

# **Report on Training on Field Enumeration and Editing for NCR Enumerators of the 2006 BITS and 2006 OWS**

## **I. TRAINING OBJECTIVE**

At the end of the training, the participants should be able to conduct field interview, explain the items of inquiries and edit the accomplished 2006 BITS and 2006 OWS questionnaires.

## **II. METHODOLOGY**

The training primarily comprised of lectures and discussion. The Chief LEOs and the Senior LEO's of the LSSD, EMSD and LRSD acted as resource persons.

## **III. PARTICIPANTS AND VENUE**

The Training was conducted for two (2) days on August 21-22, 2006 at the DOLE Multi-Purpose Hall. It was participated by a total of 59 Project-Based Individuals or Field Enumerators, who will conduct the field enumeration in the National Capital Region and 21 BLES staff.

## **IV. HIGHLIGHTS OF THE TRAINING**

The training was formally started by a short program, where Director Ma. Criselda R. Sy gave the welcome remarks. She emphasized the important role of the field enumerators in the success of the survey.

Assistant Secretary Arturo Sodusta in his opening remarks stressed the importance of BLES surveys in the Department. He likewise challenged and motivated the training participants to do their best in conducting the survey.

The first day of the training focused on a thorough discussion of the 2006 Occupational Wages Survey (OWS) and 2006 BLES Integrated Survey (BITS). The discussion also gave emphasis on how to edit, check the completeness and consistency of the entries in the accomplished questionnaire.

On the second day of the training, the participants gained insights on the operational strategies and other administrative concerns. To further enriched the participants' knowledge of the work on field, a portion of the training was devoted to the sharing of experiences of some previous field enumerators. The knowledge was further enriched with the conduct of a "mock interview" exercise to effectively prepare the participants for an actual field interview situation.

## **V. HIGHLIGHTS OF THE MOCK INTERVIEW EVALUATION**

During the mock interview sessions, respective area supervisor with the assistance of some monthly Project-Based Individuals (PBIs) and survey reviewers, assessed the performance of the trainees based on the following criteria: Courtesy (25%), Knowledge (25%), Alertness (25%), and Communication (25%).

The following were the results of the mock interview evaluation:

Around 90.0 percent of the 59 participants showed *highly acceptable* ratings on courtesy in their conduct of the interview while the remaining 10.0 percent had *acceptable ratings*.

**TABLE 1 - Mock Interview Evaluation of NCR Enumerators**

Rating	COURTESY		KNOWLEDGE		ALERTNESS		COMMUNICATION	
	Number	%	Number	%	Number	%	Number	%
<b>Acceptable (15% - 20%)</b>	6	10.2	21	35.6	13	22.0	17	28.8
<b>Highly Acceptable (21% - 25%)</b>	53	89.8	38	64.4	46	78.0	42	71.2
<b>Total</b>	59	100.0	59	100.0	59	100.0	59	100.0

Thirty-eight (64.4%) got *highly acceptable* on their level of knowledge as against twenty-one (35.6%) with *acceptable ratings*.

Eight out of ten (10) participants, showed *highly acceptable* level of alertness while only two were rated as *acceptable*.

In terms of communication ability, seven out of ten participants were able to present the survey clearly, concisely and logically to the respondents at highly acceptable manner while those assessed as acceptable were 28.8 percent (17 trainees).

Across the four criteria, two out of five participants had ratings ranging from 91.0 percent to 95.0 percent. Nearly three-tenths (28.8% or 17 trainees) got 80.0 to 85.0 percent while only 16.9 percent (10 trainees) received a rating between 86.0 to 90.0 percent. Only eight of the trainees got a total rating of above 95.0 percent. (*Table 1*)

**TABLE 1 - Summary of Overall Rating on Mock Interview**

Rating	Number	Percent
<b>80% - 85%</b>	<b>17</b>	<b>28.8</b>
<b>86% - 90%</b>	<b>10</b>	<b>16.9</b>
<b>91% - 95%</b>	<b>24</b>	<b>40.7</b>
<b>96% - 100%</b>	<b>8</b>	<b>13.6</b>
<b>Total</b>	<b>59</b>	<b>100.0</b>

## VI. HIGHLIGHTS OF THE TRAINING EVALUATION

On a scale of 1 to 5, where 1 is Satisfactory and 5 as Excellent, majority of 59 participants gave the resource persons an average rating of **Very Satisfactory** in the

four criteria items as follows: Time Management – 4.2 to 4.4; Arousing the Interest of the Participants – 4.1 to 4.4; Mastery of the Subject – 4.4 to 4.7; and Method and Skill of Imparting Knowledge – 4.3 to 4.5. (Table 2)

About 81 to 95 percent of the participants deemed the time spent in the presentations of the sessions adequate. (Table 3)

On the survey items that need to be thoroughly discussed, about one-half identified “Survey Editing Guidelines”. About 32 to 41 percent mentioned “Survey Objectives and Uses of the Data”, while “Statistics to be Generated” was cited by 25 to 37 percent. (Table 4)

The following were the comments and suggestions of the participants for consideration in future trainings to be conducted:

- give more emphasis on survey objectives, the use of data and editing guidelines to make it relevant and effective in the field.
- be more detailed in explaining some other parts of the form/questionnaire and cite more actual scenario so that the PBI-enumerator could visualize more on its actual presentation to the respondent.

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**TABLE 2 - Evaluation on the Resource Person**

CRITERIA/SESSION	(In percent)					Average Rating
	Unsatisfactory	Needs Improvement	Satisfactory	Very Satisfactory	Excellent	
1. TIME MANAGEMENT						
Survey 1: 2006 OWS			10.2	40.7	49.2	4.4 (VS)
Survey 2: 2006 BITS (Parts I & II)			13.6	39.0	47.5	4.3 (VS)
Survey 2: 2006 BITS (Part III)			16.9	39.0	44.1	4.3 (VS)
Operational Strategy			8.5	61.0	30.5	4.2 (VS)
Administrative Concerns			8.5	49.2	42.4	4.3 (VS)
Survey Documents and Forms			11.9	47.5	40.7	4.3 (VS)
2. AROUSING THE INTEREST OF THE PARTICIPANTS						
Survey 1: 2006 OWS			5.1	47.5	47.5	4.4 (VS)
Survey 2: 2006 BITS (Parts I & II)		1.7	18.6	40.7	39.0	4.2 (VS)
Survey 2: 2006 BITS (Part III)		1.7	16.9	50.8	30.5	4.1 (VS)
Operational Strategy			13.6	45.8	40.7	4.3 (VS)
Administrative Concerns			11.9	49.2	39.0	4.3 (VS)
Survey Documents and Forms			16.9	44.1	39.0	4.2 (VS)
3. MASTERY OF THE SUBJECT						
Survey 1: 2006 OWS			5.1	20.3	74.6	4.7 (VS)
Survey 2: 2006 BITS (Parts I & II)			5.1	23.7	71.2	4.7 (VS)
Survey 2: 2006 BITS (Part III)			11.9	40.7	47.5	4.4 (VS)
Operational Strategy			8.5	37.3	54.2	4.5 (VS)
Administrative Concerns			6.8	35.6	57.6	4.5 (VS)
Survey Documents and Forms			3.4	35.6	61.0	4.6 (VS)
4. METHOD AND SKILL IN IMPARTING KNOWLEDGE						
Survey 1: 2006 OWS		0.0	5.1	35.6	59.3	4.5 (VS)
Survey 2: 2006 BITS (Parts I & II)		1.7	5.1	35.6	57.6	4.5 (VS)
Survey 2: 2006 BITS (Part III)		1.7	11.9	42.4	44.1	4.3 (VS)
Operational Strategy		3.4	3.4	50.8	42.4	4.3 (VS)
Administrative Concerns		0.0	10.2	42.4	47.5	4.4 (VS)
Survey Documents and Forms			3.4	47.5	49.2	4.5 (VS)

**TABLE 3 - Evaluation on Session Duration**

SESSION	Duration of Session					
	SHORT		ADEQUATE		LONG	
	Number	Percent	Number	Percent	Number	Percent
Survey 1: 2006 OWS	2	3.4	52	88.1	5	8.5
Survey 2: 2006 BITS (Parts I & II)	1	1.7	48	81.4	10	16.9
Survey 2: 2006 BITS (Part III)	4	6.8	51	86.4	4	6.8
Operational Strategy	1	1.7	56	94.9	2	3.4
Administrative Concerns	2	3.4	54	91.5	3	5.1
Survey Documents and Forms	1	1.7	53	89.8	5	8.5

**TABLE 4 - Items of the Survey Schedule Which Should Have Been More Thoroughly Discussed**

TOPICS	Survey 1: 2006 OWS		Survey 2: 2006 BITS (Parts I & II)		Survey 2: 2006 BITS (Part III)	
	Number	Percent	Number	Percent	Number	Percent
Survey Objectives and Uses of the Data	24	40.7	22	37.3	19	32.2
Collection Authority	10	16.9	9	15.3	5	8.5
Confidentiality of Information	8	13.6	8	13.6	8	13.6
Scope and Coverage	15	25.4	13	22.0	11	18.6
Survey Design	10	16.9	10	16.9	12	20.3
Estimation Procedures	13	22.0	12	20.3	5	8.5
Statistics to be Generated	15	25.4	22	37.3	22	37.3
Periodicity and Reference Period	9	15.3	6	10.2	8	13.6
Editing Guidelines	30	50.8	30	50.8	25	42.4
General Instructions	10	16.9	11	18.6	11	18.6

**TABLE 5 - Other Items Which Should Have Been More Thoroughly Discussed**

TOPICS	Number	Percent
<b><i>OPERATIONAL STRATEGY</i></b>		
Duties and Responsibilities of Enumerators	16	27.1
Survey Respondents	12	20.3
General Information (e.g. EIN, PSIC, PSOC, ATE, Status Codes)	21	35.6
Delivery of Questionnaires	10	16.9
Collection and Field Editing of Questionnaires	28	47.5
Field Verification	16	27.1
Flow Chart on Delivery, Retrieval, Verification and Review of Questionnaires	20	33.9
Flow Chart on Delivery Cases to Sample Establishments Transferred to Known Locations	17	28.8
Flow Chart on Delivery Cases to Head Offices of Sample Establishments	17	28.8
<b><i>ADMINISTRATIVE CONCERNS</i></b>		
Work Allocation	16	27.1
Monitoring of Performance of Enumerators and Survey Status	23	39.0
Outputs and Terms of Payment	11	18.6
Pre Termination of PBI Contract	9	15.3
<b><i>SURVEY DOCUMENTS AND FORMS</i></b>		
Certificate of appearance, enumerator's control list and introduction letter	1	1.7
Contract, introduction letter, identification card, control lists, questionnaire, manual certificate of completion	1	1.7
Control list, contract, questionnaire	1	1.7
Letter of introduction, identification card, survey questionnaires	1	1.7
Transmittal of spoilage	1	1.7