

Enumerator's Manual



2008 SURVEY ON OVERSEAS FILIPINOS



REPUBLIC OF THE PHILIPPINES
National Statistics Office
Manila

INTRODUCTION



The Survey on Overseas Filipinos (SOF) is a nationwide survey that seeks to gather information on Filipino citizens who left for abroad during the last five years. It is a rider survey to the October round of the Labor Force Survey every year.

Data collection of the characteristics of overseas workers started in 1982 using a one-page rider questionnaire in the Integrated Survey of Households (ISH) and continued until 1986. In 1987, during the revision of the ISH Form 2 or the Labor Force Survey (LFS) questionnaire, a column indicator for overseas contract workers (OCWs) was added to get the estimate of the number of OCWs. With the increasing demand for information on overseas workers, the Survey on Overseas Workers (SOW) was resumed in 1991 revising the previous questionnaire to generate more comprehensive data. In 1992, the section of international migration was included in the SOW questionnaire. And in 1993, the SOW was renamed to SOF.

Objectives of the Survey

The SOF aims to provide data on overseas Filipinos particularly the OCWs and their contribution to the economy. Specifically, the survey has the following objectives:

- To obtain national estimates on the number of overseas Filipinos including overseas workers and their socio-economic characteristics
- To provide estimates on the amount of cash and in kind transfer received by the families and mode of remittances

For purposes of the survey, only those family members who traveled outside of the Philippines within the period [October 2003 to September 2008](#) for any reasons are included.

Authority for the Survey

The SOF, as well as other surveys conducted by the National Statistics Office (NSO), is authorized under the following laws:

1. Commonwealth Act No. 591 (an act to Create a Bureau of the Census and Statistics, to consolidate Statistical Activities of the Government therein) which empowers the Bureau to conduct by enumeration, sampling or other methods for statistical purposes, studies of social and economic problems of the country.
2. Presidential Decree No. 418 – reconstituting the Bureau of the Census and Statistics as a new agency under the administrative supervision of the National Economic and Development Authority to be known as the National Census and Statistics Office.

3. Executive Order No. 121 (Otherwise known as Reorganization Act of the Philippine Statistical System) – renaming the National Statistics Office (NSO) which shall be the major statistical agency responsible for generating general purpose statistics and undertaking such censuses and surveys as may be designated by the National Statistical Coordination Board.

Confidentiality of the Information

Section 4 of the Commonwealth Act No. 591 “states that the data furnished to the Bureau of the Census and Statistics will be kept strictly confidential and shall not be used as evidence in court for purposes of taxation, regulation or investigation; nor shall such data or information be divulged to any person except authorized employees of the Bureau of the Census and Statistics, acting in the performance of their duties; nor such data be published except in the form of summaries or statistical tables in which no reference to any particular individual, corporation, partnership, institution, or business enterprises shall appear,”

Persons violating the provisions of the above section shall upon conviction, be punished by a fine of not more than six hundred pesos or by imprisonment for not more than six months, or by both.



Furthermore, Section 17 of Executive Order No. 121 stipulates that “subject to existing laws, rules and regulations on confidentiality of information, any individual, institution or instrumentality shall be given access to unpublished data, provided that the cost incurred is assumed by the requesting party, in accordance with existing laws, rules and regulations.”

Scope of the Survey

Data gathered in the survey include the demographic and economic characteristics of OFWs and the remittances they send to their families here in the Philippines. Related information such as the place of destination, length of stay abroad, type of work abroad, date of departure and return were also included.

The reporting unit was the household hence the statistics emanating from this survey refer to OFWs who are members of private households. Institutional population is not within the scope of the survey.

Two forms were used in this survey, namely: (1) SOF Form 1 which gathers the socio-economic characteristics of overseas Filipinos and, (2) SOF Form 2 which is a control form.

Sampling Design

The SOF, as a rider to LFS, uses the sampling design of the 2003 Master Sample (MS) for household surveys that started May 2003. It also utilizes the full sample of the LFS. More detailed discussion on the sampling design is included in the LFS Enumerators Manual.

HOW TO ACCOMPLISH SOF FORM 2



SOF Form 2 is the household (HH) control form. It should be properly filled up since this is the basis for determining households with members who are overseas. Only those sample HHs with members overseas shall be given SOF Form 1, that is, those HHs that responded “YES” to the question, “Is there a family member who left for abroad at anytime during the period [October 2003 to September 2008](#)” in column 4 of SOF Form 2.

Take note that there may be overseas Filipinos who were listed as OFs in Column 11 of ISH Form 2 though their departure may be outside the 5-year reference period since there is no cut-off period for LFS. In this case, list the OF in the control form but do not assign an SOF Form 1. Put the necessary remarks in SOF Form 2 (see example in page 8).

Give particular attention also to previous OFs who went abroad anytime in [October 2003 to September 2008](#) and are now regular members of the HH (with code “5” in Column 11 of ISH Form 2). They should be reported in SOF Form 2 and be assigned an SOF Form 1.

Geographic Identification

Copy correctly the geographic identification from ISH Form 2. Write only the name and the corresponding codes of the province, municipality/city, barangay and EA codes in the boxes provided.

Sheet ___ of ___ Sheets

Be sure to fill up the sheet indicator that is found on the upper portion of SOF Form 2. This refers to the number of sheets used per barangay/EA. If 2 sheets were used for a barangay/EA, write Sheet 1 of 2 Sheets for the first sheet and Sheet 2 of 2 Sheets for the second sheet.

Date Accomplished and Name of Interviewer

The interviewer should print and sign his/her name in the space provided and the date when SOF Form 2 was completed.

Column 1 – Line Number

Thirty (30) line numbers were preprinted to correspond to each sample HH. Since not all of the sample barangays/EAs have 30 sample HHs, one SOF Form 2 will be needed in most of the sample EAs, except when the number of overseas Filipinos in a household exceeds two. When the numbers of sample HHs in an EA exceeds 30, use another sheet.

Column 2 and Column 3 – Sample Housing Serial Number (SHSN) and Household Control Number (HCN)

Copy correctly the SHSN and HCN of each sample HH from ISH Form 2.

Column 4 – Is there a family member who left for abroad at anytime during the period **October 2003 to September 2008**?

To be reported by the sample HHs are the following who left within the period **October 2003 to September 2008**:

1. Overseas Filipinos, who are related to the head of the sample HH by consanguinity or affinity, and a member of the HH prior to his/her departure and still a member upon return.

Examples:

- a) Spouse of the HH head who is expected to return to the sample HH;
 - b) Son-in-law of the HH head who lived with the sample HH prior to his departure and will live with the HH upon return.
2. Overseas Filipinos whose stay abroad is indefinite but who are related to the head of the sample HH, by consanguinity or affinity, and has lived with this HH prior to their departure.

Examples:

- a) Daughter of the HH head who left as a tourist with no intention of coming back in the near future;
 - b) Son of the HH head who has a two-year contract but reportedly married a foreigner and had no intention of coming back.
3. Overseas Filipinos, who are related to the head of the sample HH by consanguinity or affinity, and not a member of the HH prior to his/her departure and became a member upon return.

Examples:

- a) An OF, on his return to the Philippines, will marry the daughter of the HH head. He will become a member of the HH upon his return as the son-in-law of the HH head;
- b) Sister of the HH head who, prior to her departure was a member of a different HH, but upon her return, is now a member of the sample HH.

If a sample HH has an overseas Filipino to report based on the above rules, enter code 1 (YES) in Column 4 and proceed to ask the rest of the columns in SOF Form 2. Otherwise, enter code 2 (NO) and proceed to next HH.

Ideally, information about overseas Filipinos should be obtained directly from them. However, since this is not always possible, the information has to come from their relatives or any member of the HH who knows the person who left for abroad.

These persons belong, in one way or the other, to a particular HH in the Philippines. However, because of their temporary absence which may last from several months to a couple of years, it may be difficult at times to ascertain which HH they belong to.

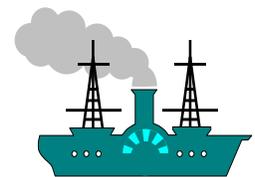
The aim of this question, therefore, is to identify which among the sample HHs should report as having overseas Filipinos, (e.g., overseas worker) for a family member such that reporting is unique. In other words, only one HH should report a given overseas Filipino and that each HH should cover all overseas Filipinos.

The survey covers the following overseas Filipinos as long as their departure occurred within the given five-year period:

1. Filipino overseas contract workers (OCW) who are presently and temporarily out of the country to fulfill an overseas work contract for a specific length of time or who are presently at home on vacation but still has an existing contract to work abroad. They may be landbased or seabased (Source: OCW Handbook by Philippine Overseas Employment Administration).
 - a. Landbased workers - these are overseas contract workers who are hired either by direct hiring of an employer abroad; or through the assistance of Philippine Overseas Employment Administration (POEA); or through a private and licensed recruitment agency. They may have returned to the Philippines for a vacation (annual or emergency leave), or have transferred to other employers, or were rehired by their former employer.

Examples: Filipino workers in Saudi Arabia, Japan, Taiwan, etc. with a contract, which may be 2 years, 6 months or 3 months.

- b. Seabased workers - these are overseas contract workers who worked or are working in any kind of international fishing/passenger/cargo vessels. Included also are OCWs who worked or are working for a shipping company abroad.



OCWs are assigned code “1” both in LFS (column 11) and SOF (question 10) questionnaires.

2. Other Filipino workers abroad with a valid working visa or work permits. Included also are crewmembers of airplanes such as pilots, stewards, stewardesses and others whose employers are foreign nationals

Examples: Filipinos working in airlines such as Northwest, Cathay Pacific, KLM, etc. with a working visa

Similar to item 1, these OFWs are assigned code “1”.

3. Filipinos whose place of employment is outside the Philippines but whose employer is the Philippine government. Examples are Filipinos who worked or are working in Philippine embassies, missions and consulates abroad.

These should be assigned code “2”, work with Philippine Embassy/Consulate abroad in question 10 of SOF Form 1 and code “3” in Column 11 of ISH Form 2.

4. Filipinos who are sent abroad by the Philippine government or by private institutions for training, scholarship or any other similar purpose, even if they are known to be working abroad.

Assign code “5” (students) to these overseas Filipinos in SOF Form 1 and code “4” in Column 11 of ISH Form 2.

5. Filipinos working in other countries who are hired as consultants/advisors of international organizations such as the United Nations, International Monetary Fund, etc.

These should be assigned code “7” in question 10 of SOF Form 1 for official missions and code “3” in Column 11 of ISH Form 2.

6. Filipino immigrants and residents in other countries. Since these OFs shall become residents or citizens of other countries, they are not listed as household members in ISH Form 2.

These OFs must be assigned code “6” in the SOF questionnaire.

7. Filipinos abroad who are holders of other types of non-immigrant visa such as tourist/visitor, student, medical and others.

The code for tourist/visitor is “4”, for student “5” and for other OFs who went abroad for medical treatment “8”. The OFs that would be reported in code “8” may also include fiancées, OFs on business trips and others. These OFs are reported as code “4” in Column 11 of ISH Form 2.

8. Other Filipino workers other than contractual. These include Filipinos who went out of the country through back-door means and worked there during the reference period.

They should be assigned code “3”, workers other than contractual and code “2” in Column 11 of ISH Form 2.

In the following marginal cases, include and get information about the overseas Filipinos if:

1. There is a great possibility that he would not be covered by any HH (assuming that all HHs will be interviewed) as in the case of an unmarried brother of the HH head who had moved from one place to another and only briefly stayed with the sample HH prior to his departure for abroad.
2. You have doubts whether he qualifies to be reported in a sample HH that you are interviewing.

In either case, describe and write in the remarks portion of the HH’s SOF Form 1, the circumstances about his being reported in this HH.

Column 5 – Number of Overseas Filipinos in the Household

If the answer is “1” (Yes) in Column 4, ask for the number of overseas Filipinos in the HH. Write the number in the space provided for the answer.

Column 6 & 7 – Line Number and Name of Overseas Filipinos

Copy or transcribe the line number and name of the overseas Filipino who is a member of the HH in ISH Form2. For OFs who are members of the sample HH before they left for abroad but no longer members at the time of visit, assign line number “81” for the first OF, “82” for the second OF, “83” for the third and so on. Write the name(s) of the OFs in column 7 opposite their line numbers in column 6.

Administer SOF Form 1 for every identified overseas Filipino from the sample HH.

Column 8 – Remarks

Put the necessary remarks in this column. Also, include remarks for HH members who are considered as OFs in LFS but do not satisfy the conditions for SOF. (See line number 12 in example on the next page).

Total

Add the entries in Column 5 and write the sum in the space provided for total for each sample barangay/EA.

For more than one OF per HH, put a horizontal line from column 2 (SHSN) to column 5 (Number of overseas Filipinos in the HH). The total number of OFs for each HH should be placed in the line of the first OF of that HH. See example on how to accomplish SOF Form 2 on the next page.

<p style="text-align: center;">SOF FORM 2 - CONTROL FORM</p> <p style="text-align: center;">Republic of the Philippines NATIONAL STATISTICS OFFICE Manila</p> <p style="text-align: center;">Survey on Overseas Filipinos</p> <p style="text-align: center;">OCTOBER 2008</p>	<p style="text-align: center;">CERTIFICATION</p> <p style="text-align: center;">I hereby certify under oath that the data set forth herein were personally obtained by me in accordance with instructions</p> <hr/> <p style="text-align: center;">Signature Over Printed Name of Enumerator</p> <hr/> <p style="text-align: center;">Date Accomplished</p>	<p style="text-align: right;">Sheet <u>1</u> of <u>1</u> Sheets</p> <p style="text-align: center;">GEOGRAPHIC IDENTIFICATION</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;">PROV <u>NCR 4TH DIST</u></td> <td style="width: 10%; text-align: center;"><u>7</u></td> <td style="width: 10%; text-align: center;"><u>6</u></td> <td style="width: 10%;"></td> </tr> <tr> <td>MUN/CITY <u>MUNTINLUPA</u></td> <td style="text-align: center;"><u>0</u></td> <td style="text-align: center;"><u>3</u></td> <td></td> </tr> <tr> <td>BGY <u>POBLACION</u></td> <td style="text-align: center;"><u>0</u></td> <td style="text-align: center;"><u>0</u></td> <td style="text-align: center;"><u>5</u></td> </tr> <tr> <td>EA</td> <td style="text-align: center;"><u>0</u></td> <td style="text-align: center;"><u>1</u></td> <td style="text-align: center;"><u>6</u></td> </tr> </table>	PROV <u>NCR 4TH DIST</u>	<u>7</u>	<u>6</u>		MUN/CITY <u>MUNTINLUPA</u>	<u>0</u>	<u>3</u>		BGY <u>POBLACION</u>	<u>0</u>	<u>0</u>	<u>5</u>	EA	<u>0</u>	<u>1</u>	<u>6</u>
PROV <u>NCR 4TH DIST</u>	<u>7</u>	<u>6</u>																
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BGY <u>POBLACION</u>	<u>0</u>	<u>0</u>	<u>5</u>															
EA	<u>0</u>	<u>1</u>	<u>6</u>															

Line Number	SHSN	HCN	Is there a family member who left for abroad at anytime during the period October 2003 to September 2008? 1 - YES 2 - NO	No. of Overseas Filipinos in the HH	Line No. of OF in ISH Form 2	Name of Overseas Filipino (Last Name, First Name)	Remarks
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
01	0001	0005	1	3	01	TAN, ROMEO	
02					03	TAN, CLARO	
03					04	DE VERA, MA. TERESA	
04	0002	0019	2				
05	0003	0033	2				
06	0004	0047	1	2	02	DOLOR, CRISELDA	
07					05	DOLOR, JOHNSON	
08	0005	0061	1	1	02	DAMIAN, LINDA	
09	0006	0075	1	1	03	RICARDO, EDWIN	
10	0007	0089	1	2	81	CRUZ, GABRIEL	IMMIGRANT
11					82	CRUZ, MARY	IMMIGRANT
12	0008	0094	2				James is an OCW with
13							line number 05 in LFS
14							but left the country
15							on Oct. 2008 which is
16							outside the reference
17							period
18							
19							
20							
21							
22							
23							
24							
25							
26							
27							
28							
29							
30							
TOTAL				9			

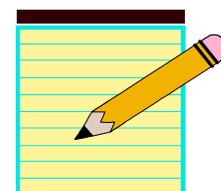
HOW TO ACCOMPLISH SOF FORM 1



SOF Form 1 is a two-page questionnaire designed to gather data on the number and socio-economic characteristics of overseas Filipinos and their remittances.

GENERAL INSTRUCTIONS

1. Use pencil in making entries on the questionnaire.
2. Ask the questions and record responses in the order that they appear in the questionnaire. Do not leave or skip questions unless they are not applicable in a given situation. Follow the skipping patterns of the questionnaire diligently.
3. Make appropriate remarks that will explain all entries which may appear doubtful/vague to others who will look at the questionnaire.
4. Record the responses clearly and legibly. In most items, this may be done by encircling or entering the appropriate code.
5. The questionnaire should be filled-up during the actual interview. You should not write the answers on a loose sheet of paper and then transcribe them to the questionnaire at a later time. Also you should not rely on your memory to complete the questionnaire after you have left the house of the respondent.
6. Encircle and enter the correct code for pre-coded answers in the code box provided at the right hand portion of the questionnaire. For write-in entries, enter the actual response of the respondent.
7. Make sure that SOF Form 1 is filled-up completely and consistently. It is very essential that before ending the interview, make sure that the answers given to the various questions are consistent with each other. If inconsistent answers are given, it would be very difficult to find out which of these are correct after you have left the respondent's house.
8. Do not forget to write the line number of OFs identified in ISH Form 2.



GEOGRAPHIC IDENTIFICATION

Before you begin the interview, fill up the geographic identification portion of the sample HH into the questionnaire. Copy correctly from ISH Form 2 the name of the province, municipality/city, barangay, and their corresponding geographic codes, including the Sample Housing Serial Number (SHSN) and the Household Control Number (HCN) of the sample HH.

Also, copy correctly from ISH Form 2 the design codes such as the replicate number, stratum codes, PSU number and the code for the rotation group.

Each sample HH of the ISH with family members who left for abroad during the reference period should be given one (1) SOF questionnaire. SOF Form 1 allows the recording of answers for only one person in the sample HH. In cases where there are more than one family member who left abroad, additional questionnaire/s are needed, thereby asking the same set of questions for each person who left for abroad.

To properly account for the number of forms accomplished for one sample HH, fill up the phrase "Set ___ of ___ Sets" located at the upper right portion of the form. If you use only one SOF Form 1, that is, there is only one family member who left for abroad, fill this up as "Set 1 of 1 Sets". If there are two overseas Filipinos in the family, fill up the first form as "Set 1 of 2 Sets", the second form, "Set 2 of 2 sets" and so on.

DEMOGRAPHIC CHARACTERISTICS

Q1. What is the name of the family member who is/was abroad?

Enter the full name of the overseas Filipino, surname first followed by the first name. Copy correctly the line number of the overseas Filipino found in ISH Form 2.

Q2. What is _____'s relationship to the head of this household?

The codes for relationship to the HH head are similar to ISH Form 2.

01 Head	06 Grandson/Granddaughter
02 Spouse	07 Father/Mother
03 Son/Daughter	08 Other Relative
04 Brother/Sister	09 Non Relative
05 Son-in-law/Daughter-in-law	

Q3. Is _____ male or female?

The sex of a person should be accurately encircled using the appropriate codes, i.e., "1" if the overseas Filipino is male and "2", if female.

Q4. How old is _____ on his/her last birthday?

If the OF is listed as member of the HH in ISH Form 2, copy the age of the OF from Column 7 of the LFS questionnaire. If not, ask for the age of the OF from the respondent. Ask for the best estimate if the respondent cannot give the exact age of the person. Enter '99' for not reported if the respondent has no idea whatsoever of the age of the overseas Filipinos. For persons aged 98 or over, enter "98".

NOTE:

The entries for line number, relationship to HH head, age and sex should be consistent with the entries in ISH Form 2. See Chapter 4 for their corresponding columns in ISH Form 2.

Q5. How many times did _____ leave for abroad during the last five years? (October 2003 to September 2008)?

Ask the respondent the number of times the person left abroad for work, business, pleasure, vacation trips or other reasons during the reference period. Please put remarks if the OF left for more than 99 times.

INFORMATION ABOUT LAST DEPARTURE

Questions 6 to 18 ask for items of information about the person's last departure from the country. All inquiries in Q6 to Q18 must be posed with the correct time perspective, i.e., with reference to the date of last departure for abroad that is asked in Q6.

Q6. When did _____ (last) leave?

Inquire for the month and year of the latest departure from the Philippines of the person. This refers to the last time the person left the country, which must not be earlier than **October 2003 and not later than September 2008**. Enter the corresponding code in the code boxes, i.e., the two-digit code of the month and the four digits of the year.

Consider the following marginal cases for Q6:

Case 1: Jane, who is an OCW in Italy, left in April 2004 for a two-year contract. After the contract expired, she went home. In July 2006, she left again for another two-year work contract abroad.

The reported date of departure of Jane should be **July 2006** because her first work contract already expired.

Case 2: Ariel left for Dubai to work as a construction worker in May 2004. In December 2006, he went home for a vacation to spend Christmas with his family. He left again in January 2007 to continue his existing work contract.

The date of departure of Ariel should be **May 2004** because he only came home in December 2006 for a vacation and still has an existing work contract abroad.

Case 3: Marianne works as a domestic helper in Hong Kong for 2 years. She last left the country in August 2006 and returned in September 2008. She left again in October 2008 for another work contract abroad.

The date of departure to be reported here is **August 2006** and not October 2008 since this is outside the reference period. All other information for Marianne's departure must be with reference to her August 2006 departure.

Enter '99' in the code boxes if the respondent cannot remember or does not know the exact month, when the person left for abroad. For example the last departure was in 2004 but the month is unknown, enter '99' for the month and '2004' for the year in the code box.

Q7. What is _____'s marital status as of his/her (last) departure?

Inquire for the marital status of the person at the time when he/she last left. Use the same concept of marital status as used in the LFS, which are:

- | | |
|-----------|----------------------|
| 1 Single | 4 Separated/Divorced |
| 2 Married | 5 Unknown |
| 3 Widowed | |

Q8. What is the highest grade completed by _____ at the time of his/her (last) departure?

Use the LFS concept on highest grade completed. Like in Q7, the highest grade completed refers to that at the time of the person's last departure. The codes are seen below.

- | | |
|-----------------------------|------------------------------|
| 00 No Grade Completed | 03 High School Undergraduate |
| 01 Elementary Undergraduate | 04 High School Graduate |
| 02 Elementary Graduate | 05 College Undergraduate |

For an OF who has completed a college or higher degree at the time of his departure, specify in words the degree which he has obtained as for example B.S. Agriculture, B.S. Statistics, B.S. Mechanical Engineering, A.B. Economics (Bachelor of Arts in Economics), MDE (Master in Development Economics), among others. Take note that 2-year courses are classified as college undergraduates and must have code "05" in Q8.

NOTE:

The entries for the marital status and highest grade completed may not be consistent with the entries in ISH Form 2 since these refer to the status of the person at the time of departure. Note that the entry in the highest grade completed in LFS should be equal or higher than that reported in SOF.

Q9. What was _____'s usual occupation in the Philippines before he/she (last) left?

Inquire from the respondent the specific kind of work or activity that the person did before he/she last left for abroad. Ask the respondent to give the specific description of the kind or nature of work the person did at the time. The usual occupation may be a gainful or non-gainful one and must last for at least six (6) months. The description should be as specific as possible to be able to code at the four-digit level using the 1992 PSOC.

The following are the marginal cases for question 9:

Case 1: Before leaving for Singapore in March 2003, Sophie worked as an elementary school teacher for five years. Her contract in Singapore expired after two years and she returned to the Philippines in March 2005. She then worked as an Avon dealer here in the Philippines for 3 months. In July 2005, she again left for abroad for another two-year contract.

The usual occupation of Sophie to be reported here should be **elementary school teacher** and not Avon dealer because her occupation as an Avon dealer lasted only for 3 months. Her date of departure is still July 2005.

Case 2: After being idle for 2 years, Patricia was able to work as a domestic helper in Hong Kong. She left in March 2003 and returned 2 years later in February 2005 because her contract expired. She then worked as a service crew in a fast food restaurant here for 3 months. In July 2006, she left again for Hong Kong for another two-year contract and has not yet returned.

The entry for Q9 should be **idle**. Her being a service crew lasted only for 3 months, defying the concept of the usual occupation.

Case 3: Antonio has been working as an architect for 3 years here in the Philippines before getting a work contract in Bahrain. He left in April 2005 and went home for a vacation in March 2006. During his vacation, he worked part-time as a manager in the family operated restaurant. He then returned to Bahrain in May 2006 to fulfill his existing work contract there.

Antonio's usual occupation to be reported is **architect** since he is just on vacation here in the Philippines.

Q10. What was _____'s primary reason for leaving the country (last time)?

The survey aims to determine the reasons why people travel. Hence, ask the primary reason or purpose why each person left for abroad. The reason should relate to the person's last departure.

While in some cases it may be quite difficult to ascertain the true reason why the person left for abroad, the type of visa granted to him may indicate the purpose of his travel. You therefore should ascertain whether the person left as an immigrant, contract worker, work with Philippine Embassy/Consulate abroad, tourist, student, etc.

The following reasons with the corresponding codes are:

- | | |
|--|--------------------|
| 1 Contract Worker | 5 Student |
| 2 Work with Phil. Embassy/Consulate Abroad | 6 Immigrant |
| 3 Worker Other than Contractual | 7 Official Mission |
| 4 Tourist | 8 Others Specify |

Refer to pages 5-6 of this manual to ascertain which code is appropriate for this question. Reasons other than those specified in codes 1 to 7 should be specified in code 8 (Others).

Q11. In what country did _____ stay when he/she left?

Enter the name of the country where the person stay when he/she last left. Be specific. Do not simply accept Middle East or Europe as an answer. Refer to Appendix A (page 22) to have an idea on how to report the name of the country. If during his last trip abroad, a person intended to tour several countries, ask and record only that country where he stayed for the longest duration.

In case an overseas worker is sea-based, ask for the country or nationality of the owner of the shipping line. Likewise, for airplane stewardesses, stewards, pilots and other airplane crew, ask for the nationality/country of the airline owner.

Q12. For how many months did _____ stay/intend to stay abroad (last time)?

Ask the respondent the number of months the person stayed/intended to stay abroad when he/she last left. For those who intended to stay for less than a month, e.g., two weeks or five days, enter '00' in the code boxes.

However, for cases where the overseas Filipino is not expected to return to the country, encircle and enter "88" in the box provided.

ECONOMIC CHARACTERISTICS

Q13. Did _____ work or had a job/business at anytime during his last stay abroad?

Ask whether the overseas Filipino worked or had a job/business at anytime during his last stay abroad, i.e., from the date of his last departure (Q6) until the date of his return (Q17).

A person who was sent abroad to attend training but worked at a certain food outlet is considered to have worked abroad even if it may not be legal.

If the person did not work at all at anytime during his/her last stay abroad, encircle code 2 and skip to Q16. Leave Q14 and Q15 blank.

Q14. What kind of work did _____ do abroad?

Ask the respondent to specify the kind of work (gainful activity) the overseas Filipino did abroad. Note that for an overseas contract worker or OCW, the actual job may not be the same as the one described in his signed contract; hence, ask the respondent to report what he personally knows as the worker's actual job abroad.

Moreover, tell the respondent to be specific in describing the kind of work the person did. If he cannot give a short common description of the job, ask him or her to describe the nature of work done and write down the response verbatim.

If the overseas Filipino held several jobs during his last stay abroad consider the one that is primary.

Below are some examples of job or occupation that need special care in reporting:

Unacceptable Entries

Acceptable Entries

Engineer	Civil engineer, mining & metallurgical engineer, mechanical engineer, industrial engineer, ship's engineer, etc.
Technician	Civil engineering technician, chemical engineering technician, medical technician, dental technician, x-ray technician, etc.

Teacher	Elementary education teacher, secondary education teacher, university and higher education teacher, special education teacher, pre-elementary education teacher, etc.
Supervisor	Secondary education supervisor, elementary education supervisor, clerical supervisor, road transport service supervisor, air transport service supervisor, retail trade sales supervisor, wholesale trade sales supervisor, production supervisor, etc.
Entertainer	Singer, dancer, receptionist, impersonator, musician, usher or usherettes, choreographer, stage actor/actress, hospitality girls, etc.
Operator	Key punch/data entry operator, computer operator, telephone operator, farm machinery operator, filter and separator operator, steel and reactor operator, woodworking machine operator, forging press operator, machine-tool operator, broadcasting station operator, power generating machinery operator, water treatment plant operator, refrigeration system operator, etc.
Clerk	Accounting clerk, filing clerk, records clerk, stock, library clerk, statistical clerk, correspondence and reporting clerk, office clerk, etc.
Farm Worker	Fruit tree and other tree farm worker, livestock farm worker, poultry worker, etc.
Seamen	Ship's deck officer, ship's deck pilot, ship's engineer, marine craft mechanic, docker and freight handler, ship's deck ratings, barge crew, ship's engine room ratings, etc.
Unskilled Laborer	Janitor, stevedore, etc.

Q15. How many months has _____ worked/been working abroad during the last 5 years? (October 2003 to September 2008)

The purpose of asking this question is to determine how long the overseas Filipino has been working abroad or has worked abroad on a more or less continuous duration, irrespective of employer, country or occupation. Continuous duration means that there is no interruption in his/her being employed or, if there is a gap that occurred between his/her employments, this gap should not be more than one year.

Example:

Christian is an overseas worker who has been working abroad since June 2003. From June 1, 2004 up to July 31, 2007, he has worked for 3 employers as a cable technician, a communication technician and a communications engineer, respectively. He returned here permanently in August 2007. There was a gap of three months between his being a cable technician and a communication technician. The correct entry for this question should be:

Q15	How many months has ____ worked/been working abroad during the last 5 years? No. of Months <u> 38 </u>		
	<table border="1" style="display: inline-table; border-collapse: collapse;"> <tr> <td style="padding: 2px 10px;">3</td> <td style="padding: 2px 10px;">8</td> </tr> </table>	3	8
3	8		

Q16. Has ____ returned home since his/her (last) departure?

Inquire if the overseas Filipino has returned to the Philippines since he/she last left the country. Make sure that the date of last departure of the OF is consistent with the date of return. Encircle and enter code “1” if the OF returned during the reference period and “2” otherwise.

Refer to the following marginal cases for question 16:

Case 1: Jennifer is an OCW in Canada since October 2004. She returned to the Philippines for a vacation in November 2005 and returned to Canada in December 2005 to finish her two-year contract. She has not returned since then.

The entry for Q16 should be **code 2 (NO)** because she went home only for a vacation and she still has an existing work contract abroad.

Case 2: Dominic worked as a construction engineer in Bahrain for the past 3 years. He was present at the time of visit of the LFS on [October 10, 2008](#). Upon inquiry, it was found out that he just got back the previous week and has returned for good.

The entry for this question must be **code 2 (NO)** since Dominic returned outside the reference period, that is, [October 2003 to September 2008](#).

Q17. When did ____ return home?

If the answer in Q16 is “YES” (code 1), inquire for the date when the overseas Filipino returned to the country, that is, the month and the year of return. Likewise, code the response in the same manner as in Q6.

Q18. When is ____ expected to return home?

If the overseas Filipino has not returned home since his/her (last) departure, inquire for the date when he/she is expected to return to the country.

For overseas contract workers, enter the month and year he is expected to return which is normally the date of expiration of his contract. If for some reason, voluntary or otherwise, the worker will terminate the contract before its expiry date and will then be coming home, indicate the expected date of his arrival and make some notations/remarks about the shortened contract on the questionnaire.

Ask the respondent to give an estimate of expected date of return if the exact date is unknown.

However, for cases where the overseas Filipino is not expected to return to the country, encircle "888888".

REMITTANCES

Q19. Did the family receive any cash remittance from _____ during the period April to September 2008?

For purposes of this survey, cash remittance is defined as any amount sent by the overseas Filipinos to his family out of his salary and/or other sources of income during the period April to September 2008.

Encircle and enter code "1" if the family received cash remittance during the specified period. If not, encircle and enter code "2" and skip to Q23.

NOTE:

If the OF returned for good prior to April 2008, the entry for this question should be code 2 (NO). Likewise, Q23 (did the person return during the period April to September 2008) and Q25 (did the family receive goods/ products during the period April to September 2008) should have an entry of code 2 (NO).

Q20. How much cash remittance was received by the family during the month of ... (April, May, June, July, August and September)?

Ask the respondent to give, as much as possible, the exact amount of the remittance received by the family from the member who is abroad. In case the respondent reports the remittance in different units of currency, ask for the exchange rate used when he converted the money to Philippine peso. If it cannot be recalled, accept and write the amount in whatever unit of currency the respondent reports. Just make sure that the unit of currency is indicated. Conversion to Philippine peso will be done during manual processing.

Example: 500 Saudi Riyals
 300 HK Dollars

Probe further if the answer given is in "dollars". The unit of currency may be US dollars, Malaysian dollars, Hong Kong dollars, Australian dollars, etc.

Q21. How do you usually receive the remittance during the period April to September 2008?

Ask how the family usually received the remittance during the six-month period. There are five choices for the mode of remittance. These are:

- 1 **Bank** – this refers to remittances received through the banking system, whether private or government.
- 2 **Agency/Local Office** – agency refers to the recruitment agency that processed the recruitment papers of the overseas Filipinos. The local office, on the other

hand, is that of an International shipping company is usually utilized by seamen in sending their remittances to their families.

- 3 **Friends/Co-workers** – money is sent through friends or co-workers who have returned home.
- 4 **Door-to-door** – this is the common name for couriers or offices that personally deliver packages including cash at the doorsteps of the HH.
- 5 **Others** – if the remittance was sent through means other than those specified above, such as through mail, postal money order, etc., enter code 5 and specify the method. Examples are Western Union, Smart Padala and others.

Q22. How was the remittance of ____ spent?

Ask how the respondent usually spent the remittance received during the six-month period. There are four choices for how the remittance was spent and also provide estimated percent share where applicable. This item is a multiple response. Enter the code and percent share in the boxes provided. Total must be 100 percent.

- 1 **Consumption** – is generally measured by household consumption expenditures.

It includes the following:

- a. value of food consumed and value of goods/services paid for, whether in cash or on credit during the reference period
- b. cash payments made during the reference period for items bought on credit prior to the reference period
- c. payment of cash loans
- d. payment on installments made for appliances and personal transport
- e. continuing installments paid on durable furnishings/equipment bought

- 2 **Investments** – refers to money committed or property acquired for future income.

There are two main classes of investment :

- a) Fixed income investment such as bonds, fixed deposits, preference shares.
- b) Variable income investment such as business ownership (equities), property ownership.

It also includes the following:

- a. purchase/amortization of real property
- b. loans to persons outside the family
- c. major repairs of the house (refer to the alterations or to 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)
- d. construction of the new house
- e. purchase of stocks and bonds

- 3 **Savings** – refers to cash on hand or money deposited to banks.
- 4 **Others, specify** – if the remittance was spent other than specified above.

Q23. Did the person return during the period April to September 2008?

Verify entry in Q17 to know if the person returned from abroad anytime during the past six months, that is, between April to September 2008. Encircle and enter “1” if the person returned during the period April to September 2008. Otherwise, encircle and enter “2” and skip to Q25. Enter the response in the box provided.

Here are some cases to consider in answering Q23:

Case 1: Isabel worked as an entertainer in Japan since October 2004. She went home for a vacation in April 2008 and went back to Japan in May 2008 to finish her contract. She has not returned home since then.

Since Isabel returned only for a vacation, the entry for Q16 (returned home since her last departure) is code 2 (NO). But in Q23, the entry should be **code 1 (YES)** because she returned during the period April to September 2008. The date of her last departure must be October 2004 and not May 2008.

Case 2: Alfred left for the States in July 2008 to work as a caregiver. After further probing, it was known that this was his second work contract abroad. He first worked as a nurse in Dubai from May 2004 to April 2008.

The entry for Q23 in this case is **code 1 (YES)** even though he left for abroad for a new contract. He still returned from a previous contract during the period April to September 2008. The entries for Q6 (date of last departure) must be July 2008 and Q16 (returned since last departure) must be code 2 (NO).

Q24. How much cash did he/she bring home during the period April to September 2008?

If the overseas Filipino is now with the HH or has returned anytime during the past six months, ask for the amount of cash he brought with him.

Like in Q20, if the answer is given in foreign currency and conversion is not known, accept the response and specify the unit of currency. Again, in this case, conversion to Philippine peso will be done during the manual processing.

Q25. Did the family receive goods/products (e.g., appliances, jewelry, etc.) from _____ during the period April to September 2008?

Ask the respondent if the family received some goods or products from the overseas Filipino such as food, appliances, jewelry, clothing and other wear. Include also goods/products brought home by the overseas Filipino if he returned home/went on vacation during the specified period.

If No, end the interview.

Q26. What is the total imputed value of these goods/products?

If the answer in Q25 is "YES" (Code 1), ask the respondent for each item specified in the questionnaire and enter the total imputed value in Philippine pesos of the goods/products received.

CERTIFICATION PORTION

In the certification portion found at the second page of the questionnaire, the enumerator should print and sign his name on the line allotted for the purpose to certify that the data written on the form were obtained personally by the enumerator and that they are complete to the best of his knowledge and ability. Write the date when the form was accomplished.

COMPUTATIONS/REMARKS

The computations/remarks portion of the questionnaire is provided for the free and liberal use of the interviewer. In an interview situation, there is usually more information given by the respondent than the answer required by the set of questions. This additional information is important for making decisions in subsequent phases of the survey such as editing and coding. Therefore, interviewers are urged to write down this additional information that he thinks are relevant to or useful in the processing of the data.

If the interviewer has some doubts whether or not he is recording the responses correctly, he should also use the computations/remarks portion to convey his reservations about any information that he has recorded.

Use this space also for computing the total imputed value of goods/products received from the overseas Filipino.

CHECKING/SUBMITTING COMPLETED QUESTIONNAIRES



It is the responsibility of each interviewer to review each questionnaire when the interview is finished. The review must be done before leaving the HH to make sure that all answers are clear, legible and complete. Also check that skipping instructions are correctly followed. Further checking must also be done in the provincial office.

While reviewing, take note of the following:

1. GEO-ID and Demographic characteristics

The SOF Forms should have the same GEO-IDs and demographic characteristics with ISH Form 2 or the LFS questionnaire.

<u>LFS</u>	<u>Description</u>	<u>SOF</u>
Column 1	Line Number	Question 1
Column 5	Relationship to Head	Question 2
Column 6	Sex	Question 3
Column 7	Age as of Last Birthday	Question 4

2. Codes in SOF should be consistent with the codes in LFS

<u>LFS OFs Indicator (col 11)</u>		<u>SOF Reasons for Leaving (Q10)</u>	
1	OCW	1	OCW
2	Worker other than OCW	3	Worker other than OCW
3	Employees in Philippine Embassy, Consulates and other missions	2	Work with Philippine Embassy Consulate abroad
		7	Official Mission
4	Students abroad, tourist, etc.	4	Tourists
		5	Students
		8	Others, specify
5	Others	*	May be any reason from 1 to 8

Before submitting the forms to the provincial office, make sure that the questionnaires for the sample HH and for the entire barangay are complete.

At the provincial office, all the questionnaires for the province must be folioed properly by province. These must be arranged by EA and in ascending order of the Sample Housing Serial Number (SHSN), i.e., the lowest SHSN on top and so on. SOF Form 2s must be folioed together with SOF Form 1s in such a way that SOF Form 1s for each barangay/EA are separated by the corresponding SOF Form 2s on top. In folioing, the questionnaires must be fastened together on the left side for ease in computer processing.

CODES FOR COUNTRY OF DESTINATION

002	Afghanistan	034	Ghana	068	Pakistan, Islamic Rep of
003	Albania	035	Greece	069	Palau, Rep of
004	Algeria	036	Guam	070	Panama
005	Angola	037	Guatemala	071	Papua New Guinea
006	Antigua	119	Hawaii **	072	Paraguay
007	Argentina	116	Holland **	073	Peru
008	Aruba	038	Honduras, Rep. of	074	Poland
001	Australia	039	Hong Kong	075	Portugal
009	Austria	040	Hungary	076	Portuguese Timor and Dependencies
118	Bahamas **	041	Iceland	077	Puerto Rico
010	Bahrain	042	India	078	Qatar
011	Bangladesh	043	Indonesia	079	Romania
129	Barbados ***	044	Iran, Islamic Rep of	080	Saipan
012	Belgium	045	Iraq	081	Saudi Arabia, Kingdom of
120	Bermuda **	104	Ireland *	082	Singapore
013	Bolivia	046	Israel	130	Solomon Island ***
014	Brazil	047	Italy	128	South Africa **
015	Brunei Darussalam	114	Jamaica ***	083	Spain
016	Bulgaria	052	Japan	084	Sri Lanka (Ceylon)
017	Burma	053	Jordan	085	Sudan
048	Cambodia (Kampuchea)	125	Kazakhstan **	086	Sweden
018	Canada	049	Kenya	087	Switzerland
019	Cape Verde	050	Korea, South	088	Syrian Arab Rep
121	Chad **	051	Kuwait	089	Taiwan
020	Chile	054	Lebanon	090	Thailand
021	China, People's Rep. of	055	Liberia	091	Trust Territory of Pacific Island (exclude Marshall Island and Rep of Palau)
022	Colombia	056	Libyan Arab Jamahiriya	092	Tunisia
122	Congo **	057	Malaysia	112	Turkey **
023	Costa Rica	126	Maldives **	094	United Arab Emirates
024	Cuba	117	Malta **	095	United Kingdom (Great Britain)
103	Cyprus *	058	Marshall Islands, Rep of	096	United States of America
025	Czechoslovakia	059	Mexico	097	Uruguay
026	Denmark	113	Micronesia **	093	USSR / Russia
027	Dominican Republic	060	Monaco	098	Venezuela
127	East Timor **	061	Morocco	099	Vietnam
028	Egypt	062	Nepal	100	Zaire, Republic of
029	El Salvador	063	Netherlands	101	Zambia
123	Equitorial Guinea **	115	New Caledonia **	102	Zimbabwe
124	Ethiopia	064	New Zealand (exclude Western Samoa)	888	Other Countries (specify)
031	Fiji	065	Nigeria	999	Countries not reported
030	Finland	066	Norway		
032	France	067	Oman		
033	Germany, Federal Rep.of				

* Started in 2002 SOF

** Started in 2006 SOF

*** Started in 2007 SOF