances, etc. bought before January 2016** - Include payments on installment made for appliances and equipment bought before January 2016.

- d. **Installments for personal transport bought before January 2016** - Include payments made for personal transport bought before January 2016.
- e. **Loans granted to persons outside the family** - Loans to a person outside the family, including members of the same household who are non-family members, should be reported in this item.
- f. **Amount deposited in banks/investments** - Report the total amount of the deposits made during the January to June 2016, and not the total deposit as of June 2016. Include the value in cash or in kind of livestock given to another household to be raised by that household when no disposal had been made at the time of visit.
- g. **Major repair of the house** - This refers to the alterations or additions to the house and other major renovations done in the housing unit, which may result in a change in the structure of the housing unit such as collapsing walls, division of an existing room, etc. Major repairs of the housing unit are considered as investments; hence, related expenditures are to be reported under this item.
- h. **Construction of new house** - Include in this item the construction of another structure that formed part of the housing unit occupied by the sample family.
- i. **Other Disbursements** – Include Withholding taxes deducted from a working member's income during the reference period; payments made during the reference period for items acquired/services availed of on credit outside the reference period that is not covered by items a to h of this subsection; and back rentals of the house and other accumulated rentals prior to but paid within the reference period.

Income and Other Receipts

In General, total family income includes primary income (earnings) and receipts from other sources received by all family members for the period January to June 2016 as participants in any economic activity (either as laborer, proprietor, capitalist or entrepreneur), or as recipients of transfers, pensions, grants, etc.

Primary income includes salaries and wages, commissions, tips, bonuses, family and clothing allowances, transportation and representation allowances, honorarium, and other forms of compensation and net receipts/profits derived from the operation of family-operated enterprises/activities and the practice of a profession or trade.

Receipts from other sources are receipts, gifts and assistance from abroad and from domestic source, dividends from investments, imputed rental values of owner-occupied dwelling units, interests, royalties, rentals including landowner's share of agricultural products and pensions.

Include also as part of family income are receipts from family sustenance activities, which are not considered as family-operated enterprises.

The six major sections under income and other receipts are the following:

- Section K. Salaries and Wages from Employment
- Section L. Net Share of Crops, Fruits, and Vegetables Produced, Aquaculture Products
Harvested of Livestock and Poultry Raised by Other Households
- Section M. Family Sustenance Activities
- Section N. Other Sources of Income
- Section O. Entrepreneurial Activities
- Section P. Other Receipts

SECTION K. Salaries and Wages from Employment

Ask the respondent “*During the period January to June 2016, did you or any of your family received salaries and wages from employment in cash (including allowances, tips, bonus, commissions) and in kind (including housing, food, grocery, clothing and medical benefits)?*”

If the answer is ‘Yes’, encircle code “1” and asks for the names of family members 10 years old and over who received salaries and wages from employment, otherwise encircle code “2” for ‘No’ and go to the **Section L**.

This section obtains information on the income of the family from salaries and wages from employment received by family members ten (10) years old and over while family members receiving salaries and wages below ten (10) years old should be reported in Section N7, (Other Sources of Income Not Elsewhere Classified).

It includes all forms of compensation whether in cash or in kind received by family members as regular or occasional/seasonal workers in agricultural and/or non-agricultural industries. This additional information may provide data to explain the difference in the level of compensation received by salary and wage earners.

In this survey, an employed person is considered a regular salary/wage worker if he/she has a permanent job, which lasted or will last for at least one year at the time of the interview. The person’s appointment to the position may either be permanent or temporary during the reference period he/she could have worked or actually worked continuously in the same job or with the same establishment.

He/she may have been paid on a monthly or daily rate basis. On the other hand, a person is considered as a seasonal/occasional worker when the employment does not last for at least one year, or the employment is short term or intermittent.

Before filling up any-subsection of Section K, ascertain first the number of wage and salary workers in the family to find out if the six lines provided in each subsection are enough. If the number exceeds six, divide a line into two in order to accommodate all the earning members.

Column 1 – First Name of Family Member

Write the first name of the family member who earned wage or salary during period January to June 2016. The family member listed in this column should have code ‘0’ worked for private household, “1” worked for private establishment, “2” worked for government/government corporation, or “5” worked with pay in own family operated farm or business in Section D, column 14 (Class of worker).

Include also the family member who were employed between January to June 2016 but no longer included as family members at the time of the visit.

Column 2 – Line Number

Copy correctly the line number of the family member listed in column 1 from column 2 of Section B (Demographic Characteristics). Extra care therefore, should be observed to gather correct data for a family member especially if there are two or more family members with the same first name. There should be a suffix of Sr. or Jr. in the case of father and son with the same first name.

Family member employed during the reference period but no longer included as family members at the time of visit, assign line numbers starting with code ‘51’. In case that there are more than one members who were employed but no longer included as family member, assign code “51” for the first person, “52” for the second, and so on.

Column 3 – Occupation

For each member who earned wages or salary during the period January to June 2016, ask her/his occupation during the period January to June 2016. Write the primary occupation opposite letter **P** while the other occupation (secondary job) opposite letter **O**, if the family member has more than one occupation.

Primary occupation is any gainful activity of a person which is permanent and full time job, lasting for one year or longer or had lasted, or expected to last for one year or longer, regardless whether he/she had a job/business at work or not during the past week.

The following are considered when identifying the primary job:

1. If a person has only one occupation, regardless of permanency, full time or part time, consider this as his/her primary occupation.
2. If a person has two or more jobs, consider as primary the one that is permanent, whether full time or part time.
 - a. If a person has two permanent jobs, consider the one where he/she works more hours as his/her primary job. If, however, these two permanent jobs have equal hours of work, consider as primary the one where he/she derives more income.
 - b. If a person has three or more permanent jobs, use the same rule as in (a) above.

Always describe the specific job or occupation performed by the person. For example the respondent said that the occupation of one of the members who earned salary during the

reference period is engineer. Ask the respondent “*What kind of engineer is he/she?*” Also check the consistency of the occupation of a person with his/her highest grade completed.

Column 4 – Occupation Code

Leave the code for occupation blank. Coding will be done during the manual processing using Philippines Standard Occupation Classification (PSOC).

Column 5 – Kind of Industry

Enter here the specific kind of business or industry where the person worked in relation to the occupation reported in Column 3 like palay farm, deep-sea fishing (commercial boat), deep-sea (hook and line), shore or coastal fishing, sari-sari store, retail grocery, wholesale grocery, leather shoe factory, rice mill, elementary school, home industry, etc. Such report as farm, store or retail store, wholesale store, mine factory plant, shop, school, government, transportation company, etc. is too general and do not give adequate description of the business or industry.

Column 6 – Industry Code

Leave the industry code blank. Coding will be done during the manual processing using Philippine Standard Industrial Classification (PSIC).

Column 7, 8 and 9 - Cash Earnings (January – June 2016)

Enter in **Column 7** the gross basic salary or wage earned for the reference semester. This includes deductions made for retirement, insurance premiums, social security, union dues, PAG-IBIG Fund, PHILHEALTH, salary loans, and other deductions reflected in the payroll. If the respondent cannot give the exact salary/wage of the family member, simply ask for the estimated salary and the number of months worked during the reference period, then estimate the total salary earned for the period. However, in accepting the estimates made by the respondent you should consider the job of the person; probe further, if the amount is underestimated or overestimated.

Do not include other cash allowances like cost of living allowance (COLA) and Personal Relief Allowance (PERA) in the report for basic salaries and wages. Enter these under the allowances, tips, etc. column, in the earnings in cash spanner (Column. 8). However, if the COLA has already been integrated as part of the basic salary/wage, then the amount should be included in the gross salary/wage and should be reported in Column 7 and no longer in Column 8.

Include in column 8 any allowances for family living such as transportation and representation allowance, cost of living, clothing, housing, overtime pay, tips, bonuses, longevity pay, commissions and medical benefits, etc., in cash. Note that transportation, representation and other allowances, which were not used for family living expenses are to be excluded. The housing and clothing allowance to be included here will refer to cash given for said purpose. The free housing unit or clothing given will be included as earnings in kind.

Add the basic salaries and cash allowances and enter the sum in the total column

(Column 9 = Column 8 + Column 7). Add all the entries in the column 9 vertically and record the total in the Line No. '98', column 9.

Columns 10, 11, and 12 – Earnings in Kind (January to June 2016)

Be reminded that basic salaries/wages in kind refer to those received by the employee/paid worker in the form of goods like free medicines, rice, meat, fish, clothing, free housing, free bus service, etc., as remuneration for his services/work. Report the imputed value of the goods received. An example is a sack of rice given once a month to a caretaker of a grain warehouse. In such a case, you will report in Column 10 the cost of one sack of rice at the time of receipt multiplied by the number of months employed. If an employee enjoys free meals, three times a day, ask for the estimated value of meal multiply it by the number of days worked then by the number of months. Record the answer in Column 11 as other fringe benefits in kind.

Inquire also on cash purchases of commodities at prices lower than that of the prevailing market prices being enjoyed by workers of certain companies. Report under other fringe benefits in kind in Column 11 the difference between the prevailing market price and purchase price in the company's outlet.

See to it that fringe benefits enjoyed by wage workers, which are reported in the corresponding expenditure items are also included under other earnings in kind, Section K.

Enter in column 12 the total of columns 10 and 11. Add the entries of columns 12 vertically and record the sum accordingly.

SECTION L. Net Share of Crops, Fruits and Vegetables Produced, Aquaculture Products Harvested, or Livestock and Poultry Raised by Other Households

Ask the respondent *"During the period January – June 2016, did you or any member of your family receive net share of crops, fruits and vegetables produced, fishing or livestock and poultry raised by other households?"* if the answer is YES, encircle code "1", otherwise encircle code "2".

Fill up this section if the sample family received a share of crops, fruits, vegetables, etc., harvested by its tenants or when a fixed rental or any amount out of the produce was received from tenants during the reference period. Fill up this section also, if the sample family sold, consumed, gave away as gifts or payment, during the reference period, its share of livestock raised by other households, including rental of agricultural lands paid in the form of livestock or poultry, or its share of livestock or poultry products.

Include the share of the family from the proceeds of the sale of pig, cow, etc. which is owned but raised by others, and disposed of during the reference period, although there was no landlord-tenant relationship between the sample family and the family who raised it.

Column 1 - Item

Refers to the different types of crops, fruits, vegetables produced, fish and seafood and/or livestock and poultry raised by other households.

Column 2 - Code

The codes of these agricultural crops, fish and seafood, and livestock and poultry are specified.

Column 3 - Total Net Value of Share

Since only the net value of share will be recorded, ask first the gross value of the total share received during the reference period by the sample family, then deduct the family's contribution to the expenses incurred, such as seeds, fertilizer, pesticides, insecticides, irrigation, purchase price paid for the livestock or poultry raised by other households, etc. If the landlord who belongs to the sample family did not contribute anything to the cost of production, the net share should be equal to the gross share.

Column 4 - Sold for Cash

From the total net value of share, enter under this column the cash proceeds from sale of crops, livestock, etc.

Column 5 - Value Consumed

For every item reported as share of the family, enter the value consumed out of the net share. The sum of the values sold for cash and consumed should be equal to or less than the total net value of share.

Indicate on the space for remarks the value of crops, etc., given away to other households or donated to religious or charitable institutions. The value given away will be reported accordingly in item b (Gifts and contributions to others) K14. (Other Expenditures).

SECTION M. Family Sustenance Activity

Ascertain from the respondent if any family member produced goods mainly for home consumption. A family is considered engaged in family sustenance activities if there was a disposal (consumed and/or a small proportion was sold, given away, etc.) during the period January to June 2016. If the answer to the screening question is YES, encircle code "1", otherwise, encircle code "2".

A family sustenance activity is also a gainful activity but unlike an entrepreneurial activity, the produce from the former is mainly for home consumption.

Occasionally, sales are made when harvest/produce are more than enough for family consumption. Some examples of these activities are raising one or two fowls, raising a few

eggplants, tomatoes and other vegetables, fruit trees scattered in residential lot, fishing or gathering shells for a day's meal.

There are cases when the net receipts may be less than the amount consumed. For example, a piglet was bought at P1, 200 and raised to size worth P5, 000. When the family butchered the pig for own consumption, only P3, 800 should be entered under the net receipts (no cost in raising the pig) and P5, 000 should be entered under value consumed. The cost of the pig was subtracted from its market value to derive the net receipts.

If a family member was engaged as operator of an entrepreneurial activity, any other related activity done casually or mainly for home consumption will be reported under entrepreneurial activity. For example, a family member is a palay farmer and at the same time he is planting vegetables mainly for own consumption at the backyard of his house, in such a case, the value of the harvested vegetables will be reported also in Section P1 (Crop Farming and Gardening).

In the case of palay farmer who raises chicken or pigs, which conceptually cannot be classified as business, the net income in his palay production should be entered in Section P1 (Crop Farming and Gardening) but the net income for the chicken or pigs should be entered in this section (Family sustenance activity). Include in this section value of fruits and vegetables picked, firewood gathered from another farm/backyard. However, not included are those item already reported as "received as gifts" in the expenditure section.

SECTION N. Other Sources of Income

This section will gather family income from sources other than work. Record the income, whether in cash or in kind, income of the family or of individual members derived from each of the sources enumerated in this section. Likewise, it will cover specifically all cash receipts from all sources outside the Philippine territory. They may come from family members, non-relatives, foreign government and charitable institutions. Entries should be in pesos.

N1. Cash Receipts, Gifts, Support, Relief and Other Forms of Assistance from Abroad

Sources of cash receipts from abroad are divided into five items:

1. Report in Item 1, cash received out of salaries/wages and other sources of income of a family member who is a contract worker abroad.

A contract worker is a person hired abroad for a definite period, like those who are in Saudi Arabia and other Middle East countries. Non-contract workers are those who are abroad with no definite date of return such as immigrants.

2. Include in Item 2, those cash receipts sent by a family member of the household abroad other than that of a contract worker (immigrant, tourist, and those with student visa).

The term “family member” in Items 1 and 2 above, refers to an individual who would have been included as member of the sample family had he been in the Philippines at the time of the survey. Hence, anything sent to the sample family by a son who works abroad but has a separate household will be reported in Item 4.

3. Pensions, retirements and other benefits received from the U.S. government and other foreign government and enterprises will be reported in Item 3. An example is the pension received by World War II veterans from the U.S. government.
4. Cash gifts, support, etc., from relatives, except those under 1 and 2 above, from charitable groups and foreign government will be reported in this item.
5. Income from abroad accruing from dividends from investment, net income from business, rental from properties and other property income.

N2. Cash Receipts, Support, Assistance and Relief from Domestic Source

Inquire about cash receipts, support, assistance and relief received by family members from other families living in the country and from the Philippine government. Include also those received from a family member, not enumerated as a member of the family because he is not expected to return within 30 days from date of departure.

When you come across a needy or a poorly situated family, ask nicely and politely if they received any cash assistance or relief from relatives living in a separate household. Inquire also about cash receipts from charitable institutions, Red Cross, Department of Social Welfare and Development, etc., and enter the amount received, if there is any, in Item 2.

Only cash receipts from abroad and domestic sources will be entered in O1 and O2, respectively. Gifts and other assistance in kind from any of these two sources should be entered in the corresponding subsections/columns for items received as gift.

N3. Rentals Received from Non-agricultural Lands, Buildings, Spaces and Other Properties

Net income derived from rentals from non-agricultural lands, buildings, spaces and other properties should be entered here, not in Other O11 (Entrepreneurial Activities Not Elsewhere Classified). Take note that this item refers to lands, buildings, etc., that are rented out to other families by the sample family and not those that are rented by the sample family. This will cover rental from non-agricultural lands, buildings, spaces and other properties from domestic sources.

In urban areas, especially in commercial and educational centers, be sure to inquire on rentals received from residential and commercial lots and buildings owned by the family. Ask also on rentals of rooms and spaces leased or sub-leased by the family to others. Rental of other properties will include renting out of chairs, wearing apparel, jewelry, as long as these are not family enterprises. Specify other properties being rented out as reported in Item 4 of this subsection.

Exclude rentals from agricultural land used by the family for agricultural production. Income from this activity will be included in Section P. Entrepreneurial Activities. However, if the

relationship is that of a landlord and tenant, rental of agricultural lands shall be included in Section B (Net Share of Crops, Fruits and Vegetables Produced, Aquaculture Products Harvested, or Livestock and Poultry Raised by Other Households).

N4. Interest

Interest in cash may be the interest received by the family from bank deposits, or for money loaned to other families. Example, when a landowner loaned 4 sacks of rice to another household who later paid 5 sacks of rice after harvest, the value of one sack will be recorded as interest in “In Kind” column. For family members with dollar deposits, estimate the peso equivalent of the interest earned. Use current exchange rate.

N5. Pension and Retirement, Workmen’s Compensation and Social Security Benefits

Ask specifically about pension and retirement benefits or monthly annuities of retired government employees, retired or disabled members of the Armed Forces of the Philippines, or those retired employees of private firms. Be sure to record total benefits received during the reference period. Include here sums of money received under the Workmen’s Compensation Act for an accident, disability or death of a family member who worked with the government or a private firm.

N6. Dividends from Investment

Inquire from the respondent, especially the affluent families in Metro Manila and other urban centers on dividends or share of profits for investments in large private corporations and in money markets. When you come across a family of a government employee, ask specifically about GSIS dividends. Also included are PLDT dividends.

N7. Other Sources of Income Not Elsewhere Classified

Specify the source(s) of income not from work that cannot be identified in any of subsections N1 to N6, and record the value received, in cash or in kind. Example are royalties, lump sum for injuries (not covered by workmen’s compensation), legal damages received, proceeds from sale of rights to real property and salaries and wages from employment of family members less than 10 years old. See to it that the source entered in this subsection is not of those in Section P - Other Receipts.

SECTION O. Entrepreneurial Activities

Entrepreneurial activity or a family-operated activity is any economic activity or business, whether in agricultural or in non-agricultural business, engaged in by any member of the family as an operator or self employed.

Each of the 11 sections has a screening question to determine whether there is any family member engaged as operator in the entrepreneurial activity. If the answer to the screening question is code “1” for YES, encircle the code then proceed to ask the items from that particular entrepreneurial activity. However, if the answer is code “2” for No, ask the next entrepreneurial activity in the succeeding sections.

Included as family-operated activities are those which are operated as single proprietorship or loose partnership (without formal organization). Thus partnerships, corporations, associations, etc., which are formally organized and **registered with the Securities and Exchange Commission (SEC) are excluded**. These are establishments already and not a household-operated activity. Watch out for reported big amount especially in millions. Probe if these are really family's activity only. Write remarks for unusually high or very low income from entrepreneurial activity reported at any available space/s in the questionnaire.

A lawyer, dentist, physician, accountant, midwife, or any person in private practice of his profession, with or without a regular helper is considered operating an enterprise as a business. A fisherman, farmer, carpenter, watch repairman, etc., working on his own account is also operating as an enterprise.

If the family has no other source of income except an activity which conceptually is classified as a family sustenance activity, then it should be classified as an entrepreneurial activity. Take note that for entrepreneurial activity registered in the SEC where there is/are family member(s) working in the business and included in the payroll, report the occupation and the salaries received in Section K. (Salaries and wages from employment).

Example: If a doctor is operating a clinic registered with the SEC, the income from the business should be reported in Section K (Salaries and wages from employment). Entrepreneurial activities registered in the SEC where there is no family member working, report the dividend received in N6 (Dividends from Investments) of Section N (Other Sources of Income).

In most cases, the value consumed will equal the net income, except when a part of the produce was sold or given away. A negative value is accepted in Net Income if the operating expenses exceed the produce. For example, there was no harvest at all due to calamities. An activity that is already reported in Section M (Family Sustenance Activity) should not be reported again in any of the Sections O (Entrepreneurial Activities) or vice versa.

If two or more family members in the sample household were engaged as operators (self-employed or employer) of the same entrepreneurial activity during the reference period, account for their activities as one in the corresponding section of the questionnaire. This means that you have to ask for the total value of the produce/catch, etc., of all the operators, their total value consumed, their operating expenses, etc.

NOTE:

Take note that Entrepreneurial Activity registered in the Securities and Exchange Commission (SEC) where there is/are family member(s) working in the business and included in the payroll, report the occupation and the salaries received under K (Salaries and Wages Received from Employment). Likewise, Entrepreneurial Activity registered in the SEC where there is no family member working, report the dividend received in item N6 (Dividend from Investment) of N (Other sources of income) but do not forget to report the occupation and the salaries and wages they received from any other business/activity under K (Salaries and Wages received from Employment).

01. Crop Farming and Gardening

For purposes of this survey, the following are considered as operating a crop farm or garden:

- a. Gardening in at least 100 sq. meters of solid patches (the plants not scattered all around) whether the produce is mainly for sale or for family consumption. Consider also as work for profit, gardening in less than 100 sq. meters if the produce is solely for sale.
- b. Non-farm households cultivating at least 300 sq. meters of land devoted to temporary, annual or biennial crops or shrubs, or tending an orchard of at least the same area even though not much care is needed by plants, unlike gardening.
- c. Growing ornamental plants and flowers, seedlings, black pepper (pementia) or betel leaf for sale, even if area may be less than 100 sq. meters.

Report under this section all crops harvested from the farm operated by the family. This includes the production/harvests of lessees of fruit trees such as lanzones, or mango if there were harvests made during the reference period. Report in the “**Total Value**” column the estimated value of harvest based on prevailing price in the market if production has not been disposed. Otherwise, the total value to be reported should be estimated based on the actual amount of sale of the crop. However, if part of production was sold, and part of it was consumed, and given away, estimate the total value based on the unit price of the crops sold.

The value consumed and given away should likewise be estimated based on the unit price of crops sold.

Take note that the crops listed in this section are similarly grouped as those in J1-J2 (Food and non-alcoholic beverages) in Expenditures and other disbursements. The purpose of this grouping is to be able to transfer during processing those own-produced crops, which were consumed by the family during the reference semester to the “Expenditure” side of the family account. It is therefore important to enter the crops according to their pre-determined classification.

Item 1. Cereals - Enter under this item the quantity harvested from the farm. In case the palay production was already milled into rice, line out “Palay” and enter “Rice”.

The total value consumed and value given away as gifts does not necessarily equal the total value of production. The difference is possibly due to the stock on hand or value sold.

Try to validate the value of rice and corn that were consumed. If the family of five consumed a sack of rice a month, then in six months the consumption should be around 6 sacks of rice. Estimate the price of 6 sacks based on market price. If a sack cost P2,000, then the report under this column should not be more than P12,000. If the value consumed exceeded this amount, there must be an explanation.

The estimate for rice consumption above is on the assumption that the family depended solely on its produce. Try to verify in Section J1.A.1. If there is an entry under column of “In Cash or on Credit” then inquire about this seeming discrepancy. If the **code for the reference period** is “1” for weekly, then purchase on rice is blown up to one semester and added to the entry in the value consumed in this section, the total rice consumption may exceed maximum level of normal consumption of family. Resolve this problem before leaving the sample family.

Item 2. Fruits and Vegetables - There are certain kinds of fruits and vegetables, which are seasonally grown. Be sure to inquire as to the kind of fruits and vegetables, which are in season during the reference semester. Lump the value of all fruits and all vegetables harvested. Note that the value of coconut made into “copra” should be excluded in Item 3(c) it should be included in Item 4(c). Other crops such as peanuts, cashew and pili nuts should be specified in Item 3(d).

Item 3. Others - It is possible that besides tobacco and coffee there are still other food and non-food crops not covered in Items 1 to 3 above such as sugarcane, and other industrial crops. Report the lumped value of such crops in Item 4(c). Report also in this item manufactured goods as an integral part of farming like abaca fiber, “basi”, “tuba”, etc. Include tuba gathering in this section, if production is in the farm by a family member who is the farm operator; if processing is already an activity of an establishment, said activity will be reported in O6 (Manufacturing).

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

Expenses

Report here only those that were incurred in connection with the production of the crops reported in O1 (1-4). In order to assist the respondent in remembering the items of expenses, read out each item, line by line.

If the activity has a formal payroll system where the proprietor or other members of the family are actually paid salaries or wages, these expenses should be reported under Item (c.) 5 (Wages of hired labor and paid family members). The same value should also be entered in the appropriate subsection in Section K (Salaries and Wages from Employment).

Inquire first on cash purchases then those that were used or expended in kind. For instance, if wages of hired labor were paid in kind, say from the harvest; enter the value under the “In Kind” column.

Report the expenses if the family made an actual harvest during the reference period. The expenditure to be reported is the total expenditure incurred for the area/trees harvested even if such expenditures were made prior to the indicated reference period.

On the other hand, expenses incurred for crops raised but not harvested during the period will be excluded. Thus, if part of the crop was harvested during the reference period and part was not, try to ascertain from the respondent the approximate expenses for the crops harvested during the reference period.

Computation of the Net Income:

Enter the “Total Value” of production in the appropriate location. Then enter the total costs and obtain the difference. If the net income is negative (total value is less than the cost) inquire why it is so. It is possible that the production was understated or the expenses may have included expenses incurred in planting other crops, which are not yet harvested. Resolve the problem before going to another section. If the net income is really negative, then an explanation right below the summary computation for the reference period is necessary.

O2. Livestock and Poultry Raising

Under this activity should have at least raised at any time during the reference period whether for business or for home consumption any of the following:

Fowls at least one month old:

- 30 or more chicken or ducks
- 10 or more turkeys or geese
- 50 or more pigeons
- 100 or more quails
- (or a proportional combination of the above)

Animals

- 3 or more pigs at least 3 months old
- 3 or more goats
- 10 or more rabbits
- (or a proportional combination of the above)
- 1 cattle, carabao or horse

Consider a person working for profit if he intends to engage in poultry or animal raising as a regular business, even though the number of poultry or animals at the start of the business or at a certain time may be less than the minimum prescribed above.

b. Livestock and Poultry Disposed of and Livestock/Poultry Products Produced

This subsection obtains data on the value of livestock and poultry disposed of and the value of livestock/poultry products produced whether or not they were disposed of during the reference period.

Item 1 - Livestock and Poultry

If the family raised some livestock and poultry but no disposal was made during the reference period, there should be no entry in any of the sub-items. The entries here are categorized into “live” production and finished or processed products to facilitate the linkage in the expenditure portion. Some animals and chicken were preprinted because these are commonly found in farms. However, write the specific kind of animals and fowls under Item 1e (Others).

Item 2 - Livestock/Poultry Products

Bear in mind that there should be entries in this item even though there was no disposal made for as long as there was production of livestock/ poultry products during the reference period. The products produced before the reference period but disposed of during the reference period are not included. Hence, make an estimate of the total value of products produced regardless of whether these were sold, consumed or given away as gifts. Unlike in Item 1 above where only those actually disposed of were included, in this item, all production is included. For instance, if the family produced “balut”, report the total value of “balut” produced in column 4 even if some are not yet disposed of. The same instruction holds true with eggs, bacon, sausages and ham produced.

c. Expenses

It is important to account for the expenses incurred in connection with the raising of livestock and poultry disposed of and the cost of producing the poultry products. In small-scale livestock and poultry raising, the amount spent for fuel, electricity and water may be lumped with the personal consumption of the family. Try to estimate the proportionate cost incurred for the business.

The net income from this business must be derived by filling out the lower portion of the questionnaire. If the net income is negative, inquire as to the reason. Maybe some of the animals and fowls that were raised died and their acquisition cost was included in the valuation of the total value of animals/fowls disposed of. Be sure to write an explanation right below the frame of the reference period.

O3. Fishing**a. Fishing activity**

This involves activities such as capture fishing (with a boat of three tons or less); gathering fry, shells, seaweeds, etc.; and culturing fish, oyster, mussel, etc.

Be reminded that a family member is considered as an operator in fishing if the fishing activity is mainly for sale. If the family member is engaged in fishing mainly for home consumption, the reply to this question should be “No”. The fishing activity therefore should be entered in Section N (Family Sustenance Activities).

b. Fish catch/gather/harvest

Item 1. Fish and Other Products - include all types of fishes caught in seawater, fresh water, or brackish water such as milkfish, biya, galunggong, ayungin, talakitok, etc. Include here all fishes caught that were made into “daing” or “bagoong” or “buro” or “sinaing”.

Item 2. Fry Gathered - includes milkfish fry (fingerlings) and sugpo fry gathered in seawater, fresh water, or brackish water.

Item 3. Shells and Other Products Gathered - includes clams, crabs, shrimps, squid, agar agar, sponge, sea or fresh water shells, snails, water hyacinth gathering, seaweeds and other fresh water and sea products. (Include: alamang, hipon, sese).

Item 4. Fish Harvested - refers to fish gathered or harvested from fishponds and fishpens.

Item 5. Oyster and Mussel Harvested - this refers to oysters and mussels harvested in farms specifically to raise them. Example: lobster, tahong farm, and oyster farm.

Item 6. Other Products Harvested - refers to “lumot” gathered from fishponds; also included are seashells gathered in seashores like puka shells, pearl shells, starfish, sea cucumber, sea corals and other marine products. Example: alimango and prawn.

Fill up the value columns in the same manner as earlier instructed.

c. Expenses

This subsection has preprinted items of expenses. Try to classify the expenses incurred according to the five major items. Enter in the last item, expenses that cannot be classified in the first five items. Enter the summary totals to derive the Net Income from this activity.

O4. Forestry and Hunting

a. Operator in forestry and hunting activity

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

- tree planting such as ipil-ipil, mahogany, etc. to reforest an area or for firewood purposes
- firewood gathering for sale
- small-scale logging but exclude concessionaires
- charcoal making for sale as an ancillary activity of forestry and hunting activities
- gathering forest products such as rattan, cogon, nipa shingles, bamboo, resin gum, etc. for sale.

Any of the activities undertaken must be mainly for sale to be reported under this section. Otherwise, any production should be reported in Section N (Family Sustenance Activities) if mainly for home consumption.

b. Forest Products Disposed of

Report here those that were actually disposed of (consumed, sold and given away as gifts) during the reference period. If there was no disposal made during the reference period then there should be no entry.

In order not to miss any item, read out to the respondent the item as listed. Included in this inquiry are wild animals and birds caught and sold as “live” or as processed. Examples of wild animals are wild boar, wild deer and crocodiles. Examples of birds are red maya, loro, martinez and wild pugo usually caught in lowland areas.

c. Expenses

Classify the expenses incurred according to the items of expenses listed. Transportation expenses and food spent to feed the animals and birds and other incidental expenses in connection with the care, processing and disposal of forest products should be entered under “Others”. Calculate the Net Income portion, which is located outside the frame.

O5. Wholesale and Retail Trade and Repair of Motor Vehicles and Motorcycles

a. Operator of Wholesale and Retail Trade and Repair of Motor Vehicles and Motorcycles

A person is said to be an operator of this activity if he sells mainly for profit. These include those selling in bulk or in retail such as those selling in sari-sari stores, in sidewalks or from house to house or rolling stores. Excluded here are farmers who go to market and sell their crops and livestock every now and then.

b. Goods Sold

Ask the question as worded. If the reply for the screening question is YES encircle Code “1”, and then ask “How many months did you sell such goods?”

Enter the number of months up to two decimal places, that is, if the operator was engaged in selling for a period of 6 weeks, the entry should be 1.50. One week is considered as one-fourth of the month in this survey. On the average, there are really 4.2 weeks to a month but to simplify computations, one week is considered 0.25 month.

The number of months in this section and of Sections P6, P7, and P8 should not exceed 6 months. After entering the number of months in operation, ask the next question **“What is the average gross sale per month?”** The purpose of this question is to get a good estimate of the total volume of sales during the reference period. However, if the respondent has an accurate record every month, and all the gross sales for the 6 months based on the reference period are available, then enter the “Total Sales” on the space provided.

Compute for the “average sales per month” by dividing “total sales” by the number of months in operation. The quotient should be rounded to the nearest peso before making an entry.

However, if the respondent has no record of sales inquire on the average gross sales per month. To derive the “Total Sales”, multiply the number of months in operation by the average gross sales for one month. Enter the product in **TOTAL SALES**.

c. Expenses

The major expenses in the operation of a wholesale and retail business are the cost of goods sold. If there was no hired labor, and the operator and some of his family members did the selling without pay, do not impute the cost of labor. However, if a helper was hired, include the payments made as expenses of the business. Include also the fuel, light and water spent in connection with this business.

Item 1 Cost of Goods Sold - refers to the acquisition value of the goods actually sold. If the goods were purchased in cash, enter in “**In Cash**” column. It should be noted that the term “**In Kind**” in this portion refers to goods which were acquired on consignment basis, enter the acquisition value in the “In Kind” column. Add the two columns for the “Total” column.

Assess the net income, if reasonable. Goods taken by the family for personal consumption, if not paid for, should not be entered in this section but make sure to include it in the total sales (b). Treat these cases as the family bought the goods in cash. Profit from sales of items ranges from 10 to 50 percent. Fast moving items such as biscuits, candies, etc. can net a profit of as high as 50 percent. Depending upon the kind of commodities sold try to assess the reasonableness of the net income reported.

Item 2 Others - enter all other expenses incurred in connection with the wholesale and retail activities such as wages paid, rental of space, licenses, mayor's permit, electricity, water and other expenses.

O6. Manufacturing

Manufacturing is the process of transforming raw or semi-finished materials into new form or finished products whether the work is performed by hand or by power-driven machine, whether it is done in a factory or in a worker's home, and the products are sold at wholesale or retail.

Exceptions are banana cue making, popcorn, fishball and the like which should be classified as Wholesale and Retail Activity.

Do not include under this section, manufacturing activities as integral part of other activities like copra making or panocha making and dried fish making which should be reported under “Crop Farming and Gardening” and “Fishing” sections, respectively.

If selling the manufactured products is an ancillary activity in manufacturing, do not enter any in “Wholesale and Retail” section. However, if there is a separate entity managed by another family member that takes care of marketing the manufactured goods, then separate entries should be made in Wholesale and Retail activity.

a. Operator in Manufacturing

Ask the respondent the question as worded bearing in mind that the manufacturing activity is mainly for sale. Encircle code “1” for YES. Otherwise, encircle code “2” and go to next section.

b. Major Activity

If there are two or more activities like dressmaking and tailoring, determine which activity is considered a major activity. Other activities that are not considered major should be described under the computations/ remarks column with the corresponding reference period. Write the major activity on the line provided. Leave the line for code blank. Coding will be done during manual processing.

c. Sale of Goods

Ask and fill out the questions similar to those preceding sections (Section O5, Wholesale and Retail). Exclude the goods consumed by the family if these were not paid for. Report in this subsection the number of months when sales were made and not the number of months of manufacturing goods during the said period. The goods sold may have been manufactured before or during the reference semester. If there is more than one manufacturing/processing activity reported, the number of months to be entered is the average number of months when the manufactured products of these activities were sold.

d to e. Goods Consumed or Given Away as Gifts

In filling up these two subsections, try to enter the items consumed on the basis of the broad classification in Col. 1, that is, if the activity is “bagoong” making and the family consumed 1 gallon during the reference period, the entry should be in Item 5 (Processed Fish and Marine Products) of subsection (d). On the other hand, if one-half gallon was given to friend of the family, enter also in Item 5 but in subsection (e).

Remember that the value to be asked will refer to goods consumed by the sample family and to goods given away to person outside the sample family regardless of when the goods were manufactured.

Do not include gifts given to others to promote the increase in sales of the manufactured goods. These “give-away” should be charged as expenses for the business in Item 2 (Others) of subsection (f).

f. Expenses

The raw materials used in the manufactured goods that were sold, consumed and given away must be reported in Item 1. All other expenses shall be lumped together and entered in Item 2.

Net Income:

Use the prepared worksheet located at the bottom portion of the page to enter totals taken from subsections (c), (d), (e) and (f) and compute the net income.

07. Community, Social, Recreational and Personal Services

If the sample family is classified as an operator under this section, fill out subsections (a), (b), and (c) as you have done in the two preceding sections. This section, however, does not require the “quantity” column.

Since the coverage of this section is wide, try to inquire exhaustively if services are offered by any member of the family for pay. The practice of one’s profession or trade is also included under this section like dentists, doctors, beauticians, etc. The scope of this section includes the operation of family enterprises in the following:

- a. Restaurants, bars, cafes and other eating and drinking places
- b. Boarding houses and lodging places
- c. Repair of footwear, watch and jewelry, etc.
- d. Recreational establishments like bowling alleys and billiards halls, resorts, etc.
- e. Laundry shops or home laundry, barbershops, beauty shops, shoe shine, etc.
- f. Educational services in all levels
- g. Medical, dental and laboratory services
- h. Herbalist/quack doctor, car wash services

Remember to exclude business establishments that are registered with the SEC. You can discern this if the name of the establishments “INC” (means “incorporated”) affixed to the business name or sign board. If for instance the residence of the family is located in the place where they offer services, and the sign board does not show “INC”, inquire as to the organization so that decision can be made whether to include it or not.

08. Transportation, Storage and Communication Services

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

Include in the gross receipts the imputed cost of transport incurred by any family member who uses the vehicle say, in going to school, place of work, etc. They are treated as if the family paid for it.

Report the following activities under this section:

- a. Operation of buses, jeeps, freight trucks, service vehicles, calesas, tricycles and motor boats
- b. Small transport businesses like carts, boats, etc., ferrying persons across rivers, etc.
- c. Family cars and jeeps, etc. which might have been used to transport persons or a freight for fee
- d. Tour and travel agencies
- e. Storage and warehousing, including cold storage and grain warehouses
- f. Messenger services

Others such as “kuliglig” or a farm machinery, which is used to transport farm workers, etc. However, if “kuliglig” was purchased for the purpose of renting out to others, it should be reported under Section O11. Entrepreneurial Activities Not Elsewhere Classified.

c. Expenses

In reporting the expenses, the operator, say, a taxi operator may have a record of gasoline/diesel and oil expenses in operating the vehicle including spare parts and washing cost. Try to inquire on his average monthly expenses for recurring items and make an estimate for the reference period. For repairs and purchase of spare parts that occur occasionally, inquire if there was such an expense during the reference period. All other expenses not falling in either Item 1 or Item 2 should be lumped together and entered in Item 3. For example in a “kabit” taxi operator, the payment for the line to operate should fall under this item. For calesa operators, the cost of animal feed for the horse should also be entered under this item. If the feed is not bought but taken from the farm then impute the value and enter it in the “In Kind” column. Do not forget to compute the net income at the bottom portion of the section.

O9. Mining and Quarrying

To be included under this section are activities like gold mining and panning, other precious metals mining, base metal mining, non-metallic mining, salt mining, and quarrying (stone, clay, marble, sand, limestone, etc.).

a. Mining and Quarrying Activities

If the reply for the screening question is YES encircle code “1”, and then ask the succeeding questions. Encircle code “2” if otherwise and go to next section.

b. Mining and Quarrying Products Disposed of

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

Total gross receipts - Record the gross receipts from the sale of mining and quarrying products. If no products were disposed of, do not ask about expenses in subsection (c). Proceed to next section.

c. Expenses

Report the expenses incurred such as materials and supplies, fuels, and others in producing the mining and quarrying products disposed of. Compute and report the net income in this section.

O10. Construction

Construction to be reported here are those services contracted by any member of the family for the construction or repair of a house, building, or any structure. “Small time” contractors are included here while big contractors, which have juridical personality (corporations or partnerships), are excluded.

a. Operator of Construction Activity

Ask the question as worded and find out if anybody among the family members was engaged during the reference period in any construction work, addition or repairs. If reply is YES, proceeds to (b). If reply is NO, go to the next section.

b. Gross Receipts

Report here the total amount of the finished work contract. For unfinished work contracts during the reference period, report the amount of the contract and not the actual amount received. If the amount received is less than the amount of the contract, report the difference under Item e (Loans granted to persons outside the family) Section K15 (Other Disbursements). If a family member is paid wages for doing an alteration, it should not be entered in this section because he is not an operator. He is a wage worker so report his earnings in Section L (Salaries and Wages from Employment).

c. Expenses

A contractor usually provides labor but sometimes he contracts the entire structure without any material the owner providing. In inquiring about expenses, provide the details as called for in this subsection. Try to assess the construction business if the net income is realistic. Usually, contractors are allowed a margin of profit of about 15 percent, which is added to the cost estimates of materials and labor.

The constructed price cost of labor is 30-40 percent of the total cost of materials.

O11. Entrepreneurial Activities Not Elsewhere Classified

Originally, this section will cover all other entrepreneurial activities in the non-agricultural sector, which do not fall in any of P5 to P10. However, agricultural services like renting out of farm machinery and equipment will also be included here since this group cannot be reported in any of P1 to P4. Encircle code “1” for YES answer and proceed asking the succeeding questions. Otherwise, go to **Section P**.

b. Major Activity

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

- electricity, gas and water

- financing and insurance, including money lending
- real estate business, excluding property income covered in Section F. Housing
- legal services (include lawyers)
- accounting, auditing and bookkeeping services
- advertising agencies
- rental of agricultural lands which do not cover landlord-tenant relationship

Write the major activity on the line provided. Leave blank the line provided for code.

Coding will be done during manual processing.

c. Gross Receipts

If a family member received any receipt in the pursuit of the major activity, determine the total gross receipts per semester. In case of two or more activities mentioned, record the gross receipts from all activities.

d. Expenses

Record the expenses incurred in the pursuit of the activity listed in (b). Do not forget to compute the net income for this section.

SECTION P. Other Receipts

Ask if the family had other receipts, in cash and in kind from sources other than those covered in Sections K to N (Income and other receipts), and Section O. (Entrepreneurial Activities). The examples of the so called non-income receipts are loans secured from other families and from business firms and government institutions; payments received for loans granted to other families, value at cost of real and personal properties sold, and withdrawals from deposit, business equity and other investments.

Note that the item “Loans from Business Firms” include the value of items purchased on credit from small-scale businesses like a sari-sari store from where the respondents may have a “credit line”. Never enter in this section net receipt from operation of trade or profession during the reference period.

Include in item 6 (Withdrawals from Savings/Business Equity), the value of rice and other food items harvested by the sample family before the reference period from family-operated activities, but consumed during the reference period. While the value of income tax refund received during the reference semester should be reported in Item 11 (Other Receipts).

Net winnings from gambling, lotto, sweepstakes and raffles are also included under this section. This may be derived by subtracting losses from winnings during the reference period. However, if there are no winnings for the period or there are more losses than winnings, record the expenditures for gambling bets, lotto, sweepstakes tickets and raffles under K7.d (Recreational and Cultural; game of chance) of Section K7 (Recreation and Culture). Profits from sales of stocks, bonds, real and personal property are to be entered in this section. Include profits from sale of certificate of stocks in corporations or of government bonds.

Note that only the profit obtained from selling personal and real properties acquired and sold during the reference period will be reported here. This is equivalent to the amount the property was sold minus the amount the property was acquired. The value at cost of the real property sold will be reported in Item 1 while that of personal property will be reported in Item 2 of this section if these properties were acquired before the reference period and sold during the reference period.

Back pay refers to the back salaries/wages and other forms of compensation of government employees during World War II. Include the amount of taxes paid in bonds bought with backpay certificates. This item also covers proceeds from insurance at face value, received by the family member during the semester. Report here the face value, but the policy loans deducted, if any, should be included in Item b of Section K15 (Other Disbursements).

Money inherited and cash proceeds from the sale of property inherited or trust funds received during the reference semester will be reported under the “In Cash” column of this section while the imputed value of the item of receipt of a property or item inherited during the semester but not converted into cash will be reported under the “In Kind” column.

Include in Item 11 of Section Q. (Other Receipts) tax refund and dowries received by the sample family. Prizes received from tournaments, contests, in cash and in kind are likewise included under this item.

SECTION Q. Drug Awareness and Prevention

The Dangerous Drug Board (DDB) was mandated as the policy-making and coordinating agency as well as the national clearing house on all matters pertaining to law enforcement and control of dangerous drugs; treatment and rehabilitation of drug dependents; drug abuse prevention, training and information; research and statistics on the drug problem and the training of personnel engaged in these activities.

Batas Pambansa 179 itemized prohibited drugs and its derivatives. Narcotics preparations such as opiates, opium poppy straw, leaves or wrappings, whether prepared for use or not were classified as dangerous drugs.

DDB launched “Oplan Iwas Droga” as the national flagship program on drug abuse prevention. Under this program the KID being an acronym for Kalaban ng Ilegal na Droga was created. A citizen’s movement against drugs dubbed as “Mamamayan Ayaw sa Droga” or MAD also gained popularity, such movement was a product of the collaboration of various agencies that comprised the National Drug Law Enforcement and Prevention Coordinating Center.

Republic Act 9165 or the “Comprehensive Dangerous Drugs Act of 2002” is the law which expanded the membership of agencies and also streamlined the functions of the Board and ushered in new programs and initiatives. These are programs that utilize the power of technology to improve processes, share drug data and information and also elicit people’s participation, as well as online drug data pooling and collection system that allows better management and assessment of the over-all drug demand and supply reduction efforts undertaken by the government.

The network of anti-drug advocates continue to grow. Through the flagship program of the Board, the Barkada Kontra Droga or Peer Group against Drugs, more and more Filipinos are tapped as potent allies in the anti-drug campaign.

Barkada Kontra Droga is a peer-based program designed as a preventive education and information strategy to counter the dangers and disastrous effects of drug abuse. It aims to empower individuals to be catalysts within their peer groups in advocating healthy, drug-free lifestyles through involvement in various wholesome activities.

Definitions of terms:

Drug – is a chemical substance that brings about physical, emotional, or behavioral change in a person taking it. Any drug may be harmful when taken in excess. Some drugs can also be harmful if taken in dangerous combinations or by hypersensitive (allergic) person in ordinary or even small amounts.

Drug Abuse – is the use of any chemical substance, licit or illicit, which results in the individual's physical, mental or social impairment.

It may refer to any of the following practices:

- ➡ Using without benefit or required prescription as useful drugs resulting to have the capacity to alter the mood or behavior.
- ➡ Using drugs and substances for a purpose different from the one from which the drug has been prescribed.
- ➡ Using drugs and substances having no legitimate medical application for purposes other than research/trial.

Inhalant abuse – is the deliberate inhalation of volatile chemical substances that contain psychoactive (mind or mood altering) vapors to produce a state of intoxication. Examples of inhalants are substances like glue, paint thinners, gasoline, and other volatile (breathable) solvents which contain a variety of dangerous chemicals, prolong exposure and when use improperly may cause adverse affects on mind and body.

Dangerous effects of inhalant abuse:

- It can cause permanent damage to the brain and may result to “Sudden Sniffing Death.”
- Abusers under the influence of inhalants are prone to accidents, drowning, and falling from building among others. Abusers can also become violent.
- Inhalant abuse produces psychological dependence. Once the habit is formed, the dose has to increase gradually to produce the same effect.

Immediate effects of inhalant abuse:

- ☐ Confusion and disorientation
- ☐ Distorted perception of time and distance
- ☐ Aggressive behavior and violence
- ☐ Hallucinations
- ☐ Delusions
- ☐ Nausea and vomiting
- ☐ Drowsiness and weight loss

Delayed effects:

- ☐ Loss of memory
- ☐ Inability to think
- ☐ Muscle cramps and weakness
- ☐ Numbness in limbs
- ☐ Abdominal pains
- ☐ Damage to the central nervous system, kidneys, liver and bone marrow

Dangerous Drugs – refers to any chemical substance/s or combination of such substance having pharmacological effects as stimulants, hallucinogens, sedatives or narcotics, the use of which is illegal, that is, without legitimate medical prescription resulting to drug dependency or addiction.

Drugs that are commonly abused depending on their pharmacological effects may be classified into:

- b. Stimulants** – drugs which increase alertness and physical disposition. Examples: amphetamine, cocaine, caffeine and nicotine.
- c. Hallucinogens** (also called psychedelics) – drugs which effect sensation, thinking, self-awareness, and emotion. Changes in time and space perception, delusions and hallucinations that may be mild or overwhelming, depending on dose and quality of the drug. Examples: LSD, mescaline and marijuana.
- d. Sedatives** – drugs which may reduce anxiety and excitement. Examples: barbiturates, non-barbiturates, tranquilizers and alcohol.
- e. Narcotics** – drugs that relieve pain and often induce sleep. Examples: opium and its derivatives such as morphine, codeine and heroin.

Some of the commonly known forms of harmful drugs are the following:

- a. Shabu** – methamphetamine hydrochloride, a type of amphetamine is also known as “poor man’s cocaine.” Other names are “shabu”, “ubas”, “siopao”, “sha”, and “ice”.
- b. Marijuana** – term used to describe all plant materials like leaves, tops, stems, flowers, and roots from a cannabis plant (*Cannabis Sativa*) that is dried and prepared for smoking or taken orally as “brownie”. This is also known as “bhang”, “pot” or “weed”.

Q1. In your community, do you think drug abuse is a problem?

Ask this question as worded, and encircle the appropriate code which indicates whether the respondent is aware about problem on drug abuse in the community. Enter the code in the box.

Q2. How would you rate the drug abuse problem in your community?

Ask this question if **Q1** has a code of “1” for YES. This question seeks to determine the status of drug abuse problem in the community the respondent lives. Enter code “1” for ‘serious’ or code “2” for a ‘little bit’. **Q2** has an entry of code “3” if the answer in **Q1** is code “2” for NO.

1 – **Serious.** If the respondent is hesitant to give the real situation or he/she did mention any one from the nine (9) criteria listed below as follows:

- ✓ Presence of rampant criminal activities almost every day (such as burglary, hold-up, riot instigated by gangs, etc.);
- ✓ Know of families experiencing drug use/dependency;
- ✓ Presence of drug users/dependents;
- ✓ Presence of drug supply;
- ✓ Presence of drug pushers;
- ✓ Presence of drug protectors/coddlers and financiers;
- ✓ Presence of drug dens, dives or resorts;
- ✓ Presence of marijuana cultivation site (especially in the provinces/regions) and
- ✓ Presence of clandestine drug laboratory or drug warehouse.

2 – **A little bit.** If just heard/just hearsay or uncertain/not sure responses.

3 – **No drug related problem.** If the response is definitely none/absence of the above criteria.

Q3. Which of the following activities on drug prevention and/or control are being implemented in your community?

Ask this question to get the respondent’s awareness about drug prevention and control being implemented in his/her community. Encircle respondent’s answer for code “1” for YES or code “2” for NO, for every activity on drug prevention/control.

Some of the activities on drug prevention and control:

- a. Drug clearings – activities conducted by the local PNP unit, barangay anti-drug abuse council (BADAC), etc. to “clear” the barangay from the existence of drug user, pusher, manufacturer, marijuana cultivator or other drug personalities.
- b. Drug advocacy seminars – activities like seminars, symposium, trainings, lectures on drug abuse prevention and control.
- c. Dissemination of information materials – refers to the dissemination and distribution of pamphlets, posters, videos showing the hazards or ill-effects of dangerous drugs.

- d. Referrals of drug dependents for treatment and rehabilitation – facilitate the process of availing the treatment and rehabilitation program.

Q4. Are you aware of the following services offered by the government on drug abuse problem?

Ask this question to determine the awareness of the respondent on the different services offered by the government on problem about drug abuse/s. Encircle appropriate code corresponding to the answer of your respondent for each of the services listed as code “1” for YES, code “2” for NO.

The following services offered by the government on drug abuse problem are:

- a. Anti-Drug Abuse Council (ADAC) – created under the province, city/municipality and barangay to conduct programs, activities and services on drug advocacy, referral for treatment and rehabilitation.
- b. Law enforcement – provision under the dangerous drugs law (RA 9165) concern with arrests and seizures of dangerous drugs.
- c. Treatment and rehabilitation – provision under the dangerous drugs law which provides for an intervention program for users who become dependent on the use of dangerous drugs.
- d. Social welfare – this is a service offered under the law that provides assistance to social services like programs for recovering drug dependents and their families. This may include community-based home visits.
- e. School-based drug abuse prevention program – this refers to various drug abuse prevention programs implemented in public and private schools such as drug advocacy, education, life skills training, alternative activities (e.g. engaging in sports activities, etc.).

Random drug testing in schools – as provided for under the dangerous drugs law, students in public and private secondary, tertiary/higher education institutions and post-secondary technical vocational schools shall undergo drug testing primarily for prevention and rehabilitation.

CHAPTER 5 - HOW TO FILL OUT APIS FORM 2

The APIS Form 2 or Interviewer's Daily Accomplishment Report (Appendix 4) is designed to provide the supervisors with information about the output or the number of family that you have completely enumerated. In other words, the data on this form will serve as the source of information that will be used to monitor the progress of enumeration.

5.1 GENERAL INSTRUCTIONS ON HOW TO FILL OUT APIS FORM 2

1. Accomplish APIS Form 2 correctly on a daily basis.
2. You should fill out a row in APIS Form 2 of your accomplishment for the day. The required data for this form are the Household Control Numbers of households that were already visited total number of households interviewed and number of households for callback.
3. Copy from the List of sample housing unit/households the geographic identification of your assigned area.

Specific Instructions on How to Fill Out APIS Form 2

The instructions below should be followed in filling out APIS Form 2.

Sheet Number

Account for all APIS Form 2 you have accomplished. For the first APIS Form 2 used, fill this out as Sheet 1 of n sheets, where n is the total number of APIS Form 2 you utilized for the whole duration of the survey.

Column 1 - Date

Write the numeric equivalent of month and day you visited the sample area and conducted an interview, separated by slash. Example, write '**7/12**' if you visited and conducted an interview on July 12, 2016.

Column 2 – City/Municipality

Write the name of city/municipality where the sample Barangay/EA is located.

Column 3 – Barangay/EA

Write the name of the barangay/EA in column 3.

Column 4 – HCNs of Households Visited

Write the Household Control Numbers (HCN) of all households visited within the day, whether it is completed or scheduled for callback.

Column 5 – Number of Households Interviewed

Write the number of households successfully interviewed within the day.

Column 6 – Number of Households for Callback

Write the number of households for callback.

Column 7 – Remarks

Indicate in the Remarks portion any necessary explanations regarding your daily accomplishment that can help your supervisor in reviewing your work. Indicate also in the remarks portion the households you have visited that you found out to be demolished, vacant, permanently moved out, etc. Indicate or write “CB” (callback) in the remarks portion corresponding to the HCN listed I Col. 14 which is scheduled for callback. Also write “C” (completed) and the date when the household is successfully interviewed.

2016 APIS

ANNUAL POVERTY INDICATORS SURVEY

Interviewer's Manual



Republic of the Philippines
Philippine Statistics Authority
